



REGULAR CITY COUNCIL MEETING AGENDA

City Hall - Council Chambers
4381 Broadway St., Suite 201, American Canyon
July 16, 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.

PUBLIC PARTICIPATION

City Council and other public meetings will be conducted in person. This meeting is also available via Zoom, is broadcast live to residents on Napa Valley TV, on our [website](#) and on [YouTube](#).

Zoom Link: [Click here](#). **Webinar ID:** 849 9699 3806; **Passcode:** 12345 **Phone in to Zoom:** 408-638-0968

Oral comments, during the meeting: Oral comments can be made in person during Open and Closed Session or through Zoom in Open Session only. On Zoom use the "raise your hand" tool during any public comment period. To avoid confusion, hands raised outside of Public Comment periods will be lowered.

Written comments: Submit written comments by the [eComments link](#), located on the Meetings & Agendas page of our website. eComments are available to council members in real time. To allow for Council review of comments, eComments will close at 3:00 pm on the day of the meeting.

The above identified measures exceed all legal requirements for participation in public comment, including those imposed by the Ralph M. Brown Act. For more information, please call the Office of the City Clerk at (707) 647-4369 or email cityclerk@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.

4:30 P.M. – CLOSED SESSION

The mayor will call the meeting to order and conduct roll call. Council will immediately convene into Closed Session after hearing any public comment on Closed Session items. At 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

4:30 P.M. CLOSED SESSION ITEMS

1. **Matters Relating to Public Employment: Public Employee Performance Evaluations - Pursuant to Gov. Code Section 54957.**
Positions: City Manager Jason Holley
2. **Conference with Legal Counsel – Anticipated Litigation. Authorized pursuant to Government Code Section 54956.9 (d)(2). Two (2) Matters.**
3. **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. ***City of Vallejo v. City of American Canyon et al.* (Sacramento County Superior Court Case No. 23WM000055).**
 - d. ***City of Vallejo v. City of American Canyon et al.* (Sacramento County Superior Court Case No. 24WM000078).**
 - e. ***City of Vallejo v. City of American Canyon et al.* (Napa County Superior Court Case No. 24CV000544).**
 - f. ***Joanne Perez v. City of American Canyon* (Napa County Superior Court Case No. 23CV001474).**

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

4. [July 2024 as Parks and Recreation Month](#)

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

5. [Minutes of June 18, 2024 - Regular City Council Meeting](#)

Recommendation: Approve the minutes of the Regular City Council meeting of June 18, 2024.

6. [Minutes of June 18, 2024 - Special Joint City Council/Parks and Community Services Meeting](#)

Recommendation: Approve the minutes of the Special Joint City Council/Parks and Community Services Meeting of June 18, 2024.

7. [Minutes of June 18, 2024 - Special Joint City Council/Open Space, Active Transportation and Sustainability Commission Meeting](#)

Recommendation: Approve the minutes of the Special Joint City Council/Open Space, Active Transportation and Sustainability Commission meeting of June 18, 2024.

8. [Report Upon Return from Closed Session from June 18, 2024](#)

Recommendation: Approve the Report Upon Return from Closed Session for the City Council meeting of June 16, 2024.

9. [Report Upon Return from Closed Session from June 25, 2024](#)

Recommendation: Approve the Report Upon Return from Closed Session for the City Council meeting of June 25, 2024.

10. [OpenGov Planning, Building, and Code Enforcement Software Contract](#)

Recommendation: Adopt a Resolution approving a three-year professional or unique services agreement with OpenGov Inc. not to exceed \$404,160 for Planning, Building, and Code Enforcement software, training, and support services.

11. [Coastland Development Review Amendment #1](#)

Recommendation: Adopt a Resolution approving Amendment #1 to Agreement #2022-A117 with Coastland Civil Engineering, Inc. in the amount of \$308,000 for a total amount not to exceed \$1,380,000.

PUBLIC HEARINGS

12. **Summary Vacation of Easement**

Recommendation: Adopt a Resolution authorizing the City Manager to summarily vacate a 15' wide water line easement, Napa County Official Records Vol. 1338 Pages 791 to 794 and a slope and drainage easement, Napa County Official Records Vol. 1338 Pages 798 to 801 pursuant to Streets and Highways Code Section 8333 et seq.

13. **Ordinance Amending Municipal Code Titles 13 and 14**

Recommendation: Adopt an ordinance amending Titles 13 and 14 of the City of American Canyon Municipal Code authorizing the City Council to amend the timing for payment of Development or Mitigation Impact Fees for sewer and water fees.

BUSINESS

14. **FY24/25 Capital Project Schedule Update**

Recommendation: Informational item with City Council feedback

15. **Parks and Community Services Master Plan**

Recommendation: Adopt a Resolution amending the Fiscal Year 2024/25 Budget and approving an agreement with RRM Design Group (San Leandro, CA) in the amount not to exceed \$207,000 to update the Parks and Community Services Master Plan.

MANAGEMENT AND STAFF ORAL REPORTS

MAYOR/COUNCIL COMMENTS AND COMMITTEE REPORTS

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

16. **City Council Committee report - Vice Mayor David Oro**

FUTURE AGENDA ITEMS

17. **Future Agenda Items of Note**

ADJOURNMENT

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

CITY OF AMERICAN CANYON PROCLAMATION



JULY 2024 AS PARKS AND RECREATION MONTH

WHEREAS, parks and recreation programs are an integral part of communities throughout this country, and are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS, the City of American Canyon's Parks and Recreation Department enriches the lives of our community members through active participation in life-long learning, health and wellness, community involvement, providing essential services, protector of natural resources and habitats, and recreational activities; and

WHEREAS, parks and recreation provide essential and life-saving skills through learn-to-swim programs, specialized life-saving certifications, and expert hands-on training for parks and recreation staff; and

WHEREAS, parks and recreation fosters social cohesiveness in communities by celebrating diversity, providing spaces to come together peacefully, modeling compassion, promoting social equity, connecting social networks, and ensuring all people have access to its benefits; and

WHEREAS, parks and recreation strengthens a community's identity by providing facilities and services that reflect and celebrate our community's character, heritage, culture, history, aesthetics and landscape; and

WHEREAS, parks and recreation sustains and stewards our natural resources by protecting habitats and open space, connecting people to nature, and promoting the ecological function of parkland; and

WHEREAS, in collaboration with the California Parks and Recreation Society, a state-wide public awareness campaign, and the National Recreation and Park Association, a nationwide public awareness campaign, aims to inform citizens and recognize the importance of access to local parks, trails, open spaces, facilities, services and programs for the health, wellness, development, inspiration, and safety for all; and

NOW, THEREFORE, BE IT RESOLVED, that I, Leon Garcia, Mayor of the City of American Canyon on behalf of the City Council, do proclaim July 2024 as Parks and Recreation Month, urging all residents to use and enjoy American Canyon's parks, trails, open spaces, facilities, and many recreation opportunities through our programs and services.

Dated: July 16, 2024

Leon Garcia, Mayor

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

ACTION MINUTES

June 18, 2024

5:30 P.M. – CLOSED SESSION

CALL TO ORDER - CLOSED SESSION

The City Council meeting was called to order at 5:34 p.m.

ROLL CALL - CLOSED SESSION

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

Absent: None

Excused: Councilmember Mariam Aboudamous

PUBLIC COMMENTS - CLOSED SESSION ITEMS

Mayor Garcia called for public comments. 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):

- 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) City of Vallejo v. City of American Canyon et al. (Sacramento County Superior Court Case No. 23WM000055).
- d) City of Vallejo v. City of American Canyon et al. (Sacramento County Superior Court Case No. 24WM000078).
- e) City of Vallejo v. City of American Canyon et al. (Napa County Superior Court Case No. 24CV000544).
- f) Joanne Perez v. City of American Canyon (Napa County Superior Court Case No. 23CV001474).

2. Conference with Legal Counsel – Anticipated Litigation. Authorized pursuant to Government Code Section 54956.9 (d)(2). One (1) Matter.

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 6:40 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL - OPEN SESSION

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

Absent: None

Excused: Councilmember Mariam Aboudamous

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. Presentation - American Canyon Community Cats

Council received a presentation from Gina Griggs, American Canyon Community Cats.

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; Valerie Zizak-Morias was called to speak;

AGENDA CHANGES

There were no agenda changes.

CONSENT CALENDAR

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

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

Nays: None

Abstain: None

Excused: Councilmember Mariam Aboudamous

4. Minutes of June 4, 2024

Action: Approved the minutes of the City Council meeting of June 4, 2024.

5. Report Upon Return from Closed Session from June 4, 2024

Action: Approved the Report Upon Return from Closed Session for the City Council meeting of June 4, 2024.

6. Two-year Intergovernmental Services Agreement with the Housing Authority of the City of Napa (HACN)

Action: Adopted Resolution 2024-52 authorizing the City Manager to sign a two-year Intergovernmental Services Agreement (Agreement 2024-51) with the Housing Authority of the City of Napa (HACN) for housing-related services for the City of American Canyon during Fiscal Year 2024/25 and 2025/26.

7. NBCAP - 2024-25 Chemical Purchases

Action: Adopted Resolution 2024-53 authorizing the purchase of chemicals for the Water Enterprise in the amount of \$490,000; for the Wastewater Enterprise in the amount of \$35,000 and for the Recycled Water Enterprise in the amount of \$90,000. These amounts have been budgeted in FY 2024/25.

8. Increase to the Fire District's Development and Fire Capital Facilities Fee for Fiscal Year 2024-2025 by the change in the Consumer Price Index.

Action: Adopted Resolution 2024-54 approving an increase to the American Canyon Fire Protection District's Development Impact Fee and Fire Capital Facilities Fee for All New Construction and New Development to Fund Fire Protection Services for Fiscal Year 2024-2025 by the Change in the Consumer Price Index of 3.8%.

9. Building & Safety Services Agreement

Action: Adopted Resolution 2024-55 approving a two-year agreement (Agreement 2024-52) with BPR Consulting Group not to exceed \$1,725,500 for Building Official, Plan Check, and Building Inspection services during Fiscal Year 2024/25 and 2025/26.

10. Construction Inspection Services

Action: Adopted Resolution 2024-56 approving Amendment #2 (Agreement 2024-53) to Agreement #2023-A147 with Coastland Civil Engineering, Inc. for Construction Inspection Services in an amount of \$375,000 for a total contract amount not to exceed \$475,000.

11. Update City Classification Plan

Action: Adopted Resolution 2024-57 updating the City's Classification Plan.

12. Amend Employee Agreements to Update Certification Programs

Action: Adopted Resolution 2024-58 authorizing amendments to employee agreements to update certification programs.

PUBLIC HEARINGS

There are no Public Hearing items.

BUSINESS

13. Fiscal Year 2024/2025 Salary Schedule

Council received a Fiscal Year 2024/2025 Salary Schedule staff report from City Manager Jason Holley. Mayor Garcia called for public comments. Written comments: none. Oral comments: none. The public comment period was closed.

Action: Motion to adopt Resolution 2024-59 approving the Fiscal Year 2024/2025 Salary Schedule made by Vice Mayor David Oro, seconded by Councilmember Mark Joseph, and CARRIED by roll call vote.

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

Nays: None

Abstain: None

Excused: Councilmember Mariam Aboudamous

MANAGEMENT AND STAFF ORAL REPORTS

Council received an oral update from Community Development Director Brent Cooper.

MAYOR/COUNCIL COMMENTS AND COMMITTEE REPORTS

Council members commented on items of interest.

FUTURE AGENDA ITEMS

14. Future Agenda Items of Note

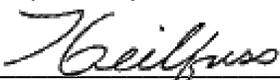
Future agenda items were reviewed.

ADJOURNMENT

The meeting was adjourned at 7:21 p.m.

CERTIFICATION

Respectfully Submitted,



Taresa Geilfuss, City Clerk

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

ACTION MINUTES

June 18, 2024

7:00 P.M. OPEN SESSION - SPECIAL JOINT MEETING

CALL TO ORDER

The City Council meeting was called to order at 7:27 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present: Mayor Leon Garcia, Vice Mayor David Oro, Councilmember Mark Joseph, Councilmember Pierre Washington, Chair Cathy Margolati, Vice Chair Charles Plummer, Commissioner Gina Griggs, Commissioner Clarence Mamaril

Absent: None

Excused: Councilmember Mariam Aboudamous

PUBLIC COMMENTS - ITEMS NOT ON THE AGENDA

Mayor Garcia called for public comments. Written comments: none. Oral comments: none. The public comments period was closed.

BUSINESS

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

Council received a Parks and Community Services Commission Work Plan for Fiscal Year 2024/25 staff report from Parks & Recreation Director Alexandra Ikeda. Mayor Garcia called for public comments. Written comments: none. Oral comments: Fran Lemos was called to speak. The public comments period was closed.

Action: Motion to adopt Minute Order 2024-05 approving the Parks and Community Services Commission Work Plan for Fiscal Year 2024/25 made by Vice Mayor David Oro, seconded by Councilmember Mark Joseph, and CARRIED by roll call vote.

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

Nays: None

Abstain: None

Excused: Councilmember Mariam Aboudamous

ADJOURNMENT

The meeting was adjourned at 8:08 p.m.

CERTIFICATION

Respectfully Submitted,



Taresa Geilfuss, City Clerk

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

ACTION MINUTES

June 18, 2024

8:00 P.M. OPEN SESSION - SPECIAL JOINT MEETING

CALL TO ORDER

The City Council meeting was called to order at 8:15 p.m.

ROLL CALL

Present: Mayor Leon Garcia, Vice Mayor David Oro, Councilmember Mark Josph, Councilmember Pierre Washington, Chair Tara McClinton-Horner, Vice Chair Scott Artis, Commissioner Barry Christian, Commissioner Sean Hughes, Commissioner Nance Matson

Absent: None

Excused: Councilmember Mariam Aboudamous

PUBLIC COMMENTS - ITEMS NOT ON THE AGENDA

Mayor Garcia called for public comments. Written comments: none. Oral comments: Barry Christian was called to speak. The public comments period was closed.

BUSINESS

1.) Open Space, Active Transportation, and Sustainability Commission Work Plan for Fiscal Year 2024/25.

Council received an Open Space, Active Transportation, and Sustainability Commission Work Plan for Fiscal Year 2024/25 staff report from City Manager Jason Holley. Mayor Garcia called for public comments. Written comments: none. Oral comments: Yvonne Baginski was called to speak; Gina Griggs was called to speak; Kara Vernor was called to speak; Jim Wilson was called to speak. The public comments period was closed.

Action: Motion to adopt Minute Order 2024-06 approving the Open Space, Active Transportation, and Sustainability Commission Work Plan for Fiscal Year 2024/25 made by Councilmember Mark Josph, seconded by Vice Mayor David Oro, and CARRIED by roll call vote.

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

Nays: None

Abstain: None

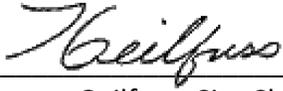
Excused: Councilmember Mariam Aboudamous

ADJOURNMENT

The meeting was adjourned at 9:30 p.m.

CERTIFICATION

Respectfully Submitted,



Taresa Geilfuss, City Clerk

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

Law Offices of
William D. Ross
400 Lambert Avenue
Palo Alto, California 94306
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Los Angeles Office:
11420 Santa Monica Blvd
#25532
Los Angeles, CA 90025

File No: 199/6

June 19, 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 June 18, 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 June 18, 2024, consistent with Government Code Section 54957.1.

At 4:34 p.m. Mayor Garcia convened the Council¹ in Open Session to determine if there were any public comments on the matters agendized for Closed Session, and after concluding that there were none, adjourned to Closed Session at 4:34 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);

¹ Councilmember Mariam Aboudamous was excused from attendance.

- c. *City of Vallejo v. City of American Canyon et al.* (Napa County Superior Court Case No. 23WM000055) [Giovannoni Project];
 - d. *City of Vallejo v. City of American Canyon et al.* (Sacramento County Superior Court Case No. 24WM000078) [Paoli/Watson Lane Annexation].
 - e. *City of Vallejo v. City of American Canyon et al.* (Napa County Superior Court Case No. 24CV000544) [Measure K].
 - f. *Joanne Perez v. City of American Canyon* (Napa County Superior Court Case No. 23CV001474)
2. Conference with Legal Counsel – Anticipated Litigation
Authorized Pursuant to Government Code Section 54956.9(d)(2)
One (1) Matter.

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 the exception that the Public Guardian provided a status report concerning the medical history of Leon Dale Schmidt and that in the administration of the assets of Mr. Schmidt, it had been determined that there was a profitable E-Trade Account of approximately \$40,000 income during the last year and that there were expenses listed for veterinary services in the approximate amount of \$70,000.

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

The Honorable Leon Garcia, Mayor
and Members of the City Council
June 19, 2024
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With respect to Closed Session Agenda Item No. 1.j., 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 with respect to the one matter considered under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(2).

Your Council concluded the Closed Session at 6:27 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 next Regular or Special City Council Meeting.

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

Very truly yours,



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

William D. Ross
David P. Schwarz
Kypros G. Hostetter
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File No: 199/6

June 26, 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; Special Meeting of the City Council of
the City of American Canyon, June 25, 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 Special City Council Closed Session Meeting of June 25, 2024, consistent with Government Code Section 54957.1.

At 4:03 p.m. Council convened in Open Session to determine if there were any public comments on the matters agendized for Closed Session consideration, and after determining that the public comment received did not relate to the matter agendized for Closed Session, the Council then adjourned to Closed Session at 4:04 p.m.

There was one matter agendized for City Closed Session consideration:

1. Conference with Legal Counsel – Anticipated Litigation.
Authorized Pursuant to Government Code Section 54956.9(d)(2)
One (1) Matter.

With respect to Closed Session Agenda Item No. 1, there was no reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(2) for the matter considered.

Your Council concluded the Closed Session at 4:21 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 matter

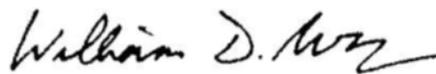
The Honorable Leon Garcia, Mayor
and Members of the City Council
June 26, 2024
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agendized for Closed Session.

This communication should be reviewed under the Consent portion of the Agenda of your 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 prominent initial "W".

William D. Ross
City Attorney

WDR:kt

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



TITLE

OpenGov Planning, Building, and Code Enforcement Software Contract

RECOMMENDATION

Adopt a Resolution approving a three-year professional or unique services agreement with OpenGov Inc. not to exceed \$404,160 for Planning, Building, and Code Enforcement software, training, and support services.

CONTACT

Brent Cooper, AICP, Community Development Director

BACKGROUND & ANALYSIS

Accurate and timely processing of Community Development applications is critical to successfully conducting the business of the City. The permit management system, which for the past two decades has been Trakit, supports citywide permit processes such as building permits, planning applications, code enforcement, and cross-departmental permits for Public Works and the Fire District.

Unfortunately, the Trakit software is outdated and no longer serviced by Central Square (the current owner of Trakit software). Furthermore, Trakit does not integrate with any of the City's other software, such as OpenGov Financial Software, Springbrook, Laserfiche, the County Geographical Information System (GIS), and others. The lack of integration requires duplicate staff time and introduces a source of error. In addition, Trakit capabilities no longer meet today's expectations for reporting, field access, and on-line customer access to data and project status.

The Community Development Department, with participation by the Finance and Public Works Departments, considered three software systems: OpenGov, Tyler Munis, and Central Square (formerly called Trakit). The review process included several online demonstrations by each firm, interviews with cities that use each firm's software, and evaluated ease of transition with historical data migration from Trakit to the new software, customization of processes with current online permit applications, and integration with existing software in other departments/city functions.

The Review Team was impressed with all three software companies and their ability to provide reporting, field access, data migration from Trakit to the new software, and on-line customer access.

Ultimately, the team selected OpenGov because it will integrate seamlessly with the OpenGov software currently in use by the Finance Department.

In addition, since 2020, the City has invested significant resources in building a Virtual City Hall for the Community Development Department. This staff-run on-line planning, building and code enforcement service is powered by Laserfiche and a source of pride for its effectiveness. Instead of eliminating the Laserfiche effort and starting from scratch with a new software system, staff was impressed that OpenGov has the capacity to integrate the City's Laserfiche-based planning and building development review process into the new software as part of the onboarding setup process. This capability will make use of the significant staff efforts, ease the new software transition, and reduce training time. Following onboarding, the OpenGov software allows staff the ability to update and maintain the system internally, rather than pay OpenGov or outside vendors for system maintenance. A copy of the OpenGov cost proposal and scope of work is included as Attachment 1.A.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

The 3-year contract cost of \$404,160 is spread out to equal \$207,270 for Fiscal Year 24/25; \$96,044 for Fiscal Year 25/26; and \$100,846 for Fiscal Year 26/27. The higher first fiscal year cost is higher because it includes onboarding software configuration, setup, and training. Funding to implement the Recommended Action is included in the FY2024/25 Annual Budget as follows (\$138,020 - 100-60-640, \$69,250 - 100-50-510)

ENVIRONMENTAL REVIEW

Not applicable

ATTACHMENTS:

- [1. Resolution - OpenGov Contract](#)
- [2. Exhibit A OpenGov 3 Year Contract and Scope of Work](#)

RESOLUTION NO. 2024-_____

A RESOLUTION APPROVING A THREE-YEAR PROFESSIONAL OR UNIQUE SERVICES AGREEMENT WITH OPENGOV INC. NOT TO EXCEED \$404,160 FOR PLANNING, BUILDING, AND CODE ENFORCEMENT SOFTWARE, TRAINING, AND SUPPORT SERVICES

WHEREAS, accurate and timely processing of Community Development applications is critical to successfully conducting the business of the City; and

WHEREAS, the permit management system, which for the past two decades has been Trakit, supports citywide permit processes such as building permits, planning applications, code enforcement, and cross-departmental permits for Public Works and the Fire District; and

WHEREAS, Trakit software is outdated and no longer meets today's expectations for reporting, field access, and on-line customer access to data; and

WHEREAS, Trakit does not integrate with any of the City's other software, such as OpenGov Financial Software, Springbrook, Laserfiche, the County Geographical Information System (GIS), and others; and

WHEREAS, the lack of integration requires duplicate staff time and introduces a source of error. In addition, Trakit capabilities; and

WHEREAS, the Community Development Department, with participation by the Finance and Public Works Departments, considered three software systems: OpenGov, Tyler Munis, and Central Square (formerly called Trakit); and

WHEREAS, the review process included several online demonstrations by each firm, interviews with cities that use each firm's software, and evaluated ease of transition with historical data migration from Trakit to the new software, customization of processes with current online permit applications, and integration with existing software in other departments/city functions; and

WHEREAS, the Review Team was impressed with all three software companies and their ability to provide reporting, field access, data migration from Trakit to the new software, and on-line customer access; and

WHEREAS, the Review Team selected OpenGov because it will integrate seamlessly with the OpenGov software currently in use by the Finance Department and will integrate the City's Laserfiche-based planning and building development review process into the new software as part of the onboarding setup process which will make use of the significant staff efforts, ease the new software transition, and reduce training time; and

WHEREAS, total compensation for the services provided by OpenGov Inc. under this 3-Year Agreement, shall not exceed \$207,270 for Fiscal Year 2024-2025, \$96,044 for Fiscal Year 2025-2026, and \$100,846 for Fiscal Year 2026/2027 for a total not-to-exceed contract equal to \$404,160; and

WHEREAS, funding to implement the Recommended Action is included in the FY2024/25 Annual Budget; and

NOW, THEREFORE BE IT RESOLVED, that the City Council hereby authorizes the City Manager to execute a General Service Agreement with OpenGov, Inc., for implementation support, professional services, and annual fees from August 1, 2024 through July 31, 2027 in an amount not to exceed \$404,160 as described in and incorporated by reference to this Resolution in Exhibit A.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 25th day of July, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Leon Garcia, Mayor

ATTEST:

APPROVED AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney

Exhibit A OpenGov 3-Year Cost and Scope of Work



OpenGov Inc.
660 3rd Street, Suite 100
San Francisco, CA 94107
United States

Order Form Number: OG-0168302
Created On: 2/29/2024
Order Form Expiration: 7/31/2024
Subscription Start Date: 8/1/2024
Subscription End Date: 7/31/2027

Prepared By: Alex Martinez
Email: amartinez@opengov.com
Contract Term: 36 Months

Customer Information			
Customer:	City of American Canyon, CA	Contact Name:	Juan Gomez
Bill To/Ship To:	4381 Broadway Street American Canyon, California 94503 United States	Email:	jgomez@cityofamericancanyon.org

Order Details	
Billing Frequency:	Annually in Advance
Payment Terms:	Net Thirty (30) Days

SOFTWARE SERVICES:			
Product / Service	Start Date	End Date	Annual Fee
Permitting & Licensing: Community Development Bundle <i>Building/Inspectional Services Service Area, Planning & Zoning Service Area, Code Enforcement Service Area, Fire Service Area, Additional Service Area: Public Works, Accounting & Finance Export, Autofill Export, Esri ArcGIS Integration, Esri ArcGIS Flag Integration, File Flag Integration, Master Address Table, State Contractor Autofill, Bluebeam Integration</i>	8/1/2024	7/31/2025	\$91,470.00
Permitting & Licensing: Community Development Bundle <i>Building/Inspectional Services Service Area, Planning & Zoning Service Area, Code Enforcement Service Area, Fire Service Area, Additional Service Area: Public Works, Accounting & Finance Export, Autofill Export, Esri ArcGIS Integration, Esri ArcGIS Flag Integration, File Flag Integration, Master Address Table, State Contractor Autofill, Bluebeam Integration</i>	8/1/2025	7/31/2026	\$96,044.00
Permitting & Licensing: Community Development Bundle <i>Building/Inspectional Services Service Area, Planning & Zoning Service Area, Code Enforcement Service Area, Fire Service Area, Additional Service Area: Public Works, Accounting & Finance Export, Autofill Export, Esri ArcGIS Integration, Esri ArcGIS Flag Integration, File Flag Integration, Master Address Table, State Contractor Autofill, Bluebeam Integration</i>	8/1/2026	6/30/2027	\$100,846.00

Annual Subscription Total: See Service Terms

PROFESSIONAL SERVICES:			
Product / Service	Description		
OpenGov Deployment — One Time Fee	Product configuration, setup, and training described in the attached SOW. Billed 8/1/2024		
Professional Services Total:			\$115,800.00

Service Terms			
Service Date:	Amount:		
August 1, 2024	\$207,270.00	<i>(Annual Software Fee + Professional Services Payment)</i>	
August 1, 2025	\$96,044.00		
August 1, 2026	\$100,846.00		

Order Form Legal Terms

Welcome to OpenGov! Thanks for using our Software Services. This Order Form is entered into between OpenGov, Inc., with its principal place of business at 6525 Crown Blvd #41340 San Jose, CA 95160 ("OpenGov"), and you, the entity identified above ("Customer"), as of the Effective Date. This Order Form includes and incorporates the OpenGov Software Services Agreement, signed between the parties, effective **September 8th, 2021** as amended ("SSA") and the applicable Statement of Work ("SOW") incorporated herein in the event Professional Services are purchased. The Order Form, SSA and SOW shall hereafter be referred to as the "Agreement". Unless otherwise specified above, fees for the Software Services and Professional Services shall be due and payable, in advance, on the Effective Date. By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by, the OpenGov Software Services Agreement. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the terms in the Agreement to the exclusion of all other terms.

City of American Canyon, CA

Signature: _____
 Name: _____
 Title: _____
 Date: _____

OpenGov, Inc.

Signature: _____
 Name: _____
 Title: _____
 Date: _____



Statement of Work

City of American Canyon, CA

Creation Date: 2/29/2024
Document Number: PS-05689
Version Number: 2
Created by: Dean Simpson

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1. Overview and Approach

1.1. Agreement

This Statement of Work (“SOW”) identifies services that OpenGov, Inc. (“OpenGov” or “we”) will perform for City of American Canyon, CA (“Customer” or “you”) pursuant to that order for Professional Services entered into between OpenGov and the Customer (“Order Form”) which references the Master Services Agreement or other applicable agreement entered into by the parties (the “Agreement”).

- Customer acknowledges and agrees that this Statement of Work is subject to the confidentiality obligations set forth in the Agreement between OpenGov and Customer.
- The Deliverables listed in [Appendix B](#) are the single source of the truth of the deliverables to be provided.
- Customer’s use of the Professional Services is governed by the Agreement and not this SOW.
- Upon execution of the Order Form or other documentation referencing the SOW, this SOW shall be incorporated by reference into the Agreement.
- In the event of any inconsistency or conflict between the terms and conditions of this SOW and the Agreement, the terms and conditions of this SOW shall govern with respect to the subject matter of this SOW only. Unless otherwise defined herein, capitalized terms used in this SOW shall have the meaning defined in the Agreement.
- This SOW may not be modified or amended except in a written agreement signed by a duly authorized representative of each party.
- OpenGov will be deployed as is, Customer has access to all functionality available in the current release.

2. Statement of Work

This SOW is limited to the Implementation of the OpenGov Permitting & Licensing as defined in the OpenGov Responsibilities section of this document ([Section 2.5](#)). Any additional services or support will be considered out of scope.

2.1. Project Scope

Under this project, OpenGov will deliver cloud based Permitting & Licensing solutions to help the Customer power a more effective and accountable government. OpenGov’s estimated charges and schedule are based on performance of the activities listed in the “OpenGov Responsibilities” section below. Deviations that arise during the project will be managed through the procedure described in [Appendix A-2: Change Order Process](#), and may result in adjustments to the Project Scope, Estimated Schedule, Charges and other terms. These adjustments may include charges on a time-and-materials or fixed-fee basis using OpenGov’s standard rates in effect from time to time for any resulting additional work or waiting time.

2.2. Facilities and Hours of Coverage

OpenGov will:

- A. Perform the work under this SOW remotely, except for any project-related activity which OpenGov determines would be best performed at your facility in order to complete its responsibilities under this SOW.
- B. Provide the Services under this SOW during normal business hours, 8:30am to 6:00pm local time, Monday through Friday, except holidays.
- C. Use personnel and resources located across the United States, and may also include OpenGov-trained staffing contractors to support the delivery of services.

2.3. Key Assumptions

The SOW and OpenGov estimates are based on the following key assumptions. Deviations that arise during the proposed project will be managed through the [Appendix A-2: Change Order Process](#), and may result in adjustments to the Project Scope, Estimated Schedule, Charges, and other terms.

General:

- A. Individual software modules are configured based on discussions between OpenGov and Customer.
- B. All training, working sessions, and configuration is completed remotely, unless otherwise specified in appendix
- C. Customer will gather and provide all applicable Prerequisite Data Checklist items prior to the first project working session being held.
- D. Customer's source data will be provided in accordance with [Appendix C: Technical Requirements](#).
- E. Customer will validate and sign off on each deliverable in [Appendix B: Deliverables](#).
- F. Go Live date will be agreed and signed off between the Customer and OpenGov project manager during project planning.
- G. Customer will sign off on the Solution Acceptance prior to Go Live.
- H. The project plan assumes one Go-Live event and cutover unless otherwise specified in [Appendix B: Deliverables](#).
- I. OpenGov best practice is to not exceed tested limits of the product.

Data and Document Migrations:

- J. Migrations are completed using flat files provided and mapped by the Customer, unless otherwise specified in [Appendix B: Deliverables](#).
- K. Customer configured Record Types are expected to comply with the Project Plan's Go Live and cutover to ensure the migration encompasses all records from the legacy system.
- L. Customer shall complete the OpenGov provided data templates with three (3) weeks of request.
- M. Customer shall validate data deliverables within three (3) weeks of request
- N. During implementation, OpenGov will provide up to two (2) format changes for each integration file, allowing for necessary edits to be made during the testing and validation process.

2.4. Exclusions

- A. Implementation of any custom modification or integration developed by OpenGov; your internal staff; or any third-party is not included in the scope of this project unless specifically listed in Appendix B.
- B. Any service items discussed during demonstrations; conference calls; or other events are not included in the scope of this project unless specifically listed in Appendix B.
- C. Historical data migration does not:
 - i. Exceed 250,000 records unless otherwise specified in Appendix B: Deliverables.
 - ii. Include database backup files unless otherwise specified in Appendix B: Deliverables).
 - iii. Include cleansing of corrupt data, creation or linking of applicant accounts, integration of historical fees and payments into workflow or financial reports, logs of permit changes, migration of data into the workflow, permit attachments, import of contractor database, or hierarchical relationships between records.
- D. Document Migration does not exceed 1TB unless otherwise specified in Appendix B: Deliverables.

2.5. OpenGov Responsibilities

2.5.1. Activity 1 – Project Management

OpenGov will provide project management for the OpenGov responsibilities in this SOW. The purpose of this activity is to provide direction to the OpenGov project personnel and to provide a framework for project planning, communications, reporting, procedural and contractual activity. This activity is composed of the following tasks:

Planning

OpenGov will:

- A. Review the SOW, contract and project plan with Customer’s Project Manager and key stakeholders to ensure alignment and agreed upon timelines;
- B. Coordinate a go live planning and data workshop to plan data integrations and migrations;
- C. Maintain project communications through your Project Manager;
- D. Establish documentation and procedural standards for deliverable Materials; and
- E. Assist your Project Manager to prepare and maintain the project plan for the performance of this SOW which will include the activities, tasks, assignments, and project milestones.

Project Tracking and Reporting

OpenGov will:

- A. Review project tasks, schedules, and resources and make changes or additions, as appropriate. Measure and evaluate progress against the project plan with your Project Manager;
- B. Work with your Project Manager to address and resolve deviations from the project plan;
- C. Conduct regularly scheduled project status meetings; and
- D. Administer the Appendix A-2: Change Order Process with your Project Manager.

Completion Criteria:

This is an on-going activity which will be considered complete at the end of the Services

Deliverable Materials:

- Planning and Data Workshop
- Project Plan and Timeline
- Weekly Status Reports
- Go Live Checklist
- Risk, Action, Issues and Decisions Register (RAID)
- Project Charter

2.5.2. Activity 2 – Initialization

OpenGov will provide the following:

- A. Customer Entity configuration
- B. System Administrators creation
- C. Solution Blueprint creation
- D. Data Validation strategy

Completion Criteria:

This activity will be considered complete when:

- Customer Entity is created
- System Administrators have access to Customer Entity
- Solution Blueprint is presented to Customer

Deliverable Materials:

- Solution Blueprint
- Sign-off of Initial Draft Solution Blueprint

2.5.3. Activity 3 – OpenGov Use Cases

Use cases:

OpenGov will provide the following:

Community Development: Building Permits & Inspectional Services; Community Development: Planning and Zoning Approvals; Community Development: Code Enforcement; Community Development: Fire; Public Works: Right-of-Way Permits, Waste/Water Management, etc

Completion Criteria:

This activity will be considered complete when:

- Deliverables are configured/completed

Deliverable Materials:

- Formal sign off document

2.5.4. Activity 4 – Training

Training will be provided in instructor-led virtual sessions unless otherwise specified in Appendix B. For any instructor-led virtual sessions, the class size is recommended to be 10, for class sizes larger than 10 it may be necessary to have more than one instructor.

Completion Criteria:

- Training is provided

Deliverable Materials:

- Formal sign off document

2.6. Your Responsibilities

The completion of the proposed scope of work depends on the full commitment and participation of your management and personnel. The responsibilities listed in this section are in addition to those responsibilities specified in the Agreement and are to be provided at no charge to OpenGov. OpenGov's performance is predicated upon the following responsibilities being managed and fulfilled by you. Delays in performance of these responsibilities may result in delay of the completion of the project and will be handled in accordance with [Appendix A-2: Change Order Process](#).

2.6.1. Your Project Manager

Prior to the start of this project, you will designate a person called your Project Manager who will be the focal point for OpenGov communications relative to this project and will have the authority to act on behalf of you in all matters regarding this project.

Your Project Manager's responsibilities include the following:

- A. Manage your personnel and responsibilities for this project (for example: ensure personnel complete any self-paced training sessions, configuration, validation or user acceptance testing);
- B. Serve as the interface between OpenGov and all your departments participating in the project;
- C. Administer the [Appendix A-2: Change Order Process](#) with the Project Manager;
- D. Participate in project status meetings;

- E. Obtain and provide information, data, and decisions within five (5) business days of OpenGov’s request unless you and OpenGov agree in writing to a different response time;
- F. Resolve deviations from the estimated schedule, which may be caused by you;
- G. Help resolve project issues and escalate issues within your organization, as necessary; and
- H. Create, with OpenGov’s assistance, the project plan for the performance of this SOW which will include the activities, tasks, assignments, milestones, estimates, and duration.

2.7. Completion Criteria

OpenGov will have fulfilled its obligations under this SOW when any of the following first occurs:

- A. OpenGov accomplishes the activities set forth in “OpenGov responsibilities” section and delivers the Materials listed, if any; or
- B. The End Date, as agreed upon between the Customer and OpenGov during project planning, is reached.

2.8. Estimated Schedule

OpenGov will schedule resources for this project upon signature of the order form. Unless specifically noted, the OpenGov assigned project manager will work with Customer Project Manager to develop the project schedule for all requested deliverables under this SOW. OpenGov reserves the right to adjust the schedule based on the availability of OpenGov resources and/or Customer resources, and the timeliness of deliverables provided by the Customer.

The Services are currently estimated to start within two (2) weeks but no later than four (4) weeks from signatures, unless otherwise agreed upon between the Customer and OpenGov, and have an estimated end date of twelve (12) months after project kick-off (“Estimated End Date”). The End Date will be agreed between Customer and OpenGov during project planning.

2.9. Illustrative Project Timelines

The typical project timelines are for illustrative purposes only and may not reflect your use cases.

Illustrative Timeline		July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025
Data Framework/Planning													
Master Address Table (MAT)													
Historical Data - Complete Initial Load													
Financial Export													
State Contractor													
Autofills													
GIS Flags													
Final Data Load													
Permitting & Licensing Suite - Building & Inspections, Planning and Zoning, Code Enforcement, Fire, Public Works	Application Forms Due												
	Requirements and Discovery												
	Install*												
	Configure* Validation*												
Configuration Training for Non-Scoped Records													
User Acceptance Testing													
End User Training													
*Timeline is dependent on the number of service areas and record types. **Validation includes data integration and migration													
	OpenGov Configuration												
	Customer Validation												
	Go-Live Event												
	Customer Data Due												

2.10. Charges

The Services will be conducted on a Fixed Price basis. This fixed price is exclusive of any travel and living expenses and other reasonable expenses incurred in connection with the Services. All charges are exclusive of any applicable taxes.

There is no travel expected in this project. Should travel be requested, Customer shall reimburse OpenGov for reasonable out-of-pocket expenses OpenGov incurs providing Professional Services. Reasonable expenses include, but are not limited to, travel, lodging, and meals. Expenses are billed based on actual costs incurred.

2.11. Offer Expiration Date

This offer will expire on May 29, 2024 unless extended by OpenGov in writing.

Appendix A: Engagement Charter

A-1: Communication and Escalation Procedure

Active engagement throughout the implementation process is the foundation of a successful deployment. To help assess progress, address questions, and minimize risk during the course of deployment both parties agree to the following:

- **Regular communication** aligned to the agreed upon project plan and timing.
 - OpenGov expects our customers to raise questions or concerns as soon as they arise. OpenGov will do the same, in order to be able to address items when known.
- **Executive involvement**
 - Executives may be called upon to clarify expectations and/or resolve confusion.
 - Executives may be needed to steer strategic items to maximize the value through the deployment.
- **Escalation Process:**
 - OpenGov and Customer agree to raise concerns and follow the escalation process, resource responsibility, and documentation in the event an escalation is needed to support issues raised
 - Identification of an issue impeding deployment progress, outcome or capturing the value proposition, that is not acceptable.
 - Customer or OpenGov Project Manager summarizes the problem statement and impasse.
 - Customer and OpenGov Project Managers jointly will outline solution, acceptance or schedule Executive review.
 - Resolution will be documented and signed off following Executive review.
- **Phase Sign-Off**
 - OpenGov requests sign-offs at various stages during the implementation of the project. Once the Customer has signed-off, any additional changes requested by Customer on that stage will require a paid change order for additional hours for OpenGov to complete the requested changes.

A-2: Change Order Process

This SOW and related efforts are based on the information provided and gathered by OpenGov. Customers acknowledge that changes to the scope may require additional effort or time, resulting in additional cost. Any change to scope must be agreed to in writing or email, by both Customer and OpenGov, and documented as such via a:

- *Change Order* - Work that is added to or deleted from the original scope of this SOW. Depending on the magnitude of the change, it may or may not alter the original contract amount or completion date and be paid for by Customer. Changes might include:
 - Timeline for completion
 - Sign off process
 - Cost of change and Invoice timing
 - Amending the SOW to correct an error.

- o Extension of work as the complexity identified exceeds what was expected by Customer or OpenGov.
- o Change in type of OpenGov resources to support the SOW.

A-3: Deliverable Materials Acceptance Procedure

Deliverable Materials as defined herein will be reviewed and accepted in accordance with the following procedure:

- The deliverable material will be submitted to your Project Manager.
- Your Project Manager will have decision authority to approve/reject all project Criteria, Phase Acceptance and Engagement Acceptance.
- Within five (5) business days of receipt, your Project Manager will either accept the deliverable Material or provide OpenGov’s Project Manager a written list of requested revisions. If OpenGov receives no response from your Project Manager within five (5) business days, then the deliverable Material will be deemed accepted. The process will repeat for the requested revisions until acceptance.
- All acceptance milestones and associated review periods will be tracked on the project plan.
- Both OpenGov and Customer recognize that failure to complete tasks and respond to open issues may have a negative impact on the project.
- For any tasks not yet complete, OpenGov and/or Customer will provide sufficient resources to expedite completion of tasks to prevent negatively impacting the project.
- Any conflict arising from the deliverable Materials Acceptance Procedure will be addressed as specified in the Escalation Procedure set forth in Appendix A-1: Communication and Escalation Procedure . As set forth in the “Customer Delays” provision of the Agreement, if there are extended delays (greater than 10 business days) in Customer’s response for requested information or deliverable; OpenGov may opt to put the project on an "On Hold" status. After the Customer has fulfilled its obligations, Professional Services can be resumed and the project will be taken off the "On-Hold" status.
- Putting a project “on Hold” may have several ramifications including, but not restricted, to the following:
 - o Professional Services to the customer could be stopped;
 - o Delay to any agreed timelines; or
 - o Not having the same Professional Services team assigned.

Appendix B: Deliverables

B-1: Data Deliverables

Master Address Table (MAT) Integration

- OpenGov will:
 - Provide a template file to be utilized by the Customer to populate MAT information.
 - Import the completed template file and validate against the completed template file.
- Customer will:
 - Populate and validate the MAT template.

ESRI ArcGIS Server Integration

- OpenGov will:
 - Integrate with the Customer's ArcGIS public API endpoint.

GIS Flag Integration

- OpenGov will:
 - Provide a template file to be utilized by the Customer to populate GIS Flag information.
 - Import the populated template file after acceptance.
 - Enable the GIS Flag Integration.
- Customer will:
 - Populate and validate the flag template file.

Accounting and Finance Export

- OpenGov will:
 - Provide an export of financial data, based on the Customer's provided format, to the Customer's FTPS as often as nightly.
- Customer will:
 - Agree upon specifications prior to export.

Autofill Integration

- OpenGov will:
 - Provide up to six (6) of Autofills, using source data from OpenGov or provided by the Customer.
- Customer will:
 - Provide the source data, if applicable.
 - Agree upon specifications prior to upload.

State Contractor Integration

- OpenGov will:
 - Integrate with the California licensed professional dataset for use within OpenGov.

Bluebeam Studio Prime Integration

- OpenGov will:
 - Enable Bluebeam Studio Prime integration
 - Provide instructions on how to connect Bluebeam Studio Prime.
- Customer will:
 - Provide Bluebeam Studio prime license(s).
 - Handle licensing and training with Bluebeam directly.

Single Sign On (SSO) Integration

- OpenGov will:
 - Provide the SSO enablement form.
 - Implement identity provider initiated SSO
- Customer will:
 - Complete the SSO enablement form.
 - Provide the information from the identity provider required to establish SAML or HTTPS certification and add OpenGov as a new application in the identity provider.

Data Migration

OpenGov will:

- Perform historic data migration from TRAKiT using flat files provided by and mapped by the customer.
- Set up historical record types, historical data will be migrated prior to the initial data load.
- Provide a report of unmatched locations
- Provide instructions for customer validation of data migration.

Customer will:

- Sign off on data load.

Historical Data - Form Field Mapping

OpenGov will:

- Provide a template file to be utilized by the Customer to populate form field mapping information.
- Complete form field mapped data migration for customer's Building Permit Application.

Customer will:

- Populate the mapping template file.

Document Migration

OpenGov will:

- Migrate documents attached to either migrated permits or locations provided through a Master Address Table (MAT) integration

Document Management Access

OpenGov will:

- Provide the ability for Customer to export from OpenGov and import into a third-party document management system including: listing of file names and file paths of all submitted forms, issued documents, record attachments, and record and location metadata.

Customer will:

- Import data into the third-party system

B-2: Record Type Deliverables

OpenGov will configure the following standard record type drafts of Customer's record types in the Permitting & Licensing system including Form, Workflow, Output Document and Fees:

Building and Inspectional Services Service Area

Three (3) record types from the following list:

- Residential Building Permit
- Commercial Building Permit
- Electric Vehicle Charging System

Planning and Zoning Service Area

Three (3) record types from the following list:

- Design Permit
- Conditional Use Permit
- Major Modification Application

Fire Service Area

Two (2) record types from the following list:

- Operational Permit
- Occupancy Inspection

Code Enforcement Service Area

Two (2) record types from the following list:

- Code Complaint
- Code Violation

Public Works Service Area

Two (2) record types from the following list:

- Special Events Permit
- Will-Serve Application

Customer will:

- Attend working sessions to validate, review, and iterate upon draft records.
- Test all configured record types

B-3: Training Deliverables

OpenGov will:

Administrator Training

- Provide up to forty (40) hours of Permitting & Licensing system administrator training to enable system administrators on the following topics:
 - Setting up the public portal
 - Employee app settings
 - Creating and editing record types
 - Managing Forms
 - Editing Documents
 - Creating Workflows
 - Setting up Inspections
 - Mobile app
- Provide up to eight (8) hours of Reporting & Transparency administrator training, to enable system administrators on the following topics:
 - Download and upload data to Reporting & Transparency
 - How to create reports and dashboards

End User Training

- Provide up to forty (40) hours of end-user trainings designed for Plan Review, Inspectors, Finance Staff, etc. to cover the following topics:
 - Navigation of the system

- Manage inbox and tasks
- Take payments
- Conduct inspections
- Create records
- Mobile app

Customer will:

- Identify the relevant participants to attend each training session.

Appendix C: Technical Requirements

Master Address Table

- All addresses must have a unique ID
- Flat file, .csv, .xls, .xlsx, .txt with headers
- Parcels and address points recommended
- Recommended source data: Esri GIS, Alternative source options include: Assessor's database, E911

ESRI ArcGIS

- Publicly-accessible secure ESRI REST API URL

ArcGIS Flags

- Polygon Layer(s) via ESRI REST API URL, Polylines and points are not supported

Financial and Record Exports

- Required format (columns) and sample document

Autofills using Customer source data

- Flat file, .csv, .xls, .xlsx, .txt with headers

Bluebeam Studio Prime

- Bluebeam Studio Prime license(s)

Current application forms, workflows, fee structures, and output documents

- PDF, Word, .csv, .xls, .xlsx with headers

Historical Data

- Flat file, .csv, .xlsx with headers
- Record type and status mapping using OpenGov template

Form Field Mapping

- Field mapping using OpenGov template

Historical Documents

- Flat file, .csv, .xlsx with headers
- One row per document. All rows must be tied back to the MAT's unique ID field and have a file path or publicly accessible URL.

Document Management Access

- ODBC access to a Microsoft SQL Server Database view or .csv file

SSO

- SAML or HTTPS certificate, Whitelist OpenGov in your VPN or firewall



TITLE

Coastland Development Review Amendment #1

RECOMMENDATION

Adopt a Resolution approving Amendment #1 to Agreement #2022-A117 with Coastland Civil Engineering, Inc. in the amount of \$308,000 for a total amount not to exceed \$1,380,000.

CONTACT

Erica Ahmann Smithies, P.E., Public Works Director/City Engineer

BACKGROUND & ANALYSIS

Demand for development review services fluctuate over time. Staff expects the need for assistance with development services will remain high for the foreseeable future. The City maintains permanent staffing levels at the mid-range of demands - it does not "staff up" to accommodate peak demands. Instead, the City maintains a cadre of experienced, outside consultants to assist staff as needed throughout the year.

Coastland Civil Engineering, Inc. (Coastland) provides review of development applications, building permit applications, civil improvement plans, and assisting with water supply determinations. They consistently provide high quality work and continue to meet the City's needs in their current role. Anticipated development includes a multitude of projects in Watson Ranch, Oat Hill and Canyon Estates; and review of County building permit referrals (for water supply).

On November 5, 2013, the City Council approved the selection of Coastland to assist City staff with the review of development projects. The current Agreement (#2022-A117) was entered into on 7/1/2022 for \$330,000 and expires 6/30/27. At this time staff would like to execute Amendment #1 to increase the agreement by \$1,050,000 for a total amount not to exceed of \$1,380,000. This amendment is anticipated to accommodate FY24/25, FY25/26 and FY26/27. The approved budget for FY24/25 includes sufficient funds for the first-year increase of \$308,000. Staff plans to budget \$358,000 for FY25/26 and \$384,000 for FY26/27.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Economic Development and Vitality: "Attract and expand diverse business and employment opportunities."

FISCAL IMPACT

The FY24/25 budget has sufficient funds for the recommended action. Line item 105-60-660-42160, \$300,000 and will be offset by a corresponding increase in revenue from developers who will reimburse the City for these costs and 105-60-660-42190, \$8,000 for General non-reimbursable charges.

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:

[Resolution - Coastland](#)

RESOLUTION NO. 2024-_____

AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT #1 TO AGREEMENT #2022-A117 WITH COASTLAND CIVIL ENGINEERING, INC. IN AN AMOUNT NOT TO EXCEED \$1,380,000

WHEREAS, the City of American Canyon has specific and highly technical requirements regarding the development of infrastructure associated with private development; and

WHEREAS, Coastland Civil Engineering, Inc. (Coastland) has been providing Civil Engineering assistance to the City for private development since November 2013; and

WHEREAS, Coastland continues to meet the needs of the City and provides excellent service to City staff and Developers; and

WHEREAS, staff would like to increase the agreement amount to allow continuous coverage until the agreement expiration on June 30, 2027; and

WHEREAS, the FY24/25 budget 105-60-660-42160 includes \$300,000 budgeted and 105-60-660-42190 includes \$8,000 for these services; and

WHEREAS, funding for FY25/26 and FY26/27 will be included in the estimated amounts of \$358,000 and \$384,000 respectively.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby authorizes the City Manager to execute Amendment # 1 to Agreement # 2022-A117 with Coastland Civil Engineering, Inc. in an amount not to exceed \$1,380,000.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the July 16th, 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

Summary Vacation of Easement

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to summarily vacate a 15' wide water line easement, Napa County Official Records Vol. 1338 Pages 791 to 794 and a slope and drainage easement, Napa County Official Records Vol. 1338 Pages 798 to 801 pursuant to Streets and Highways Code Section 8333 et seq.

CONTACT

Erica Ahmann Smithies, P.E., Public Works Director/City Engineer

Edison Bisnar, P.E., Senior Civil Engineer

BACKGROUND & ANALYSIS

On May 22, 1984, a 15' wide water line easement, Napa County Official Records Vol. 1338 Pages 791 to 794 and a slope and drainage easement, Napa County Official Records Vol. 1338 Pages 798 to 801 were originally dedicated to the American Canyon County Water District for the purpose of construction, improvement, replacement, maintenance and repair for public water lines and appurtenances (See Exhibit A). The above easements are also shown on the Subdivision Map entitled, "Final Map of Oat Hill Unit No. 2", Record Map 14RM5 of the Napa County Official Records (See Exhibit B). When American Canyon incorporated as a City, it succeeded to the legal obligations and assets of the former American Canyon County Water District, including these easements.

On September 21, 2021, the City Council of the City of American Canyon approved the Oat Hill Design Permit (File No. PL20-0022), Resolution No. 2021-76, for 206 multifamily dwelling units, a recreation building with leasing office, 451 parking spaces, and approximately 2.2 acres of landscaping on a vacant 13.6-acre parcel located on the east side of oat hill south of Napa Junction

Road.

On December 20, 2023, The City of American Canyon Public Works Department approved the Oat Hill Parcel A project improvement plans. The project will install a new sidewalk along the frontage of the development at Napa Junction Road and construct a new public water booster pump station that will eliminate the need for the existing two hundred thousand gallons water tank. As a result, the 6" water main within the 15 feet wide easement will be no longer in use and the City will no longer need to maintain the slopes along Napa Junction Road (See Exhibit C).

Section 8333(c) of the Streets and Highway Code provides a procedure for the City to vacate unneeded and unused public easements in a simple perfunctory manner; the procedure is known as a "Summary Vacation". Because the facts of the situation support the required findings, staff recommends the Council adopt a Resolution vacating the unused easements by way of Summary Vacation.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Not applicable.

FISCAL IMPACT

There is no fiscal impact associated with the proposed action.

ENVIRONMENTAL REVIEW

An environmental review for the Project was previously completed pursuant to CEQA. The vacating of public easement is not a project as defined in Section 15378(a) of the California Environmental Quality Act guidelines.

ATTACHMENTS:

1. [Recordation Resolution](#)
2. [Exhibit A](#)
3. [Exhibit B](#)
4. [Exhibit C](#)

RECORDING REQUESTED BY:
City of American Canyon

WHEN RECORDED MAIL TO:
City of American Canyon
4381 Broadway Street, Suite 201
American Canyon, CA 94503

Attn: City Clerk

APN: 058-380-008

MAIL TAX STATEMENTS TO: SAME AS ABOVE

SPACE ABOVE FOR RECORDER'S USE

This document is exempt from the payment of a recording fee pursuant to Government Code § 27383 and §6103

RESOLUTION NO. 2024-

AUTHORIZING THE CITY MANAGER TO SUMMARILY VACATE A 15' WIDE WATER LINE EASEMENT, NAPA COUNTY OFFICIAL RECORDS VOL. 1338 PAGES 791 TO 794 AND A SLOPE AND DRAINAGE EASEMENT, NAPA COUNTY OFFICIAL RECORDS VOL. 1338 PAGES 798 TO 801 PURSUANT TO STREETS AND HIGHWAYS CODE SECTION 8333 ET SEQ.

WHEREAS, on May 22, 1984, a 15' wide water line easement, Napa County Official Records Vol. 1338 Pages 791 to 794 and a slope and drainage easement, Napa County Official Records Vol. 1338 Pages 798 to 801 were originally dedicated to the American Canyon County Water District for the purpose of construction, improvement, replacement, maintenance and repair for public water lines and appurtenances; and

WHEREAS, the above easements are also shown on the Subdivision Map entitled, "Final Map of Oat Hill Unit No. 2", Record Map 14RM5 of the Napa County Official Records; and

WHEREAS, on September 21, 2021, the City Council of the City of American Canyon approved the Oat Hill Design Permit (File No. PL20-0022), Resolution No. 2021-76, for 206 multifamily dwelling units, a recreation building with leasing office, 451 parking spaces, and approximately 2.2 acres of landscaping on a vacant 13.6-acre parcel located on the east side of oat hill south of Napa Junction Road; and

WHEREAS, on December 20, 2023, The City of American Canyon Public Works Department approved the Oat Hill Parcel A project improvement plans. This project will install a new sidewalk along the frontage of the development at Napa Junction Road and will construct a new public water booster pump station that will eliminate the need for the existing two hundred thousand gallons water tank. As a result, the 6" water main within the 15 feet wide easement will be no longer in use and the City will no longer need to maintain the slopes along Napa Junction Road; and

WHEREAS, Section 8333(c) et seq. of the Streets and Highway Code provides a procedure for the City to vacate unneeded and unused public easement in a simple perfunctory manner, known as summary vacation; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby authorizes the City Manager to summarily vacate a 15' wide water line easement, Napa County Official

Records Vol. 1338 Pages 791 to 794 and a slope and drainage easement, Napa County Official Records Vol. 1338 Pages 798 to 801 pursuant to Streets and Highways Code Section 8333 et seq.

PASSED, APPROVED and ADOPTED at a regular meeting of the City Council of the City of American Canyon held on the 16th day of July 2024, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Leon Garcia, Mayor

ATTEST:

APPROVED AS TO FORM:

Taresa Geilfuss, City Clerk

William D. Ross, City Attorney

RECORDED AT REQUEST OF:
AMERICAN CANYON COUNTY WATER DISTRICT
3751 Broadway Street
Vallejo, CA 94590

OFFICIAL RECORDS
NAPA COUNTY, CALIF.

WHEN RECORDED, MAIL TO:
AMERICAN CANYON COUNTY WATER DISTRICT
3751 Broadway Street
Vallejo, CA 94590

MAY 22 1984

AT 10:45 A M.
ELEANOR E. KIMBROUGH
COUNTY RECORDER

EASEMENT DEED

Harold Hess, Bobbie Hess, Ward Maher and Irene Maher, Grantor,
grants to AMERICAN CANYON COUNTY WATER DISTRICT, Grantee, an easement for
the construction, improvement, replacement, maintenance and repair for
public water lines and appurtenances, over, under and upon that
certain real property situated in the County of Napa, State of California
described in EXHIBIT "A" attached and incorporated by this reference.

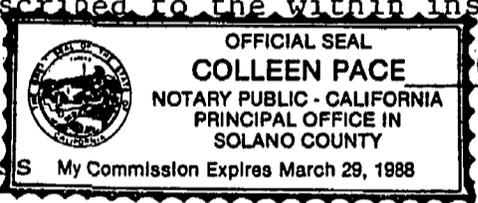
A.P. No. 58-030-37

DATED: 4/23, 1984

Harold Hess
Harold Hess
Bobbie Hess
Bobbie Hess
Ward Maher
Ward Maher
Irene Maher
Irene Maher

Grantor

STATE OF CALIFORNIA)
COUNTY OF ~~NAPA~~/SOLANO) ss
On April 23, 1984, before me, a Notary Public in and for said county
and state, personally appeared Harold Hess, Bobbie Hess, Ward Maher and
Irene Maher, known to me to be the persons
whose names ~~is~~/are subscribed to the within instrument and acknowledged that
they executed the same



Colleen Pace NOTARY PUBLIC

STATE OF CALIFORNIA)
COUNTY OF NAPA)
On _____, 19____, before me, a Notary Public in and for said county
and state, personally appeared _____, known to me to be the
_____ of the corporation described in and
that executed the within instrument, and also known to me to be the person
who executed the within instrument on behalf of the CORPORATION therein
named, and acknowledged to me that such corporation executed the same.

NOTARY PUBLIC

STATE OF CALIFORNIA)
COUNTY OF NAPA) ss
On _____, 19____, before me, a Notary Public in and for said county
and state, personally appeared _____, known to me
to be one of the partners of the PARTNERSHIP that executed the within instru-
ment, and acknowledged to me that such PARTNERSHIP executed the same.

NOTARY PUBLIC

DH4506

EXHIBIT "A"

A permanent easement for water line purposes in Napa County, California, over and across that certain 44.474 acre parcel of land designated Parcel "B" on that certain parcel map recorded in Book 9 of Parcel Maps at page 68, Napa County Records, more particularly described as follows:

A strip of land having the uniform width of 15', bounded on the South and West by the following described line:

Beginning at the Southeasterly corner of said Parcel "B"; thence along the Southerly boundary thereof North $89^{\circ}15'16''$ West, 285.27 feet; thence North $45^{\circ}15'30''$ West, 444.83 feet; thence North $00^{\circ}03'06''$ East, 130.60 feet.

CERTIFICATE OF ACCEPTANCE OF INTEREST
IN OR EASEMENT UPON REAL PROPERTY
CONVEYED TO THE AMERICAN CANYON COUNTY
WATER DISTRICT

Pursuant to the provisions of Section 27281 of the Government Code of the State of California, the Secretary of the AMERICAN CANYON COUNTY WATER DISTRICT hereby certifies that the interest in real property conveyed by the instrument dated the 23rd day of April, 1984 from HAROLD HESS, BOBBIE HESS, WARD MAHER and IRENE MAHER to the AMERICAN CANYON COUNTY WATER DISTRICT is hereby accepted by order of the Board of Directors of the AMERICAN CANYON COUNTY WATER DISTRICT on the 15th day of May, 1984 and the grantee consents to recordation thereof by its duly authorized officer.

Dated this 16th day of May, 1984.


Secretary of AMERICAN CANYON
COUNTY WATER DISTRICT



(SEAL)

RESOLUTION NO. 454

VOL 1338 PAGE 794

RESOLUTION OF THE BOARD OF DIRECTORS OF THE AMERICAN CANYON COUNTY WATER DISTRICT ACCEPTING ON BEHALF OF THE DISTRICT A DEED OR GRANT CONVEYING AN INTEREST IN OR EASEMENT UPON REAL PROPERTY

WHEREAS, on the 23rd day of April, 1984, HAROLD HESS, BOBBIE HESS, WARD MAHER and IRENE MAHER did offer by written instrument to the AMERICAN CANYON COUNTY WATER DISTRICT to convey to the DISTRICT easements for water line purposes over certain real property in the County of Napa, State of California, described as set forth in said instrument, and

WHEREAS, it is to the best interests and advantage of said DISTRICT to accept said conveyance,

NOW THEREFORE, be it resolved by the Board of Directors of the AMERICAN CANYON COUNTY WATER DISTRICT that said conveyance be and it is hereby accepted and the Secretary is authorized to execute her certificate of acceptance thereof, attach the same to said instrument and record it in the office of the Napa County Recorder.

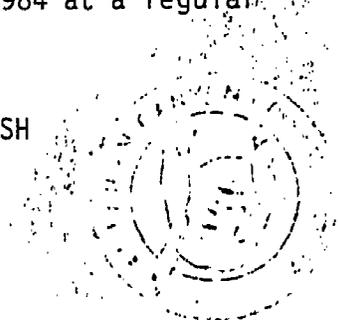
PASSED AND ADOPTED the 15th day of May 1984 at a regular meeting by the following vote:

AYES: Directors SPESERT, FRESKAN, COMPTON, CYPHER, FISH

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE



Gary W. Spesert
President, Board of Directors

ATTEST: *R. Anne Holmes*
Secretary

RECORDED AT REQUEST OF:

AMERICAN CANYON COUNTY WATER DISTRICT
3751 Broadway Street
Vallejo, CA 94590

WHEN RECORDED, MAIL TO:

AMERICAN CANYON COUNTY WATER DISTRICT
3751 Broadway Street
Vallejo, CA 94590

OFFICIAL RECORDS
NAPA COUNTY, CALIF.

MAY 22 1984

AT 10:45 A M.
ELEANOR E. KIMBROUGH
COUNTY RECORDER

Noted

EASEMENT DEED

Harold Hess, Bobbie Hess, Ward Maher and Irene Maher, Grantor,
grants to AMERICAN CANYON COUNTY WATER DISTRICT, Grantee, an easement for
the construction, improvement, replacement, maintenance and repair for
public water lines and appurtenances, over, under and upon that
certain real property situated in the County of Napa, State of California
described in EXHIBIT "A" attached and incorporated by this reference.

A.P. No. 58-030-37

DATED: 4/23, 1984

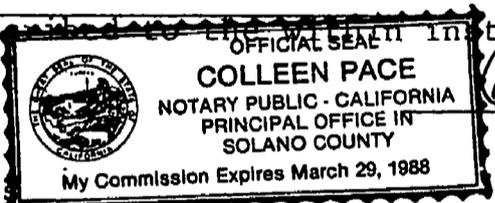
Harold Hess
Harold Hess
Bobbie Hess
Bobbie Hess
Ward Maher
Ward Maher
Irene Maher
Irene Maher

Grantor

STATE OF CALIFORNIA)
COUNTY OF NAPA/Solano) ss

On April 23, 1984, before me, a Notary Public in and for said county
and state, personally appeared Harold Hess, Bobbie J. Hess, Ward Maher
and Irene Maher

whose names are subscribed to the within instrument and acknowledged that
they executed the same. known to me to be the persons



Colleen Pace NOTARY PUBLIC

STATE OF CALIFORNIA)
COUNTY OF NAPA) s

On _____, 19____, before me, a Notary Public in and for said county
and state, personally appeared _____,

known to me to be the _____ of the corporation described in and
that executed the within instrument, and also known to me to be the person
who executed the within instrument on behalf of the CORPORATION therein
named, and acknowledged to me that such corporation executed the same.

NOTARY PUBLIC

STATE OF CALIFORNIA)
COUNTY OF NAPA) ss

On _____, 19____, before me, a Notary Public in and for said county
and state, personally appeared _____,

known to me to be one of the partners of the PARTNERSHIP that executed the within instru-
ment, and acknowledged to me that such PARTNERSHIP executed the same.

NOTARY PUBLIC

DH4508

EXHIBIT "A"

A permanent easement for water line and access purposes and slope maintenance in Napa County, California, over and across that certain 44.474 acre parcel of land designated Parcel "B" on that certain parcel map recorded in Book 9 of Parcel Maps at page 68, Napa County Records, more particularly described as follows:

A strip of land having the uniform width of 60.00 feet lying equally on either side of the following described center line:

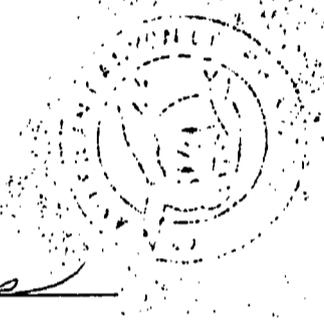
Beginning at the Southeasterly corner of said Parcel "B"; thence along the Southerly boundary thereof North $89^{\circ}15'16''$ West, 601.53 feet; thence North $00^{\circ}03'06''$ East, 609.60 feet to the True Point of Beginning; thence North $00^{\circ}03'06''$ East, 298.36 feet.

CERTIFICATE OF ACCEPTANCE OF INTEREST
IN OR EASEMENT UPON REAL PROPERTY
CONVEYED TO THE AMERICAN CANYON COUNTY
WATER DISTRICT

Pursuant to the provisions of Section 27281 of the Government Code of the State of California, the Secretary of the AMERICAN CANYON COUNTY WATER DISTRICT hereby certifies that the interest in real property conveyed by the instrument dated the 23rd day of April, 1984 from HAROLD HESS, BOBBIE HESS, WARD MAHER and IRENE MAHER to the AMERICAN CANYON COUNTY WATER DISTRICT is hereby accepted by order of the Board of Directors of the AMERICAN CANYON COUNTY WATER DISTRICT on the 15th day of May, 1984 and the grantee consents to recordation thereof by its duly authorized officer.

Dated this 16th day of May, 1984.


Secretary of AMERICAN CANYON
COUNTY WATER DISTRICT



(SEAL)

RESOLUTION NO. 456

RESOLUTION OF THE BOARD OF DIRECTORS OF THE AMERICAN CANYON COUNTY WATER DISTRICT ACCEPTING ON BEHALF OF THE DISTRICT A DEED OR GRANT CONVEYING AN INTEREST IN OR EASEMENT UPON REAL PROPERTY

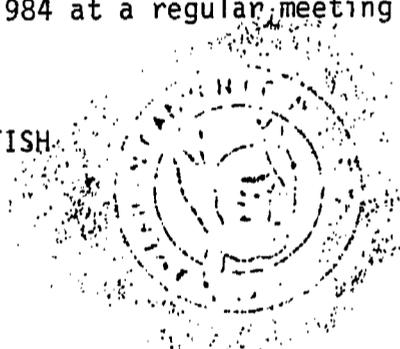
WHEREAS, on the 23rd day of April, 1984, HAROLD HESS, BOBBIE HESS, WARD MAHER and IRENE MAHER did offer by written instrument to the AMERICAN CANYON COUNTY WATER DISTRICT to convey to the DISTRICT easements for water line, access, and slope maintenance purposes over certain real property in the County of Napa, State of California, described as set forth in said instrument, and

WHEREAS, it is to the best interests and advantage of said DISTRICT to accept said conveyance,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the AMERICAN CANYON COUNTY WATER DISTRICT that said conveyance be and it is hereby accepted and the Secretary is authorized to execute her certificate of acceptance thereof, attach the same to said instrument and record it in the office of the Napa County Recorder.

PASSED AND ADOPTED the 15th day of May 1984 at a regular meeting by the following vote:

- AYES: Directors SPESERT, FRESKAN, COMPTON, CYPHER, FISH
- NOES: NONE
- ABSTAIN: NONE
- ABSENT: NONE



Gary W. Spesert

President, Board of Directors

ATTEST: *R. Anne Holmes*

Secretary

END OF DOCUMENT

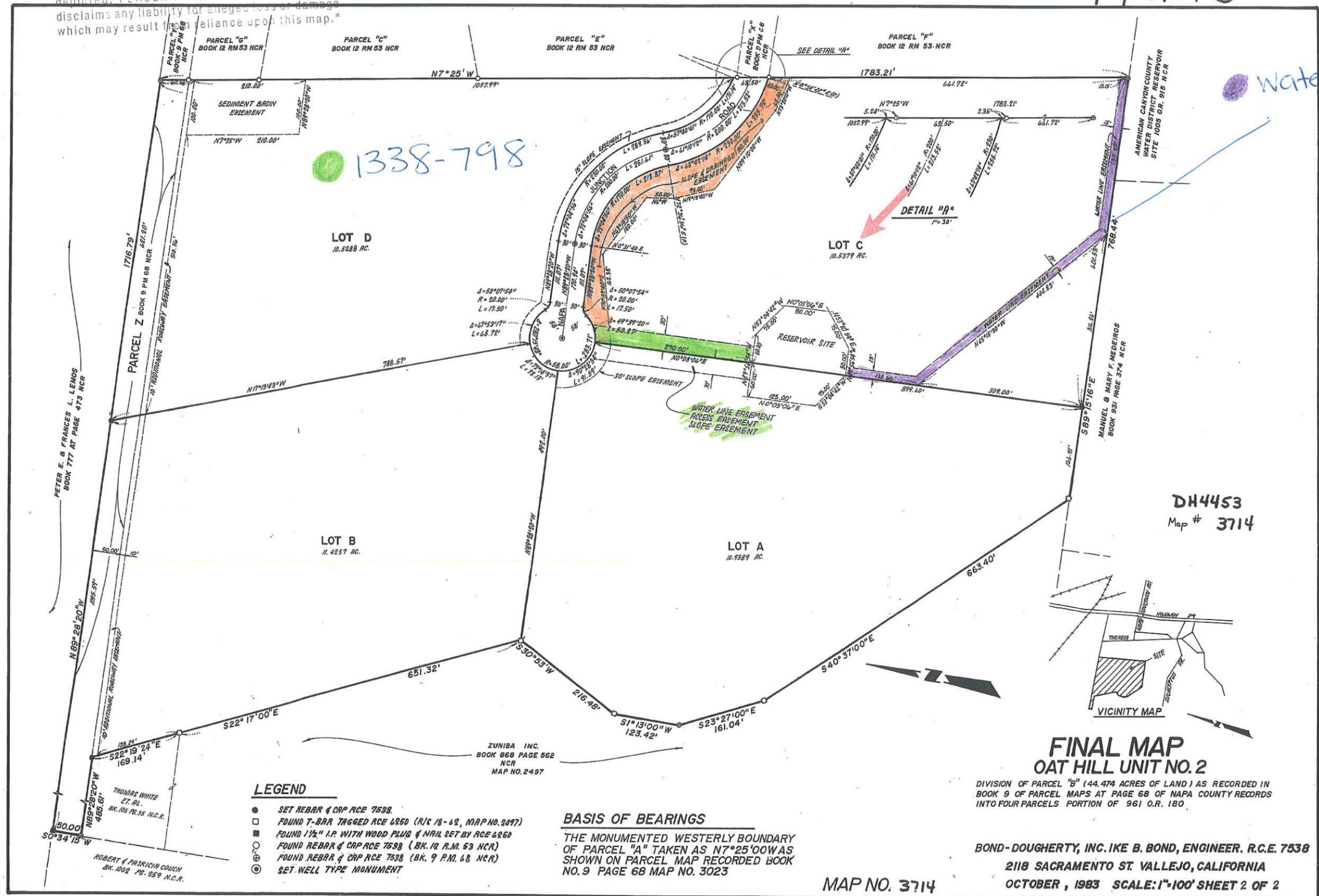
slope & Drainage Easement

14 RM 5

"This map may or may not be a survey of the land depicted hereon. You should not rely upon it for any purpose other than orientation to the general location of the parcel or parcels depicted. PLACER TITLE COMPANY, expressly disclaims any liability for alleged loss or damage which may result from reliance upon this map."

Waterline Easement 1338-791

1338-798



- LEGEND**
- SET REBAR & CAP RCE 7538
 - FOUND T-BAR TAGGED RCE 6250 (R/S 78-62, MRP NO. 2097)
 - FOUND 1/2" I.P. WITH WOOD PLUG & NAIL SET BY RCE 6250
 - FOUND REBAR & CAP RCE 7538 (BK. 12 R.M. 53 NCR)
 - FOUND REBAR & CAP RCE 7538 (BK. 9 P.M. 68 NCR)
 - ⊙ SET WELL TYPE MONUMENT

BASIS OF BEARINGS
 THE MONUMENTED WESTERLY BOUNDARY OF PARCEL "A" TAKEN AS N7°25'00"W AS SHOWN ON PARCEL MAP RECORDED BOOK NO. 9 PAGE 68 MAP NO. 3023

FINAL MAP OAT HILL UNIT NO. 2
 DIVISION OF PARCEL "B" (44.474 ACRES OF LAND) AS RECORDED IN BOOK 9 OF PARCEL MAPS AT PAGE 68 OF NAPA COUNTY RECORDS INTO FOUR PARCELS PORTION OF 961 O.R. 180

BOND-DOUGHERTY, INC. IKE B. BOND, ENGINEER. R.C.E. 7538
 2118 SACRAMENTO ST. VALLEJO, CALIFORNIA
 OCTOBER, 1983 SCALE: 1"=100' SHEET 2 OF 2

MAP NO. 3714

DH4453
 Map # 3714



TITLE

Ordinance Amending Municipal Code Titles 13 and 14

RECOMMENDATION

Adopt an ordinance amending Titles 13 and 14 of the City of American Canyon Municipal Code authorizing the City Council to amend the timing for payment of Development or Mitigation Impact Fees for sewer and water fees.

CONTACT

William D. Ross, Cit Attorney
Jason B. Holley, City Manager

BACKGROUND & ANALYSIS

The City of American Canyon ("City") may exact development or mitigation impact fees as a condition of granting discretionary land use and development permits and approvals and pursuant to its police power under California Constitution Article XI, Section 7, subject to the limitations of the Mitigation Fee Act, Government Code Section 66000 et seq. (the "Mitigation Fee Act"). The City has discretion as to when the City collects development or mitigation impact fees subject to the limitations of the Mitigation Fee Act.

Consistent with the Mitigation Fee Act, the City currently collects water capacity fees and wastewater capacity fees prior to the issuance of building permits for new constructions and prior to the approval of final maps for subdivisions.

Among Mitigation Fee Act impact fees that may be collected, Government Code Section 66007(a), a provision of the Mitigation Fee Act, expressly provides that the City may collect development impact fees such as "water capacity fees" and "wastewater capacity fees" on the date of issuance of a certificate of occupancy. Certain other City development impact fees, including Parks, Civic, and Traffic impact fees are currently subject to deferral by City Resolution.

The deferral of development impact fees can be a significant factor regarding whether it is economically feasible to start construction on a development project, particularly in this time of contraction in the credit markets. Allowing construction to commence with deferment of impact fees may benefit the City by: (a) accelerating increases in property tax valuation due to assessment

as improved land or increased property value through a sales contract; (b) collection of sales taxes on building materials purchased locally; (c) revenue from business license taxes from contractors and design professionals; (d) employment of construction personnel and their spending in the local area; and (e) increased business activity when owners and purchasers seek to furnish their new building prior to occupancy.

City Staff has determined that given the referenced benefits, it is beneficial wishes to have discretion in the timing of collecting water capacity fees and sewer wastewater capacity fees to further its mission of growing the local economy. The attached ordinance would amend the municipal code to allow water and wastewater capacity fees to be deferred until issuance of a certificate of occupancy. Such a deferral would be accomplished by City Council resolution.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Economic Development and Vitality: "Attract and expand diverse business and employment opportunities."

FISCAL IMPACT

Adoption of the Ordinance means that the City, upon City Council Resolution, will not receive revenue from development impact fees at the time the City approves development projects or the issuance of a building permit, but instead defers receipt of the revenue to the time the projects are completed (upon the issuance of a certificate of occupancy). Allowing for the discretionary postponement of development impact fees could provide an incentive to accelerate an approved project by assisting with financing knowing that the fees will not be due until the time the certificate of occupancy is issued.

ENVIRONMENTAL REVIEW

The ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to CEQA Regulation Section 15060(c)(2) because the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment; and Section 15060(c)(3) because the activity is not a project as defined in Section 15378 of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3 because it has no potential for resulting in physical change to the environment, directly or indirectly. In addition, the ordinance is not a project under CEQA Regulation Section 15061(b)(3) because it has no potential for causing a significant effect on the environment.

ATTACHMENTS:

- [1. Ordinance - Amending Titles 13 and 14 of the Municipal Code](#)

ORDINANCE NO. 2024-_____

AN ORDINANCE OF THE CITY OF AMERICAN CANYON CITY COUNCIL AMENDING TITLES 13 AND 14 OF THE CITY OF AMERICAN CANYON MUNICIPAL CODE, TO AUTHORIZE THE CITY COUNCIL TO AMEND THE TIMING FOR PAYMENT OF DEVELOPMENT OR MITIGATION IMPACT FEES FOR SEWER AND WATER FEES

WHEREAS, the City of American Canyon ("City") may exact development or mitigation impact fees as a condition of granting discretionary land use and development permits and approvals and pursuant to its police power under California Constitution Article XI, Section 7, subject to the limitations of the Mitigation Fee Act, Government Code Section 66000 et seq. (the "Mitigation Fee Act"); and

WHEREAS, the City has discretion as to when the City collects development or mitigation impact fees subject to the limitations of the Mitigation Fee Act; and

WHEREAS, Government Code Section 66007(a), a provision of the Mitigation Fee Act, expressly provides that the City may collect development impact fees such as "water capacity fees" and "wastewater capacity fees" on the date of issuance of a certificate of occupancy; and

WHEREAS, the City currently collects water capacity fees and wastewater capacity fees prior to the issuance of building permits for new constructions and prior to the approval of final maps for subdivisions; and

WHEREAS, the City Council wishes to have discretion in the timing of collecting water capacity fees and wastewater capacity fees to further its mission of growing the local economy; and

WHEREAS, the Ordinance is exempt from environmental review under CEQA.

NOW THEREFORE THE CITY OF AMERICAN CANYON DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Title 13, Chapter 13.06 of the Municipal Code is hereby amended as follows (bold, underline):

13.06.090 (A)

At the time of submission of an application for a building permit for connection to the city water system, an applicant shall be required to pay a water capacity fee, in proportion to the new connection's impact on the water system. **The water capacity fees set forth in this chapter shall be collected from new construction**

prior to issuance of a building permit, and for subdivisions prior to approval of a final map, unless other provisions are adopted as a part of an approved development agreement, or the City Council authorizes an alternative to the timing of such fees by resolution.

SECTION 2. Title 14, Chapter 14.06 of the Municipal Code is hereby amended as replacing existing Section 14.06.020 (A) as follows:

14.06.020 (A)

At the time of submission of application for building permit for connection to the city wastewater collection system, an applicant shall pay a wastewater capacity fee in proportion to use of the capacity of the wastewater system. **The wastewater capacity fees set forth in this chapter shall be collected from new construction prior to issuance of a building permit, and for subdivisions prior to approval of a final map, unless other provisions are adopted as a part of an approved development agreement, or the City Council authorizes an alternative to the timing of such fees by resolution.**

SECTION 3. CEQA Exemption

The ordinance is not subject to the California Environmental Quality Act (“CEQA”) pursuant to CEQA Regulation Section 15060(c)(2) because the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment; and Section 15060(c)(3) because the activity is not a project as defined in Section 15378 of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3 because it has no potential for resulting in physical change to the environment, directly or indirectly. In addition, the ordinance is not a project under CEQA Regulation Section 15061(b)(3) because it has no potential for causing a significant effect on the environment.

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 16th day of July, 2024, and adopted at a Regular Meeting of the City Council of the City of American Canyon, State of California, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Leon Garcia, Mayor

ATTEST:

Taresa Geilfuss, City Clerk

APPROVED AS TO FORM:

William D. Ross, City Attorney



TITLE

FY24/25 Capital Project Schedule Update

RECOMMENDATION

Informational item with City Council feedback

CONTACT

Erica Ahmann Smithies, P.E., Public Works Director/City Engineer

BACKGROUND & ANALYSIS

The Public Works Department will be providing quarterly updates on the status and delivery of Capital Improvement Projects (CIP) for the current fiscal year. City Council will be provided with a master project schedule, a map of citywide projects, and photos when available. The projects will include the name of the City staff member leading the project and consultant when applicable. At this time there are some projects that do not include a project lead, but will be updated as the fiscal year unfolds.

Following the July 16, 2024 City Council meeting, the quarterly update will be moved to Management and Staff Oral Reports.

FISCAL IMPACT

The Capital Improvement Program Budget was adopted by City Council on June 4, 2024.

ENVIRONMENTAL REVIEW

None

ATTACHMENTS:

- [1. FY24-25 CIP Schedule](#)
- [2. FY24-25 CIP Project Map](#)

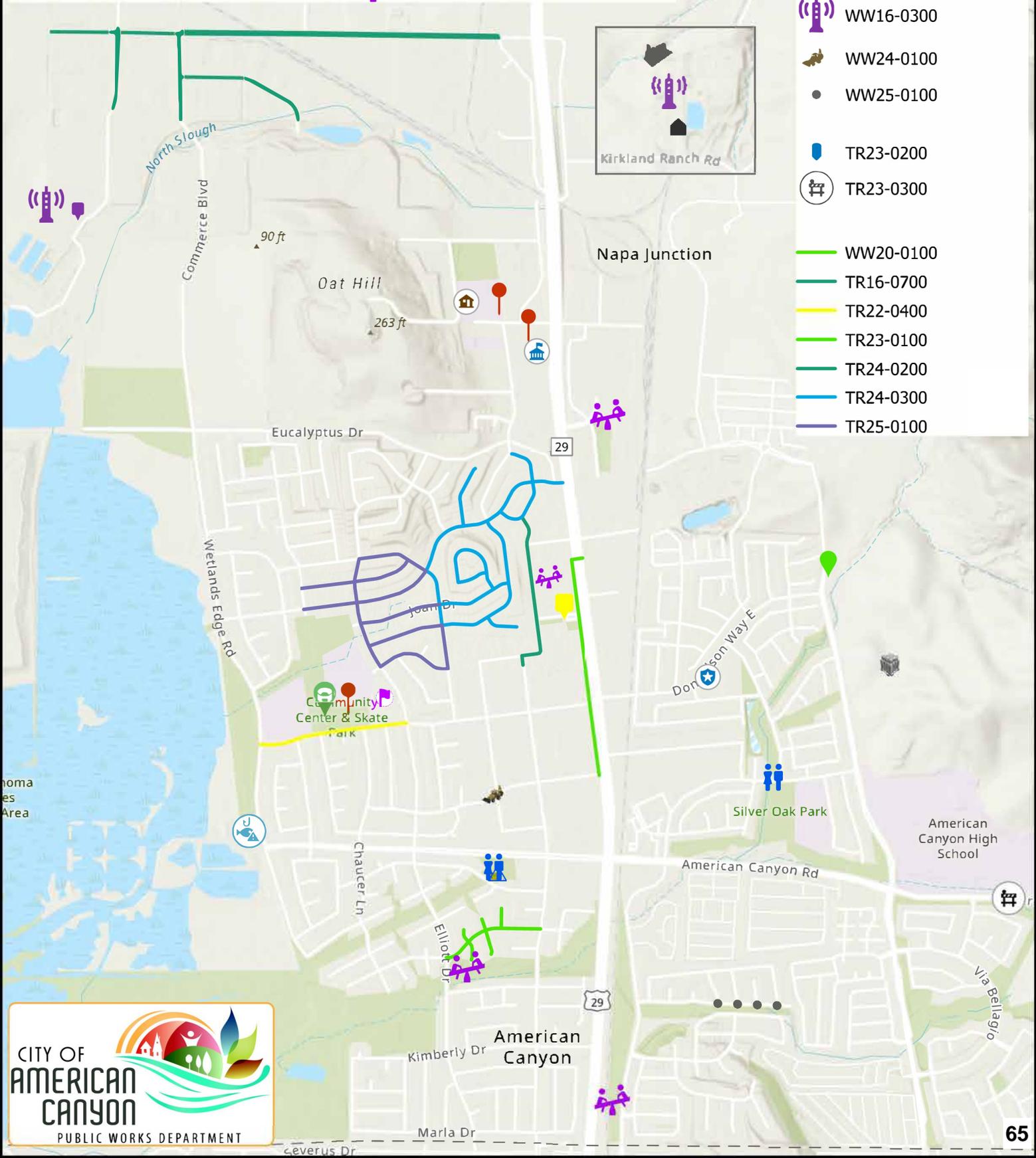
ID	Task Mode	Task Name	Duration	Start	Finish	Resource Names	May	Jun	Qtr 3, 2024	Jul	Aug	Sep	Qtr 4, 2024	Oct	Nov	Dec	Qtr 1, 2025	Jan	Feb	Mar	Qtr 2, 2025	Apr	May	Jun	Qtr 3, 2025	Jul	Aug	Sep	Qtr 4, 2025	Oct	Nov
64	Construction	Construction	20 days	Tue 8/13/24	Mon 9/9/24	Ginny Leija																									
65		WA25-0100 Hanna Water Main (see TR16-0700)																													
66		WW16-0300 SCADA	265 days	Tue 6/25/24	Mon 6/30/25																										
67		WW16-0300 SCADA	265 days	Tue 6/25/24	Mon 6/30/25																										
68		Design	39 days	Tue 6/25/24	Fri 8/16/24	Design Build (TBD)																									
69		Award Contract (City Council)	0 days	Tue 9/3/24	Tue 9/3/24																										
70		Implementation	196 days	Mon 9/30/24	Mon 6/30/25	Design Build (TBD)																									
113		WW24-0100 Andrew Road Sewer Repair (see WW20-0100)																													
114		PR25-0600 Main Street Park Improvements	171 days	Mon 11/4/24	Mon 6/30/25																										
115		Design	171 days	Mon 11/4/24	Mon 6/30/25	Capital Projects Coordinator (TBD)																									
116		PR25-0400 Veterans Park Playground Replacement	124 days	Tue 8/6/24	Fri 1/24/25																										
117		Design	66 days	Tue 8/6/24	Tue 11/5/24	Capital Projects Coordinator (TBD)																									
118		Award Contract (City Council)	0 days	Tue 11/19/24	Tue 11/19/24																										
119		Construction	40 days	Mon 12/2/24	Fri 1/24/25	Capital Projects Coordinator (TBD)																									
96		WA24-0100 Rio Del Mar Water Main (see TR24-0300)																													
97		WA24-0200 WTP Filter Media	191 days	Mon 10/7/24	Mon 6/30/25																										
98		Design	191 days	Mon 10/7/24	Mon 6/30/25	Water Ops																									
99		WA23-0100 WTP Shop	171 days	Mon 11/4/24	Mon 6/30/25																										
100		Design	171 days	Mon 11/4/24	Mon 6/30/25	Capital Projects Coordinator (TBD)																									
101		PR23-0100 Melvin Park Expansion	171 days	Mon 11/4/24	Mon 6/30/25																										
102		Design	171 days	Mon 11/4/24	Mon 6/30/25	Capital Projects Coordinator (TBD)																									

Parks Projects

-  PR13-0200
-  PR23-0300
-  PR23-0700
-  CF23-0100
-  PR19-0100
-  PR23-0400
-  PR24-0100
-  CF23-0300
-  PR23-0100
-  PR23-0500
-  PR25-0400
-  CF24-0100
-  PR23-0200
-  PR23-0600
-  PR25-0600
-  CF25-0100

Infrastructure

-  RW23-0100
-  WA23-0100
-  WA23-0200
-  WA25-0100
-  WW16-0300
-  WW24-0100
-  WW25-0100
-  TR23-0200
-  TR23-0300
-  WW20-0100
-  TR16-0700
-  TR22-0400
-  TR23-0100
-  TR24-0200
-  TR24-0300
-  TR25-0100





TITLE

Parks and Community Services Master Plan

RECOMMENDATION

Adopt a Resolution amending the Fiscal Year 2024/25 Budget and approving an agreement with RRM Design Group (San Leandro, CA) in the amount not to exceed \$207,000 to update the Parks and Community Services Master Plan.

CONTACT

Alexandra Ikeda, Parks and Recreation Director

BACKGROUND & ANALYSIS

The Parks and Community Services Master Plan (Plan) was created in 2012 by members of the Parks and Community Services Commission (PCS), the Open Space Advisory Committee (OSAC), the Planning Commission, and City Staff (Attachment 1). This collaborative effort aimed to develop a comprehensive Plan to guide the City's Parks and Recreation Department. It represents the first extensive initiative to outline the direction and scope of American Canyon's parks, civic facilities, open spaces, recreation programming, and other essential community services. This Plan served as the "road map" for how the City of American Canyon would achieve these goals from 2012 to the present day.

In 2020, the Plan update was initially included in the scope of the General Plan update. However, due to the COVID-19 pandemic, it was removed from the General Plan's scope of work and put on hold. The General Plan update will include a chapter on Environment, Parks, and Recreation for American Canyon.

At the April 13, 2023, and August 10, 2023, PCS meetings, the Commissioners recognized the valuable work completed in 2012. They acknowledged and celebrated the many successes achieved through the Plan and agreed that an update is necessary to continue advancing and meeting the needs of our diverse, multigenerational, and growing community. As part of the PCS's Work Plan for FY23/24, the Council approved the Commission to prepare a Request for Proposal (RFP) to update the Plan.

The Commission reengaged with RRM Design Group (San Leandro, CA), the most qualified

respondent to the original solicitation, to develop a Scope of Work (SOW) for updating the Plan, along with a cost estimate (Attachments 2 and 3). The update will include a review of existing City documents: the 2012 Parks and Community Services Master Plan, the 2015 Community Needs Assessment, the 2019 American Canyon Bicycle Plan, and the Parks and Recreation Element of the General Plan. Additionally, RRM will assist with an online questionnaire, public engagement elements that will include stakeholder interviews, a public open house, and a study session that will include City staff, community members, Commissions, Council, and stakeholders. The time required to update the Plan can take up to 18 months to ensure adequate time for community engagement, data collection, and plan development.

At the June 18, 2024, Special Joint City Council and PCS meeting, the Council approved PCS's Work Plan for FY24/25, which included updating the Plan. The Commission, along with staff, recommends the Council's approval to move forward with executing an Agreement with RRM Design Group (San Leandro, CA) to assist with the Plan's update.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

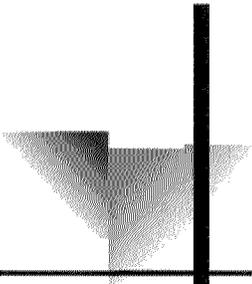
The FY 2024/25 Budget includes \$188,000 for the Parks and Community Services Master Plan. Staff recommends amending Park Impact Fee Fund 310-85-450-42190 from \$188,000 to \$207,000. There is sufficient funding to implement the Recommended Action which will reduce the Park Impact Fee Fund Balance from \$1,774,800 to \$1,755,800.

ENVIRONMENTAL REVIEW

15378(b) - The action is not a "Project" subject to the California Environmental Quality Act ("CEQA") because it does not qualify as a "Project" under Public Resources Code Sections 21065 and 21080 and in Section 15378(b) of Title 14 of the California Code of Regulations.

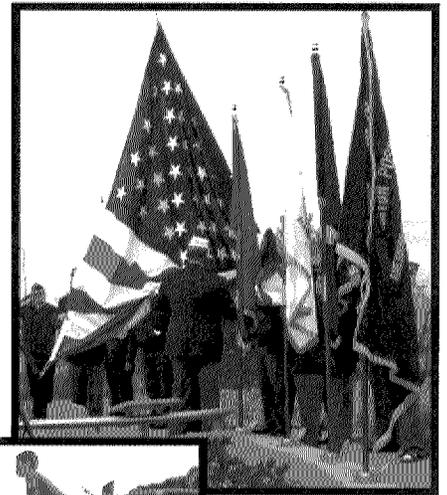
ATTACHMENTS:

- [1. 2012 Parks and Community Services Master Plan](#)
- [2. RRM Scope of Work](#)
- [3. RRM Estimate](#)
- [4. Resolution](#)



Parks and Community Services

Master Plan



Parks and Community Services Master Plan

**City of American Canyon
Parks & Recreation Department
100 Benton Way
American Canyon, California 94503**

May 2012

ACKNOWLEDGEMENTS

The Parks and Community Services Master Plan was prepared by Randy Davis, Parks and Recreation Director (Retired); Parks and Community Services Commission members; and Open Space Advisory Committee members. All maps were created by Robyn Myers. In addition to those listed here we would like to thank all former Commissioners and City employees who contributed to this document.

City Council

Leon Garcia, Mayor
Cindy Coffey, Vice Mayor
Joan Bennett, Council Member
Belia Ramos Bennett, Council Member
Mark Joseph, Council Member

Parks and Community Services Commission

Elizabeth Goff, Chair
Kathy Arizon, Vice Chair
Mathew Plate, Commissioner
Steve Macdonald, Commissioner
Kenneth Leary, Commissioner
Kalan Camacho, Honorary Youth Commissioner

Open Space Advisory Committee

Nance Matson, Chair
Todd Novak, Vice Chair
Barry Christian, Committee Member
Robyn Myers, Committee Member
Michael Stanfield, Committee Member

Parks and Recreation Department Staff

Michael Throne, Interim Director
Randy Davis, Director (Retired)
Rodrick Sweeney Sr., Recreation Supervisor
Erin Booth-Sahs, Aquatics Supervisor
George DeOcampo, Parks Supervisor
Sherri Cassidy, Administrative Assistant
Marisa Cumpian, Administrative Clerk
Henry Davidson, Building Maintenance Worker
Kevin Duncan, Program Coordinator

City Staff

Dana Shigley, City Manager
Michael Throne, Public Works Director
Mary Holstein, Administrative Assistant
Brent Cooper, Community Development Director
Barry Whitley, Finance Director
Brona Silva, Human Resources Director
Rebekah Barr, City Clerk
Jean Donaldson, Police Chief
Glen Weeks, Chief, American Canyon Fire District
William D. Ross, City Attorney

City of American Canyon
Parks and Community Services Master Plan

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INTRODUCTION

Parks, trails, open space, and recreation are vital components of the lifestyle of people living in the City of American Canyon. Recreational facilities are important assets contributing to the livability of the community. Residents of all ages and social backgrounds need outlets for creativity, socialization, exercise, and fun.



Parks, trails, open space, and recreation greatly enhance the quality of life in American Canyon.



The intent of this Master Plan is to bring together in a single document a snapshot of where American Canyon's parks and community services are as of 2012. This includes the status of the current parks, recreational facilities, open space, trails, and programs. This document shares the direction in which the City and its parks and community services are going and a "road map" of how the City of American Canyon will get there

The English author Lewis Carroll once wrote, "If you don't know where you are going, any road will get you there." It is anticipated that the Parks and Community Services Master Plan will provide insight into how to implement the vision of the City and of the General Plan.

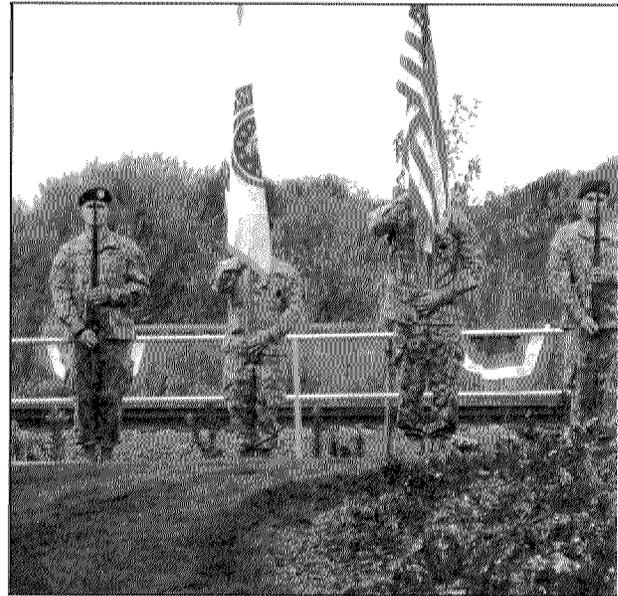
EXECUTIVE SUMMARY

Purpose

The Parks and Community Services Master Plan is intended to be the guiding document for the direction and nature of the services and amenities provided by the Parks and Recreation Department. It is both a visioning document and a service delivery and performance document.

Background

Developed through years of effort by members of the Parks and Community Services Commission (PCS), the Open Space Advisory Committee (OSAC) and city staff, the Master Plan represents the city's first comprehensive effort at defining the direction and scope of American Canyon's parks, civic facilities, open space, recreation programming, and other services that are vital to the community. It is intended to complement and be consistent with the city's General Plan, in particular the Public Services and Facilities element, the Parks and Recreation element, and the Natural and Historic/Cultural Resources element.



An extensive civic engagement process began in August 2011 with the plan being reviewed at several meetings of the PCS and OSAC. The draft plan was presented to the public for review and comment for six months, and a public workshop was conducted in December 2011 at the Senior Multi-Use Center. The final draft of the Parks and Community Services Master Plan was approved by the PCS and OSAC at a joint meeting in April 2012.

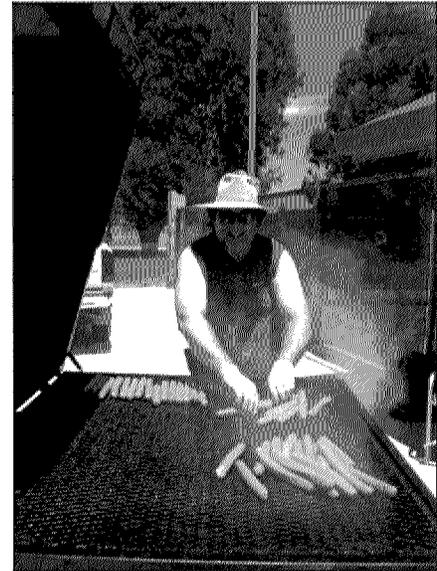


The draft Master Plan was then presented to the Planning Commission for review and confirmation of consistency with the city's General Plan. With the Planning Commission's recommendation for approval, it was presented to the City Council in June. Resolution 2012-39 was approved by City Council on June 5, 2012, formally adopting the Master Plan.

How to Use this Document

The map that follows shows the city's existing parks, open space, greenways, and trail areas. A Master List on the next two pages provides more detailed information about these facilities.

Next are sections that summarize the process used to develop the Master Plan and the vision and concepts that were developed as a result of the planning process. The "Recommended Goals and Policies" section provides an overview of goals and policies which are intended to augment the goals and policies of the General Plan. The policies are repeated and addressed at length in subject-specific chapters.



Chapters 1 through 6 cover the major subject area categories. They provide an overview and objectives for each category, background and definitions, descriptions of existing resources, anticipated needs and limitations, and implementation.

Finally, the Appendix provides additional maps and supporting documents, including a copy of the enacting Resolution approved by City Council.



CITY OF AMERICAN CANYON

ALL PARKS, OPEN SPACE & TRAILS

APRIL 2012

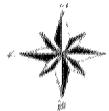
Legend

- City Limits
- Napa River Bay Trail
- Hen Mike Thompson Loop Trail
- Bay Trail Connector To Napa
- River To Ridge Connector Trail (Proposed)
- Other City Parks and Trails
- Proposed Vine Trail

American Canyon Parks

- Greenway
- Open Space
- Park
- Potential
- Restoration Facility

1:25,000



Map made possible by 1998 Parks Act
© 2012 City of American Canyon



Master List

Parks, Recreation Facilities, Open Space, Trails and Bikeways

PARKS

No.	Name	Type	Sub-Type Description	Acres
1	Community Park I	Park	Neighborhood	8
2	Community Park II	Park	Neighborhood	6.3
4	Elliott Park	Park	Neighborhood	3
5	Gadwall Park	Park	Neighborhood	2
6	Kimberly Park	Park	Neighborhood	10
8	Little League Complex	Park	Neighborhood	5.25
9	Main Street Park	Park	Neighborhood	3
10	Melvin Park	Park	Neighborhood	1
11	Montecarlo Park	Park	Neighborhood	2.75
12	Northampton Park	Park	Neighborhood	4
14	Pelleria Park	Park	Neighborhood	1
15	Shenandoah Park	Park	Neighborhood	6
16	Silver Oak Park	Park	Neighborhood	5
17	Veterans Memorial Park	Park	Neighborhood	9
18	Via Bellagio Park	Park	Neighborhood	1

RECREATION FACILITIES

No.	Name	Type	Description
1	Community Park I Gym and Skateboard Park	Recreation Facility	City / NVUSD
2	Philip West Aquatics Center	Recreation Facility	w/in Community Park I
3	American Canyon Recreation Center	Recreation Facility	w/in Elliott Power line Park
4	Senior Multi-Use Center	Recreation Facility	w/in Elliott Power line Park

OPEN SPACE and TRAIL AREAS

No.	Name	Type	Acres
1	La Vigne Open Space	Open Space	
2	Newell Open Space	Open Space	640 acres

TRAILS

No.	Name	Type	Description
1	Napa River Bay Trail, Wetlands Edge View Area	Trail	Bay Trail segment from the American Canyon Napa River Bay Trail segment to the City of Napa
2	Wetlands Edge Trail and Linear Park	Trail	Path along Wetlands Edge Road, part of Bay Trail through City.
3	Congressman Mike Thompson Loop Trail	Trail	Trail around the perimeter of the closed landfill
4	American Canyon Vine Trail	Trail	City portion of the Vine Trail connection Vallejo to Calistoga through center of city.

BIKEWAYS

No.	Name	Type	Description
1	Broadway (Southern City Limit to American Canyon Rd.)	Bikeway N/S	Class II: on portions of Broadway and Veterans Memorial Park path on north and south ends of park.
2	Commerce Boulevard	Bikeway N/S	Class II: through Eucalyptus grove (extension of Wetlands Edge Rd.)
3	Danrose Drive / James Road / Melvin Road	Bikeway N/S	Potential Class III: parallel to west side of Hwy 29
4	Elliott Drive	Bikeway N/S	Class II: between Knightsbridge to Benton
5	Napa Greenway/Vine Trail from Vallejo to Calistoga	Bikeway N/S	Potential Class I: feasibility study completed
6	Napa Junction Development Path	Bikeway N/S	Class I: from Eucalyptus north to Napa Junction Rd.
7	Newell Drive / Flosden Drive	Bikeway N/S	Class I: on path west side of Newell Dr.
8	San Francisco Bay Trail (Wetlands Edge Path)	Bikeway N/S	Class I: west side Wetlands Edge Rd, Class III: bike lane along Wetlands Edge Rd.
9	Shenandoah Drive / Shenandoah Path	Bikeway N/S	Class I: path through Silver Oak Park, to Newell Dr. Class II: potential / Class I path
10	Theresa Avenue / Lombard	Bikeway N/S	Potential Class II: Sidewalk in places on route to Napa Junction school
11	American Canyon Creek Greenway/Path	Bikeway E/W	Multiuse Path: AC Creek Greenway Path
12	American Canyon Road	Bikeway E/W	Class II: Between Wetlands Edge Rd. and Hwy 29 Potential Class III: Between Hwy 29 and Newell Rd. Class III: From Newell Dr. to I-80 & Solano Bikeway
13	Benton and Donaldson Way	Bikeway E/W	Class II: Wetlands Edge Rd to Andrew Rd. Class III: Andrew Rd to Hwy 29.
14	Cartagena / Via Bellagio	Bikeway E/W	Multi-use, Potential Class I: connecting Cartagena to Via Bellagio
15	Community Park I, Spikerush Circle, Community Center	Bikeway E/W	Class I: path and walkway connecting Park, Greenway and Recreation Facilities
16	Eucalyptus Road	Bikeway E/W	Potential Class II: potential River to Ridge route.
17	Green Island Road / Paoli Loop Rd. / Watson Ln.	Bikeway E/W	Potential Class II
18	Hess Drive	Bikeway E/W	Potential Class II
19	Kimberly Drive	Bikeway E/W	Class II: Hwy 29 to Elliott Dr.
20	Mini Drive	Bikeway E/W	Potential Class III
21	Silver Oaks Trail	Bikeway E/W	Class III: wide sidewalk, alternate route to American Canyon Rd.

HOW THE MASTER PLAN WAS DEVELOPED

The City of American Canyon's 1994 General Plan identified a need to create a comprehensive, citywide Parks and Recreation Master Plan. However, a decade passed before an effort was started to develop the Parks and Community Services Master Plan.



The City of American Canyon's Parks and Community Services Master Plan was developed in a unique manner. Typically, cities hire consultants with an expertise in park system master planning to guide the planning process and ultimately write the report. Rather than funding an independent consultant, all work on the Master Plan was performed in-house. This Master Plan was a joint effort of the Parks and Community Services Commission, the Open Space Advisory Committee, and city staff.

The Master Plan was first included in the Parks and Community Services Commission's adopted work plan for fiscal year 2004-2005. The Open Space Advisory Committee was tasked to participate starting in 2006. There were extended periods of time that work on the Master Plan was curtailed so that the Commission and Committee could focus on other projects and tasks.

The scope of the endeavor exceeded that of most cities' Parks Master Plans when the decision was made to include Recreation, Family Services, Open Space and Trails, and Bicycle & Pedestrian Circulation System chapters.

The Parks and Community Services Commission developed "functional areas" that related to the chapters in the Master Plan. The Parks and Community Services Commission was tasked with the functional areas of Parks and Recreation Facilities, Parks and Facility Maintenance, Recreation Programming, and Family Services. The Open Space Advisory Committee was tasked with the Open Space and Trails, and Bicycle & Pedestrian Circulation System functional areas and chapters. One or two Commissioners/Committee Members were assigned to a functional area and were responsible for developing a report corresponding to their functional areas.

Members of the Parks and Community Services Commission and the Open Space Advisory Committee wrote several chapters of the Parks and Community Master Plan, and Staff utilized the Commissioner's/Committee Member's "functional area" reports as a basis to write the other chapters.

The hands-on involvement of the Parks and Community Services Commission and the Open Space Advisory Committee helped to ensure that the report reflects the needs and desires of City residents.

Some of the steps that were taken during the master planning process are as follows:

- Commission members toured park sites to assist them in determining what projects were needed to improve existing parks.
- The public was invited to special meetings of the Parks and Community Services Commission to discuss the following specific topics:
 - Outdoor sports and athletic fields and courts needs.
 - Indoor recreation and aquatic facility needs.
 - Trails, paths, playgrounds, picnic areas, general park needs, and other facilities.
- “Functional area” assignments were made and adjusted throughout the process.
- A Planning Director addressed the Commission regarding the General Plan and coordination of the Parks and Community Services Master Plan with the General Plan.
- A joint meeting was held between the Planning Commission and the Parks and Community Services Commission and joint meetings were held between the Parks and Community Services Commission and the Open Space Advisory Committee.
- The Parks and Community Services Commission held special study sessions regarding the Parks Master Plan.
- Functional area reports were completed, presented and refined over a period of several years.
- The Parks & Community Services Commission and the Open Space Advisory Committee held a special joint meeting on November 10, 2011 at the Senior Multi-Use Center to receive comments and suggestions from the public regarding the draft Parks and Community Services Master Plan.

VISION AND CONCEPTS

This section summarizes the visions for the individual components making up the overall park and community services system. Each component is discussed in depth in this plan.

Park and Recreation Facilities

As of 2012, there are 22 recreational parks within American Canyon's city limits, varying in size from .25 to 10 acres for a total of 79 acres (see Exhibit C – Map of Parks). The City will strive to increase park acreage to meet and thereafter maintain a minimum standard of 5 acres per 1,000 residents. Based on the 2010 U.S. Census population of 19,454 and the projected population increase through 2030, at least 39 additional acres of parks will be needed.

A neighborhood park, or park facility with similar features, shall be provided within walking distance of all residents, which translates into roughly a half-mile radius. This standard should be met without the use of mini-parks. Mini-parks are less than one acre in size. The development of public mini-parks will be discouraged because they tend to provide an insufficient number of amenities to serve an area of residents and are inefficient in terms of development and maintenance.



The success and heavy use of Shenandoah Park demonstrates that residents are attracted to parks that have a wide range of amenities and adequate space. The desired result will be fewer, but larger parks with more amenities.

The Public Facilities Fee shall be updated based on the park dedication nexus study completed by Willdan Financial Services in 2009 and updated at least every five years. In order to accomplish all the construction and enhancements listed in the Parks and Community Services Master Plan, additional funding sources will be required. The City has been successful at obtaining grant funding, utilizing and leveraging existing park and community services related funding, and obtaining in-kind services. These funding mechanisms will continue to be critical. Additionally, alternative funding sources identified in the Master Plan should be actively pursued to supplement Public Facilities Fees and help pay for projects that are not related to growth.

The Parks and Recreation Facility chapter identifies necessary enhancements to existing parks and facilities which include but are not limited to: a sports complex

with lighted athletic fields; a fully renovated Kimberly Park as a part of the Kimberly Flood Control, Clean Water, and Park improvement project; renovation of Community Park I athletic fields; and a multi-use Community Center. The Community Center will be suitable for large gatherings in a single area with seating for up to 1,000 people, concurrent with other functions taking place in the Center. The Community Center should be designed to house family service functions identified in this plan.

Park and Facility Maintenance

Parks and Landscaping Maintenance Standards and Janitorial Standards have been developed and are included as Exhibit E and Exhibit F in the Parks and Community Services Master Plan. The standards were developed with the goal of striking a balance between desired levels of maintenance and the realities of financial constraints. The current standards are considered to be a starting point and will be refined and improved over time.

Prior to the establishment of the Landscaping and Lighting District (LLAD) and the significant increase in park development, all park and landscape maintenance was performed by City employees. The establishment of the LLAD prompted the City to consider the most efficient manner in which to maintain the landscaping and parks in the LLAD. Starting with the La Vigne development (LLAD Zone 1), landscape maintenance contractors were used for the maintenance of the corresponding LLAD Zone 1 areas. The landscape maintenance contracts are periodically put out to bid to ensure that the cost of the service is as low as possible.

The combination of existing City maintenance staff and contracted services is the best approach to maintenance. The master plan envisions all new recreational parks and community facilities be maintained primarily through contract personnel.

Additionally, private parks may be proposed in new subdivisions. If they are proposed, they shall adhere to the goals and standards within this plan. Prior to commencing design of any new park or recreation facility, and before the City Council authorizes the award of bid for any new park and recreational facility, the Director of Finance will confirm the cost to maintain the facility. The City Manager will identify funds to take on the maintenance of the subject facilities.

Beginning at the development application review process, City parks, designated open space areas, landscaped areas, and facilities will be designed in consultation with parks maintenance staff for ease of maintenance and to reduce the ongoing cost of maintenance. This policy will be achieved by hiring landscape architects and consultants that demonstrate the experience and ability to develop plans and specifications that minimize the time and cost required for maintenance.

The City shall continue to require that new development is annexed to the Landscaping and Lighting District to ensure that parks, community facilities, streetscapes, landscaped areas, and street lighting have a dedicated funding source for maintenance.

Recreation Programming

Recreation programs enhance the quality of life for residents and play a vital role in developing a "sense of community" in American Canyon.

The City of American Canyon provides aquatic, senior, teen, and sports programs; as well as special events, adult special interest and fitness classes, youth classes, and day camp.

Recreation programming and the availability of recreation facilities are directly related to one another. One limiting factor for offering additional special interest classes is a lack of indoor facilities that are available on a consistent, reliable basis.

There is currently an unmet demand for summer youth swim lessons and the AHI swim team has "out-grown" the pool facility.



In the future there is also a need to accommodate an increased number of residents. This could be alleviated by the Parks and Recreation Department using the swimming pool at American Canyon High School during the summer months. Alternatively and/or additionally the City may need to explore expanding the current facility.

There is a need to enhance the adult sports program, develop more comprehensive teen programs that involve the teens in the planning process, and provide separate girls sports leagues to enhance participation by girls.

The opening of the Senior Multi-use Center in 2010 provided an opportunity to have a "one stop shop" for recreational and social services for older residents.

A Recreation Scholarship Fund is needed to enable low-income children to participate in recreation programs.

Family Services

While cities are not typically the primary provider of family services, cities have a vested interest in programs that support and strengthen households/families. Providing local families with access to support services directly benefits individual households, enhances the overall quality of life in a community, and can indirectly enhance tax revenues by fiscally improving individual families.

Family support services are provided by a mixture of government and non-profit

agencies such as Napa County, Community Action Napa Valley, and the American Canyon Family Resource Center.

Family Services are defined as services provided to families or individuals to increase their wellbeing and the well-being of the community as a whole. These services generally include child care, employment assistance, assistance with food or housing, counseling, health services, legal assistance, and programs to assist with moving towards self-sufficiency (financial, social, and/or emotional).

The number of family services directly provided by the City may be limited, but the City can still play a significant role regarding family services. The keys to providing adequate family services in American Canyon are collaboration, coordination, facilitation and partnerships.

In 2011, access to Napa County Department of Health and Human Social Services was greatly enhanced when the County started to provide a number of services at their satellite offices located at the American Canyon City Hall.

The City has a number of options related to City support of family services. At a minimum, the City should do the following:

- Continue to make City facilities available for use by agencies that provide family services.
- Collaborate, cooperate, and partner with a variety of non-profits, organizations and government agencies to provide family services.
- Promote and publicize the family services that are available in the community regardless of the entity that provides the service.
- Continue to encourage Napa County to provide access to services in American Canyon
- Work with providers of family resources to identify needed services that are not provided in the City and develop strategies for providing the needed services.

Open Space and Trails

Establishing and maintaining open spaces and trails preserves the natural beauty, uniqueness, and character of the City, and has been recognized by the residents of the City as a priority. This is evident in the continued support by residents for ballot measures that protect open space, comments received at public meetings, the high utilization of City trails, and the City has demonstrated that it values open space and trails by the establishment of the Open Space Advisory Committee.

Major components of the City's open space and trail system include Newell Open Space, restored wetlands, planned and completed segments of the San Francisco Bay Trail including the successful well-utilized Napa River Bay Trail and the Wetlands Edge Linear Path, the Wetlands View Area, and the undeveloped Clarke Ranch property.

It is important that the City always balance public access with the protection and enhancement of natural resources.

Multi-use trails should be coordinated with the City's Bicycle/Pedestrian Transportation Plan, which includes Class I multi-use trails separate from vehicular traffic. These types of trails may include the following uses: pedestrian, bicycle, equestrian, and dog walking.

Trail design should be consistent with the Napa County Regional Parks and Open Space District guidelines or those of the funding agency, such as Caltrans.



Opportunities for environmental education should be encouraged and facilitated; examples include interpretive signage, docent programs, and education programs with schools and other groups.

A key goal for the City should be the development of regular public access to Newell Open Space. Other important objectives include, but are not limited to:

- Maintain the City's character by preserving open space buffers and view sheds.
- Create a facility for hand-launched boats including kayaks, canoes, rowing shells, and similar small craft.
- Complete the San Francisco Bay Trail through American Canyon.
- Work cooperatively with the Napa County Regional Park and Open Space District to extend the Napa River Bay Trail to the Cities of Napa and Vallejo.
- Work towards the completion of a River to Ridge Trail from the Wetlands View Area to Newell Open Space.
- Develop a Master Plan for the Clarke Ranch Property.
- Develop connections between pedestrian/bicycle circulation corridors, parks, schools, and open space opportunities.

Bicycle and Pedestrian Circulation System

The City envisions a bicycle and pedestrian circulation system that will interconnect key destinations including parks, schools, open space, residential and commercial areas, as well as regional bikeway systems such as the Napa Valley Vine Trail and the San Francisco Bay Trail.

The goal is to create a bicycle- and pedestrian-friendly and convenient community and

to create regional access to other Napa and Solano County destinations.

Highway 29 is the largest obstacle hampering east-west connectivity. East-west connectivity will be enhanced with grade-separated crossings, improved crosswalks, stop light timing, countdown crossing timers and other amenities that will improve safety for pedestrians and bicyclists crossing Broadway (Highway 29).

It is important that all new development provides bicycle and pedestrian connectivity through the use of sidewalks, Class I bike paths and Class II bike lanes.

As of 2012, work is underway on the Countywide Bicycle Plan Update which will include American Canyon's first Bicycle Master Plan. The Countywide Plan proposes a vision, goal, and objectives for Napa County's bicycle system. The Countywide Plan along with the American Canyon Parks and Community Services Master Plan provides a plan for the development of a Countywide bicycle network, design standards, multimodal integration, support facilities, safety and security, education and promotion, planning, maintenance, and funding.

RECOMMENDED GOALS & POLICIES

The following goals and policies were developed for the Parks and Community Services Master Plan. The Master Plan goals and policies are intended to augment, amplify, and enhance the existing General Plan goals and policies. The following compilation of policies includes the detailed policies recommended in each chapter of the Master Plan and more general policies not listed in other chapters of the Master Plan. For consistency, policy numbers used below are retained where repeated in the individual chapters.

Access

- 1.1 **Physical Access** All facilities and parks shall comply with State and Federal accessibility codes and standards, such as those established by the Americans with Disabilities Act (ADA), and California Access Code (Title 24, California Code of Regulation).
- 1.2 **Social Access** Provide recreation facilities and programs that are responsive and accessible to the diverse cultures, age groups, and level of ability that comprise the American Canyon community.
- 1.3 **Financial Access** Balance the need for program revenue with the need to keep programs accessible and affordable, particularly for basic recreation programs such as open swim, swim lessons, special events, youth sports and day camp. Establish a scholarship program for youth that cannot participate in recreation programs due to financial hardship.

User rental fees shall be charged for private, reserved use of facilities; but facility fee waivers should be considered for nonprofit organizations that provide needed programs and services for American Canyon residents, particularly youth programs. Base rental shall be consistent with the City Council's adopted rental policy. Rental rates shall be dependent on a number of factors including direct costs to the City, and an examination of typical rental rates for municipal facilities. Rental rates shall be reviewed at least every other fiscal year by the Parks and Community Services Commission.

- 1.4 **Park Distribution** Distribute parks and recreation facilities geographically throughout the community. A neighborhood park or park facility with similar features should be provided within walking distance of all residents, which translates into roughly a half-mile radius.

- 1.5 **Park Land Standard** Take steps so that the City can again meet the Quimby Act's established standard of 5 acres of developed parkland per thousand residents. This requires that the maximum park acreage be provided for new developments and the City take steps to develop at least 17 additional acres of parkland. This standard includes neighborhood, community, and regional park facilities.
- 1.6 **Cultural Facilities and Programs** Recognizing the cultural and artistic aspirations of American Canyon residents, the City shall strive to include cultural facilities and programs as a part of the Parks and Recreation system.

Youth Needs

- 2.1 **Youth Center** Continue to be supportive of programs and improved facilities at the American Canyon Boys & Girls Club. In addition, the City will strive to provide a facility for teen programming.
- 2.2 **Partnerships** Actively encourage partnerships with community groups that can assist with outreach to youth populations, including the American Canyon Family Resource Center, Napa County Sheriff's Athletic League (SAL), Napa Valley Unified School District (NVUSD), Boy Scouts, Girl Scouts, American Canyon 4H, American Youth Soccer Organization (AYSO), American Canyon Little League, American Canyon Boys & Girls Club, American Canyon Patriots Youth Football and Cheer, Youth Services Advisory Group (YSAG) and other groups.
- 2.3 **Participation** Encourage participation of youth in planning and design of new facilities and improvements to existing facilities; and encourage youth participation in the planning of recreational and cultural programs.

Interagency Cooperation

- 3.1 **Partnership Between City and Napa Valley Unified School District (NVUSD)** Continue and enhance existing agreements between the City and NVUSD and explore opportunities for additional partnerships. Areas for further consideration include shared use of facilities for recreation and community services programs at existing and future school sites. Enhance recreational and educational programming through partnerships with the Napa Valley Adult School.
- 3.2 **Partnership Between City and Napa Valley College** Establish partnerships between the City and Napa Valley College to enhance services and programs for American Canyon residents.

- 3.3 **Partnerships with Local, County, and Regional Public Agencies** Establish new and expanded partnerships with local, County, and regional public agencies (such as the Napa County Regional Parks and Open Space District) that can assist in providing facilities and programs.
- 3.4 **Consider the establishment of a "Friends of American Canyon Parks, Open Space, and Recreation" Foundation** Work with residents, the private sector, and existing organizations to establish a non-profit foundation to support the development and maintenance of American Canyon's parks, open space, and recreation programs.
- 3.5 **Nonprofit Organizations** Continue and enhance existing partnerships with nonprofit organizations and look for opportunities to develop new partnerships with nonprofits. Nonprofits can assist in the development or co-sponsorships of recreation or community service programs and help the Parks and Recreation Department reach populations that could benefit from, but do not regularly participate in, recreation programs.
- 3.6 **Private Sector** Some recreation facilities such as bowling alleys, amusement parks and movie theaters are best provided by the private sector. The City should encourage private recreation businesses to locate in American Canyon. These types of businesses provide jobs, boost the local economy, provide desired recreational opportunities, and enhance the quality of life for American Canyon residents.

The private sector can also provide cost-effective contract maintenance services for landscape maintenance (particularly in Landscaping and Lighting Districts) and for janitorial services for City buildings, for example, where the workload is seasonal.

- 3.7 **Private Parks and Recreation Facilities** Private parks and recreation facilities may be allowed or may be part of a unique feature of a planned development provided a separate mechanism is in place to maintain the facility.

Facilities and Staff

- 4.1 **Reducing Maintenance Costs Through Better Design** All City parks, landscaped area and facilities will be designed for ease of maintenance and to reduce the ongoing cost of maintenance. This policy will be achieved by hiring landscape architects and consultants who demonstrate the experience and ability to develop plans and specifications that minimize the time and cost required for maintenance. The Parks Supervisor and park maintenance staff will be given the opportunity to review all plans to ensure their input is taken into consideration.

- 4.2 Park and Facility User Fees** Park and facility user fees are currently a very small source of revenue for maintenance. Current user fees should be reviewed to ensure that fees are updated and appropriate.
- 4.3 Landscaping and Lighting Assessment Districts** The City should continue to require new developments to be in the Landscaping and Lighting District to ensure that the parks, streetscapes, civic parks and recreational facilities, landscaped areas, and street lighting can be properly operated and maintained.
- 4.4 Joint Use and Partnerships** The City shall strive to explore the feasibility of additional joint-use efforts and partnerships in regards to constructing and maintaining facilities.
- 4.5 Nonprofit Foundation** The City should explore public interest in forming a nonprofit foundation for the support of park, recreation and trail capital projects and maintenance efforts.
- 4.6 Community Services District** The City should examine the feasibility of establishing a Community Services District for the maintenance and improvement of park, facilities, trails, and open space; and gauge the public's willingness to support the establishment of the District.
- 4.7 Public Involvement** The City will use an active civic engagement process to solicit feedback and recommendations from residents, park users, and other stakeholders. Parks should have standard signage displaying contact information so the public can report maintenance problems and provide feedback regarding the park.
- 4.8 Facilities** In addition to updates and completion of existing parks and facilities, initiate the following new facilities within the time frame of this Master Plan. These are not listed in priority order and some may be developed in partnership with the other agencies:
- **Parks**
 - **Special Use Facilities: e.g. Senior or Community Center and like facilities**
 - **Bikeways and Pedestrian Ways**
 - **Open Space and Trails**
- 4.9 Temporary Facilities** When needed recreation, community service and cultural arts programs cannot be expanded or provided due to fully impacted existing facilities, the City should consider temporary rental or lease of spaces. This should occur only when:

There is a demonstrated need for programs that cannot be met with existing facilities.

- Temporary or permanent use of space cannot be found through joint-use agreements with Napa Valley Unified School District or other agencies.
- Available rental space can safely and adequately accommodate the impacted program(s)
- The temporary arrangement will not adversely impact the City's financial ability to provide recreation programs and facilities.

4.10 Staff As programs and facilities expand, the City will hire and retain adequate recreation and maintenance staff to maintain facilities and provide the high level of service expected by the community. Staff will have the necessary skills to meet the needs of American Canyon's diverse population. The City will generally use contract or limited-term personnel to staff new programs and facilities.

Future Opportunities

5.1 Review and Update The Parks and Community Services Master Plan should be reviewed and updated a minimum of once every five years commencing in 2017. The review should include the following elements:

Five Year Review Elements:

- Evaluate progress in implementing recommended projects.
- Verify accuracy of population and land use and projections.
- Adjust capital projects funding based on identified additional funding sources and unforeseen opportunities.
- Review user needs at all parks and facilities and provide appropriate responses through specific facility or park master plan revisions.
- Review and adjust operations and maintenance budgets, including cost recovery goals.

Revenue and Financing Mechanisms

6.1 Civic, Park and Special Recreation Facilities Fee Impact Study Utilize the Civic, Park and Special Recreation Facilities Impact Fees study that was completed by Willdan Financial Services in 2009 to update the impact fees.

Currently, non-residential developments do not provide funding for park development. Park fees calculated under the Mitigation Fee Act (MFA) may be applied to non-residential development if there is evidence of non-residential impact on parks. A survey of American Canyon Park and Special Recreation Facility users conducted by Willdan Financial Services demonstrated a non-residential impact on parks. Based on the survey, workers in the City are

weighted at 0.143 and residents are weighted at 1.0. The Fee Impact Study explains the fee breakdown for both residential and non-residential development.

- 6.2 **Other Revenue and Financing Methods** Explore other revenue and financing methods including grants; joint-use; private donations; corporate sponsorships; endowments; Park, Recreation, and Open Space Foundation; in-kind services; user fees; development of a City-wide Landscaping and Lighting District, and establishment of special districts.

Parks and Recreation Facilities

- 7.1 **Park Land Standards** Maintain the standard of a minimum of five acres of parkland per 1,000 residents in new developments. The City will develop a park facilities standard for developers providing the City turn-key parks.
- 7.2 **Distance to Parks** A neighborhood park or park facility with similar features should be provided within walking distance of all residents, which translates into roughly a half-mile radius.
- 7.3 **Mini-Parks** For future developments, the use of public mini-parks will not be considered because they tend to provide an insufficient number of amenities to adequately serve an area and are inefficient in terms of development and maintenance.
- 7.4 **Maintenance** Prior to the approval of any park or recreation facility project, the cost of maintenance and the funding source for the maintenance shall be evaluated by City maintenance staff and presented to the Parks and Community Services Commission. The Finance Director and City Manager will confirm the funding source will be available to maintain the facility.

Recreation

- 8.1 **Adult Sports** The City shall enhance the adult sports program to provide opportunities for adult basketball, softball, and volleyball.
- 8.2 **Partnerships** The City shall develop and maintain partnerships and collaborative efforts to provide additional recreation opportunities for American Canyon residents.
- 8.3 **Teen Programming** The City shall maintain successful teen programs such as the Community Services Projects Team, and develop a more comprehensive teen program that involves teens in the planning and development stages of programs and activities.
- 8.4 **Recreation Programs** The City shall continue, and expand where possible, recreation programs for children, teens, adults, seniors, and disabled persons.

- 8.5 Community Groups and Nonprofits** The City shall make lands or facilities owned by the City available to community and nonprofit groups for activities that meet recreation and leisure time needs.
- 8.6 Recreation Scholarship Fund** The City shall pursue funding sources to maintain a Recreation Scholarship Fund to receive and distribute funds from public and private sources to enable low-income children to participate in recreation programs.
- 8.7 Girls Sports Leagues** The City shall provide separate girls' sports leagues to enhance participation in sports by girls.
- 8.8 Senior Programs** The City shall utilize the Senior Multi-Use Center as a "one stop shop" in American Canyon for not only a wide variety of recreational opportunities, but also social services for senior residents.
- 8.9 Theater Programming** The City shall establish a theater business plan to encourage the arts and generate overnight stays in the City's hotels.
- 8.10 Public Involvement** The City will actively solicit feedback and recommendations from residents, recreation users, and other stakeholders. Recreational programs will have evaluation surveys which will be provided to participants in paper as well as electronic format.

Family Services

- 9.1 City-sponsored Services** As needed and financially feasible, the City will continue to offer and possibly augment the family services it currently provides.
- 9.2 Use of City Facilities** The City shall allow other Governmental agencies or nonprofits to use City facilities to provide needed family services in American Canyon. Facilities may be provided through a lease or agreement at market rate, reduced cost, or at no cost.
- 9.3 County Services** The City shall utilize all means possible to partner with Napa County to maintain existing County social services in the City and to bring needed family services to American Canyon.
- 9.4 Organizations and Nonprofits** The City shall work with non-governmental organizations and nonprofits to continue bringing and expanding needed family services to American Canyon.
- 9.5 Community Center** The City shall plan for a new Community Center suitable for large gatherings in a single area with seating for up to 1,000 people, concurrent with other functions taking place in the center. The Community Center should be designed to house family service functions identified in this plan.

- 9.6 **Transportation** The City shall work with the Napa County Transportation and Planning Agency to further enhance the City's public transportation system.
- 9.7 **Medical Services** The City shall encourage nonprofits such as Clinic Ole to provide low-cost or no-fee medical services in American Canyon. This could include a permanent facility or regular periodic health services/screenings in an existing City facility.
- 9.8 **Child Care** The City shall continue to support child care services within City limits and will continue to provide services such as the "Canyon Kids Summer Day Camp."

Open Space and Trails

- 10.1 **Protection of Resources** Park preserves, open space, and trails shall be designed to balance the protection and enhancement of natural resources while providing public access and appropriate use.
- 10.2 **Open Space** Open Space provides places for people to experience the natural world. American Canyon will promote public access to our unique environments from the Napa River in the west across the city to the hills and ridges on our eastern border. The City will promote land use patterns that maintain safe residential neighborhoods as it weaves those neighborhoods together with a system of walking and bicycle paths. City staff and government will continue to work with residents, advisory committees, county officials, businesses, and developers to bolster economic prosperity as we maintain and make accessible our open space resources, enhancing the quality of life in American Canyon. The intent will be to use these properties for active recreation use while preserving sensitive areas.
- 10.3 **Bicycle and Pedestrian Circulation Plan** Bicycle and pedestrian circulation among and between city open space and trails shall be designed as an integrated web of bicycle and pedestrian paths, linking ridge to river, from east to west, while also offering north to south alternatives other than Highway 29.
- 10.4 **Staging Areas** Staging areas for the trails system should be established, including parking for cars and bicycles, portable restrooms, drinking fountains, picnic tables, and benches to enhance use, provide safety, and encourage use of open space and trails.
- 10.5 **Motorized Vehicles** Motorized vehicles shall be prohibited from trails except for maintenance and emergency vehicles or as required to comply with the American with Disabilities Act (ADA).
- 10.6 **Equestrian Use** Equestrian use trails are planned for Newell Open Space and the Congressman Mike Thompson Loop Trail. The suitability of trail segments for equestrian use will be determined on a case-by- case basis.

- 10.7 Trail Design** Trail Design shall conform to be consistent with the Napa County Regional Park and Open Space District guidelines, or those of the funding agency (e.g., Caltrans standards and design guidelines where appropriate). Trail frontages should be landscaped with native and drought tolerant plants where feasible to minimize water use and maintenance. Trail details, such as fencing and furnishings, should reflect the rural/agricultural character of the area.
- 10.8 Utility, Drainage Channels and Railroad Corridors** The City shall work with public and quasi-public agencies as well as private entities to obtain trail easements along utility, drainage channel corridors, and railroad corridors for open space and trail use.
- 10.9 Natural Areas** When access is provided into dedicated natural resource areas the City will avoid conflicts with the intended resource protection while enabling access and providing environmental education opportunities.
- 10.10 Agricultural and Natural Resources** When adjacent to natural and agricultural areas, trails shall be located and designed to provide appreciation and protection of these valuable resources.
- 10.11 Signage** A trails program shall be established that includes regulatory signs (permitted and prohibited uses, hours, etc.), directional signs (including names of regional trails, local connecting routes and mileposts), and interpretive signs that provide historic and environmental education. Sign design should meet city sign ordinances and be consistent with the Napa County Regional Parks and Open Space District guidelines.
- 10.12 Environmental Education** Encourage opportunities for environmental education, including interpretive signage, docent programs, and education programs with schools and other groups in open space and along trails. Creation of interpretative and education centers (buildings) should be encouraged for development in open space and trail areas (including uses such as wildlife rescue, wetlands museum, etc.).
- 10.13 Hours and Access** Access to City park and open space lands and trails are generally available from dusk to dawn. Trails remain open, with walk through gates, 24/7 for safety. Open Space areas may have access gates that are closed during designated hours, days or seasons.
- 10.14 Accessibility** The City will develop and maintain procedures for providing access to trails and open space for seniors and people with disabilities.
- 10.15 Dogs** Unless otherwise noted, dogs are allowed in city parks and on trails and pathways as long as they are on a leash. Dogs are not in the Newell Open Preserve. Owners must clean up after their pets; bag stations will be provided. Clear signage for dog access will be posted at all Open Space and Trail areas.

Off-leash dog areas are provided at the Veterans Memorial Dog Park on the east side of the city, and the West Side Elliott Dog Park at Chaucer Road. On- and off-leash access for dogs in other open space and trail areas will be considered on a case-by-case basis, and will have clear signage.

Bicycle and Pedestrian Circulation System

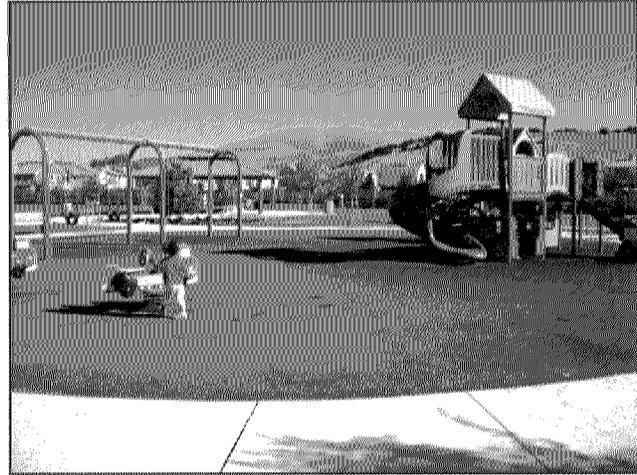
- 11.1 Countywide Bicycle Plan** The City shall adopt the vision and principal goal, as well as the objectives and policies, of the NCTPA's 2011 Update to the Napa Countywide Bicycle Plan.
- 11.2 Bicycle and Pedestrian Friendly Community** The City shall create a bicycle and pedestrian friendly and convenient community. This includes the development of an integrated web of bicycle and pedestrian paths, linking river to ridge from east to west, while also offering north to south alternatives other than Highway 29. Connect residential areas, schools, parks, recreation activities, open space, and commercial and industrial areas.
- 11.3 Routes to Schools** The City shall provide for safe and efficient pedestrian and bicycle routes to local schools. [*Cross reference: General Plan Circulation Element 4.8.2, 4.8.3; NCTPA Objective 5 and supporting policies*]
- 11.4 Create Regional Access** The City shall strive to connect to other Napa and Solano County destinations, including access to Regional transit. The City shall also strive to complete the San Francisco Bay Trail through American Canyon as close to the wetlands and Napa River as possible and to complete American Canyon's portion of the Vine Trail.
- 11.5 Communication, Coordination, and Collaboration** The City shall communicate and coordinate with the NCTPA Bicycle Advisory Committee, NCTPA, Napa Valley Vine Trail Coalition, Napa County Bicycle Coalition, Napa County Regional Park and Open Space District, and other related agencies and organizations to work collaboratively on projects that enhance connectivity for commuter and recreational bicyclists and pedestrians.
- 11.6 Connections** The City shall strive to develop connections between pedestrian/bicycle circulation corridors and parks and open space opportunities.
- 11.7 Implement Vision for North-South and East-West Routes** The City shall strive to make the necessary improvements identified in Exhibit I of the appendix that would implement the vision for each of the identified north-south and east-west routes.
- 11.8 River To Ridge Trail** The City shall strive to develop a River to Ridge Trail from Wetlands Edge Road to the Newell Open Space Preserve.

- 11.9 Broadway (Hwy. 29) Improvements** The City shall strive to improve east-west connectivity with separated grade pedestrian/cyclist crossings, improved crosswalks, stop light timing, and other enhancements that make it safer for pedestrians and bicyclists to cross Broadway (Hwy. 29).
- 11.10 New Development** The City shall ensure that all new development provides bicycle and pedestrian connectivity through the use of sidewalks, Class I bike paths and Class II bike lanes.
- 11.11 Watershed Access** The City shall create a physical connection to our historic watershed, as well as bicycle and pedestrian access along the Napa River, American Canyon Creek, Rio Del Mar Creek, and Newell Creek.
- 11.12 Bicycle Master Plan** The City shall complete and adopt a Bicycle Master Plan for the City of American Canyon pursuant to Section 891.2 of the Streets & Highways Code. Conduct public workshops to gain community input regarding the Bicycle Master Plan.
- 11.13 Post Speed Limits** The City shall establish and post rules related to bicycle speed limits on mixed-use trails and bicycle use of designated sidewalks.
- 11.14 Equestrian Access** The City shall provide opportunities for equestrian access. When new trails are planned, special consideration shall be given to incorporate equestrian access and facilities.

CHAPTER 1 PARKS AND RECREATION FACILITIES

1.1 Overview/Objectives

The General Plan is the “foundational policy document” of the City of American Canyon. California State law requires that the day-to-day decisions of a city follow logically from and be consistent with the General Plan. The General Plan contains a number of parks and recreation facility element goals and policies. The subdivision ordinance, Section 18.02, included in the General Plan provides requirements for parkland development and dedication. The General Plan goals and policies can be summarized as follows:



- The quality of life in American Canyon is to be enriched by providing parks, trails and recreational services for all City residents.
- The City is to provide adequate parkland acreages in both location and quantity to meet the needs of existing and future residents. A minimum standard of five acres of parkland per 1,000 residents was established.
- Parks should provide a variety of active and passive activities for residents.
- Public parks should be interconnected by off-street trails or bicycle lanes.
- Ensure that adequate development and maintenance funds are available before new parklands are acquired.
- Lands proposed for dedication to the City for parks are to be usable and appropriate for the intended use.
- Accommodate the development of parks, schools, libraries, community meeting facilities, religious facilities, and similar community-serving uses in all residential areas, provided that they are compatible with the intended residential function and subject to City review and approval.
- Create a comprehensive, citywide Parks and Recreation Master Plan.

1.2 Policies

The following policies apply to this chapter:

- 1.4 Park Distribution
- 1.5 Park Land Standard
- 7.3 Mini-Parks
- 7.4 Maintenance

1.3 Background and Definitions

TYPES OF PARKS AND FUNCTIONS OF PARKS

The General Plan established the following classifications for American Canyon's parks:

Mini-Parks Mini-parks are to be discouraged and will receive no credit towards the minimum ration of five acres per 1,000 residents.

For future developments, the use of public mini-parks will be discouraged because they tend to provide an insufficient number of amenities to adequately serve an area and are inefficient in terms of development and maintenance. In privately maintained homeowner associations, mini-parks may be appropriate for specialized amenities, such as a private clubhouse, tennis courts, and/or swimming pool.

Neighborhood Parks The General Plan states that neighborhood parks are generally five acres in size. The General Plan indicates to maximize use of the parcel, these parks are ideally located in the center of a neighborhood and sited adjacent to a school whenever possible. If a neighborhood park is developed adjacent to a school playground and where the general public will have access to the playground during off-school hours, the land dedicated to City may be less than five acres. The service area for a neighborhood park is generally a one-quarter to one-half mile radius.

Park facilities are usually oriented towards providing basic recreational amenities such as children's playground equipment area, picnic tables, benches, paths, turf area, and possibly a picnic shelter and basketball half-court. Restrooms and off-street parking are typically not included in neighborhood park developments, however if the neighborhood park includes amenities such as an athletic field, then off-street parking and restrooms may be needed. Existing neighborhood parks in American Canyon are typically in the 1.0 – 8.0 acre range.

Community Parks Community parks typically have some type of significant facility or a wider range of amenities than neighborhood parks and are designed to serve multiple neighborhoods or the overall community. The General Plan states that community parks are generally 10 to 40 acres in size.

Community parks can provide both indoor and outdoor recreational activities such as softball diamonds, basketball courts, baseball fields, tennis courts, and a community center.

Generally, restrooms (or portable restrooms) and some off-street parking are provided. While community parks serve larger areas of the City than do neighborhood parks they can often, but not always, also fulfill a neighborhood park function. A community park can often include basic neighborhood park facilities such as children's playground equipment area, picnic tables, benches, paths, and turf area.

Regional Parks The General Plan states that regional parks are usually 50 acres or larger and are designed to serve both the local community in which the park is located and people from surrounding communities. Additionally, they typically include significant natural features and provide outdoor recreational facilities, such as picnicking, camping, and hiking, as well as unique programs that appeal to a broad range of interests and recreational needs. Newell Open Space, when considered with Solano County's Lynch Canyon, might be considered a regional wilderness park.

PARK ACREAGE STANDARD

A minimum standard of five acres of parkland per 1,000 residents was established by the General Plan.

The anticipated population increase through 2030 will be approximately 3,900 households. With that population increase figure in mind, the City will need approximately 20 additional acres of parks to maintain a minimum standard of five acres of parkland per 1,000 residents. Population projections through 2030 are as follows:

Existing dwelling units (2009): 5,982¹
2010 Population: 19,454¹
2030 Population: 27,000 – 28,000

Residential Occupancy Density¹
Single Family Unit 2.83 Persons per dwelling unit
Multi-family Unit 2.83 Persons per dwelling unit

The population densities shown above should be reviewed at a future date given new information contained in the 2010 U.S. Census.

DISTANCE FROM PARK STANDARDS

The General Plan does not specifically state a goal for how close each residence should be to a public park, but does recognize the need to "provide adequate parkland acreage in both location and quantity."

Typical city standards range from one-eighth of a mile to as far as a mile.² The size and density of the City plays a role in the standard. A walkable park distance standard is needed to encourage use of the parks. Once a standard is downgraded so that it is based on driving, the distance hardly matters.

For American Canyon, a reasonable goal would be as follows:

A neighborhood park or park facility with similar features should be provided within walking distance of all residents, which translates into roughly a half-mile radius.

¹ 2010 U.S. Census Muni Code 18.44.030

² "Distance From Parks – Not Total Park Acreage - Magic Number For Health Of Community" Peter Harnik and Jeff Simms, December 2004 issue of Planning Magazine.

Included in the appendix (Exhibit "C") is a map showing the location of City parks with a half-mile radius drawn around each neighborhood park to show the existing level of consistency with the goal.

LAND AVAILABLE FOR POSSIBLE PARK AND FACILITY DEVELOPMENT

The following includes a list of possible sites for park and recreational development. This list is not intended to be comprehensive; other sites will be identified in the future.

Clarke Ranch West – The 30+ acre property is located north of Eucalyptus Drive on the "old Clarke Ranch" site. The City, using CALFED Bay-Delta Program funds (a state-federal watershed protection grant program) acquired the property. The Memorandum of Understanding with the Department of Fish and Game specifies that the site shall be maintained in accordance with watershed protection grant objectives and that the "City may use the parcel for municipal uses and for trail and public access." A small portion of the property is currently being used by American Canyon 4-H. American Canyon 4-H has constructed livestock pens and related amenities at the site.

Acreage Adjacent To Kimberly Park – Approximately four acres of land adjacent to Kimberly Park is available for development.

Community Park and Lot Between Community Park I and Spikerush Circle – The lot between Community Park I and Spikerush Circle next to the creek provides easy access to the park from the residential development located west of Community Park I. A portion of the Community Park land is also undeveloped.

Veterans Memorial Park – There is undeveloped and underdeveloped land at Veterans Memorial Park that should be developed based on the Veterans Memorial Park Master Plan. Veterans Memorial Park will likely be utilized for the Napa Valley Vine Trail Class I bike path.

Corporation Yard– Relocation and Reuse – As envisioned in the City's Water and Wastewater Rate and Capacity Fee Update dated November 2007; the Corporation Yard is to be relocated. The City will create a master plan for this area and determine whether it should be used for active or passive recreational purposes or solely for open space. Before commencing a master plan, the City should undertake a civic engagement proceeding to solicit ideas from the community.

EXISTING AND POTENTIAL FUNDING SOURCES

Public Facilities Fee

The most significant funding source for parks and civic facilities is the City's Public Facilities Fee, which are also known as Parks and Civic Facilities Impact Fees. These fees are tied directly to new development in an effort to ensure that new development pays the capital costs associated with growth.

It has been recognized for some time that American Canyon parks and civic facilities fees in need to be reviewed and updated. The City's current fees were updated and adopted in 1998.

Parks and Community Services Commission Member Elizabeth Goff presented a report pertaining to her New Park Development Functional Area in May of 2008.

The report included three suggestions related to fees:

- Review and adjustment of Park Impact Fees
- Review and possible modification regarding the types of development that pay Park Impact Fees
- Review of all fees

Willdan Financial Services was hired by the City in 2008 to conduct a Public Facilities Fee Study. The study was completed in December of 2009.

The Willdan report "summarized an analysis of the need for public facilities and capital improvements to support future development within the City of American Canyon through 2030. It is the City's intent that the costs representing future development's share of these facilities and improvements be imposed on that development in the form of a development impact fee, also known as a public facilities fee."

The public facilities and improvements included in this analysis of the City's public facilities fee program are divided into the fee categories listed below:

- Civic Facilities
- Parks
- Special Recreation

The City imposes public facilities fees under authority granted by the *Mitigation Fee Act*, contained in *California Government Code* Sections 66000 *et seq.* The Willdan report provides the necessary findings required by the *Act* for adoption of the fees.

As of 2012, the combined Parks and Civic Facilities Impact Fees are as follows:

Residential/ Per Unit	Commercial/ Per Square Foot	Office/ Per Square Foot	Industrial/ Per Square Foot
\$5,737	\$0.30	\$0.57	\$0.22

Based on the Willdan Study, the maximum justified fee schedule for the combined Civic Facilities, Special Recreation Facilities, and Park fees are as follows:

Residential Per Unit	Commercial Per Square Foot	Office Per Square Foot	Industrial Per Square Foot
Single Family \$21,089	\$2.23	\$3.46	\$1.20
Multi-Family \$12,306			

The Council may adopt any level of fees up to the maximum justified amount shown in the fee schedule.

Use of Park and Civic Facility Fees: With the adoption of the Master Plan, the use of proceeds related to Parks and Community Facility fees may be allocated to any effort identified herein to further the Master Plan including, but not limited to, paying the debt service on any facility named in the Master Plan (e.g., the Senior Multipurpose Center).

This Public Facilities Fee Study uses the following types of facility standards to determine new development's fair share of planned facility costs:

Civic facilities and Special Recreation facilities use a **cost standard** based on facility costs per capita. A cost standard provides a reasonable method for converting varying types of facilities (public safety, cultural, and public works facilities) into a single measure of demand which is the capital cost per capita. The cost standard is based on the existing inventory of civic facilities. It is also based on the total system inventory of special recreation facilities at build out. In either case, new development will fund the expansion of facilities at the same rate that existing development has provided facilities to date. The City has identified the planned civic facilities to be funded by the fee through the 2030 planning horizon of this study. The fee revenue for special recreational facilities will be used to pay for new development's share of the remaining financed cost of the special recreational facilities. Civic facilities include, but are not limited to, recreation facilities.

Park facilities use a **demand standard** that identifies the specific amount of facilities required to accommodate growth, in this case the number of acres of improved parkland per 1,000 residents. The policy standard is aligned with the City's existing standard based on its existing inventory of park facilities and current population.

Civic Facilities: Anticipated recreation-related projects through 2030 include a new joint-use community center and library, senior center, a new Community Center/Library suitable for large gatherings in a single area with seating for up to 1,000 people in the center concurrent with other functions taking place in the center. The Community Center should be designed to house family service functions identified in this plan. A new joint-use community center and library is estimated to cost approximately \$24.8 million.

The existing standard and resulting cost per capita will not result in a fee that fully funds the cost of planned new facilities. The maximum justifiable fees would generate about \$9.2 million dollars through the planning horizon of 2030. The City will need to obtain over \$17.1 million in non-impact fee revenue to fund the remaining costs or modify the size and scope of the projects.

Park Facilities: The existing parkland inventory standard in the City of American Canyon is 5.04 acres per thousand service population of existing residents and workers. The 2000 standard of park acres divided by resident population only, consistent with

Quimby guidelines, is 4.1 acres per 1,000 residents. The City's current policy standard is 5.0 acres per 1,000 residents as was set in the City's General Plan adopted in August 1994. The *Quimby Act*, codified in California Government Code §66477, allows cities and counties to require new residential development occurring in subdivisions to either dedicate land or pay an in-lieu fee at a maximum standard of 5.0 acres per thousand residents. The proposed 5.0 acre per 1,000 standard is higher than the existing inventory. The growth in population since 2000 has erased the City's parkland excess inventory and created a deficit of approximately 17 acres of parkland. This is due to the City not requiring sufficient parkland be dedicated by recent developments. This probably is due to the City underestimating the number of residents per home in the newer, high square footage homes added to the City's inventory in recent years. Implementation of standards maximum allowable parks impact fee will not be sufficient to overcome this deficiency in existing park facilities that must be funded with non-fee revenue sources.

The parkland portion under Quimby is collected either by direct land dedication or by payment of the in-lieu fee. The improvements portion is a separate fee collected under the authorization of the *Mitigation Fee Act*. Whereas the *Quimby Act* is limited to residential subdivisions, the *Mitigation Fee Act* allows for imposition of park fees onto residential development other than subdivisions, including "in-fill" lots, as well as onto nonresidential development as long as there is data, such as survey data, to support the assumption of use by workers.

Nonresidential development in American Canyon does not currently pay mitigation fees for parks. Willdan conducted a survey of American Canyon park users to calculate the proper worker-weighting factor used to determine the parks service population. The results of the park survey yielded a ratio of approximately seven resident visits to every one worker visit. The worker demand weightings for park facilities were developed during various user intercept surveys carried out by Willdan Financial Services staff in October 2008. The study set a worker-weighting factor of 0.145 to determine the fair share of the mitigation fee to charge nonresidential development.

Special Recreation Facilities: The purpose of the special recreation facilities fee is to ensure that new development funds its fair share of special recreation facilities provided in the City of American Canyon. These facilities include the Phillip West Aquatic Center and the Community Center Gymnasium. These facilities are already constructed and are being paid off with long-term financing. Consequently the system inventory or system plan approach is used to allocate costs of these facilities to new development. The City will use fee revenues to pay for the proportional share of the cost of these facilities that will serve new development occurring from now until 2030.

The projected fee revenue of approximately \$3.7 million is only about one third of the estimated cost of the facilities, including financing costs. The remaining \$6.9 million in total costs (in 2008 dollars) will need to be paid for with revenues other than impact fees. Of this amount, approximately \$3.7 million (adjusted to 2008 dollars) has already been paid, leaving a total amount to be funded with non-impact fee revenue of approximately \$3.3 million.

In 2010, the City Council approved a plan for civic engagement regarding the updating of the public facilities fee update that will include developers, the Chamber of Commerce, representatives from the Commissions and Open Space Advisory Council and the general public.

In order to accomplish all the construction and enhancements listed in the Parks and Community Services Master Plan, additional funding sources will be required. Several alternative funding sources exist that should be actively pursued to supplement Public Facilities Fees and help pay for projects that are not related to growth. Some possible funding sources are as follows:

Joint Projects

Joint projects in partnership with other agencies can allow for sharing acquisition, development and operations costs. Joint-use agreements need to clearly establish responsibilities for operations and scheduled use of the facility. Joint projects have been successful in City of American Canyon and other communities. The Community Center Gym is an example of a successful joint project.

In addition to joint projects, renting existing facilities that are available in the community is a cost efficient way to provide program opportunities to residents. The City of American Canyon has an agreement with the Napa Unified School District for use of the Performing Arts Theater at the American Canyon High School. There will be a need in the future for use of the swimming pool at American Canyon High School during the summer months.

Nonprofit Foundation

A nonprofit "Friends of City of American Canyon Parks, Recreation and Open Space" foundation could be established to raise funds for capital projects and recreation programs. A broad based coalition of advocates could assist in private fundraising efforts.

Multi-use Projects

Parks and open spaces can serve other essential functions in the community. A prime example of this would be water control and quality purposes. The City has several examples of these types of projects:

- Montecarlo Park serves as a detention basin in case of flooding as well as being an active park.
- The City maintains ponds that serve as a part of the wastewater treatment system as well as providing open space habitat and view shed.
- The Newell Open Space Preserve, although not dedicated as such, serves as critical water shed area, and is home to several endangered species.

These types of multi-use projects provide the opportunity for parks and open spaces to be funded in a manner that makes them part of critical infrastructure for the City and/or environmental programs. The City currently has the opportunity to further develop parkland for flood control projects with a dedicated funding source.

Grants

Grant sources exist that should be actively pursued for supplemental funding. Projects that are especially appropriate for grant funding include: programs and facilities for youth; preschool and after-school programs; trails, bike paths and park preserves; and cultural programs.

Corporate Sponsorships

Corporate sponsorships can be pursued to support both facility and program funding.

Private Donations

Individuals, businesses, and trusts may be interested in contributing toward recreation facilities and programs. Contributions might include cash, land, and/or materials. If a nonprofit foundation is established, it will likely be easier to obtain private donations.

Alternative Acquisition Techniques

For some projects such as trails, easement dedication should be pursued in lieu of fee simple ownership.

Parcel Tax

A special tax could be levied on property parcels to fund park and recreation facilities, in addition to the existing property tax. Such a tax would require 2/3 voter approval, which is typically very difficult to achieve.

Benefit Assessment District

Several mechanisms exist to establish an "assessment" on property for which benefits would be received. In this case, the benefit to property owners would be enhanced recreational opportunity. Since passage of Proposition 218, establishment of new assessment districts is more difficult and requires voter approval.

Bonding

If a regular funding source is dedicated for long term debt repayment, then funds can be borrowed for capital improvements that are repaid over time with interest. Bonding is advantageous to capitalize on unique opportunities that may not be available over time. However, the repayment of bond debt with interest means that a significant portion of the long term bond cost is applied toward debt repayment instead of capital improvements.

Borrowing from City Funds

Funds could also be borrowed from other City accounts and then reimbursed over time.

Parks and Recreation District

The City may be able to create its own Parks and Recreation District, which would guarantee a percentage of City revenues to be allocated to parks and recreation facilities and programs. The City Council could serve as the District's Board of Directors, eliminating the need for any additional bureaucracy. Such a system would allow for a more regular revenue flow for parks and recreation not subject to shifting political priorities. This option would require the voters to agree to additional taxation.

1.4 Existing Parks and Recreation Facilities

The City of American Canyon has a variety of City parks and recreation facilities located throughout the community. Many of these facilities are significant not only for their recreation value but also for their contributions to community identity. American Canyon has more than 20 parks, but 15 of the parks are three or fewer acres in size.

In total, American Canyon has approximately 80 acres of developed parkland. A map showing the location of the City's parks is included as Exhibit "C" in the Appendix.

Community Park I - Rio Grande Drive (South of Rio Del Mar) (8 acres and 2.25 undeveloped acres)

Playground equipment, baseball field, softball field, group picnic area with six tables and barbecue, picnic tables, horseshoe pits, walking path, open turf area, restroom

Community Park II - Donaldson Way & Benton Way (4 acres)

Walking -paths, open turf area, Memorial Grove

Community Park III – 100 Benton Way (2.3 acres)

Skate park, picnic tables, path

Kimberly Park – Kimberly Drive (West of Elliott Drive) (10 acres developed and 4 undeveloped acres)

Soccer fields (3), backstop, open turf area

Linwood Park – Behind Police Station, 2185 Elliott Drive (.75 acres)

Playground equipment, picnic tables (3), barbecue, adjacent bike/pedestrian path

Northampton Park – Between American Canyon Road & Northampton Drive (4 acres)

Playground equipment, basketball court, youth softball field, open turf area

Elliott Park & Power Line Path – Elliott Drive (3 acres)

Playground equipment, basketball court, tennis courts (2), adjacent bike/pedestrian path

Community Garden – Elliott Drive (2 acres)

Community garden

Melvin Park – Melvin Road (1 acre)
Playground equipment, tennis courts (2), picnic table

Danrose Sports Court Area (.5 acres)
Half basketball court, path

Banbury Park – Banbury Way Cul De Sac (.5 acres)
Benches (2)

American Canyon Creek Linear Park and Trail – (2.5 acres)

Nottingham & Bentley Cul De Sac (.25 acres)
Playground equipment

Bedford & Kensington Cul De Sac (.25 acres)
Playground equipment

Little League Complex – Hess Road (5.25 acres)
Little League fields (4), snack bar, playground equipment

Via Bellagio Park – Via Bellagio (La Vigne Development) – (1 acre)
Playground equipment, picnic tables (3), benches (4), open turf area, path

Montecarlo Park – Montecarlo Way (La Vigne Development) – (2.75 acres)
Path, benches (6), open turf area

Pelleria Park – Pelleria Drive and Via Marciana (1 acre)
Playground equipment, basketball half court, picnic tables, benches, path

Gadwall Park – Gadwall St. at Greenwing St. (2 acres)
Playground equipment, basketball half court, group picnic area, benches, path

Silver Oak Park – Silver Oak Drive Next to Canyon Oaks School (5 acres)
Playground equipment, Little League size baseball field, soccer field, group picnic area, benches, path

Main Street Park – Main Street and Eucalyptus Drive (3 acres)
Playground equipment, group picnic area, barbeques (2), plaza area, open turf area, benches (8), path

Wetlands Edge Linear Park and Bay Trail Segment (2 acres)
Bay Trail path segment, benches

Wetlands View Area and Trail Head – 4 acres (Part of the CalFed property retained by the City)
Off-street parking, trails, benches, picnic tables

Shenandoah Park – Shenandoah and Donaldson Way East (6 acres)
Soccer/baseball field, playground equipment, large group picnic area with picnic tables (6) and barbeque (2), small group picnic area with tables (2), restrooms

Veterans Memorial Park – Broadway (9 acres and 5 undeveloped acres)
Dog park, paths, picnic tables, benches, playground equipment, turf area, Veterans Memorial, off-street parking (north end), tournament-sized bocce courts

Open Space and Trails

(Note that open space is not considered in the City's standard of 5 acres of developed parkland per 1,000 residents.)

Newell Open Space Preserve – 640 acres

Wetlands (CalFed Property) – 460 acres (primarily tidal marsh)

As required by the CalFed grant, 70% of the property has been transferred to the California Department of Fish and Game. After the transfer, 138 acres remain with the City.

Clarke Ranch – Approximately 30 acres

This property is retained by the City, but part of CalFed Property Purchase.

Napa River and Bay Trail

Extends from Wetlands View Area to the Napa River. The Napa River Bay Trail segment to Green Island Road and the Congressman Mike Thompson Loop Trail were completed in 2012.

Facilities

Phillip West Aquatic Center – 100 Benton Way

Swimming pool, wading pool, office, restrooms/dressing rooms

Community Center Gym – 100 Benton Way

Gymnasium, stage, small meeting room, restrooms

Recreation Center – 2185 Elliott Drive

Assembly room, small kitchen, restrooms

Senior Multi-Use Center– 2185 Elliott Drive

Assembly room, multi-use room, commercial kitchen, restrooms, offices (2)

The Community Center Gym and the Phillip West Aquatic Center are on approximately 3 acres. The Recreation Center is on approximately .25 acres and the Senior Multi-Use Center is on approximately .25 acres.

1.5 Anticipated Needs/Limitations

Anticipated limitations pertaining to Parks and Recreation Facilities revolves around the need for adequate funding to not only construct desired projects, but also having adequate funding to maintain the park and facilities. Parks and recreation facility needs have been identified as follows:

Parks and Recreation Facility Needs

1. Develop a sports complex with lighted athletic fields. A deficiency of the City's adult recreation program is the absence of adult softball leagues. The lack of adult softball is largely due to the City's lack of lighted fields. Adult softball leagues typically hold games on weekday evenings. A need for a master baseball and girls' softball complex with multiple fields for youths 8 to 15 years of age has also been identified. Growth will generate the need for additional venues for youth sports programs and tournaments. A sports complex with lighted fields is the most land efficient way of addressing that need. Typically, a sports complex needs a minimum of 20-25 acres of land.
2. Correct ADA deficiencies in parks outlined in ADA Transition Plan.
3. Develop Kimberly Park according to the Kimberly Park Master Plan. Develop the park as part of the Kimberly Flood Control Project.
4. Renovate Community Park I athletic fields to correct deficiencies identified in the Sports Field Assessment Report.
5. Complete Veterans Memorial Park according to the adopted Master Plan.
6. Develop a multi-use Community Center. Growth will bring additional need for a Community Center that meets a wide variety of community recreation, and social, meeting needs.
7. Explore the feasibility of developing a gymnasium and teen facility at Silver Oak Park. Silver Oak Park was planned with room for a gymnasium adjacent to the parking lot and just east of the children's playground.
8. Evaluate the Recreation Center building, located at the corner of Elliott Drive and Knightsbridge. Analyze the cost effectiveness of renovating the facility as opposed to new construction of the community center, Silver Oak Park gym and/or teen facility.
9. Explore projects that enhance the goal of an integrated bicycle and pedestrian plan.

In regards to existing parks, the following enhancements are recommended:

Park Signage

- Provide standardized park signage for all parks and group picnic areas.

Bocce Courts

- Installation of Bocce Courts

Complete the Veterans Memorial Park bocce court project utilizing volunteers. If the courts are well used and there is a demand for additional courts, consider adding courts in other areas of the City. Other potential sites discussed for bocce courts include west side of Chaucer under the power lines, land adjacent to Community Park I on Spikerush Circle, and near the Senior Multi-Use Center at Linwood Park.

Community Center Gym Area

- Provide vehicular access between the Pool and Donaldson Way School to access the Community Center and Skate Park for emergency vehicles, maintenance vehicles, etc.

Undeveloped Area South Of Creek (North of Skate Park)

- Upgrade picnic areas
- Make picnic areas ADA accessible
- Tie-in walkway to bridge

Community Park II (Donaldson Way and Benton Way)

- Add small group picnic area with four tables, trash receptacle, barbeque
- Additional trees

Community Park

- Beautification of the permanent restrooms
- Repair and repave existing walkway
- ADA-accessible drinking fountains
- Make restroom ADA-accessible – remove exterior partitions
- Install irrigation and establish turf in area just north of the bridge
- Install two benches near path
- Add trees to western park area around group picnic area and between the parking lot and athletic field
- Replace par course equipment
- Installation of motion lights and a surveillance camera at the Skate Park
- Installation of children's swings and construction of containment area for the swings
- Construct enclosure for portable restroom

Bedford Cul De Sac

- Add picnic table and trash receptacle

Northampton Park

- Add small group picnic area with two tables, barbecue, and trash receptacle in northwest area
- Replace stressed trees

Elliott Park

- Install picnic table near basketball courts
- Implement West Side Dog Park

Linwood Park

- Remove bricks and asphalt from the side of the hill.
- Replace wood containment materials around swing area with concrete or other appropriate material
- Add swing set for older children
- Enlarge and enhance the picnic area

Little League Complex

- Improve drainage
- Upgrade irrigation system
- Install new base and asphalt between fields
- Pave access road and parking area
- Upgrade electrical service to building/snack bar

1.6 Implementation

The Parks and Recreation Director shall work with the Community Development Director and other appropriate City staff to ensure that the standard of a minimum of five acres of parkland per 1,000 residents in new developments. This is typically accomplished in the early stages of the development process. The Planning Commission and the Parks and Community Services Commission will have the opportunity to review development projects to ensure sufficient park acreage is provided. The same process will be used to ensure that neighborhood parks or parks with similar neighborhood features are provided within walking distance of residents, which translates into roughly a half-mile radius. In addition, the use of public mini-parks in future developments will generally not be considered because they tend to provide an insufficient number of amenities to adequately serve an area and are inefficient in terms of development and maintenance.

The Parks and Recreation Director shall be responsible for carrying out the plan for civic engagement related to the Public Facilities Fee and taking the findings of the Public Facilities Fee Study, prepared by Willdan Financial Services, and that of the Master Plan to City Council for a decision regarding the possible modification of the fee.

The Parks and Recreation Director, Parks and Community Services Commission, and the Open Space Advisory Committee will research and recommend alternative funding

sources for priority projects. Those potential funding sources include, but are not limited to:

- joint projects
- nonprofit foundations
- grants
- corporate sponsorships
- private donations
- alternative acquisition techniques
- dedicated Transient Occupancy Tax
- parcel tax
- benefit assessment district
- bonding
- borrowing from City funds
- creation of a Parks and Recreation District

CHAPTER 2 PARKS AND FACILITY MAINTENANCE

2.1 Overview/Objectives

Capital improvements must be properly maintained to provide the greatest community benefit and to ensure that the improvement will meet community needs for many years.

Parks and facility maintenance includes the staff, equipment, materials, and contractual services required to properly maintain buildings, facilities, and parks.



2.2 Policies

The City's General Plan includes a goal (7D) to ensure that City Parks are properly operated and maintained in the most effective and efficient manner possible. The following General Plan policies apply to this chapter:

- 7.4.4 Require that adequate development and maintenance funds are available before new parklands are acquired
- 7.8.2 Ensure that park facilities are not only functional, but that they are maintainable at a reasonable cost
- 1.11.8 Require that any lands proposed for dedication to the City (parks, schools, etc.) are usable and appropriate for the intended use and a source of funds to maintain the area is confirmed to ensure that inappropriate costs are not shifted to the City.

The following Recommended Goals and Policies apply to this chapter:

- 4.1 Reducing Maintenance Costs Through Better Design
- 4.2 Park and Facility User Fees
- 4.3 Landscaping and Lighting Assessment Districts
- 4.4 Joint Use and Partnerships
- 4.5 Nonprofit Foundation
- 4.6 Community Services District
- 4.7 Public Involvement
- 4.8 Facilities
- 4.9 Temporary Facilities
- 4.10 Staff

2.3 Background and Definitions

Prior to the establishment of the Landscaping and Lighting District (LLAD), all park and landscape maintenance was accomplished by City employees. The establishment of the LLAD prompted the City to consider the most efficient manner in which to maintain the landscaping and parks in the LLAD. Starting with the La Vigne development (LLAD Zone 1), landscape maintenance contractors were used for the maintenance of the areas. The use of landscape maintenance contractors will be the primary resource to maintain all new parks and recreational facilities identified in this Master Plan.

The development of park and landscape maintenance Request for Proposals (RFP) for the Landscaping and Lighting Assessment District led to the development of maintenance standards. The standards were developed with the goal of striking a balance between desired levels of maintenance and the realities of financial constraints. The park and landscaping maintenance standards are provided as Exhibit "E" in the Appendix. The current standards are a starting point and will be refined over time.

Maintenance Standards – Park, landscape, and open space maintenance can be divided into three different levels:

- "High" level maintenance would be for intensively used facilities such as primary sports fields and parks, such as Shenandoah Park. The Parks and Recreation Department recognizes the need to upgrade the maintenance of sports fields that have not received the specialized maintenance that is needed. Part of that process is the renovation or replacement of older sports fields whose substandard grading, drainage, and irrigation systems impede the ability of the Department to provide a "high" level of maintenance.
- "Moderate" level maintenance would include neighborhood and community parks with active use on a year-round basis. Medians and streetscapes would also fall into this level.
- "Low" level maintenance includes trails and open space areas where the primary intent is to maintain natural areas.

More information regarding trail and open space maintenance will be developed and added to the standards.

Janitorial service maintenance standards are tailored to each City building based on a number of factors, including the type of use and the number of people who utilize the building. Current janitorial standards are provided as Exhibit "F".

2.4 Existing Park and Landscaping Maintenance; Building Maintenance

Daily and seasonal care of parks and facilities involve a wide range of activities, staff,

equipment, materials, and contracted services. At the time of this document's publication, there is one Parks Supervisor, one Senior Maintenance Worker, and four Maintenance Worker II employees.

The Building Maintenance Division, which is responsible for all City buildings, consists of one Building Maintenance Worker.

Parks and Recreation Department Staff will be comprised of an existing core of City staff supplemented with all new facilities being maintained primarily with contract services.

The Parks Division of the Parks and Recreational Department will be responsible for the following:

- Maintaining most parks and landscaped areas funded by the General Fund.
- Overseeing the work of landscape maintenance contractors.
- Maintaining the Phillip West Aquatic Center.
- Assisting Director by helping to review park construction plans.
- Providing on-call, after-hours service to handle emergencies 24 hours a day.
- Providing limited weekend service for the Aquatic Center and park rentals.
- Providing set-ups and break-downs for City-related meetings.
- Assisting with major recreation events such as the 4th of July Celebration, 5K & 10K Run, Spring Egg Hunt, etc.

Landscape maintenance contractors are currently used to maintain the following parks and landscaped areas:

- Landscaping and Lighting Assessment District (LLAD)
 - -Zone 1 (La Vigne)
 - -Zone 2 (Vintage Ranch)
 - -Zone 3 (Napa Junction Mixed-Use Development)
- Public Safety Building Landscaping (General Fund)
- City Hall Landscaping (General Fund)
- Wetlands Edge Linear Park (General Fund)
- American Canyon Road East Streetscapes and Medians (General Fund)
- Broadway/Montevino Streetscapes (General Fund)

There is one janitorial services contract for the routine cleaning of all City Buildings. Included in that contract are facilities related to recreation such as the Recreation Center, Senior Multi-Use Center, Parks and Recreation Department office, and the Community Center Gym.

Existing funding and in-kind resources for park and facility maintenance

General Fund: The Parks Division budget for fiscal year 2010-2011 is \$1,039,100. As previously mentioned, duties performed by staff in the Parks Maintenance Division extend beyond park and landscape area maintenance.

The budget for the Building Maintenance Division is \$278,500. Most of the buildings that are being maintained are not directly related to parks and recreation functions.

Although the General Fund has historically been the main source of funding for maintenance, there is a growing need to utilize other funding sources. Competition for the scarce General Fund dollars is increasing.

Additional and accurate information is needed regarding the cost per acre to maintain parks, the cost to maintain specific facilities, etc. Having accurate information regarding the cost of various functions will help in the park planning process, budgeting process and in the analysis of productivity and potential cost savings. As a starting point, the City will compare maintenance costs against those of the City's landscaping and lighting district. Currently the cost per acre to maintain Zones I, II, and III is \$5,800 per acre.

To achieve the goal of having additional and more accurate information regarding costs of maintaining park acreage and specific facilities, the Parks Division will be working to track cost information on labor, supplies, materials, and contracted service for specific parks and landscaped areas.

In addition, the Parks Division and Public Works have implemented the OPRA system. OPRA is the Order Processing and Requisition Accelerator. OPRA will primarily be used for work order tracking. This Internet based system routes work orders to the proper worker, tracks time and materials needed to fulfill the work order, and provides a variety of reports; including statistical reports in text and graphic formats. OPRA will make it much easier to distribute, track, and report on work orders.

Landscaping and Lighting Assessment District: Landscaping and Lighting Assessment Districts (LLAD) provide needed funds to ensure that there is a sufficient and ongoing revenue stream to maintain parks, landscaped areas, and street lighting.

Landscape and park maintenance is only a part of the budget for each LLAD zone. Funds are also budgeted for such things as the repair and replacement reserve, street lighting, District expenses, traffic signal maintenance, and CIP budget.

User Fees: Park facility rental fee income amounts to only about \$3,500 - \$4,500 per fiscal year. Rental income for City buildings for events and activities has varied from \$17,000 to \$25,000 over the last three fiscal years. The City's fee waiver policy permits the use of City facilities by most nonprofits at no charge due to the benefit of the nonprofit's efforts to the City's residents.

Partnerships: The City of American Canyon partners with American Canyon Little League regarding the maintenance of the Little League Complex. In exchange for

exclusive use of the facility from March 1 to July 31, Little League is responsible for a significant amount of the maintenance of the facility.

Joint-Use: The best example of a joint-use effort is the Community Center Gym. The City and Napa Valley Unified School District partnered in the construction of the Gym, and share maintenance responsibilities. Joint-use efforts require flexibility and communication by both agencies, but these types of efforts can be beneficial and cost-effective.

2.5 Anticipated Needs and Limitations

Typically, anticipated needs and limitations related to parks and facility maintenance are related to sufficient funding. Maintenance is typically dependent upon limited General Fund resources. Therefore, other options and funding sources need to be evaluated.

Potential funding sources for park and facility maintenance:

Homeowners Association: Maintain neighborhood parks that are owned by the homeowners association.

Foundation: A nonprofit foundation could be established to support park, recreation, and trail capital projects, and possibly maintenance efforts.

Endowment: An endowment could be established (through a nonprofit foundation or other organization), with interest earnings from the endowment used to offset long-term operations and maintenance.

Volunteers: Volunteers can assist with special “clean-up” days or an adopt-a-park program could be developed. With the available new trails and those that are soon to be constructed, it might be possible to utilize a “Friends of the American Canyon Trails and Open Space” group that would assist with the maintenance of the trails and Newell Open Space.

Community Services District: With approval from the voters, a Community Services District could be developed to provide a revenue stream for the maintenance of parks, facilities, trails, and open space.

2.6 Implementation

The Parks and Recreation Director shall be responsible for finding ways to reduce maintenance costs through better design. This will be accomplished as follows:

- Whenever the City hires a landscape architect, the Request for Proposals shall require proposers to demonstrate the firm’s ability to design parks and landscape areas for low maintenance. This requirement shall be taken into consideration when selecting the landscape architect.
- The Parks Supervisor and park maintenance staff will be given the opportunity to

review all plans to ensure their input is taken into consideration consistent with State regulations.

- Develop standard specifications for park facilities that are durable and are used in other parks.

Prior to the approval of any park or recreation facility project, the cost of maintenance and the identification of a funding source for the maintenance shall be considered.

The Parks and Recreation Director will work with Staff and the Parks and Community Services Commission to update park and facility user fees on a regular basis and to make recommendations, when warranted, to City Council for final consideration. Any fee resolution shall contain an annual cost of living adjustment not to exceed 5% in any given year unless modified by the City Council.

The City shall continue to require new developments to be in the Landscaping and Lighting District to ensure that the parks, streetscapes, landscaped areas, and street lighting can be properly operated and maintained.

The Parks Supervisor will install signage providing contact information so the public to report maintenance problems or provide feedback regarding the park.

The Parks and Recreation Director along with the Parks Supervisor will utilize volunteers to assist with special “clean-up” days or an adopt-a-park program. Volunteers can also assist with the maintenance of the trails and Newell Open Space.

The Parks and Recreation Director will work with civic organizations to develop guidelines for joint use and maintenance of public facilities.

Working with the Parks and Community Services Commission and the Open Space Advisory Committee, the Parks and Recreation Director will ensure the following items are considered:

- The City shall strive to explore the feasibility of additional joint-use efforts and partnerships in regards to constructing and maintaining facilities.
- Public interest in forming a nonprofit foundation for the support of park, recreation, and trail capital projects and maintenance efforts should be explored.
- The City should examine the feasibility of establishing a Community Services District for the maintenance and improvement of park, facilities, trails, and open space and gauge the public's willingness to support the establishment of the District.

CHAPTER 3 RECREATION PROGRAMMING

3.1 Overview/Objectives

Recreation programs enhance the quality of life for residents and play a vital role in developing a “sense of community” in American Canyon.

The City’s General Plan includes the goal to develop park programming that provides a variety of active and passive activities for American Canyon’s residents.



Recreation programming objectives included in the General Plan are as follows:

- Increase the community's use of recreational spaces and encourage the creation of recreational opportunities unique to American Canyon that will contribute to tourism and economic development as well as local pride and community spirit.
- Determine the extent to which the recreational needs of American Canyon residents are being met by the City’s facilities and programs.
- Encourage opportunities in American Canyon parks for participation in outdoor-oriented athletic sports, thereby increasing public involvement and enjoyment of these activities.
- Establish programs, activities and park facilities that help “mainstream” the specialized needs of children, the elderly and physically challenged into the daily provision of public recreation services and leisure opportunities in American Canyon.
- Recognize and support the efforts of local groups and organizations that are providing recreational opportunities for youth.

3.2 Policies

The following policies apply to this chapter:

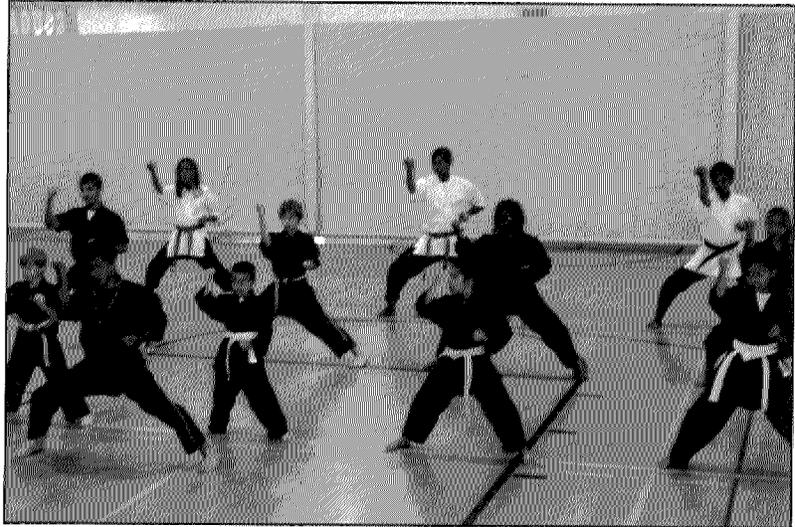
- 8.1 Adult Sports
- 8.2 Partnerships
- 8.3 Teen Programming
- 8.4 Recreation Programs
- 8.5 Community Groups and Nonprofits
- 8.6 Recreation Scholarship Fund
- 8.7 Girls Sports Leagues
- 8.8 Senior Programs
- 8.9 Theater Programming
- 8.10 Public Involvement

3.3 Background & Definitions

Although there are a variety of National, State, and City standards and definitions related to parks and recreation facility development, each City determines on its own the size and scope of its recreation program. However, recreation programming and recreation facilities are directly related to each other. Some recreation programs cannot be offered without the availability of recreation facilities.

The City of American Canyon provides aquatic, senior, teen, and sports programs as well as special events, adult special interest and fitness classes, youth classes, and day camp.

Various methods are used to determine which recreation programs should be offered by the City. Feedback from City residents is the most important method of gauging needed or desired programs. Residents provide suggestions to staff, to City Council members, or to Parks and Community Services Commission members. At times, they also attend City Council or Parks and



Community Services Commission meetings to discuss desired recreation programming.

City Council, Parks and Community Services Commission and Open Space Advisory Committee members suggest programs and activities based on their own ideas, attendance at professional conferences, or suggestions by their fellow residents.

Professional park and recreation staff brings a variety of programming ideas with them and have knowledge of the types of programs that are generally offered in cities the size

of American Canyon. Staff also keeps abreast of trends associated with recreation programming and the programming ideas from other cities.

Existing Recreation Programs, Classes, and Events

The City of American Canyon Parks and Recreation Department offers a variety of recreation programs including aquatics, adult special interest and fitness classes, youth classes and camps, sports, special events for teens and seniors. Highlights of the programs currently offered are as follows:

Aquatics – Open Swim, Swim Lessons, Water Aerobics, Fitness Swim, AHI Swim Team, Junior Guard Program, Red Cross Courses

Seniors – Trips, Bingo, Pilates, Pinochle, Senior Roundtable, Water Aerobics, Fitness Swim

Teens – Dances, Trips, Community Services Projects Team (C.S.P.T.), Leaders In Training (L.I.T.), Winter/Spring Basketball League, Summer Basketball League, Swim Lessons, AHI Swim Team, Open Swim, Fitness Swim

Special Events – 4th of July Parade/Festival/Fireworks, Volunteer Community Recognition Ball, Spring Egg Hunt, Healthy People – Healthy Planet, Movies In The Park, 5K & 10K Run, Spook Party Festival, Holiday Tree Lighting Ceremony, and the Holiday Decorating Contest and Tour

Adult Special Interest and Fitness Classes – Jazzercise, Zumba, Yoga/Pilates, Adult Hip Hop, CPR and First Aid Basics, Mixed Combative Systems Self Defense Class

Youth Classes and Camps – Canyon Kids Summer Day Camp, Tumbling Tots, Dancing Tots, Hip Hop for Tots, Pre-Ballet/Tap & Jazz, Beginning Hip Hop, Intermediate Hip Hop, Ballet/Tap & Jazz, All Boys Hip Hop, All Girls Hip Hop, Hip Hop Intermediate/Advanced, Break Dancing, Hip Hop Advanced, Hip Hop Advanced Masters, Babysitting Class, Kid Connection After School Program, Mixed Combative Systems Self Defense Class, Tennis Lessons

Sports – Winter/Spring Youth Basketball League, Summer Youth Basketball League, 5K & 10K Run, Tennis Lessons, Mixed Combative Systems Self Defense Class, Mini-Youth Indoor Sports Program, After School Sports Programs for middle school students

AQUATICS

Aquatics programming in American Canyon is varied, year-round, and well utilized, especially in the warmer months.

Open swim provides an opportunity for all age groups to utilize the pools at the Phillip West Aquatic Center. At a very affordable cost, the pool is open for public swimming seven days a week during the summer months, on Saturdays and Sundays in May, September, and October.



Swim lessons are a very important part of the City's aquatic program. Swim lessons go beyond providing a recreational activity. Swim lessons provide a lifelong skill that can literally save a person's life. In addition to group lessons, the City offers a limited number of private lessons.

The American Canyon AHI Swim Team provides youth and teens with an opportunity to enhance their swim skill and compete in the Twin Counties recreational swim league. For many years, the team was not in a league and just focused on stroke development and conditioning with a few small swim meets held from time to time. By joining the Twin Counties League, parental involvement has become very important due to the number of tasks that must be done at each swim meet. A group of parents moved the team from a City program to an independent youth sports program in 2010.

Water Aerobics is a popular program that is open to all adults, but especially serves the senior population. Water Aerobics is a year-round program held during the day three days a week and in the evening twice a week.

Fitness Swimming provides the opportunity for teens and adults to swim laps at the Phillip West Aquatic Center. Fitness swimming is offered during the noon hour and in the evening three days during the week and on Saturday mornings.

Classes such as Lifeguard Training, CPR, and Water Safety Instructor (W.S.I.) are provided by the aquatics division of the Parks and Recreation Department. The classes are open to the public, but are especially important to meet the ongoing need for qualified staff to work at the Aquatic Center.

Each summer, a junior guard program is offered. This program introduces young teens to the world of lifeguards through training and "shadow" guarding. This class does not take the place of Lifeguard Training and W.S.I. classes, but is an important tool to ensure that there will be guards and swim instructors in the future.

To meet current and future demand for swimming facilities, it is anticipated that the program may need to extend pool operating hours, and/or expand the existing facility and/or use the swimming pool at American Canyon High School during the summer months.

PERFORMING ARTS THEATER

Performing Arts Theater (PAT) – with the addition of the PAT at American Canyon High School the opportunity to provide quality theatrical and related programming exists in the city.

SENIOR PROGRAMMING

It has long been a goal of the senior community in American Canyon to have a facility in American Canyon that is focused on the needs of older American Canyon residents. That goal was achieved with the construction of the Senior Multi-Use Center at 2185 Elliott Drive. The building that formerly housed the Police Station, City Hall, and the Water District offices has been transformed into a facility that serves the needs of seniors, but also provides a location for recreation programs as well as a rental facility for use by community organizations and residents. The Senior Multi-Use Center opened on May 8, 2010.

Senior Centers/Senior Multi-Use Centers typically strive to provide a “one stop shop” for the elderly. In other words, Senior Centers provide an array of both leisure opportunities and needed social services. Each older adult has different needs and the needs change as the person gets older.

The centers are designated as community focal points through the Older Americans Act. The National Institute of Senior Centers defines a senior center as a place where “older adults come together for services and activities that reflect their experience and skills, respond to their diverse needs and interests, enhance their dignity, support their independence, and encourage their involvement in and with the center and the community.”



Not only do the Centers offer helpful resources to older adults, they serve the entire community with information on aging and provide support for family caregivers.

While Senior Centers/Senior Multi-Use Centers typically provide nutrition, recreation, social and educational services, and comprehensive information and referral; many centers are adding new programs such as fitness activities and Internet training to meet the needs and interests of the new generation of seniors.

Among the most common services offered at a senior center are:

- Health, fitness, and wellness programs.
- Recreation opportunities – arts, dance, games, discussion groups, potlucks, movies, computer classes, clubs, crafts, etc.
- Social networking opportunities.
- Information and access to transportation services.
- Volunteer opportunities.
- Educational opportunities.
- Information and referral.
- Tax assistance.
- Blood pressure checkups and health counseling.
- Meal and nutrition programs.
- Leisure travel.

According to the California Department of Aging, California is projected to be one of the fastest growing states in the nation in total population. In 1990, California comprised 12 percent of the nation's population and is expected to have 14 percent of the nation's population by 2020. In California, the elderly population is expected to grow more than twice as fast as the total population and this growth will vary by region. The elderly age group will have an overall increase of 112 percent during the period from 1990 to 2020. The influence of the 60+ age group on California is expected to emerge most strongly from 2000 to 2020.

WLC Architects, as a part of its initial study of the Senior Multi-Use Center project, held workshops for seniors and the public. Those workshops provide important data regarding the needs and desires of American Canyon's older population. Among the activities and services desired by seniors included computer access and training, presentations and speakers, exercise classes, Senior Nutrition Program, card games, bingo, dances, potluck dinners, arts and crafts, health checkups/blood pressure checks, tax assistance, movies, table tennis, lounge area, books and magazines, pamphlet and flyer informational area, and cooking classes.

The opening of the Senior Multi-Use Center provides the City with its greatest opportunity to meet a number of needs associated with the elderly population in American Canyon. The Community Action Napa Valley Senior Nutrition Program provides a hot, nutritious lunch for seniors each weekday. City staff will be looking for ways to partner with other agencies and organizations to provide blood pressure check-ups, flu shots, income tax preparation, information and referral, as well as other social services.

In regards to recreation, the Department will build upon its existing "Club 55" programs and look to provide additional activities as economically as possible. The Department

will look to the seniors themselves to teach a variety of recreation classes.

The Senior Multi-Use Center has three computer stations, providing seniors with the opportunity for Internet access and computer instruction.

The Center provides a location for informal socialization, a place to share a cup of coffee and chat, as well as play cards or dominoes.

Parks and Recreation Department staff strives to involve seniors in the planning of programs, services, activities and events at the Senior Multi-Use Center.

TEENS

In American Canyon, Middle School dances are held periodically throughout the school year. The dances are generally well attended. Occasionally, the Parks and Recreation Department offers excursions for teens. Past excursions that have been offered are to bowling alleys, Water World, Rockzilla (indoor rock climbing), baseball games, basketball games, ice skating, Pier 39, and the movies.

Teens have the opportunity to participate in both the Winter/Spring Basketball League as well as the Summer Basketball League.

Many of the aquatic programs offered at the Phillip West Aquatic Center are also open to and used by teens.

A successful teen program in American Canyon is the Community Services Projects Team. The Community Services Projects Team (C.S.P.T.) is a group of 6th – 12th graders that volunteer for the Parks and Recreation Department and the community. C.S.P.T. helps plan and organize activities such as teen dances and special events. This program not only provides youth with an ongoing activity, the efforts of the teens are very beneficial to the Department and the community.

The Department established the Leaders In Training (L.I.T.) in the summer of 2009. L.I.T. participants serve as volunteers in the Canyon Kids Day Camp Program. Participants receive valuable training and learn basic job skills, CPR/First Aid training, and receive weekly performance evaluations. After successfully completing the program, participants receive a certificate confirming their volunteer hours. The program is open to 9th to 12th graders.

On April 30, 2008, a Youth Forum was held at the Community Center Gym. At the event, teens had the opportunity to discuss the types of programs and activities that they would like to see offered in American Canyon. Exhibit "G" in the Appendix provides a list of those suggestions.

The opening of American Canyon High School in August of 2010 provides an opportunity for increased communication with teens in American Canyon. Teens are spending less time riding a bus to and from Napa each school day so they may have

more time to actively participate in local recreation programs.

SPECIAL EVENTS

Special events have been an integral part of the Parks and Recreation Department's mission. As a "new" City without a downtown, special events have been used to help build a sense of community in American Canyon during a time that the City has grown and welcomed many new residents.



Special events bring residents together and provide residents with the opportunity to see old friends as well as meet new friends

The City's largest special event has been the 4th of July celebration which includes a parade, festivities and entertainment at Community Park I, and fireworks.

For the last 12 years, the Community Volunteer Recognition Ball has provided an opportunity for residents to dress up, enjoy a catered dinner, dance, and most importantly honor the City's outstanding volunteers.

Other City special events include the spring egg hunt, Healthy People – Healthy Planet, Movies in the Park, 5K & 10K Run, Spook Party Festival, Holiday Tree Lighting Ceremony, and the Holiday Decorating Contest and Tour.

Adult Special Interest and Fitness Classes

The Department offers a variety of special interest and fitness classes for adults. The primary factors that limit the number of classes offered are the availability of qualified instructors and the limited number of facilities to house the classes.

Currently, the Department offers Jazzercise (dance fitness), Zumba (fitness to Latin rhythms), Yoga/Pilates, CPR and First Aid Basics, Mixed Combative Systems Self Defense Class, as well as aquatics programs such as Water Aerobics and Fitness Swim.

Youth Classes and Camps

The City offers a very successful and well-attended Canyon Kids Summer Day Camp program. The program is at the point where expansion would likely require a second base of operation that includes some indoor programming space.

Dance is a very focus for our youth classes. Dance classes currently being offered are

Tumbling Tots, Dancing Tots, Hip Hop for Tots, Pre-Ballet/Tap & Jazz, Beginning Hip Hop, Intermediate Hip Hop, Ballet/Tap & Jazz, All Boys Hip Hop, All Girls Hip Hop, Hip Hop Intermediate/Advanced, Break Dancing, Hip Hop Advanced, and Hip Hop Advanced Masters.

Other classes or programs offered are Babysitting Class, Mixed Combative Systems Self Defense Class, and Tennis Lessons.

Performing Arts Theater

The creation of a business plan was the first step toward use of the new Performing Arts Theater at American Canyon High School. The Parks and Community Services Commission is responsible for monitoring its implementation.

Sports

There a number of youth sports organizations in American Canyon such as AYSO Youth Soccer, Patriots Football and Cheer Program, and American Canyon Little League. The City's role is to work with each organization and typically provide a facility for the program to take place.

When there are gaps or sports program desired by the community that are not offered by an existing program, the City will consider offering that program directly. For example, the only basketball program open to all youth that meet the age qualifications is the City's Summer Youth Basketball Program and the Winter/Spring Youth Basketball Program. It is fairly unique for a City to offer two separate basketball leagues. However, the summer program is as popular if not more popular than the more traditional winter/spring program. As it becomes feasible, the City will transition these programs to self-sustaining nonprofit organizations, as was successfully done with the AHI swim team in 2010.

The City offers a 5K & 10K Run, Tennis Lessons, Mixed Combative Systems Self Defense Class, and the Mini-Youth Indoor Sports Program.

Sports-related classes include tennis and Mixed Combative Systems Self Defense Class.

From 1998 to 2006, the City ran an adult basketball league. However, the number of teams dwindled which resulted in the league not being offered. The City has also, on a number of occasions, offered an open gym program. .

The Department is interested in exploring ways to get adult basketball started again. The public has also expressed interest in adult leagues for men and women and for various age groups. A system may need to be developed to help individual players to form teams. There appear to be a number of players that would like to participate, but few people willing to take on the responsibility of forming the team as well as getting a

sponsor or collecting the fee from those on the team.

The City does not have any softball fields with nighttime lighting. Without lights, adult softball play would likely need to be limited to weekends. Most adults prefer to play during the week and the games cannot start too early due to work and commuting. A Sunday adult softball league was offered during the summer of 2010.

In February 2011, the Department once again started offering an adult open gym program and an adult volleyball program. Initial participation in the programs has been very high.

3.4 Anticipated Needs and Limitations

Recreation Program Strengths and Weaknesses

An assessment of recreation programs by former Parks and Community Services Commissioner Matt Stewart in 2010 determined that successful recreation programs based on participation at that time were as follows:

- Youth Basketball league
 - a. Very high participation numbers (approximately 600); highly successful program.
 - b. Residents are given first opportunity for sign-ups (first 2 weeks). Non-residents given the last 2 weeks and only accepted on a space available basis during this time.
- Dance Classes
 - a. Classes well attended. Very good evaluations by parents of attendees
- Aquatics Program
 - a. Classes full. Free swim time used often, better during hot weather.
 - b. Excellent lifeguard training program—very safe pool
- Tennis Program
 - a. Very good participation numbers
 - b. New instructor
 - c. Program very limited due to facilities

Programs that were not successful based on participation at that time were art and yoga.

Reasons for high participation in programs:

- Popularity of sport or activity
- Instructor quality
- Social opportunities

Reasons for low participation in programs:

- Facilities

Recommendations included in former Commissioner Stewart's report were as follows:

- Explore partnerships with outside agencies such as Napa Valley Adult School, Napa Valley College, Napa Valley Unified School District, sport camp companies
- Continue the development of the "mini-sports" program
- Publicize the new Online Registration and Online Catalog
- Update use agreements with NVUSD to utilize school multipurpose rooms and classrooms at a reduced rate to host recreation activities
- An additional gymnasium/community center is needed to accommodate the growing population and recreational needs of American Canyon
- A lighted adult/youth outdoor sports complex is needed
- The adult recreation program needs a successful adult basketball league, volleyball league, and softball league. It will be difficult to form softball leagues until a lighted complex is built

3.5 Implementation

Implementation of many of the recommended policies relate directly to adequate resources for planning, organizing, staffing and operating enhanced or new programs and activities for the residents of American Canyon.

The Parks and Recreation Department will take the following steps:

- a. Focus on the improvement of existing programs, events, and activities.
- b. Implement recently approved program fee increases and strive to make programs as self-supporting as possible.
- c. Take more of a facilitator role. Partnerships and collaborative efforts should be encouraged to provide additional recreation opportunities for American Canyon residents.
- d. Continue to make lands and facilities owned by the City available to community and nonprofit groups for activities which meet recreation and leisure time needs.

The Recreation Supervisor will work towards enhancing the adult sports program to provide opportunities for adult basketball, softball, and volleyball. However, every effort should be made to ensure that adult sports programs are self-supporting. They shall also develop a plan to promote the participation of girls in sports leagues to make it feasible to provide separate girls sports leagues.

The Recreation Supervisor will work to maintain teen programs such as the Community Services Projects Team, but shall use the opportunity of the opening of American Canyon High School to enhance the teen program within the constraint of staff time and available resources.

Staff will use the opening of the Senior Multi-Use Center as an opportunity to develop a "one stop shop" in American Canyon for not only a wide variety of recreational opportunities, but also social services for older residents. Staff will rely on senior

volunteers for assistance and will also collaborate with the Area Agency on Aging; Napa Valley Adult Education; Community Action Napa Valley; and other agencies to provide needed activities, programs, and services.

Bi-annually, the Parks and Recreation Director shall report to the Parks and Community Services Commission on efforts made to implement the policies and recommendations made in the Parks and Community Services Master Plan regarding recreation programs.

Note: Some material for this chapter was taken from the Recreational Programs and Activities Functional Area Report – Matt Stewart, October 2010

CHAPTER 4 FAMILY SERVICES

4.1 Overview/Objectives

Cities have a vested interest in programs that support and strengthen households/families. Ensuring that families have access to support services directly benefits individual households, enhances the overall livability and quality of life in a community, and can indirectly enhance tax revenues through fiscally improving individual families.



Family/household support services are provided by a myriad of governmental and non-governmental agencies. In Napa County, many of these services are provided directly by County governmental agencies and local nonprofit organizations.

Cities generally provide some limited services and help to facilitate access to a greater range of services. Every city takes an approach to family services based on its own resources, needs, and values. In most cases American Canyon has worked to provide a conduit to services by leveraging existing City resources. In some cases, the City has established programs or provided direct funding to entities providing family services.

The City is committed to preserve and create family services programs that have a measurable benefit to the City and its residents. The City is also committed to act as a conduit for City resident to access services provided by other governmental entities and nonprofits.

4.2 Policies

The following Recommended Goals and Policies apply to this chapter:

- 9.1 City-Sponsored Services
- 9.2 Use of City Facilities
- 9.3 County Services
- 9.4 Organizations and Non-Profits
- 9.5 Future Town Center Community Center
- 9.6 Transportation
- 9.7 Medical Services
- 9.8 Child Care
- 4.9 Temporary Facilities

4.3 Background and Definitions

Definitions

Family – Two or more people living in a household with common goals, values, and/or a long-term commitment to each other. This typically consists of one or two parents and one or more children.

Household – All the persons that occupy a housing unit.

Family Services - Services provided to families or individuals to increase their wellbeing and the wellbeing of the community as a whole. These services generally include child care, employment assistance, assistance with food or housing, counseling, health services, legal assistance, and programs to assist with moving towards self-sufficiency (financial, social, and/or emotional).

Background

Cities of varying size and financial resources support a variety of Family Services. Some of the services provided by other cities are as follows:

- Social service coordination
- Staff that provides referrals to other social services
- Family Resource Centers
- Support of Family Resource Centers either with facilities or funding. Examples are San Leandro, Dixon, and Calistoga.
- Child care coordination
- Provide referrals to approved child care providers
- Teen Center
- Teen activities and services out of a facility provided by the City
- Youth Leadership Programs - These programs encourage youth to take leadership roles in activities such as creating, planning, and running youth events
- Family Support Programs, such as parenting classes and crisis intervention
- After-school care programs
- Day care and/or pre-school programs
- Employment assistance

Potential benefits of City support or involvement in Family Service programs are as follows:

- Facilitating the use of available services from Federal, State, and Private Programs (increased access to public and private funds).
- Utilizing available programs that are already funded increases the amount of money spent in the City which directly increases the City's tax revenues.
- Increased tax revenues from increases in earning potential for City residents.

- By providing programs that help residents find better employment or become more productive workers in their current employment, there is a potential increase in the City's tax revenues.
- Decrease in cost for policing and criminal activities. By providing support services and activities for at-risk families, the City helps to reduce the potential for criminal behavior. This directly results in decreased policing costs and reduces the economic losses associated with crime.
- Increase in tax revenues by increased property values. By providing support to at-risk families, the City helps to improve the overall "feel" of our neighborhoods and businesses. This can potentially increase or maintain the desirability to locate in the City.

4.4 Existing Services

City Services

Services currently provided by the City are as follows:

- Activities Committee - Provides a forum for community groups to interact with each other and the City with limited City staff support
- Youth activities, programs, and classes
- Community Services Projects Team (CSPT) - Youth community service and leadership development
- Canyon Kids Day Camp - Provides low-cost day camp experience for children during the Summer
- The City co-sponsors and is actively involved in events such as "Healthy People-Healthy Planet" which provides a forum for service providers to interact with the public.

Prior to Fiscal Year 2010-2011, the City provided Community Grants for nonprofits and organizations that provided services in American Canyon. \$25,000 was allocated annually. The program was suspended in 2010 due to the City's structural deficit. Traditionally, the grants have supported services such as senior lunches and youth development.

Facilities Provided by the City

- Land provided to the Boys & Girls Club and 4-H Club – The use of City land has been granted to the Boys & Girls Club at Community Park II and the 4-H Club at Clarke Ranch West.
- The city provides free or reduced-rate rental of facilities for meetings and events that provide services to residents. For example, the Food Bank uses the Recreation Center for food distribution at no cost.

Local Nonprofit Services

American Canyon Family Resource Center

The primary provider of family services in American Canyon is the American Canyon Family Resource Center. The mission of the American Canyon Family Resource Center (ACFRC) is to strengthen community, embrace our diversity, and provide and promote access to local resources.

The ACFRC serves as the hub of community services designed to enhance the quality of life for our families, children, and our seniors.

The ACFRC works collaboratively with our community partners to bring together resources and activities into an integrated service system that is accessible and responsive.

ACFRC Core Services:

- Information and Referral Services
- Parent Education Classes
- Care Provider Workshops
- Support Groups
- Family-Friendly Activities
- Community Events and Resource Fairs
- Access to Health and Social Service Programs
- One-on-one support services
- Family Literacy Classes

County Services

The County of Napa provides a variety of services for American Canyon residents at their office in Napa. They have recently opened a service center in American Canyon that offers limited support for job assistance, public assistance services, Women, Infants, and Children (WIC) services, Comprehensive Services for Older Adults (CSOA), Addiction Services, and Mental Health Services.

4.5 Anticipated Needs and Limitations

2008 Resident Survey

American Canyon Family Resource Center (ACFRC) and United Way of the Bay Area (UWBA) convened a meeting to explore the possibility of developing a coordinated system of services for American Canyon residents in February 2007. More than 20 representatives from nonprofit, faith-based, local government, service clubs, funders,

and American Canyon residents participated. Together, the group created the American Canyon Collaborative Development Project. The purpose was to develop a community collaborative model that increases access to services and resources for American Canyon families who are most vulnerable and face multiple barriers that significantly impact their quality of life.

The American Canyon Collaborative Development Project developed a one-page survey (in Spanish and English) to determine the needs of the community and the barriers that exist. Beginning in May 2008, the survey was distributed to American Canyon Collaborative Project partners (to share with their participants) and to local sites, including churches, school sites, services and business clubs, parent groups and classes, senior roundtable meetings, and public agency sites. Parents participated in sharing the survey with friends, neighbors, and at the weekly food bank. The local newspapers (American Canyon Eagle and the Vallejo Times Herald) each had an article encouraging participation. ACFRC staff also gathered data at local community events: the annual Health Fair, events at local churches and schools, and outreach events.

ACFRC received 266 completed surveys. 235 surveys were completed in English and 31 surveys were completed in Spanish. The findings of the survey are as follows:

Ethnicity/race reflected the diversity of the American Canyon community:

Caucasian	33%
Latino/Hispanic	30%
Asian/Pacific Islander	19%
African American	11%
Other, Bi-racial, Undeclared, Native American	7%

Household Income:

\$19,350 or less (below poverty level for a family of four)	28%
\$19,351 – \$38,700 (200% above the poverty guidelines)	20%
\$38,701 - \$58,050 (for a family of four – two adults and one preschool and school-aged child, \$57,750 is considered self-sufficient in Napa County/300% above the poverty guidelines)	13%
\$58,051 - \$77,400 (400% above the federal poverty guidelines)	13%
\$77,401 or more	25%

28% of the respondents fell below the federal poverty level. An additional 20% were found to be at or under 200% of the federal poverty level (this meant 48% fell significantly below Napa County's self-sufficiency standard). Lastly, another 13% were identified at or just slightly above the Self Sufficiency Standard. When totaled, our results showed that 61% were at or just above the self-sufficiency standard; in comparison, 46% of the families were below the standard in 2003 (estimate). One-fourth of the respondents stated that they earned more than \$77,401 annually.

American Canyon Identified Needs:

Survey respondents ranked the following **Medical/Dental/Behavioral Health and Specialized Services** needs:

Medical Services	40%
Nutrition Education	38%
Vision Services, Physical Fitness, Anger Management	35%
Dental Services, Stress Management, Parenting Classes	33%

Survey respondents ranked the following **Income Support** needs:

Dental Insurance	46%
Health Insurance	36%
Child Care Assistance, Job Search Assistance	35%
Food Assistance	33%
Housing Assistance	31%
Adult Education	31%
Financial Assistance	30%

Survey respondents ranked the following additional financial needs:

Transportation Assistance	26%
Homeowner Assistance	26%
Retirement Planning	25%
Legal Services, Utility Assistance, Money Management, Small Business Assistance, Immigration Services	23%
Child Support, Tax Preparation, Credit Counseling, Debt Management, Disability Assistance	21%

Barriers to accessing services:

Participants were asked to identify the barriers that prevent an individual from receiving the services they needs. The results are the following:

Services are not provided in American Canyon	27%
Lack of financial resources	26%
Services are not provided in the evening hours	20%
Lack of child care	18%
Have too many responsibilities	17%

Conclusions from Survey

Based on the City demographics and the survey data presented above, there are five major challenges for American Canyon residents: health services, employment, affordable housing, transportation, and children's services.

Limitations

City Limitations

Based on the City's size, it is not economical to have a dedicated City department or staff to support family services. Likewise it is unlikely that there will be an opportunity for the construction of a dedicated city building to support these services. However, the City has multiple facilities that can serve to support these activities. These include the Senior Multi-Use Center, the Community Center Gym, the Library, and office space on the first floor of City Hall.

Health Services

There are no hospitals or clinics in American Canyon. Subsidized health services are only available through the County offices which are located in the City of Napa, and to a limited extent through the Family Resource Center.

Employment

The nearest State employment offices are in the City of Napa and the City of Vallejo. There are limited resources for citizens to find employment within the City. There are a limited number of employers that offer high-wage positions.

Affordable Housing

Much of the housing in American Canyon rents for \$1,500 per month or more. These rents are not in line with the earning potential of most of the jobs available in the City.

Transportation

Due to the small size of the City, it is difficult to offer an extensive public transportation system. The Highway 29 corridor is congested and hard to traverse for people who are walking or biking. Recently the Napa County Transportation and Planning Agency (NCTPA) has upgraded transportation services in the City. However, at the same time the Napa Valley Unified School District is considering eliminating non-required bus service.

Children's Services

There is limited preschool and afterschool care within the City. Child care services during non-traditional working hours are extremely limited.

4.6 Implementation

Recommendations for Implementation

The City Council and City Council advisory boards will request and support expansion of County Services within City limits.

When financially feasible, the City will designate an employee/contractor, or provide funding to a nonprofit, to coordinate and enhance family services in American Canyon.

The City will continue to provide use of City facilities or land to family service programs.

The City will dedicate a portion of non-resident fee surcharge for recreation activities to partially fund a recreation scholarship program for low-income American Canyon youth. Funds for the scholarship program shall be augmented by donations and fundraisers.

Options for Future City Support of Family Services

There are a wide range of options related to the City's future support of family services. The City's current financial condition may limit its options at this time but does not prevent the City from being active in the pursuit of services for its families. Options for future City support are as follows:

- Status quo
- Status quo with greater recognition and focus by the City regarding the importance of Family Services
- Collaborate, cooperate, and partner with a variety of non-profits, organizations and government agencies to provide family services
- Increased City support through additional grants to nonprofits that provide services to American Canyon residents
- Increased City support through additional direct programs administered by the City
- Increased City support through providing new facilities for family services
- City partnership with the Family Resource Center or other appropriate nonprofits
- City-run resource center with additional staff, facilities, and programs
- Identify and recruit public and private child care providers to locate in American Canyon
- Work with Napa County to locate needed social services in American Canyon

Note: Information included in this chapter derived from the August 14, 2008, presentation to the Parks and Community Services Commission by Chair Mathew Plate and Sherry Tennyson, American Canyon Family Resource Center and the October 9, 2008 presentation by Sherry Tennyson, American Canyon Family Resource Center.

CHAPTER 5 OPEN SPACE AND TRAILS

5.1 Overview/Objectives

Since its incorporation, the City of American Canyon has recognized that open space and trails are important to the community. Open space in the city varies from passive mini-parks created by developers within neighborhoods to the 640-acre Newell Open Space Preserve that was donated to the City by Jack and Bernice Newell.



Trails circle and connect most neighborhoods in the City. Parks and paths are located throughout the City, and the major open space areas are located on the eastern and western sides of the City.

While the parks in American Canyon are City-owned, there are open areas of undeveloped land adjacent to the City owned by other agencies. The City continues to collaborate with neighboring landowners so that the open space and trails adjacent to the City provide access and connectivity to these surrounding areas. As a result, American Canyon has more open space access than many other cities of its size.

The City of American Canyon is fortunate to be a part of the San Francisco Bay Trail. The Bay Trail is a planned recreational corridor that, when complete, will encircle San Francisco and San Pablo Bays with a continuous 500-mile network of bicycling and hiking trails. It will connect the shoreline of all nine Bay Area counties, link 47 cities, and cross the major toll bridges in the region. To date, approximately 290 miles of the alignment—more than half of the Bay Trail's ultimate length—have been completed.

The Bay Trail through American Canyon is almost complete. The trail route is adjacent to Wetlands Edge Road, from Kensington Road to Eucalyptus Road. It then extends from the wetlands view area to the Napa River via the City's Napa River Bay Trail that was opened in June 2010. By late 2011, the Napa County Regional Park and Open Space District opened a trail extending the Bay Trail route to Green Island Road. The only gap in the Bay Trail through the City is a short segment from Kensington south to the county line. A feasibility study is currently underway to close this gap.

The City is also fortunate to have access to the Bay Area Ridge Trail via Newell Open Space. The Ridge Trail is a planned continuous 550+-mile trail for hikers, mountain

bicyclists, and equestrians along the ridgelines overlooking San Francisco Bay. The City Council adopted a resolution supporting a “River to Ridge” trail connecting the San Francisco Bay Trail and the Bay Area Ridge Trail, which would connect the wetlands to the highest ridge in Newell Open Space.

5.2 Policies

The following Recommended Goals and Policies apply to this chapter:

- 10.1 Protection of Resources
- 10.2 Open Space
- 10.3 Bicycle & Pedestrian Circulation Plan
- 10.4 Staging Areas
- 10.5 Motorized Vehicles
- 10.6 Equestrian Use
- 10.7 Trail Design
- 10.8 Utility, Drainage Channels and Railroad Corridors
- 10.9 Natural Areas
- 10.10 Agricultural and Natural Resources
- 10.11 Signage
- 10.12 Environmental Education
- 10.13 Hours and Access
- 10.14 Accessibility
- 10.15 Dogs

5.3 Background and Definitions

“Open space” is defined as natural land areas supporting an array of activities and amenities which derive from and directly depend on conserving the land’s sustainable natural resources. It is generally undeveloped, or minimally developed, open lands preserved as protected natural areas, or for preserving views. Open space provides access to walking/hiking trails, opportunities to explore, and other appropriate recreational activities. The City states that the goal of Open Space is to protect environmental resources, provide recreation opportunities, and contribute to “relief” from urban and suburban activities (City of American Canyon General Plan, Section 1.K, pg 1-41).

Trails and pathways are paved urban pathways (other than sidewalks) or unpaved rural paths for pedestrians, bicycles, or equestrians through neighborhoods and natural areas in the city and surrounding areas. Trails provide linkages to parks within neighborhoods, connections to schools and recreational facilities in the city and provide walking, biking and outdoor enjoyment for residents. Trails also connect the city to other surrounding areas. Trails include pathways and walkways in neighborhoods and City Park, Open Space, and Greenway areas, but do not include residential sidewalks.

Trail Areas are the lands surrounding or adjacent to a trail or pathway. Natural land areas that surround or are adjacent to trails may be City-owned and accessible (such as Parks and Open Space), or inaccessible city-owned lands (such as the City-owned wetlands to the west of Wetlands Edge road). They may also pass by or through areas owned by other landowners (such as the Department of Fish and Game along the Napa River Bay Trail) and visitors may be asked to follow certain rules such as to remain on the trails and keep dogs on a leash.

Greenways are generally areas of utility easements, and green space surrounding paths. They can be land set aside for recreation or conservation, a small corridor of open space that often follows a natural feature such as a creek, a utility or conservation easements, or patches of green space next to sidewalks, and other corridors that are for non-vehicular public use.

The Mike Thompson Landfill Loop trail allows equestrian access so that horses may be ridden around the land fill. Dogs are allowed in City parks and open space but must be kept on a leash. Off leash areas for dogs are provided at the Veterans Memorial Dog Park on the east side of the City, and the Elliott Power Line Park Off-Leash dog area at Chaucer Road.

5.4 Existing Open Space and Trails

Description of Existing Open Space

Open space lands include undeveloped open space lands preserved as protected natural areas, generally with walking/hiking trails. There are few public open space lands within the boundaries of American Canyon. However, there are public lands in the City of American Canyon Sphere of Influence, and the watershed areas of the streams that run through the City.

The La Vigne Open Space area behind the neighborhood of the same name is an area of open hillside, undeveloped but accessible by a pathway that runs behind the neighborhood.

The Newell Open Space Preserve falls outside the city limits but is owned by the City. These lands are important resources for recreation, natural resource habitat, water and other quality of life values. A map showing the location of major open space lands and trails is located in the Appendix (Exhibit "H").

Open space areas adjacent to the City also provide spectacular views, particularly the 30-plus miles of open wetlands viewsheds to the west of the City that are visible from Newell Open Space and Wetlands Edge Linear Park and the Napa River Bay Trail. These wetlands are part of the San Francisco National Wildlife Refuge and are a part of the Pacific Flyway, providing habitat and stopovers of migrating and resident birds and wildlife.

Newell Open Space

The Newell Open Space Preserve is a 640-acre property donated by long-time American Canyon residents Jack and Bernice Newell. At one time, this property was slated to be a regional landfill. The property; with its windswept hills, bay-oak woodlands, creeks, and grassland; is now owned and managed by the City of American Canyon as a public open space and is protected through a conservation easement held by the Land Trust of Napa County. The property is adjacent to the 1,039-acre Lynch Canyon Open Space in Solano County, making for over 1,650 acres of continuous, protected open space. A key raptor migration corridor runs through the property, and most days of the year, one can see such raptors as golden eagles, red tail hawks, white-tailed kites, and northern harriers on the property.

The Open Space Easement has certain restrictions primarily against future development of the land and prohibitions on hunting, but recreational public access is guaranteed. The land was formally transferred in December 1999. To date there has only been limited public use of the property because of the difficulty in accessing the property. Presently, the only way to access the site by vehicle is from Watson Lane on private property, based on access easements. Currently, the easements for access to Newell Open Space are being studied to determine if they provide access to the public that is sufficient to obtain grants for the development and operation of Newell Open Space property. In addition, there is no potable water on site. Funding for development of the property, based on the completed Management Plan, and for the operation of the property have not identified. Grant funds were received to prepare a Management Plan and additional funds have been received to install new fencing and erosion control measures.

La Vigne Open Space

There is open space land located at the far southeast corner of the La Vigne neighborhood that is accessible by a neighborhood pathway. It is a stretch of open hillside including oak woodlands and views of the surrounding area. This area has no other development or plans for development.

Description of Trails

Trails and pathways through and around the City provide a citywide system of safe, efficient, and attractive pedestrian and bicycle routes throughout the city. These pathways and trails provide linkages and connections to neighborhood community centers, schools, and civic areas. Trails and pathways along parks and greenways connect to the neighborhood sidewalk systems, allowing pedestrians access to city parks and open areas. Many of the city's designated bikeways are along city paths and trails.

The Napa River Bay Trail will connect American Canyon to Napa to the north, and Vallejo to the south, as well as connecting American Canyon to the Regional San

Francisco Bay and Ridge Trail. The American Canyon River-to-Ridge trail system will connect the San Francisco Bay Trail with the San Francisco Ridge trail. American Canyon has a portion of the Ridge Trail passing through Newell Open Space. The Bay Trail connects with the City's Napa River Bay Trail. Another planned trail is the Napa Vine Trail planned to run centrally up the Napa Valley from the ferry terminal in Vallejo north to Calistoga.

- **Napa River Bay Trail**

Located north of Eucalyptus Drive, this trail area reaches the Napa River and has a common boundary with Fish and Game property including the former Cargill Salt Ponds which have been restored. Part of the San Francisco Bay Trail, the Napa River Bay Trail was constructed along the inner Department of Fish and Game levee along the Napa River, providing access to the river and a river viewing area. A bridge across the double levee at the northwest edge connects the trail to the Napa Bay Trail and north to the city of Napa.

- **Wetlands Edge Trail, Wetlands Edge Viewing Area**

Also part of the San Francisco Bay Trail, Wetlands Edge Trail runs along the west side of Wetlands Edge Road as a wide paved walkway from Kensington to Eucalyptus Road. It crosses Rio Del Mar Creek with a pedestrian bridge, and ends at the Wetlands Edge Viewing Area where there are benches and tables.

- **American Canyon River to Ridge Connector**

A within-city connection between the Napa River Bay Trail and the Newell Open Space Ridge trails has been proposed, crossing the city east to west to allow a route for pedestrians and bicycles.

- **Congressman Mike Thompson Loop Trail (Mike's Bike & Hike)**

A loop trail around the former landfill will connect to the Napa River Bay Trail, and provide an equestrian trail in the city. This trail, bordering the Napa River and separated from American Canyon by an expanse of wetlands, is a raised hill visible from Wetlands Edge Road and opened in 2012.

- **Kimberly Park Bay Trail**

A feasibility study has been completed for improvements and expansion of Kimberly Park including the southern extension of the San Francisco Bay Trail to the Vallejo city limits.

- **Open Space Trails**

Newell and La Vigne Open Space areas have trails through the Open Space lands, including fire roads and single track trails. There are a number of trails in the Newell Preserve that are currently open to the public only for special events or by special request.

- **City Park Trails**

There are trails in the City Parks and adjacent connecting pathways around and through Community Park, connecting Community Park 1 and Community Park 2 to Donaldson Way School and the American Canyon Middle School; at Kimberly Park, Silver Oak, and Shenandoah Parks.

- **Power Line Trails**

The Napa Meadows neighborhood has power line pathway trails along the greenway through the recreational areas in Napa Meadows between Kensington and Elliott connecting the dog park area, tennis courts, basketball courts, and community garden. Vintage Ranch has a large turf area and path following the power lines.

- **Creekside Greenway Trails**

There are creekside or conservation easement pathways and trails along Rio Del Mar, American Canyon, and Walsh Creeks, and along various Conservation Easements. Paved pathways run along these greenway areas.

Description of Greenways

The city Master Plan states that in addition, key open spaces (foothills, Napa River, American Canyon Creek, other significant riparian corridors, and parks) will be linked with one another by continuous green belts incorporating pedestrian and biking trails along natural drainages and utility easements. This will facilitate open space and recreational access for residents.

Greenways are areas of land along pathways or other utility corridors or lands adjacent to a natural feature such as a creek. This includes conservation easement or utility right-of-way areas which are generally not open to the public, but are often adjacent to public areas and walkways. Open greenway areas also exist with or are adjacent to city parks and have paved pathways running through them. These include:

- **Community Park Greenways:** Paths through turf and tree areas that connect various developed park areas of Community Park I and II and the Pool / Gymnasium complex, and adjacent neighborhood areas.
- **La Vigne Greenways:** A pathway with turf areas surrounds the eastern, northern, and western edges of La Vigne neighborhood, which includes trees, grapevines, and turf. The far southeast portion is adjacent to an area of undeveloped open space.
- **Napa Meadows Power Line Greenway:** On the west side of the City, in Napa Meadows neighborhood, a greenway with a pathway that extends adjacent to and between developed park sections under the high voltage power lines.
- **Vintage Ranch Power Line Greenway:** On the east side of the City, in the Vintage Ranch neighborhood, a greenway with turf and pathway extends under the high voltage power lines from Shenandoah Drive to Newell Drive.

- **American Canyon Creek Greenway:** West of Highway 29, American Canyon Creek flows through the Napa Meadows neighborhood bordered by a green space and pathway that connects to power line path that ends at Kensington Way.
- **Veterans Memorial Park Creek Greenway:** The middle section of Veterans Memorial Park, between Broadway and Highway 29, includes American Canyon Creek and will be left as a natural, undeveloped area with a pathway and bridge passing along the eastern edge to connect the north and south sections of Veterans Memorial Park.

Potential Park Areas on Undeveloped City Lands

There are areas in the city that are currently undeveloped but provide opportunities for future open space, park or trail development or expansion.

- **Clarke Ranch West**
This property is located north of Eucalyptus Drive and west of Wetlands Edge Road. The property is pre-zoned and will permit uses that are consistent with the City Council's visioning effort that took place in the 2011-12 Fiscal Year. Once the civic engagement process is completed, the property will be master planned. Currently only the American Canyon 4-H uses a small portion of the property for its farm, which houses livestock. The area is envisioned to be part of the City Economic Development Plan designed to increase tourism to the City through the programming of the subject property.
- **Kimberly Park Expansion**
A feasibility study has been prepared to expand and upgrade Kimberly Park facilities into the adjoining 4 acres of undeveloped land that belong to the city.
- **City of American Canyon Corporation Yard**
The City's Corporation Yard is located on Wetlands Edge Road at American Canyon Road. Much of the wetlands along Wetlands Edge Road are being managed by the Department of Fish and Game as required by the CalFed grant that was used to purchase the wetlands for restoration. The Corporation Yard sufficiently extends to the west to allow contact with the North Slough, which winds through the wetlands and offers a water path out to the Napa River. This property offers potential for a kayak launch site.

Adjacent Land Owner Open Areas

Privately owned lands adjacent to city parks, open space and trails serve as natural areas around existing trails, or view sheds from parks and open space areas. Some of these areas have potential for pathways, trails or other passive uses.

- **Napa Valley Unified School District's Red-Legged Frog Mitigation Property**
To the south of Newell Preserve is the former Power Property, which includes

approximately 300 acres owned by the Napa Valley Unified School District. It has a common boundary with Newell Open Space. The School District purchased the Power Property for use as mitigation (red-legged frog) for development of the new High School. An appropriate trail might be designed to provide access to Newell Open Space.

- **DFG Lands**

California State Department of Fish and Game owns various lands along the Napa River stretching from the Vallejo border all the way to north of Green Island Road. Interspersed between sections of Fish and Game land are the American Canyon closed landfill, and State Lands Commission property. This area creates a 30-mile view shed to the west.

- **State Lands Commission Acreage**

The State Lands Commission owns a small triangular piece of land (maybe 20-30 acres) situated along the northern boundary of the Landfill. The triangle used to be an inlet before a levee was built to separate it from the Napa River.

- **Private Lands**

There are private lands within the City limits and the City's sphere of influence that are undeveloped or being used for agricultural purposes. Some of these properties are adjacent to current public open space and have future potential for open space and trails.

5.5 Anticipated Needs and Limitations

1. Explore the feasibility of creating public access to North Slough and the Napa River west of the existing Corporation Yard along Wetlands Edge Road and/or other appropriate locations that will provide a facility for hand-launched boats; including kayaks, canoes, rowing shells, and similar small craft.
2. Complete the San Francisco Bay Trail through American Canyon as close to wetlands and Napa River as possible. Work with other agencies to promote the completion of the Bay Trail from American Canyon to the City of Napa.
3. Complete west side Dog Park located off Chaucer Road in Elliott Power Line Park to encourage dog walkers to keep their dogs on a leash in the other city parks and open space areas. Easy access on the west side may discourage dog walkers from letting their dogs loose on the Napa River Bay Trail.
4. Develop and complete a master planning process for Clarke Ranch West after it is annexed into the City of American Canyon.
5. Consider the feasibility of establishing wetlands environmental and educational center at Clarke Ranch West, the Corporation Yard, or other appropriate location providing opportunities for early and continuing studies of the natural environment with emphasis on wetlands habitat protection and conservation.

6. Work on the development of a River to Ridge Trail from Wetlands Edge Road, along Eucalyptus Drive, to the Newell Open Space Preserve, including a safe crossing of Highway 29 for pedestrians, cyclists, and equestrians.
7. Develop regular public access to the Newell Open Space Preserve, including provision for ongoing management in accordance with the Newell Open Space Management Plan.
8. Encourage and support the enhancement and possible future expansion of the Newell Open Space Preserve along Soscol Ridge through partnerships with neighbors, conservation easements, donations, developer concessions, and/or purchase with available monies including grant funding and/or any dedicated funds for parks and open space.
9. Encourage and support future connections north and south of the existing Bay Area Ridge Trail portion located partially in the Newell Open Space Preserve along Soscol Ridge.
10. Due to the unique position of Oat Hill which affords a vantage point over the City of American Canyon, the Napa River, and beyond; encourage and support any potential development plans which include public access, a public park, or a trail on the upper portions of the hill.
11. Maintain existing lands zoned for agricultural use, especially those located east of Newell Drive extension, in order to create transitional buffer zones between the heavily developed residential and commercial areas below the 15% slope line and the largely open space lands above the 15% slope line, and to maintain diversity of culture and habitat in the community.
12. Develop connections wherever possible between pedestrian/bicycle circulation corridors and parks and open space opportunities.
13. Barring design or easement restrictions that prevent such use, trails should be open for equestrian use whenever possible.
14. There are residents that travel distances to utilize facilities that accommodate off road vehicles, ATV's, or dirt bikes. Opportunities to establish this type of facility in the vicinity of American Canyon should be considered if fiscally and environmentally feasible.
15. The City should encourage the development of buffers between residential and industrial use and between residential and agricultural use.
16. Foster dialogue, cooperation, and partnerships with the Napa County Regional Park and Open Space District, the Land Trust of Napa County, the Bay Area Ridge Trail

Council, the San Francisco Bay Trail Project, and other government and nonprofit entities working on behalf of parks and open space.

5.6 Implementation

Continued work is needed to develop access to the Newell Open Space. This will require working with the City, private landowners, and land agencies to develop pedestrian and vehicle access to the gate. Pedestrians and bicycles may be able to access Newell Open Space from the proposed Vine Trail route. Regular open vehicle access and parking at the site will need further discussion.

A major limitation to connectivity of our trails and park areas is the East–West divide of the City. Work will continue find ways of connecting the trail systems, parks and open spaces throughout the city, especially across the Highway 29 corridor.

There is a continued need for ongoing maintenance of parks and trails, with money set aside for upkeep of the crushed quarry fine trails, weed-mowing and removal, and greenway irrigation, mowing and turf maintenance. Maintenance of garbage cans, benches and tables, and doggie bag dispensers must also be budgeted annually.

Volunteer assistance should be developed and pursued for park and trail maintenance, and environmental education opportunities. Alliances with existing conservation organizations such as the Audubon Society, Sierra Club, Friends of American Canyon Open Space, Boy and Girls Scouts, and Boys and Girls Clubs may provide sources of volunteers, as well as opportunities for special events for the public.

Note: Significant information included in this chapter derived from “Open Space and Trails Summary for City Master Plan” – Barry Christian and Robyn Myers, September 8, 2008.

CHAPTER 6 BICYCLE AND PEDESTRIAN CIRCULATION SYSTEM

6.1 Overview/Objectives

Consistent with the General Plan goals and policies, American Canyon envisions a bicycle and pedestrian circulation system that will interconnect key destinations including open spaces, parks, schools, residential and commercial areas, and regional bikeway systems. In addition, large-scale developments in the City will include an internal trail system, linking to a network of sidewalks



The City has made progress toward the General Plan vision. There are some existing bicycle and multi-use paths established in pockets throughout the City. Much of American Canyon's portion of the San Francisco Bay Trail, with its associated bicycle and pedestrian access to key open spaces on the City's western border and the Napa River, is either complete or in an active planning phase. Recent large-scale developments have been built with paths linking to sidewalks.

However, more work remains to interconnect open space, residential areas, parks, schools, and commercial areas in order to convey the sense of a cohesive city, and to provide access to destinations beyond the City's city limits. Development which occurred prior to incorporation was performed without guidance from the current General Plan's policies and goals. Subsequent to adoption of the General Plan, residential, recreation and retail establishments grew at a rapid rate on both sides of Highway 29. While these new developments (for the most part) incorporate a mix of paths, trails, and bike lanes within their footprint; very little has been done to interconnect existing neighborhoods and districts to each other and to connect them with these new projects.

With no pedestrian/cyclist overcrossing, Highway 29 continues to be the single largest obstacle hampering east-west connectivity for non-motorized transit. Similar to the highway obstacle, the railroad tracks present a distinct south-north barrier and also hamper east-west connectivity.

The Bicycle and Pedestrian Circulation System chapter of the Parks and Community Services Master Plan is intended to explore ways that the City can move closer to realizing the goals of bicycle and pedestrian connectivity. The challenge is to

interconnect all previously existing, recently added, and future destinations in American Canyon. The City currently has a mix of bicycle and pedestrian route segments. The objective of the policies presented in this chapter is to merge these segments into the safe and attractive bicycle and pedestrian system desired by the General Plan. Achieving this objective will provide a more walkable, rideable, and social environment than is realized by the current circulation design that primarily considers, favors, and necessitates vehicle transportation.

6.2 Policies

Recommended Bicycle and Pedestrian Circulation System Policies

While it is encouraging that bicycle and pedestrian circulation is considered in many areas of planning (e.g. General Plan Parks and Recreation Element; General Plan Circulation Element; and the NCTPA Countywide Bicycle Plan), it may not serve the City of American Canyon to have these associated goals, objectives, and policies in numerous locations. While these goals, objectives, and policies appropriately support and do not appear to contradict one another, the cross-referencing between different chapters and jurisdictions complicates the cause. With this in mind, the Master Plan recommended that bicycle and pedestrian circulation policies reside in one primary location. If that is not possible, then it is recommended that any given policy be assigned a consistent reference number.

The draft of this Chapter may indeed cause yet another set of policies that are already covered. The ultimate intention is that this draft will result in one set of bicycle and pedestrian circulation policies that will appear in the final version of the General Plan Update.

The following Recommended Goals and Policies apply to this chapter:

- 11.1 Countywide Bicycle Plan
- 11.2 Bicycle and Pedestrian Friendly Community
- 11.3 Routes to School
- 11.4 Create Regional Access
- 11.5 Communication, Coordination and Collaboration
- 11.6 Connections
- 11.7 Implement Vision for North-South and East-West Routes
- 11.8 River to Ridge Trail
- 11.9 Broadway (Hwy. 29) Improvements
- 11.10 Enhance Connectivity
- 11.11 New Development
- 11.12 Watershed Access
- 11.13 Bicycle Master Plan
- 11.14 Post Speed Limits

6.3 Background and Definitions

Bicycle and pedestrian circulation goals, objectives, and policies specific and/or relevant to the City of American Canyon can be found in three primary locations: (1) the General Plan Parks and Recreation Element, (2) the General Plan Circulation Element, and (3) the 2003 Napa County Transportation and Planning Agency's (NCTPA) Countywide Bicycle Plan (currently being updated for 2011).

The City of American Canyon's General Plan Vision Statement declares that "distinct neighborhoods and districts should be interlinked to convey the sense of a cohesive city. This may be accomplished by the use of unifying visual elements and pedestrian and bicycle paths. In addition, key open spaces will be linked with one another by continuous green belts incorporating pedestrian and biking trails along natural drainages and utility easements. This will facilitate open space and recreational access for residents."

General Plan Parks and Recreation Element – The currently adopted General Plan Parks and Recreation Element contains many objectives and supporting policies related to bicycle and pedestrian circulation. While these objectives and policies may also apply to the Open Space and Trails Chapter, the following policies are of particular relevance to this Bicycle and Pedestrian Circulation chapter:

- | | |
|---------------------------|---|
| General Plan Policy 7.1.3 | Work toward the establishment of a system of public parks interconnected by off street trails or bicycle lanes. |
| General Plan Policy 7.2.5 | Require all large scale developments to incorporate an internal trail system with linkages to the surrounding sidewalk network. |
| General Plan Policy 7.2.6 | Link residential and commercial land uses by pedestrian trails. |

General Plan Circulation Element - The currently adopted General Plan Circulation Element sets forth goals, objectives, and supporting policies that support bicycle and pedestrian circulation. The following policies are of particular relevance to this Bicycle and Pedestrian Circulation chapter:

- | | |
|---------------------------|---|
| General Plan Goal 4D | Provide a Citywide system of safe, efficient and attractive bicycle and pedestrian routes for commuter, school and recreational use. |
| General Plan Policy 4.8.1 | Develop Citywide standards for construction and maintenance of bikeways and pedestrian walkways. The bikeway construction standards should comply |

with Caltrans Highway 29 Manual, Chapter 1000 (Bikeway Planning and Design).

- General Plan Policy 4.8.2 Develop and adopt the planned bikeway system, which links all community centers, civic areas, schools, and parks in the City and connects to other neighboring bikeway networks.
- General Plan Policy 4.8.3 Maintain existing pedestrian facilities and require new development to provide pedestrian walkways between developments, schools and public facilities.
- General Plan Policy 4.8.4 Require that proposed developments include bicycle paths, lanes, or off-street trails in their street improvement plans if they are located adjacent to proposed bikeway routes and where appropriate, construct bicycle paths or lanes as a condition of project approval. Additionally, require developers to construct equestrian paths if they are appropriate for the proposed development.
- General Plan Policy 4.8.5 Construct safe, convenient paths for bicycles and pedestrians so as to encourage these alternate forms of transportation.
- General Plan Policy 4.8.6 Design and construct safe bicycle and pedestrian crossings of SR-29 at key locations. These crossings should be constructed so that children and seniors can cross safely.
- General Plan Policy 4.8.7 Develop programs that encourage the safe utilization of easements and/or rights-of-way along public utilities, railroads and streets wherever possible for the use of bicycles and/or pedestrians.
- General Plan Policy 4.8.8 Provide pedestrian and bicycle linkages between all residential areas and employment centers within the City.
- General Plan Policy 4.8.9 Promote bicycle and pedestrian use through marketing techniques such as the use of informational brochures.

General Plan Policy 4.8.10	Actively support the Bay Area Ridge Trail Council, the Bay Trails and similar organizations and work with these agencies to provide local linkages, where appropriate.
General Plan Policy 4.8.11	Promote the transition of abandoned rail rights-of-way to trails.
General Plan Policy 4.8.12	Negotiate easements and establish pedestrian/bikeway access (possibly through the landfill) to the Napa River and adjacent wetlands in the near future.
General Plan Policy 4.8.13	Promote the development of equestrian access from developed area of the City to the eastern foothills and recreation areas.

NCTPA – Countywide Bicycle Plan – The NCTPA Countywide Bicycle Plan Update for 2011 proposes a vision, principal goal, and objectives for the countywide bicycle system. NCTPA recommends that local agencies will be responsible for implementing the objectives, policies, and programs of the plan. Objectives include the development of a countywide bicycle network, design standards, multimodal integration, support facilities (e.g. parking, lockers, lighting, drinking fountains, and interpretive elements), safety and security, land use, education and promotion, planning, maintenance, and funding. Policies are presented in support of each of these objectives.

Bikeway and Trail Types - The NCTPA Greenway Feasibility Study defines four types of trails or bike paths as follows:

Class I Bikeways (Bike Path) – A Class I bikeway provides bicycle travel on a paved right-of-way completely separated from any street or highway. Per Caltrans standards, the minimum paved width of a two-way bike path is 8 feet, but 12 feet is recommended.

Class II Bikeways (Bike Lane) – A Class II bikeway provides a striped, signed and stenciled lane for one-way travel on a street or highway. Caltrans minimum bike lane width requirements vary depending on the presence of on-street parking and curb, but generally range between 4 to 5 feet.

Class III Bikeways (Bike Route) – A Class III bikeway allow shared use with motor vehicle traffic and is identified only by signing. Caltrans does not state minimum widths for bike routes, but recommends that designated bike routes “should offer a higher degree of service than alternative streets”.

Multipurpose Trails – Multipurpose trails can be used by both bicyclist and pedestrians. This type of trail is appropriate on less high-use trails and more rural areas. It is recommended the surfacing consist of either compacted shale or quarry fine or stabilized earth with polymer stabilizer.

6.4 Existing Bicycle and Pedestrian Circulation System

While the following section primarily references bicycle routes; these routes also accommodate pedestrians either on adjacent sidewalks or on shared Class I routes, and multipurpose trails.

Bicycle and Pedestrian Routes - Exhibit I in the appendix contains specific route descriptions of ten north/south routes and eleven east/west routes. Details associated with the following routes (as of July 2011) are also included. The description of each route includes the route's current status, the future vision for the route, and the major destinations served. Finally, recommended improvements are presented, which if realized; would lead to an interconnected system, rather than segmented routes.

No.	Name	Type	Description as of July 2011
1	Broadway (Southern City Limit to American Canyon Rd.)	N/S	Class II: on portions of Broadway and Veterans Memorial Park path on north and south ends of park.
2	Commerce Boulevard	N/S	Class II: through Eucalyptus grove (extension of Wetlands Edge Rd.)
3	Danrose Drive / James Road / Melvin Road	N/S	Potential Class III: parallel to west side of Hwy 29
4	Elliott Drive	N/S	Class II: between Knightsbridge to Benton
5	Napa County Greenway / Bike Route to Calistoga	N/S	Class I proposed route adopted by Planning Commission
6	Napa Junction Development Path	N/S	Class I: from Eucalyptus north to Napa Junction Rd.
7	Newell Drive / Flodsen Drive	N/S	Class I: on path west side of Newell Dr. Class II: east side of Newell Dr.
8	San Francisco Bay Trail (Wetlands Edge Path)	N/S	Class I: west side Wetlands Edge Rd, Class III: bike lane along Wetlands Edge Rd.
9	Shenandoah Drive / Shenandoah Path	N/S	Class I: path through Silver Oak Park, to Newell Dr. Class II: potential / Class I path
10	Theresa Avenue / Lombard	N/S	Potential Class II: Sidewalk in places on route to Napa Junction school
11	American Canyon Creek Greenway/Path	E/W	Multiuse Path: AC Creek Greenway Path
12	American Canyon Road	E/W	Class II: Between Wetlands Edge Rd. and Hwy 29 Potential Class III between Hwy 29 and Newell Dr. Class III: Newell Dr. east to Hwy 80, bike path east.
13	Benton and Donaldson Way	E/W	Class II: Wetlands Edge Rd to Andrew Rd. Class III: Andrew Rd to Hwy 29.
14	Cartagena / Via Bellagio	E/W	Multi-use, Potential Class I: connecting Cartagena to Via Bellagio; access to Veteran's Park
15	Community Park I, Spikerush Circle, Community Center	E/W	Class I: path and walkway connecting Park, Greenway and Recreation Facilities
16	Eucalyptus Road	E/W	Potential Class II: potential River to Ridge route.
17	Green Island Road / Paoli Loop Rd. / Watson Ln.	E/W	Potential Class II
18	Hess Drive	E/W	Potential Class II
19	Kimberly Drive	E/W	Class II: Hwy 29 to Elliott Dr.
20	Mini Drive	E/W	Potential Class III
21	Silver Oaks Trail	E/W	Class III: wide sidewalk, alternate route to American Canyon Rd.

6.5 Anticipated Needs/Limitations

The primary need is to close the gaps and create the connectors identified in Appendix I. and follow the adopted policies. When this is achieved, the result will be the safe and attractive bicycle and pedestrian system desired by the General Plan. The limitation to closing the gaps and creating the connectors is the funding required to construct and maintain the routes.

Potential funding sources for bicycle and pedestrian construction and maintenance:

SAFETEA-LU: SAFETEA-LU is a Federal source of funding for surface transportation including bicycle and pedestrian facilities. Funding programs are focused on transportation projects as opposed to recreation. Many of the funding programs under SAFETEA-LU require matching funds.

California River Parkways Program: This program focuses on non-motorized access to rivers and streams. Funds can be used for walking trails, bicycling trails, interpretive signage, boardwalk construction, and related amenities.

State Bicycle Transportation Account: The Bicycle Transportation Account (BTA) is an annual program that provides state funds for city and county projects that improve safety and convenience for bicycle commuters. To be eligible for BTA funds, a city or county must prepare and adopt a Bicycle Transportation Plan (BTP) that complies with Streets and Highways Code Section 891.2. The BTP must be approved by the local agency's Regional Transportation Planning Agency.

Metropolitan Transportation Commission: Transportation Development Act Article 3 funds. The funds are for bicycle and pedestrian projects. The funds can be used to meet local match requirements for Federal funding and can be used to update bicycle and pedestrian plans no more than once every five years.

6.6 Implementation

The Planning Director will incorporate the described route improvements into new development and transportation projects, and will also be responsible for ensuring that projects adhere to the policies in this chapter.

The proposed route improvements in this chapter (and the associated Appendix I) were envisioned based on data and known road configurations available in 2011. However, as transportation projects evolve, the Planning Director may deviate from the specific route improvements as long as the spirit and connectivity envisioned here is maintained.

The Citywide Circulation Study Administrative Draft Report provides further guidance on implementation. The draft Citywide Circulation Study is a "comprehensive multi-modal transportation analysis of the existing and future transportation system within the City of American Canyon". Bikeway and pedestrian circulation facilities are also addressed and incorporated into the new roadway standards presented in the Study. The Study

states that once all citywide roads are developed consistent with the new roadway standards, a complete pedestrian network will be in place. The ensuing pedestrian network would be consistent with the policies, objectives, and goals of the existing General Plan Circulation Element. As for bikeways, the new roadway standards provide Class II Bike Lanes on both full-width and partial-width minor arterial roadways. Further, both full-width and partial-width major arterial roadway standards have been designed in such a way that there be ample right-of-way beyond the sidewalk and landscaping to provide separate Class I Bike Paths parallel to these facilities. Class III Bike Routes will be provided for, where desired and warranted, on both local (residential) streets and minor collector roadways. These paths will feature signing to identify the facility as appropriate for bike travel. The Study states that a network of independent Class I bikeways should be developed, notably for recreational purposes, along scenic routes where no parallel or adjacent roadways are present.

Funding will be required to improve existing routes and “fill the gaps” to create continuous routes in those areas where development and transportation projects are not expected to occur. Both the Planning Director and the Parks and Recreation Director will be responsible for pursuing funding sources through grants, fees, and transportation funds to improve pedestrian and bicycle circulation through the city.

*Information included in this chapter derived from “Bicycle and Pedestrian Circulation System Report”— Todd Novak and Michael Stanfield, August 2008.

APPENDIX

EXHIBIT "A"

PARKS & RECREATION ELEMENT OF THE GENERAL PLAN AND EXISTING PARKS AND RECREATION GOALS AND POLICIES

The General Plan was adopted by City Council on November 3, 1994. The General Plan is the "foundational policy document" of the City of American Canyon. California State law requires that the day-to-day decisions of a city follow logically from and be consistent with the General Plan. The Parks & Recreation Element of the General Plan as well as other related policies from the General Plan are provided in Exhibit "A".

GENERAL PLAN PARKS AND RECREATION ELEMENT

STATUTORY REQUIREMENTS

In addition to the seven mandatory elements, other optional elements may be included within a community's General Plan. Section 65303 of the California Government Code states:

The General Plan may include any other elements or address any other subjects which, in the judgment of the legislative body, relate to the physical development of the county or city.

Once the Parks and Recreation Element is adopted by the City of American Canyon, it becomes a component of the General Plan, with the same legal status as the mandatory elements.

OPPORTUNITIES AND CONSTRAINTS (ISSUES)

1. The opportunity exists to create a regional park on the grounds of the American Canyon Landfill that can serve the entire County of Napa.
2. Natural open spaces; such as drainages, rivers, wetlands, hillsides, canyons, and undeveloped lands; offer unique opportunities for the development of a diverse network of active and passive parks.
3. The City has the unique opportunity of providing an off-street trail system that connects foothill and wetland areas.
4. Some City parks that are located within existing residential tracts are inaccessible to surrounding neighborhoods.
5. American Canyon's bike path network can be improved by enhancing linkages between different parts of the City through the establishment of additional routes.
6. Although American Canyon currently exceeds its parkland standard of 5 acres per 1,000 residents (the City has 6.14 acres per 1,000 residents today), future population growth will require the acquisition of additional parkland as determined by the adopted ratio.

OVERVIEW OF PARKS AND RECREATION POLICIES

The policies found within this Element of American Canyon's General Plan address the following topics:

- 1. Park standards.
- 2. The different types of parks that exist today, or will exist in the future.
- 3. Parkland acquisition.
- 4. Park improvements.
- 5. Park operation and maintenance.
- 6. Park programming.

GOALS, OBJECTIVES AND POLICIES

The following section presents the goals, objectives, and policies related to parks and recreation in the City of American Canyon. Implementing programs are referenced at the conclusion of each policy by an "I" and a number in parentheses and are described in the last subsection of the element.

PARK AND TRAIL STANDARDS

Goal

7 Enrich the quality of life in American Canyon by providing parks, trails and recreational services for all of the City's residents.

Objective

7.1 Provide park facilities to meet the needs of existing and future residents.

Policies

7.1.1 Provide a sufficient number of mini, neighborhood, community, and regional park facilities to achieve a minimum standard of 5 acres of parkland per 1,000 residents (see **Figure 7-1** and **Table 7-1** for an illustration and explanation of existing park facilities). (I 7.1)

7.1.2 Create a comprehensive, citywide Parks and Recreation Master Plan that provides specific criteria and guidelines for the siting, design, and programming of parks and recreational facilities. (I 7.4)

7.1.3 Work toward the establishment of a system of public parks interconnected by off-street trails or bicycle lanes. (I 7.1 and I 7.4)

7.1.4 Work toward the establishment of permanent baseball and softball fields in the

City to ensure their continued availability should the Little League's existing leasehold for land adjacent to the Napa Junction Elementary School expire. (I 7.4)

Objective

7.2 Develop and maintain a comprehensive and interconnected public trail system that includes bicycle, hiking, and equestrian trails.

Policies

7.2.1 Develop a comprehensive Trail Master Plan that links the wetlands and the Bay Area Ridge and Bay Trail and includes an implementation strategy, design criteria, and policies for establishing maintenance responsibilities. (I 7.7 and I 7.8)

7.2.2 Work with the cities of Vallejo and Napa and County of Napa to establish a trail connection between these areas and along the eastern shoreline of the Napa River. (I 7.32)

7.2.3 Explore the means by which ongoing maintenance for the various trail systems can be accomplished through cooperative sharing agreements with other public agencies, volunteer user groups or exclusively by private parties. (I 7.7 and I 7.32)

7.2.4 Minimize the use of walls along city trails by relying on berms and landscaping whenever possible. (I 7.7)

7.2.5 Require all large scale developments to incorporate an internal trail system with linkages to the surrounding sidewalk network. (I 7.7)

7.2.6 Link residential and commercial land uses by pedestrian trails. (I 7.7 and I 7.8)

TYPE/HIERARCHY OF TRAILS

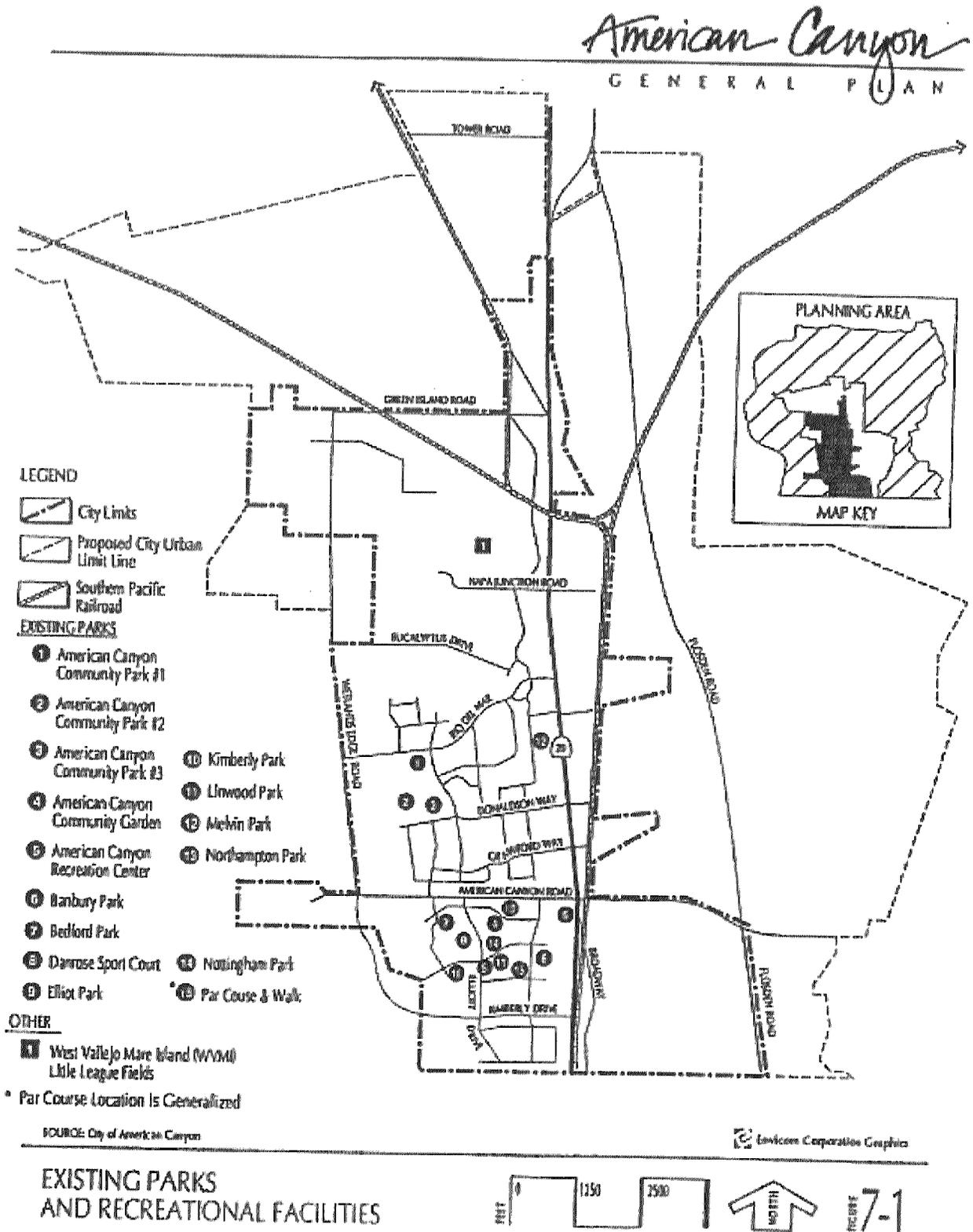
Goal

7A Provide a variety of parks and trails that serve the diverse recreational needs of American Canyon's residents and take into account the unique features of the City's natural environment.

Objective

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

General Plan Figure 7-1



Policies

7.3.1 Establish the following classifications for American Canyon's parks:

- a. Mini-Park – Mini parks are less than one acre in size and are not designed for active recreational uses. They do, however, provide passive open space and buffering from adjacent urban development and typically include elements such as walking paths and benches.
- b. Neighborhood Park – Neighborhood parks are usually two and a half to five acres in size and are primarily planned for children five to fourteen years of age. To maximize the use of the parcel, these parks are ideally located within the center of a neighborhood and sited adjacent to a school whenever possible. Recreation facilities typically provided in neighborhood parks include children's play areas (ideally equipped with a variety of play equipment for a range of users), picnic tables, and basketball courts. The service area for a neighborhood park is generally one-quarter to a one-half mile radius.
- c. Community Park – Community parks are designed to serve several neighborhoods. Community parks are planned for youths and adults and provide for a wider range of activities than the neighborhood park or playground. Community parks generally range in size from 10 to 40 acres and provide facilities for both indoor and outdoor recreational activities such as softball diamonds, basketball courts, tennis courts and community centers. The service area for a community park is typically a one- to one-and-a-half-mile radius.
- d. Regional Park – Regional parks are usually 50 acres or larger and are designed to serve both the local community in which the park is located and people from surrounding communities. Additionally, they typically include significant natural features and provide outdoor recreational facilities; such as picnicking, camping, and hiking, as well as unique programs that appeal to a broad range of interests and recreational needs. (17.4)

7.3.2 Designate status and approximate locations for the following types of trails in the Trails Master Plan:

- a. Urban Trail – Urban trails are multi-purpose pedestrian/bicycle trails that connect residential areas to regional and community parks, schools, and commercial and industrial employment areas.
- b. Rural Trail – Rural trails are multi-purpose equestrian/pedestrian/ bicycle trails that are typically unpaved and used primarily for recreational purposes. These trails often serve to link various parts of a community and sometimes provide linkages between different communities.

- c. Bicycle Right-of-Way – Bicycle rights-of-way are typically found adjacent to or on the outer edge of roads and are often integrated with urban and rural trails. They also provide additional access to recreational, educational, and commercial/industrial employment areas. (I 7.7)

PARKLAND ACQUISITION

Goal

7B Provide adequate parkland acreage in both location and quantity to meet the range of recreational needs of existing and future residents and preserve natural resources within the City of American Canyon.

Objective

7.4 Develop an integrated and cohesively designed park system that is complementary to existing and proposed development and sensitive to the natural environment.

Policies

7.4.1 Consider the following when acquiring parkland:

- The City's need for open space and recreation facilities based on current and projected open space requirements.
- The preservation of unique and valuable natural resources and the conservation of historic and cultural assets.
- The usability of proposed parklands and the ease of accessibility for future users.
- The current demands on and conditions of existing facilities.
- A balance of passive and active recreational opportunities and facilities designed to meet the existing and future needs of all user groups. (I 7.2, I 7.15, and I 7.16)

7.4.2 Limit the City's future acceptance of dedicated parkland to land that fits the character and requirements of community and/or neighborhood park areas. (I 7.4, I 7.6, and I 7.21)

7.4.3 Acquire future community and neighborhood park sites before a significant proportion of the new population to be served by the park exists. (I 7.21 and I 7.22)

7.4.4 Require that adequate development and maintenance funds are available before new parklands are acquired. (I 7.24)

7.4.5 When acquiring natural open space, such as wetlands and trail extensions, coordinate with local, regional, state and federal agencies whenever possible. (I 7.32 and I 7.33)

- 7.4.6 Pursue the acquisition of surplus federal, state, and local lands to meet present and future recreation and community service needs. (*1 7.42*)
- 7.4.7 Require that new residential subdivisions dedicate parklands within their project boundaries, unless it is the City's objective to develop a park that serves the subdivision at an alternative location as specified in the Parks and Recreation Master Plan, in which case in-lieu fees shall be provided by the developer. (*1 7.1 and 1 7.3*)
- 7.4.8 Require that new multi-family residential developments of five or more units provide recreational or open space facilities onsite and contribute fees that aid in the public development of other facilities to offset additional demands generated by their resident population. (*1 7.1 and 1 7.3*)
- 7.4.9 Require that new, large-scale commercial developments, such as the town center, provide open space facilities within the development for passive or active recreation or contribute fees for the public development of such uses. (*1 7.3 and 1 7.10*)
- 7.4.10 Cooperate with other government agencies when acquiring new parkland. (*1 7.33*)
- 7.4.11 Investigate the feasibility of transforming the American Canyon Landfill into a regional park. (*1 7.36*)
- 7.4.12 Consider the development of small public parks and nature viewing sites around the wetlands. (*1 7.4, 1 7.15, and 1 7.26*)
- 7.4.13 Encourage the development of a golf course within the City or its Sphere of Influence with reasonable access to residents. (*1 7.25*)
- 7.4.14 Explore options for acquiring a regional park trailhead that would be linked to proposed regional park facilities in Solano County. (*1 7.1 and 1 7.9*)

Objective

- 7.5 Equitably distribute future developed park sites to serve the greatest number of American Canyon residents.

Policies

- 7.5.1 Disperse park facilities and equipment; such as sports fields, basketball courts, tennis courts, swimming pools, and picnic areas; throughout the City to prevent an undue concentration at any one location. (*1 7.4*)
- 7.5.2 Locate future community and neighborhood park sites and their associated recreation facilities in accordance with the Parks and Recreation Master Plan for the City of American Canyon. (*1 7.4, 1 7.9, 1 7.21, and 1 7.22*)

Objective

- 7.6 Provide adequate funding for parkland acquisition, improvements, and programs to help ensure timely and balanced development of parks and recreation facilities in American Canyon.

Policies

- 7.6.1 Continue to implement a Quimby Ordinance³ to provide additional parkland funding through residential development. (*I 7.3 and I 7.10*)
- 7.6.2 Fund new neighborhood parks from Quimby fees in residential areas of the City. (*I 7.3*)
- 7.6.3 Grant Quimby fee waivers only when parklands in excess of five contiguous and usable acres are received and when such waivers are determined to be in the best interest of the City's residents as determined by the Mayor and City Council. (*I 7.1 and I 7.3*)
- 7.6.4 The City shall update, as needed and appropriate, the park in-lieu fee assessed to all new development. (*I 7.3*)
- 7.6.5 Provide mechanisms by which the City may accept gifts and dedications of parks, open space, and facilities. (*I 7.11*)
- 7.6.6 Consider the use of special taxes, bonds, or assessment districts for park development and maintenance. (*I 7.9*)
- 7.6.7 Seek out and aggressively pursue all forms of federal, state, county, private foundation and endowment support to assist in the acquisition, development and programming of park and recreation resources in the City of American Canyon. (*I 7.39*)
- 7.6.8 Develop an acquisition and/or financing program for the future development of parks in order to allow the City to establish a viable park and recreation system. (*I 7.9*)
- 7.6.9 Encourage the establishment of commercial recreation facilities, such as skating rinks, that provide services and facilities that could not otherwise be provided by the City. (*I 7.14 and I 7.40*)

³ A Quimby Ordinance allows a city to accumulate funds for the provision of additional parkland through a fee linked to development and/or requires developers to directly provide new parks within the community to offset the additional recreational need created by their projects.

PARK DESIGN, COMPATIBILITY AND IMPROVEMENTS

Goal

7C **Ensure that American Canyon’s parks are developed so that buildings, open-air facilities, and landscaping are unified and functionally related.**

Objective

7.7 Provide for the optimum functional and aesthetic integration of all recreational, environmental, cultural, and social elements into the planning and design of city parks.

Policies

7.7.1 Require that parks reflect the topography and environmental resources of the region. (*1 7.26*)

7.7.2 Require that parks are designed as safe places for both passive and active leisure activities. (*1 7.27 and 1 7.34*)

7.7.3 Design active parks so that they do not negatively impact adjacent residential neighborhoods. (*1 7.29*)

7.7.4 Design and improve community and neighborhood parks according to the following:

- a. locate on collector or neighborhood streets, accessible to adjacent residential neighborhoods;
- b. site uses so that they do not adversely impact adjacent residences (e.g. locate high activity, noise generating uses away from residences);
- c. provide parking so that it does not disrupt abutting residences;
- d. design for defensible space;
- e. site parks away from high noise generators (highways) and other nuisances (i.e. power lines); and
- f. incorporate park landscape that is compatible with the landscape of adjacent areas. (*1 7.4, 1 7.5, and 1 7.28*)

PARK OPERATIONS AND MAINTENANCE

Goal

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

Objective

- 7.8 Operate and maintain American Canyon's park and recreation facilities by utilizing programs that are designed for the most effective use and enhancement of park sites at the minimum possible cost.

Policies

- 7.8.1 Provide opportunities for a wide variety of recreational activities and park experiences, including active recreation such as basketball, baseball, soccer and volleyball, and passive recreation such as reading and sunbathing. (*1 7.4*)
- 7.8.2 Ensure that park facilities are not only functional, but that they are maintainable at a reasonable cost. (*1 7.4, 1 7.5, 1 7.24, and 1 7.38*)
- 7.8.3 Encourage neighborhood groups, organizations, clubs and businesses to take a greater interest and financial responsibility in the improvement of the park and recreation system in American Canyon through the donation of goods, services, and financial support. (*1 7.39*)
- 7.8.4 Promote the establishment of a volunteer services program to assist City park and recreation staff, thereby stimulating more direct community involvement and reducing future staffing costs. (*1 7.14 and 1 7.40*)
- 7.8.5 The City shall periodically review its parks and recreation fee structure to make sure it is meeting established objectives. (*1 7.3*)
- 7.8.6 Establish that a prime measure of success in the future design and programming of community/regional park facilities is the ability of the park investment to generate revenues that help the City recover requisite operational and maintenance costs. Revenue may be generated by employing user fees and/or establishing vending operations or educational programs. (*1 7.4, 1 7.17, and 1 7.40*)
- 7.8.7 Restrict and control nighttime park use if adjacent residences are adversely affected by park related noise. (*1 7.28 and 1 7.34*)
- 7.8.8 Rehabilitate existing American Canyon parks based on such measures as increased public access, lower maintenance costs and increased service delivery. (*1 7.4, 1 7.5, and 1 7.20*)

Objective

- 7.9 Foster cooperation between public and quasi-public agencies in regards to existing land resources and recreational facilities.

Policies

- 7.9.1 Continue to implement existing joint use agreements between the City and public agencies (e.g. school district) and seek out new opportunities to share established park and recreation resources for the common benefit of American Canyon residents. (*17.4 and 17.31*)
- 7.9.2 Expand recreational opportunities in American Canyon by developing a community park in concert with a new middle school that may include a gymnasium, pool and other facilities, thereby providing for the joint use of this recreational facility. (*17.4 and 17.41*)

RECREATIONAL PROGRAMMING

Goal

- 7E Develop park programming that provides a variety of active and passive activities for American Canyon's residents.**

Objective

- 7.10 Increase the community's use of recreational spaces and encourage the creation of recreational opportunities unique to American Canyon that will contribute to tourism and economic development as well as local pride and community spirit.

Policies

- 7.10.1 Determine the extent to which the recreational needs of American Canyon residents are being met by the City's facilities and programs. (*17.37*)
- 7.10.2 Encourage opportunities in American Canyon parks for participation in outdoor-oriented athletic sports, thereby increasing public involvement and enjoyment of these activities. (*17.13*)
- 7.10.3 Establish programs, activities and park facilities that help "mainstream" the specialized needs of children, the elderly, and the physically challenged into the daily provision of public recreation services and leisure opportunities in American Canyon. (*17.12 and 17.37*)
- 7.10.4 Combine park sites that contain significant natural features with recreational learning opportunities wherever possible. For example, the City could establish a natural resources learning center near the Napa River Wetlands, as called for in Implementation Program 1 8.52 of the **Natural and Historic/Cultural Resources Element**. (*17.19, 17.30, and 17.43*)
- 7.10.5 Incorporate day care and elder care centers into city parks where appropriate. (*17.23*)

- 7.10.6 The City should recognize and support the efforts of local groups and organizations that are providing recreational opportunities for youth. (I 7.35)

Objective

- 7.11 Incorporate recreational features and facilities that are responsive to the preferences of American Canyon’s resident population.

Policies

- 7.11.1 Develop parks that respond to the recreational preferences of those living within their proposed service areas. (I 7.6 and I 7.37)
- 7.11.2 Provide a variety of desirable amenities within recreation areas so as to accommodate persons of varying ages and people who have different leisure time interests. (I 7.13 and I 7.18)

IMPLEMENTATION PROGRAMS

The following programs implement the parks and recreation policies contained in the preceding subsection of this element. The capital “I” and number preceding each program are referenced by the policies that they implement.

Codes/Ordinances

- I 7.1 Maintain and update, as necessary, Development Code requirements (in conjunction with the development of the subdivision or zoning ordinance) to ensure that proposed residential developments provide land for public parks and recreational facilities at a ratio of five acres of parkland for every 1,000 residents.

Responsibility: City of American Canyon City Council
Funding Source: City of American Canyon General Fund
Schedule: Within 12 months of the General Plan’s adoption

- I 7.2 Update acreage and park facility requirements periodically to ensure that needs and demands are being met.

Responsibility: City of American Canyon Planning Department
Funding Source: City of American Canyon General Fund and/or any other available funding sources approved by the City
Schedule: Ongoing, as funding is available

- I 7.3 The City shall maintain the use of the Quimby Act, in-lieu fees, and developer contributions as the primary means of parks and recreation funding. As necessary, these shall be adjusted within the limits established by law. Fees shall be imposed on commercial development to the extent that direct impacts can be defined or as a condition of density or use “bonuses.” At least once every three years, the City shall evaluate whether or not the fees are adequate to support parkland programming, acquisition, and improvement goals.

Responsibility: City of American Canyon Public Works Department
Funding Source: City of American Canyon General Fund and/or Park in-lieu fees collected from development in accordance with nexus legislation
Schedule: At least once every three years

I 7.4 The City shall prepare a Parks and Recreation Master Plan that will address the following:

- current, five-year, ten-year, and twenty-year recreational needs;
- park development and design standards, including:
 - type and size (mini, neighborhood, community, and regional parks);
 - location and the equitable distribution of parks;
 - relationship to adjacent properties and community facilities;
 - provision and design of recreational facilities;
 - landscaping;
 - energy and water conservation;
 - maintenance standards, etc.;
- joint use and/or development agreements;
- park improvements, including:
 - existing sites to be improved or expanded;
 - locations for future park acquisition by type of park;
 - facilities and programs to be provided at each site;
- individual park master plans, as described in Implementation Program I 7.5;
- the timing and phasing of park acquisition and improvements;
- costs for parks acquisition and improvements, including funding sources; and
- implementation priorities.

Responsibility: City of American Canyon Public Works Department and City Council
Funding Source: City of American Canyon General Fund
Schedule: Within 18 months of the General Plan's adoption

I 7.5 The City shall prepare master plans for each park and recreation open space element. These plans shall incorporate the elements discussed in the Citywide Parks and Recreation Master Plan, with particular emphasis placed on the location of outdoor and indoor facilities, such as athletic fields, basketball courts, swimming pools, passive recreation elements (e.g., park benches and picnic facilities), and public parking. Landscape and irrigation plans as well as "transition measures" utilized between the park and adjacent land uses will also be incorporated into these plans. Furthermore, the design of each park shall reflect and be sensitive to the natural characteristics of the site, including topography, drainage, vegetation, and environmental habitat. Local community groups shall be involved in the preparation of each plan.

Responsibility: City of American Canyon Public Works Department
Funding Source: City of American Canyon General Fund
Schedule: Ongoing, as required

I 7.6 The City shall periodically update the Parks and Recreation Master Plan and the Trails Master Plan to ensure that existing facilities meet the needs of the City as it changes and grows.

Responsibility: City of American Canyon Public Works Department
Funding Source: City of American Canyon General Fund, development fees, and/or other available funding sources approved by the City
Schedule: Every five (5) years, as needed or as funding permits

I 7.7 The City shall prepare a Trails Master Plan that will address the following:

- trail development and design standards, including:
 - location;
 - construction standards;
 - relationship to adjacent land uses (particularly housing);
 - ability of trail to link different parts of the community;
 - requirements for large scale developments to incorporate trail networks into their interior circulation systems;
- joint maintenance agreements;

- the timing and phasing of trail acquisitions and improvements;
- costs for trail acquisition and improvements, including funding sources; and
- implementation priorities.

Responsibility: City of American Canyon Public Works and Planning Departments and City Council
Funding Source: City of American Canyon General Fund
Schedule: Within 18 months of the General Plan's adoption

17.8 The City shall continue to work with the Bay Area Ridge Trail Council to establish a 400 mile regional, multi-use trail consistent with the BARTC's trail planning criteria. The Ridge Trail will traverse the ridge tops surrounding San Francisco Bay, connecting the Bay Area's parks and open spaces, serving the citizens of each community through which it passes. Within the American Canyon Urban Limit Line, the City shall work with the BARTC to facilitate a trail connection from the American Canyon community to the Bay Area Ridge Trail along the Napa-Solano border and connecting to the Lynch Canyon Open Space area in Solano County.

Responsibility: City of American Canyon Public Works and Planning Departments and City Council
Funding Source: City of American Canyon General Fund
Schedule: Within 18 months of the General Plan's adoption

17.9 Establish and implement a parkland acquisition program, independent of development driven parkland acquisition activities, to meet current and future park and recreation needs. Such a program shall:

- a. Identify potential park sites by monitoring real estate activity in the city. When a site is on the market, the City should consider its appropriateness for use as a mini-park or, if contiguous with existing parks, as an extension of that park. Consideration should be given to the following:
 - (1) configuration and usability for parkland;
 - (2) costs of acquisition and improvements;
 - (3) availability of revenue;
 - (4) compatibility with adjacent uses;
 - (5) loss of housing units;
 - (6) significance of existing structures as architectural or historic resources; and
 - (7) site accessibility.

Public hearings shall be conducted when a site is being considered for park use.

- b. Establish a trust fund to pay for the acquisition and development of new parks with the funds being derived from the following sources:
 - (1) General revenue funds;
 - (2) Tax increment fund (in Redevelopment Project Areas);
 - (3) Developer assessments (through use of the Quimby Ordinance and exactions of commercial developments);
 - (4) Business or fund-raising contributions;
 - (5) Mello-Roos Community Facilities Act;⁴
 - (6) Special taxes;⁵
 - (7) Benefit assessment districts;⁶
 - (8) Facilities bonding; and
 - (9) State and Federal grants or loans.
- c. Utilize the funds to acquire and develop sites identified above and/or historically and architecturally significant structures adjacent to parks that can be adaptively reused for public facilities.

Responsibility: City of American Canyon Planning and Public Works Departments
Funding Source: City of American Canyon General Fund
Schedule: Within 12 months of the General Plan's adoption

- I 7.10 Include a requirement in the new Zoning Ordinance that all development projects provide onsite, pedestrian-oriented open space facilities or pay in-lieu fees for similar facilities sited nearby.
Responsibility: City Planning Department and City Council

⁴ The Mello-Roos Community Facilities Act of 1982 authorizes local governments to levy special taxes within newly created Community Facilities Districts. The Act also authorizes local governments to issue bonds backed by these special taxes. Funds may be used to pay for capital facilities, including parks. Community Facilities Districts are established by a two-thirds vote of the residents of the proposed district.

⁵ Special taxes are taxes collected and earmarked for a special purpose, such as a particular kind of service or facility, rather than being deposited in the general fund. For capital acquisition, such as parkland, the Mello-Roos Act (see Ch.9a1.3) provides the most practical way to levy a special tax. Under Proposition 13, the levy of a special tax requires support from two-thirds of the effected voters.

⁶ Special assessments are levied for local improvements that directly benefit specific real property, against the property owners who benefit from those improvements. Special assessments are not taxes and do not require a two-thirds vote of the electorate, as do special taxes.

Funding Source: City of American Canyon General Fund
Schedule: Within 12 months of the General Plan's adoption

- 17.11 As an incentive for obtaining additional funding for park improvements, devise mechanisms for receiving tax deductible contributions, which may include the donation of equipment and facilities.

Responsibility: City of American Canyon Public Works Department
Funding Source: City of American Canyon General Fund
Schedule: Within 24 months of the General Plan's adoption

- 17.12 Provide barrier-free access to all American Canyon facilities as mandated by the Americans with Disabilities Act.

Responsibility: City of American Canyon Public Works Department.
Funding Source: City of American Canyon General Fund and/or application fees
Schedule: Ongoing, as project applications are submitted

PARK DEVELOPMENT GUIDELINES

- 17.13 Provide an appropriate number and variety of sports fields and other recreational amenities in American Canyon Parks to meet the needs/demands of the community.

Responsibility: City of American Canyon Department of Public Works and Planning Department
Funding Source: Planning and Design: City of American Canyon General Fund, redevelopment tax increment revenue and/or development application fees
Construction/Implementation: development conditions or fees, redevelopment tax increment revenue, and/or Mello-Roos, or other assessment district
Schedule: Ongoing or as funding permits

- 17.14 Develop planning guidelines or incentives that encourage industrial and office park developments to provide athletic clubs and other applicable outdoor recreation or open space facilities specifically targeted toward their day use working population base.

- Responsibility:** City of American Canyon Planning Department
Funding Source: City of American Canyon General Fund and/or development application fees
Schedule: Within 24 months of the General Plan's adoption, or as funding permits.
- I 7.15 Emphasize the protection, enhancement and sensitive development of park and open space areas that possess great scenic, environmental, historic, and cultural values.
- Responsibility:** City of American Canyon Planning and Public Works Departments
Funding Source: City of American Canyon General Fund and/or development application fees
Schedule: Ongoing as project applications are submitted
- I 7.16 Ensure that park sites have numerous access points to various roads, paths and trails.
- Responsibility:** City of American Canyon Public Works Department
Funding Source: City of American Canyon General Fund and/or development application fees
Schedule: Ongoing as project applications are submitted
- I 7.17 The City shall conduct a cost/benefit analysis prior to acquiring any new parklands.
- Responsibility:** City of American Canyon Finance Department
Funding Source: City of American Canyon General Fund and/or development application fees
Schedule: As new parkland acquisitions are proposed
- I 7.18 Balance the distribution of active and passive spaces in the City's parks.
- Responsibility:** City of American Canyon Planning and Public Works Departments
Funding Source: City of American Canyon General Fund and/or application fees
Schedule: Ongoing as parks are developed
- I 7.19 Use the standards, criteria and park classification system established in the Parks and Recreation Master Plan when determining the proper location for and development character of educational facilities and/or programs within the citywide park system.
- Responsibility:** City of American Canyon Planning Department

- Funding Source:** City of American Canyon General Fund and/or application fees
Schedule: Ongoing, as funding is available
- I 7.20 Implement park rehabilitation and restoration recommendations emphasized in the Parks and Recreation Master Plan.
- Responsibility:** City of American Canyon Public Works Department
Funding Source: Planning and Design: City of American Canyon General Fund, redevelopment tax increment revenue, and/or development application fees
 Construction/Implementation: development conditions or fees, redevelopment tax increment revenue, and/or Mello-Roos or other assessment district
Schedule: Ongoing, as funding permits
- I 7.21 Future park sites should adhere to the sequence set forth in the Implementation and Prioritization section of the Parks and Recreation Master Plan, applicable specific plans and/or development agreements.
- Responsibility:** City of American Canyon Planning and Public Works Departments
Funding Source: City of American Canyon General Fund development condition or fees, and/or other available funding sources approved by the City
Schedule: Ongoing, as funding is available
- I 7.22 Development of new neighborhood and community parks shall be considered essential public improvements. Furthermore, they shall be constructed in the same sequence as the initial construction of roads and utility systems serving new residential areas of the City.
- Responsibility:** City of American Canyon Planning and Public Works Departments
Funding Source: City of American Canyon General Fund development condition or fees, and/or other available funding sources approved by the City
Schedule: Ongoing, as funding is available
- I 7.23 The City shall incorporate day care and elder care centers into parks that are considered appropriate locations for such facilities. These centers shall be sited according to need, accessibility, cost considerations and design constraints in addition to any other factors deemed important.
- Responsibility:** City of American Canyon Planning and Public Works Departments

- Funding Source:** City of American Canyon General Fund
Schedule: As funding permits
- I 7.24 The City shall ensure that sufficient maintenance, development and staffing funds are both available and earmarked for new parkland before it is acquired.
- Responsibility:** City of American Canyon Planning and Public Works Departments
Funding Source: City of American Canyon General Fund
Schedule: As funding permits
- I 7.25 The City shall encourage the development of a golf course within the City and its Sphere of Influence by working with the development community and property owners.
- Responsibility:** City of American Canyon Planning Department
Funding Source: City of American Canyon General Fund
Schedule: Ongoing, until project is underway
- I 7.26 The design of new parks and the renovation of existing parks shall adhere to the policies and guidelines established in the Aesthetic and Biological Resources sections of the **Natural and Historic/Cultural Resources Element**.
- Responsibility:** City of American Canyon Planning and Public Works Departments
Funding Source: City of American Canyon General Fund
Schedule: Ongoing
- I 7.27 The City shall incorporate design features such as adequate lighting and state of the art playground equipment to make American Canyon's parks as safe as possible.
- Responsibility:** City of American Canyon Public Works Department
Funding Source: City of American Canyon General Fund
Schedule: Ongoing
- I 7.28 Establish standards for a park defensible space ordinance (i.e. physical design characteristics that minimize criminal activity) and coordinate with the Sheriff's Department to ensure design review of park development plans.
- Responsibility:** City of American Canyon Planning and Public Works Departments
Funding Source: City of American Canyon General Fund
Schedule: Within 18 months of the General Plan's adoption

17.29 Parks shall be designed so that active uses are buffered or set back from adjacent residential uses.

Responsibility: City of American Canyon Public Works Department
Funding Source: City of American Canyon General Fund
Schedule: Ongoing

AGENCY AND PUBLIC/PRIVATE COOPERATION

17.30 Work with other local and regional government entities to evaluate the feasibility of establishing a nature center and/or other such educational/recreational amenities in American Canyon.

Responsibility: City of American Canyon Planning Department
Funding Source: State and Federal grants, special assessment fees and/or general fund
Schedule: As funding permits

17.31 Improve and modify the existing joint use facility agreements with school districts and other agencies to allow for the enhanced use of public facilities for the various joint use proposals contained in the Parks and Recreation Master Plan.

Responsibility: City of American Canyon Planning and Public Works Departments
Funding Source: City of American Canyon General Fund and/or development application fees
Schedule: Ongoing, as funding is available

17.32 Coordinate with the appropriate local, county and state agencies to ensure the proper protection, maintenance, and/or enhancement of the City's open space and recreational resources.

Responsibility: City of American Canyon Planning Department
Funding Source: City of American Canyon General Fund and/or development application fees
Schedule: Ongoing, as funding is available

17.33 The City shall coordinate its park acquisition activities with other government agencies.

Responsibility: City of American Canyon Planning Department in cooperation with Napa County, state government agencies and other local governments
Funding Source: City of American Canyon General Fund
Schedule: Ongoing, as required

I 7.34 Continue and enhance cooperation between the Director of Public Works and the Sheriff's Department regarding park and trail safety.

Responsibility: City of American Canyon Planning and Public Works Departments in cooperation with the Napa County Sheriff's Department

Funding Source: City of American Canyon General Fund

Schedule: Ongoing

I 7.35 Cooperate with organizations and/or groups that provide recreational opportunities for American Canyon's young people (e.g. the Boys and Girls Club, YMCA, etc.) to ensure that the widest array of services are provided within the City.

Responsibility: City of American Canyon Planning Department

Funding Source: City of American Canyon General Fund

Schedule: Ongoing

DATA COMPILATION AND SPECIAL STUDIES

I 7.36 The City shall undertake a study as part of the Parks and Recreation Master Plan that investigates the feasibility of transforming the American Canyon Landfill into a Regional Park.

Responsibility: City of American Canyon Planning and Public Works Departments in cooperation with South County Waste Management Authority and other appropriate government agencies

Funding Source: City of American Canyon General Fund

Schedule: Within 18 months of the General Plan's adoption

I 7.37 Conduct a parks and recreation user survey to provide direction for future parks and recreation policy development. In addition to evaluating the desirability of various existing and proposed services and facilities, this survey should address such issues as the need for providing after school and summer recreation programs for children, and the degree to which programs for the elderly and the physically challenged need to be expanded or created.

Responsibility: City of American Canyon Planning or Public Works Department

Funding Source: City of American Canyon General Fund and/or development application fees

Schedule: Within 24 months of the General Plan's adoption or as funding permits

- I 7.38 Conduct a periodic in-house review and evaluation of park facilities in order to achieve the most efficient use of park operation and maintenance funds.
- Responsibility:** City of American Canyon Planning and Public Works Departments
Funding Source: City of American Canyon General Fund and/or development application fees
Schedule: Annually, or as funding is available
- I 7.39 Consider establishing a non-profit foundation to solicit private organizations to sponsor public recreation activities, supply equipment and uniforms, donate facilities in parks, etc., and to act as a vehicle to provide clear tax advantages to donors and contributors of funds and resources.
- Responsibility:** City of American Canyon
Funding Source: City of American Canyon General Fund and/or development application fees
Schedule: Within five years of the General Plan's adoption, or as funding permits
- I 7.40 Identify those prime park sites and proposed recreation facilities that can be better operated by private investors/operators, and solicit proposals from qualified entities for development and management thereof.
- Responsibility:** City of American Canyon Planning, Public Works, and Finance Departments
Funding Source: City of American Canyon General Fund development condition or fees, and/or other available funding sources approved by the City
Schedule: As necessary, or when funding is available
- I 7.41 The City shall conduct a Parks and Recreation Master Plan Special Study in cooperation with the Napa County School Board, in order to determine the appropriate location for a pool and/or gymnasium that can be shared by a new middle school.
- Responsibility:** City of American Canyon Planning and Public Works Departments
Funding Source: City of American Canyon General Fund
Schedule: Within 24 months of the General Plan's adoption
- I 7.42 The City shall maintain an inventory of surplus state, county and local land that exists within the City and its Planning Area and, as funding is available, purchase and acquire those parcels that are appropriate for recreational purposes. When purchase is not possible, consider the negotiation of long-term lease agreements to provide park and recreational facilities.

Responsibility: City of American Canyon Planning and Public Works Departments
Funding Source: City of American Canyon General Fund
Schedule: Within 24 months of the General Plan's adoption

EDUCATION

17.43 Establish cooperative, interpretive, historical and environmental education programs utilizing various natural and cultural resources found in American Canyon.

Responsibility: City of American Canyon Planning Department in cooperation with the Napa County School District
Funding Source: City of American Canyon General Fund and/or development application fees
Schedule: Within five years of the General Plan's adoption or as funding permits

Related Policies from Other Sections of the General Plan

In addition to the Parks and Recreation Element, there are policies and information pertaining to parks and recreation facilities included in other sections of the General Plan. Excerpts are as follows:

The General Plan states that distinct neighborhoods and districts should be interlinked to convey the sense of a cohesive city. This may be accomplished by the use of unifying visual elements and pedestrian and bicycle paths. In addition, key open spaces will be linked with one another by continuous green belts incorporating pedestrian and biking trails along natural drainages and utility easements. This will facilitate open space and recreational access for residents.

Policy 1.1.5 Provide adequate open space and recreational facilities to ensure quality environment for American Canyon's residents.

Policy 1.4.4 Establish the following as the principal centers of community activity and identity in American Canyon (I. Community Schools and Parks to be distributed throughout the Residential Communities, including a new middle school at American Canyon Community Park.)

Policy 1.11.8 Require that any lands proposed for dedication to the City (parks, schools, etc.) be usable and appropriate for the intended use and a source of funds to maintain the area be confirmed to ensure that inappropriate costs are not shifted to the City.

Policy 1.12.1 Accommodate the development of parks, schools, libraries, community meeting facilities, religious facilities, and similar community – serving uses in all residential areas, provided that they are compatible with the intended residential function and subject to City review and approval.

It should be noted the General Plan also called for a comprehensive, citywide Parks and Recreation Master Plan to be created.

EXHIBIT “B”

CITY MUNICIPAL CODE SECTIONS RELATED TO PARKS AND RECREATION

The purpose of Municipal Code Chapter 15.08, entitled Park and Civic Facilities Development Impact Fees, is to establish development impact fees for parks and civic facilities fees to defray the actual cost of constructing improvements to mitigate impacts resulting from new development.

Chapter 18.44, entitled Land Dedicated for Park and Recreation Purposes, focuses on the dedication of land, the relationship of land required to population density, population density determination, in lieu fee for developments not required to provide land, and dedication procedures. The Chapter spells out the process for determining whether a developer must dedicate land or pay the in lieu fee.

Chapter 2.29 of the Municipal Code established the Parks and Community Services Commission to serve in an advisory capacity to the Community Services Department and the City Council. The Code states that the functions, powers and duties of the Parks and Community Services Commission shall include review of issues referred to the Commission by the City Council, the City Manager, the Community Services Department, or residents or organizations of the City; to provide advice, comment and make recommendations regarding such issues as requested; to organize or facilitate community benefit activities or functions; and other duties as assigned by the City Council.

On September 1, 2005, City Council passed Resolution 2005-83. The Resolution states that the City supports efforts to preserve and enhance open space in and around American Canyon and established an Open Space Advisory Committee pursuant to the American Canyon Municipal Code Chapter 2.28 (Boards and Commissions Generally).

EXHIBIT "C"

MAP

AMERICAN CANYON PARKS



EXHIBIT "C"

CITY OF AMERICAN CANYON

PARKS, RECREATION FACILITIES and TRAIL AREAS

APRIL 2012

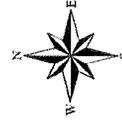
Legend

American Canyon Parks

Type

- Park
- Potential
- Recreation Facility
- City Limits

1:20,000



Map Images: April 10, 2012
AC GIS: Map Images - 10 April 2012

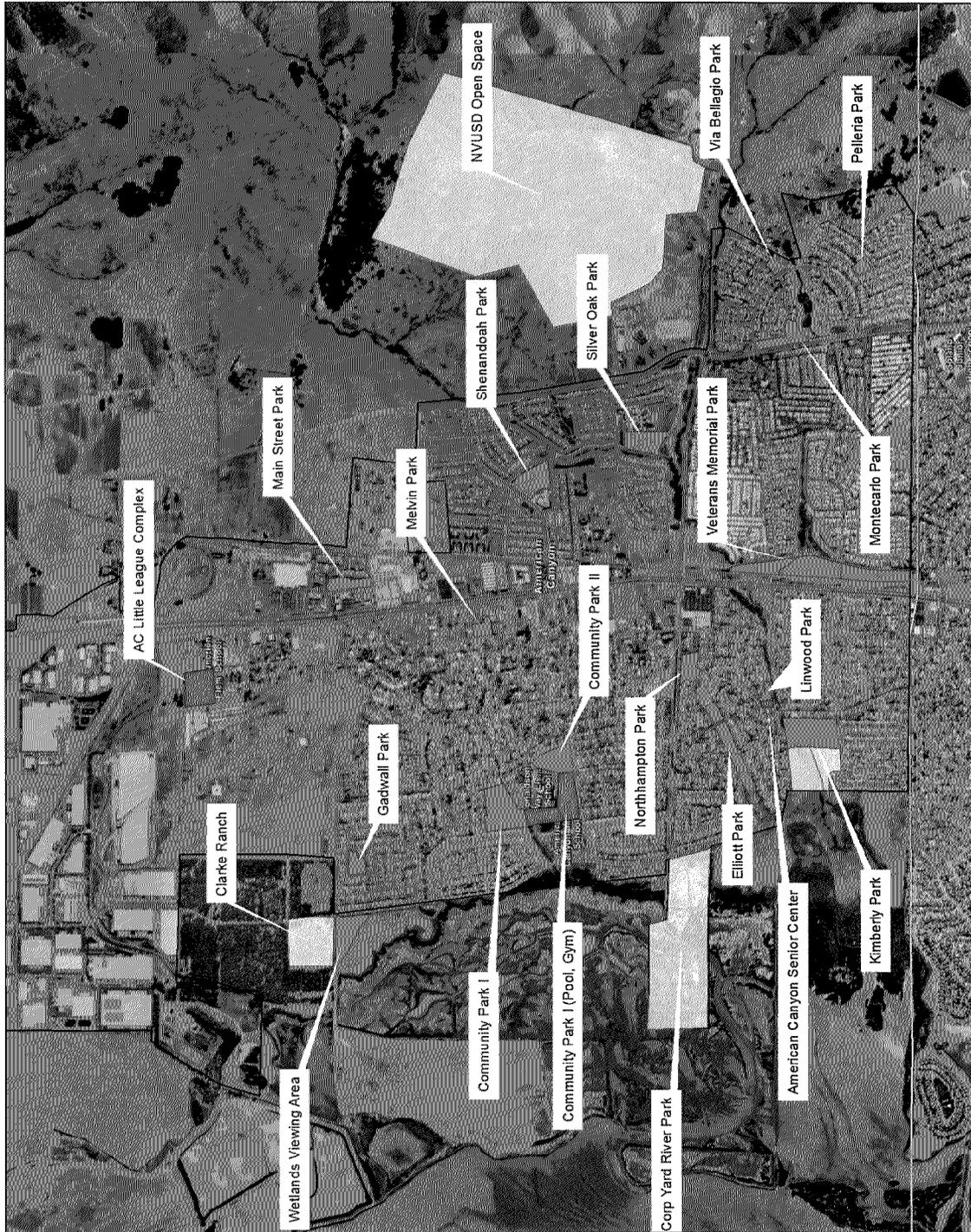


EXHIBIT "D"

MAP

**DISTANCE FROM
AMERICAN CANYON PARKS
½ MILE RADIUS**



EXHIBIT "D"

CITY OF AMERICAN CANYON DISTANCE FROM CITY PARKS ONE-HALF MILE RADIUS

APRIL 2012

Legend
Half Mile Radius
Type

	.5 mile buffer
	Park
	City Limits

1:31,128



Map Created in ArcGIS 10 - State Plane NAD83.
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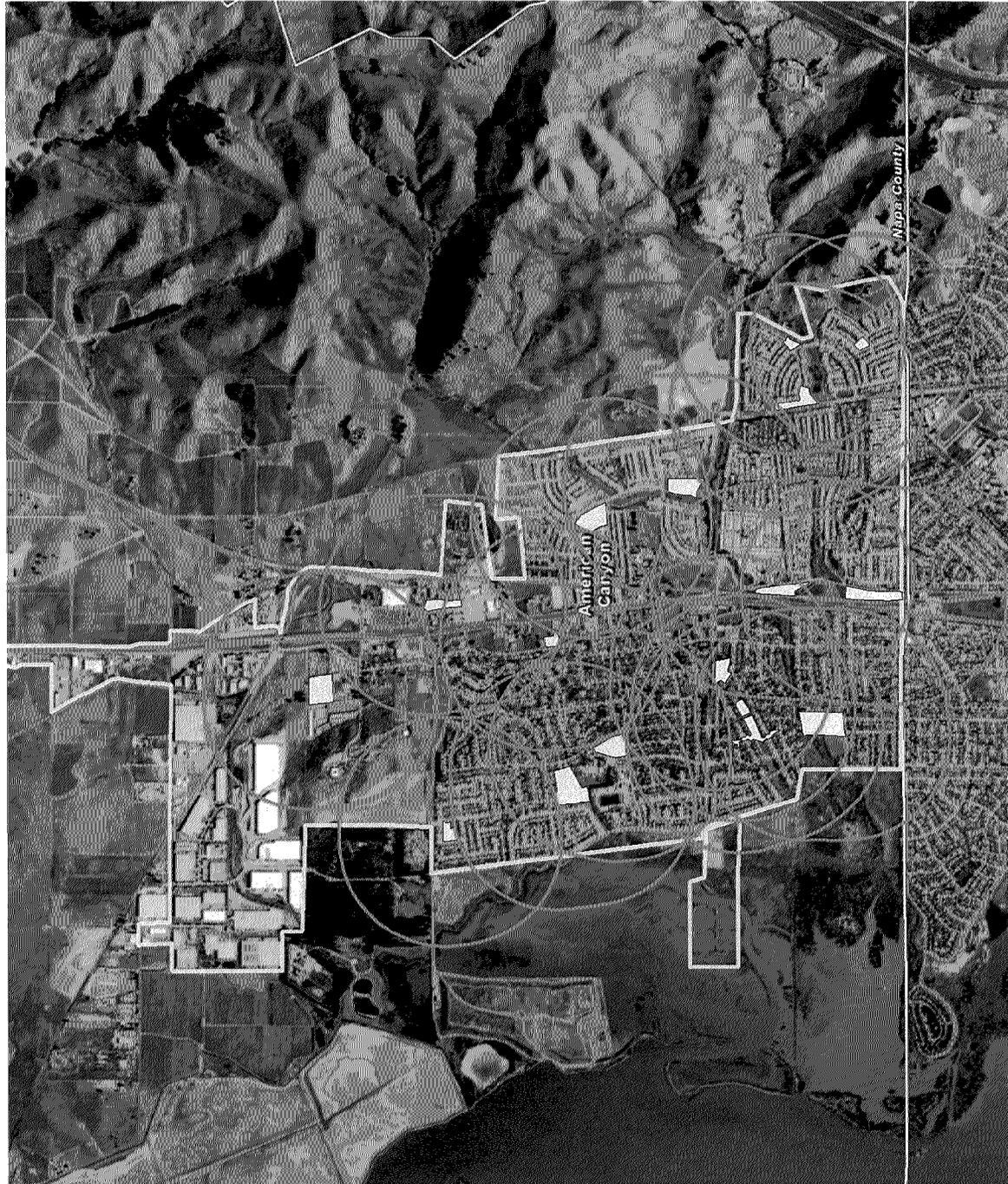


EXHIBIT "E"

PARK AND LANDSCAPE MAINTENANCE STANDARD

CITY OF AMERICAN CANYON

**PARKS AND LANDSCAPING
MAINTENANCE STANDARDS**

I. PARKS AND LANDSCAPING: GENERAL STANDARDS

A. Grounds

1. Grounds are mowed and trimmed.
2. Park is free of litter, debris, and hazards.
3. Parking lots are clean and striped (if applicable).

B. Turf

1. Turf has a healthy dense stand of grass and coverage is no less than 85% of the playable area.
2. Appropriate turf for type of park.
3. Play area has a uniform surface.
4. Turf is mowed at the appropriate height for the type of turf used, the season, and the type of field use, with the appropriate type and size mower.
5. Turf is free of any litter or debris.
6. Turf shall be edged bi-weekly or as needed, edging shall be done with solid blade edgers.
7. Chemical edging may be used around trees, shrubs signs, light poles and valve boxes. Extreme caution must be used while chemically edging.

C. Ornamental Plants

1. Plants are healthy.
2. Plant beds are free of litter, debris, and weeds.
3. Plant selection is appropriate for season and area usage.
4. Plants are maintained in accordance with approved methods as defined by "Sunset Western Garden Book".
5. Replacement plants are from city approved plant list.

D. Trees

1. Trees are healthy
2. Tree rings do not exceed drip line
3. Lower limbs over paths must be above seven feet
4. Suckers are removed in accordance with ASA practices and *ARE NOT TO BE TREATED WITH HERBICIDES.*
5. All pruning shall be done in accordance with ASA practices
6. Mulch shall not exceed 3" in depth and shall not contact trunk.
7. Weed eating tree rings shall be done with extreme caution, staying at minimum six inches from trunk.

E. Irrigation (turf)

1. Irrigation system is operational with complete uniform coverage.
2. System is free of leaks.
3. Heads are installed according to intended use.
4. Heads are properly adjusted with rotations and arcs set to reduce water run off.
5. Systems are set to run at specific times to minimize water evaporation and waste.
6. Compliance with State ordinances regarding reclaimed water use will be documented.

F. Irrigation (landscape)

1. Irrigation system is fully operational with complete uniform coverage.
2. System is free of leaks.
3. Heads are installed according to intended use.
4. Heads are properly adjusted with rotations and arcs set to reduce water run off.
5. Systems are set to run at specific times to minimized water evaporation and waste.
6. Compliance with state ordinances regarding reclaimed water use will be documented.

G. Pest Control

1. All pest control shall be done in accordance with California Department of Agriculture rules and regulations.
2. An effort will be made to use least toxic methods and Integrated Pest Management will be considered.

H. Signage

1. Park identification signs are secure and properly installed in a noticeable location.
2. Handicap parking signs are secure, visible, and to code.
3. Park rules signs are secure and in a noticeable location.
4. Restroom signs are secure and visible.
5. Signs are clean, painted, and free of protrusions.

I. Walkways

1. Walkways have a uniform surface, are level with the ground, and free of trip hazards.
2. Walkways are free of litter and debris.
3. Walkways meet the Americans with Disabilities Act requirements.
4. Walkways have unobstructed accessibility, i.e. free from low and protruding limbs, guide wires, etc.
5. Walkways are neatly edged.
6. Walkways are clear of weeds and grass growth in cracks and expansion joints.

J. Trash Receptacles

1. Receptacles are clean and free of graffiti.
2. Receptacles are free of damage or missing parts.
3. Hardware for receptacles is intact.
4. Concrete receptacles are intact and free of cracks or damage.
5. Roll-off containers and dumpsters are placed in less intrusive areas.
6. Area around trash receptacles is clean and free of trash, debris and weeds.
7. Area around roll-off containers and dumpsters is clean and free of trash and debris.

K. Fencing

Ornamental Steel Fencing

1. Hardware is intact.
2. Fences are properly installed and anchored.
3. Support rails are properly connected and straight.
4. Bolts or screws are flush with the surface with no exposed sharp points.
5. Fencing is free of rust and properly painted.
6. Fence is straight with no excessive bends.
7. Gates and latches are operational.

Chain Link Fencing

1. Fencing material is galvanized chain link and is the appropriate gauge wire for specified use.
2. Hardware is intact.
3. Fences are properly installed and anchored.
4. Support rails are properly connected and straight.
5. Bolts or screws are flush with the surface with no exposed sharp points.
6. Fencing is free of holes and protrusions.
7. Fabric is straight and free of bending or sagging.

Wood Fencing

1. Fences are intact, structurally sound, and free of deterioration.
2. Nails, bolts, or screws are flush with the surface with no exposed sharp points.
3. Fences have no excessive cracks or splintering.

L. Lights

1. 90% of security and facility lights are operational.
2. Electrical systems and components are operational and in compliance with appropriate building codes.
3. No electrical conducting wires are exposed.
4. Electrical components are operational, properly installed, and secured.
5. Ballast boxes and components are properly installed and secured.
6. Lights provide uniform coverage on facilities and fixtures are adjusted to eliminate dark or blind areas.

M. Bridges

1. Bridges have a uniform surface and are free of trip hazards.
2. Lumber is structurally sound, free of cracking, deterioration, and splintering.
3. Bridges comply with the Americans with Disabilities Act requirements.
4. Bridges have handrails intact and handrails are properly installed and anchored.
5. Bridges are free of litter, graffiti and debris.

N. Drinking Fountains

1. Fountains are accessible and operational. The water pressure shall be adjusted so the spout will provide a flow of water at least 4 inches high, but not shoot beyond the basin.
2. Fountains are in appropriate locations.
3. Fountains are in compliance with the Americans with Disabilities Act.
4. Fountains are installed on solid surfaces and free of standing water and debris.

II. PAVILIONS, SHELTERS & PICNIC AREAS

A. Pavilions

1. Pavilions comply with the Americans with Disabilities Act requirements.
2. Pavilions are clean, sanitary, and free of graffiti.
3. If applicable, electrical outlets and lights are operational and in good condition and comply with current building codes.
4. Pavilions are structurally sound, cleanly painted with no rotten lumber or rusted metal and no loose siding or loose shingles.
8. Water faucet and hose bib connections are operational.
9. Signage with reservation information is in a noticeable location.
10. Pavilion grounds are mowed, trimmed, and free of litter, debris and hazards.
11. Vegetation around pavilions is trimmed back to reduce hazards and does not impede entry and regress.

B. Shelters

1. Shelters comply with the Americans with Disabilities Act requirements.
2. Shelters are clean, sanitary, and free of graffiti.
3. Lights and electrical outlets are operational and comply with current building codes.
4. Shelters are structurally sound, cleanly painted with no rotten lumber or rusted metal and no loose siding or loose shingles.
5. Water faucets and hose bibs are operational.
6. Signage with reservation and rules information and emergency telephone numbers is in a noticeable location.
7. Grounds around shelters are mowed and trimmed and free of litter, debris, and hazards.
8. Vegetation around shelters is trimmed back to reduce hazards and does not impede entry and regress.

C. Tables

1. Tables are clean, free of rust, mildew, and graffiti.
2. Table hardware is intact.
3. Table frames are intact and slats are properly secured.
4. Table seats and tops are smooth with no protrusions and have no exposed sharp edges or pointed corners.

D. Grills

1. Grills are operational and free of rust and metal deterioration.
2. Grills are clean and free of grease build-up.
3. Grill racks are operational and secure to main body.
4. Grills are properly anchored to reduce hazards and theft.
5. Underbrush, low limbs, and debris are cleared away from grill area to reduce possible fire hazard.

E. Trash Receptacles

1. Receptacles are clean and free of graffiti.
2. Receptacles are free of damage or missing parts.
3. Hardware for receptacles is intact.
4. Concrete receptacles are intact and free of cracks or damage.

5. Roll-off containers and dumpsters are placed in less intrusive areas.
6. Area around trash receptacles is clean and free of trash, debris and weeds.
7. Area around roll-off containers and dumpsters is clean and free of trash and debris.

F. Restrooms/Portables

1. Restrooms are clean, sanitary, and properly stocked with paper products.
2. Lights and ventilation systems are operational.
3. Toilets, water faucets, stall doors, and hand air dryers are operational.
4. Restrooms are free of graffiti.
5. Restroom doors are properly marked according to gender.
6. Restrooms have clean trash receptacles.
7. Restroom doors and locks are operational.
8. Restrooms are in compliance with the Americans with Disabilities Act.

III. PLAYGROUNDS

A. Play Equipment

1. Play equipment and surrounding play areas meet ASTM and National Playground Safety Institute standards.
2. Play equipment and hardware is intact.
3. Play equipment is free of graffiti.
4. Age appropriateness for the play equipment is noted with proper signage.
6. Playgrounds will be visually inspected weekly; documented inspections will be on a bi-weekly basis.

B. Surfacing

1. Fall surface is clean, level, and free of litter and debris.
2. Fall surface meets ASTM and National Playground Safety Institute standards.
3. Fall surface is well drained.
4. Rubber cushion surfaces are free of holes and tears.
5. Rubber cushion surfaces are secure to the base material and curbing.

C. Borders

1. Playground borders are well defined and intact.
2. Playground borders meet ASTM and National Playground Safety Institute standards.

D. Benches

1. Hardware is intact and structurally sound.
2. Nails, bolts, or screws are flush with the surface.
3. Seats and backing are smooth with no protrusions and have no exposed sharp edges or pointed corners.
4. Benches are graffiti free.

IV. TENNIS COURTS

A. Surfacing

1. Surface is smooth, level, and well drained with no standing water.
2. Surface is free of large cracks, holes, and trip hazards.
3. Surface is painted and striped in accordance with the United States Tennis Association court specifications.
4. Worn painted surfaces do not exceed 20% of total court surface.
5. Surface is free of litter, debris, gravel and graffiti.

B. Nets

1. Nets are free from tears and frays.
2. Nets are properly installed and secured to support poles.
3. Nets have center straps installed at the regulated height and are anchored to the court.
4. Support poles have hardware intact, properly anchored, and installed.

C. Fencing

1. Fencing material is galvanized chain link and is the appropriate gauge wire for specified use.
2. Fencing material is properly secured to support rails.
3. Support rails are properly connected and straight.
4. Fencing is free of holes, protrusions, and catch points.
5. Fabric is straight and free of bending or sagging.
6. Gates and latches are operational.
7. Where fitted, windscreens are secured to the fencing and are free of tears and holes.

V. BASKETBALL COURTS

A. Surfacing

1. Surface is smooth, level, and well drained with no standing water.
2. Surface is free of large cracks, holes, and trip hazards.
3. Surface is painted and striped as per court specifications.
4. Worn painted surfaces do not exceed 20% of total court surface.
5. Surface is free of litter, debris, gravel, and graffiti.

B. Goals and Backboards

1. Goals and backboards are level with hardware intact.
2. Goals and backboards are painted.
3. Nylon nets are properly hung and are not torn or tattered.
4. Support poles are secure in the ground and straight.

VI. ATHLETIC AREAS

1. Athletic field areas are free of litter and debris.
2. Areas are mowed at the appropriate height for the type of turf and the sport being played and are trimmed.
3. Area has a uniform surface
4. Areas have clean trash receptacles present that are in good condition.

5. Soccer goals are properly installed and anchored.
7. Soccer goal frames show no excessive bending.
8. Soccer nets, when provided by the City, are in good condition and free of holes, tears, and fraying which would allow a soccer ball to pass.
9. Baseball backstops are properly installed, anchored, and in good sound condition.
10. Support poles and railings are straight and properly connected.
11. Backstop fencing is galvanized chain link and is the appropriate gauge wire.
12. Backstop fencing is properly installed to support rails and is free of bending and sagging.
13. Backstop fencing is free of holes and protrusions.
14. Bleacher hardware is intact.
15. Bleacher bracing is tightly connected.
16. Bleacher seating surface is clean, smooth, and free of protrusions and have no exposed sharp edges or pointed corners.

VII. COMMUNITY POOL

1. Daily water chemistry tests
2. Check operating system
3. Document all findings
4. Assure chemical inventory is adequate
5. Conduct maintenance on systems and pool deck
6. Raise and lower and lower the air inflated dome as scheduled
7. Respond to emergency mechanical or pool chemistry situations.

VIII. SET UPS

1. Set up Council Chambers for various meetings, trainings and assemblies.
2. Set up for special events: Friday Nights at the Plaza, Recognition Ball, Grand Openings, senior gatherings, etc.
3. Set up configurations based on type of activity and anticipated attendance. Event coordinator will provide information regarding the set up configuration.

Note: Special thanks to College Station, Texas, for providing the initial template for our parks maintenance standards.

**Maintenance
Performance
Standard**

DAILY BI-WEEK WEEKLY 2X-MO. MTHLY QTRLY X-YR. AS REQ. COMMENTS

	DAILY	BI-WEEK	WEEKLY	2X-MO.	MTHLY	QTRLY	X-YR.	AS REQ.	COMMENTS
SITE SERVICED		X							
INSPECT. MEETING						X			
LAWN									
FERTILIZER						X			
AERATING							1-2		Twice per year for sports fields, once for others
RESEEDING								X	
CHEMICAL EDGE								X	
MECH EDGE			X						
GROUND COVER									
FERTILIZER						X			
WINTER MOW								X	
SHRUBS									
FERTILIZER						X			
PRUNE								X	
CULTIVATE								X	
TREES									
FERTILIZER						X			
PRUNE								X	
LEAF PICKUP								X	
WEED CONTROL			X						

EXHIBIT "F"

JANITORIAL STANDARDS

SCOPE OF WORK AND STANDARDS OF PERFORMANCE AND GENERAL PROVISIONS

FLOORS

1. Vacuum all carpets and floor mats taking care to remove staples and paperclips, cleaning edges and under furniture. **Daily**
2. Spot clean carpets. **As Needed**
3. Sweep and mop all bare floors, taking care to clean the corners and edges, remove scuff marks on floors and kickboards, including floors in elevators. **Daily**

OFFICE AND PUBLIC SPACES

1. Empty all trash cans and install new liners. Wet spills in cans shall be cleaned as necessary. **Daily**
2. Trash bags will be disposed of in bins or dumpsters located on or near site. **Daily**
3. Recycle containers will be emptied into recycle bins located on site. **Daily**
4. Dust desk tops, shelves, tops of file cabinets, and tables without disturbing any computers, folders or paperwork. **Daily**
5. Wipe top caps of system furniture. **Daily**
6. Remove interior cobwebs from lights and ceilings. **As Needed**
7. Wipe smudges and fingerprints from counters and door jambs. **Daily**
8. Clean interior windows in customer areas and conference rooms. **As Needed**
9. Clean and sanitize water fountains. **Daily**
10. Wipe clean and sanitize elevator walls and control panels. **Daily**
11. Dust blinds and mini-blinds. **Weekly**

KITCHENS AND RESTROOMS

1. Clean and sanitize sinks, fixtures, toilets and urinals. **Daily**
2. Remove smudges and water spots from surfaces and stainless steel. **Daily**
3. Refill soap and paper dispensers. **Daily**
4. Clean mirrors and wipe partitions. **Daily**
5. Dispose of sanitary waste properly and reline receptacles. **Daily**
6. Empty all trash cans and install new liners. **Daily**

COMMUNITY CENTER GYM

1. The process to clean the wood basketball court floor and stage includes sweeping the floor with a dust mop, spot cleaning soiled and sticky areas and mopping the floor with a solution specifically formulated for wood gym floors. The mop bucket must be dumped and refilled repeatedly during the course of mopping the gym floor. The condition of the floor will dictate the number of times that the mop bucket will need to be dumped and refilled.
2. Cleaning the Community Center Gym also entails emptying trash cans, installing new liners, cleaning the hallway floor, and cleaning two restrooms.

Facility Locations, Characteristics and Frequency of Service

City Hall 4381 Broadway 13,987 sq. ft. Carpet, with tile lobby	Serviced 5 times a week
In addition to office, lobby and meeting spaces, facility includes:	
<ul style="list-style-type: none">• 2 Men's and 2 Women's Restrooms• 1 Break/Lunch Room	
Police Department Building 911 Donaldson Way East 7,223 sq. ft. Carpet with tile lobby	Serviced 5 times a week
In addition to office, lobby and meeting spaces, facility includes:	
<ul style="list-style-type: none">• 6 Restrooms (2 of the restrooms have showers and lockers)• 1 Kitchen	
Senior Multi-Use Center 2185 Elliott Drive 3,200 sq. ft. Resilient flooring (linoleum) in assembly room and hallway Carpet in two offices, lobby, and multi-use room Tile in kitchen and two bathrooms	Serviced 5 times a week after evening use
Kitchen and assembly room will be swept and mopped every day due to food service at the facility.	
Parks and Recreation Dept. Offices 100 Benton Way 1,232 sq. ft. Carpet with tile lobby	Serviced 2 times a week
In addition to office, lobby and meeting spaces, facility includes:	
<ul style="list-style-type: none">• 1 Restroom• 1 Coffee area	

Wastewater Treatment Plant Offices Serviced 1 time a week
151 Mezzetta Court
1,500 sq. ft.
Linoleum floor

In addition to office, lobby and meeting spaces, facility includes:

- 2 Restrooms
- 1 Kitchen

Community Center Gym Serviced once a week
100 Benton Way
Wood Gym Floor 8,320 sq. ft
Wood Stage Floor 960 sq. ft
Hallway – Tile Floor 100 sq. ft
2 Restrooms – Tile Floor 323 sq. ft

Serviced once a week on Sundays. The time set aside for cleaning will typically be no earlier than 8:00 p.m. The School District provides janitorial services during the week.

EXHIBIT "G"
Teen Forum – Activity and Program Suggestions

1.	Trips	34.	Lights for tennis courts
2.	More activities	35.	Lock In Party
3.	Impersonation night	36.	Bike to work/school (spare the air)
4.	Open Mic (music, comedy)	37.	Program expansion
5.	Fashion show	38.	Mall
6.	More dances	39.	Marathon
7.	Talent show	40.	Fashion Designing
8.	Jobs	41.	Bowling Alley
9.	Scavenger hunt	42.	Movie Theatre
10.	AC Olympics	43.	Mentor Program
11.	Sporting Events (track, cross country)	44.	Driver's Ed
12.	Movie Nights	45.	Ice Skating Rink
13.	Drum major classes	46.	Casino Night
14.	Lights for outdoor courts	47.	Multi Cultural Club/Events
15.	Clean Up Crew	48.	Fundraisers
16.	Carnival	49.	College Trips
17.	Afterschool programming	50.	TV Show for teens
18.	Civil rights group	51.	College classes in AC
19.	Pie eating contest	52.	Teen Center
20.	City wide hide n seek	53.	Music Center for kids
21.	Planned parenthood	54.	Mel's Diner
22.	AC Idol	55.	Ben and Jerry's Ice Cream
23.	Concerts	56.	Video Game Night
24.	Recycling events	57.	Sock Hop
25.	Internships	58.	Book reading to elementary schools
26.	Guest speakers	59.	Teen counselors
27.	Cookie shop (store)	60.	Bake off/cook off
28.	Laser tag	61.	In and Out Burger
29.	Drive in movie	62.	Big Slide Park
30.	"Go Green" awareness	63.	Sports Tournaments
31.	Poetry	64.	Financial Advisory
32.	Roller Rink	65.	Tutoring
33.	Arcades	66.	Recycling Night

EXHIBIT “H”

MAP OF OPEN SPACE AREAS AND TRAILS



EXHIBIT "H"

CITY OF AMERICAN CANYON

OPEN SPACE and TRAILS

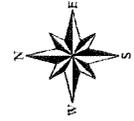
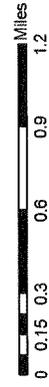
APRIL 2012

Legend

American Canyon Parks

Type	Description
[Greenway symbol]	Greenway
[Open Space symbol]	Open Space
[Potential symbol]	Potential
[Napa River Bay Trail symbol]	Napa River Bay Trail
[Hon. Mike Thompson Loop Trail symbol]	Hon. Mike Thompson Loop Trail
[Bay Trail Connection To Napa symbol]	Bay Trail Connection To Napa
[River To Ridge Connector Trail (Proposed) symbol]	River To Ridge Connector Trail (Proposed)
[Proposed Vigne Trail symbol]	Proposed Vigne Trail
[Other City Paths and Trails symbol]	Other City Paths and Trails

1:27,053



MAP PREPARED BY: AEGIS CONSULTING PARTNERS, INC.
 DATE: 04/11/12
 PROJECT: AMERICAN CANYON OPEN SPACE AND TRAILS

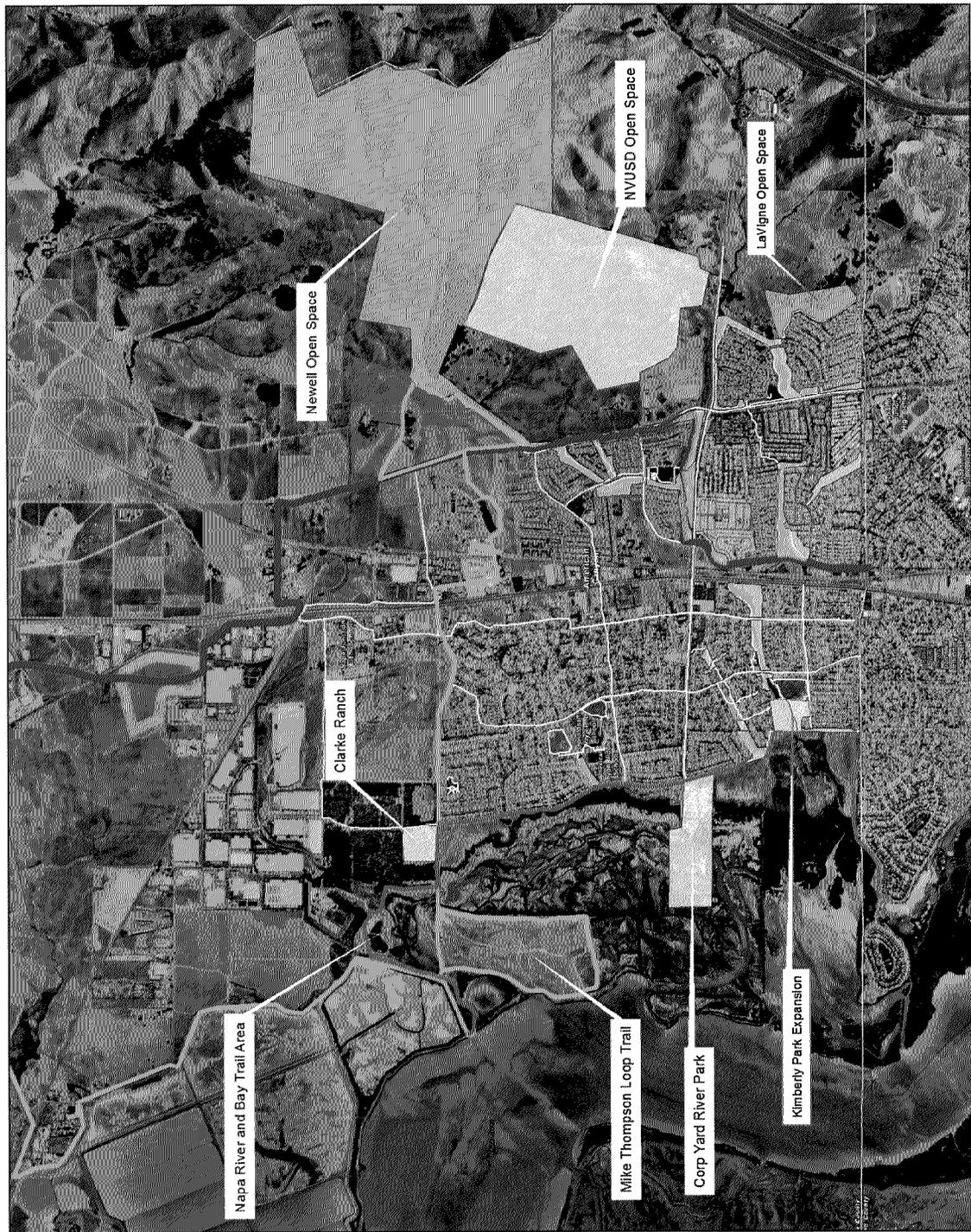


EXHIBIT "I"

BICYCLE AND PEDESTRIAN ROUTE DESCRIPTIONS

NORTH / SOUTH ROUTES

San Francisco Bay Trail

Description of Current Conditions

- *Class I path on west side of Wetlands Edge Road. Due to high pedestrian use of path, most cyclists utilize Wetland's Edge Road.*
- *Class III bike lane along Wetlands Edge Road.*

Vision for Route

- *Extend Bay Trail westerly, in the vicinity of the landfill and constructed wetlands, and north along the Napa River.*
- *Create loop trail around perimeter of landfill*
- *Complete Bay Trail in vicinity of Kimberly Park.*
- *Bay Trail could utilize a raised wooden walkway to cross American Canyon Creek.*
 - *Connects residents and visitors to the City's signature waterway.*
 - *Walkway could extend from Wetlands Edge Road to Meadow Bay Drive, or southern end of Chaucer to Kimberly Drive*

Needed Improvements

- *Complete the City of American Canyon's portion of the Bay Trail, including spurs and loop in vicinity of landfill and constructed wetlands.*
- *Build wooden walkway across American Canyon Creek*
- *Connect with "Napa to American Canyon River and Bay Trail Phase I" (Napa County Regional Park and Open Space District)*

Major Destinations Along the Route

- *Napa River*
- *Wetlands viewing area*
- *Clarke Ranch area*
- *Constructed wetlands*
- *Landfill perimeter trail*
- *Kimberly Park*
- *Vallejo*
- *City of Napa*

Commerce Boulevard

Description of Current Conditions

- *Class II bike lane through Eucalyptus grove (northern extension of Wetlands Edge Road).*

Vision for Route

- *Connect residential community and industrial area*
- *Commerce Boulevard would be an excellent extension of Wetlands Edge Road, providing pedestrian and cyclist access to the industrial area and up to Green Island Road.*

Needed Improvements

- *Create Class II bike path between Eucalyptus Road and Green Island Road*

Major Destinations Along the Route

- *Industrial area.*

Elliott Drive

Description of Current Conditions

- *Class II. Marked and signed from Knightsbridge to Benton*

Vision for Route

- *Complete the central north/south Class II between Marla Drive and Eucalyptus*

Needed Improvements

- *Extend Elliott Class II route south from Knightsbridge to Kimberly. Continue south of Kimberly at least as a Class III route (Class II if road width is sufficient)*
- *Extend Elliott route (Class II) between Benton and Rio Del Mar. Signs and striping required.*
- *Extend Elliott route (Class III) between Rio Del Mar and Eucalyptus Road. This portion of the route goes up a steep incline. Needs signs.*

Major Destinations Along the Route

- *American Canyon Middle School*
- *Donaldson Way Elementary School*
- *American Canyon Community Center*
- *Philip West Aquatic Center*
- *Boys and Girls Club*
- *Donaldson Way Community Park*
- *Elliott Park*
- *Community Garden*
- *Recreation Center*
- *Kimberly Park and Soccer Fields*
- *Par Course along American Canyon Creek*

Danrose Drive/James Road/Melvin Road

Description of Current Conditions

- Proposed Class III route parallel to west side of Highway 29
 - One block west of Hwy 29
 - Some sections have markings for bicyclists, but few bike route signs.

Vision for Route

- *Safe alternative to Highway 29.*

Needed Improvements

- *Create Class II route from Kimberly to Eucalyptus if road width is sufficient. Class II requirements. Signing, mapping, and striping*
- *Create Class III route from Kimberly to Eucalyptus if road is too narrow. Class III requirements. Signing and mapping*
- *Extend route along Cassayre Drive, Los Altos, and Theresa Avenue to Eucalyptus. Signage is absolutely required in this short, circuitous, connecting segment*

Major Destinations Along the Route

- *Banbury Park*
- *Linwood Park*
- *Chamber of Commerce*
- *Post Office*
- *Melvin Park*
- *Former City Hall Building*
- *Canyon Plaza*

Theresa Avenue/Lombard

Description of Current Conditions

- *Route to Napa Junction Elementary School. Sidewalk installed on a portion of the west side of Theresa Avenue during the summer of 2009*

Vision for Route

- *Safe route to Napa Junction Elementary School and Little League complex*
- *Connection with Hess Drive extension in industrial area*

Needed Improvements

- *Complete sidewalk on the west side of Theresa Avenue*

Major Destinations Along the Route

- *Napa Junction Elementary School*
- *Little League Complex*
- *Industrial area via Hess Drive extension*
- *City Hall*

Broadway (Southern City Limit to American Canyon Road)

Description of Current Conditions

- *There are segments of a Class II path on portions of Broadway and Veterans Memorial Park has paths on the north and south ends of the park.*

Vision for Route

- *Portion of the Vine Trail route*
- *Class I path through Veterans Memorial Park.*
- *The northern and southern sections of Veterans Memorial Park will be connected by a path west of Broadway through the central, undeveloped section of the park.*
- *Coordinate with the City of Vallejo to connect with Baylink Ferry.*

Needed Improvements

- *Widen paths to Vine Trail specifications*
- *Bridges needed to connect the park path segments*
- *Complete path connecting northern and southern sections of Veterans Park*

Major Destinations Along the Route

- *Veterans Memorial Park*
- *Vine Trail*

Newell Drive/Flosden Drive

Description of Current Conditions

- *North/south Class I path on the west side of Newell Drive (between American Canyon Road and current north terminus of Newell Drive)*

Vision for Route

- *Portion of the Vine Trail route*

Needed Improvements

- *Construct route to Vine Trail specifications*

Major Destinations Along the Route

- *Newell Open Space*
- *American Canyon High School*
- *Proposed Town Center*
- *Vine Trail*

Shenandoah Drive and Class I Path

Description of Current Conditions

- *Connects to Class I path through Silver Oak Park and residential area to Newell Drive with access to the La Vigne development by crossing American Canyon Road and Flosden.*

Vision for Route

- *This route requires Class II striping and signage along Shenandoah Drive to complete this segment.*

Needed Improvements

- *Striping and signs along bike route (Shenandoah Drive)*

Major Destinations Along or Adjacent to the Route

- *Canyon Oaks Elementary School*
- *Shenandoah Park*
- *Silver Oak Park*
- *Via Bellagio Park*
- *Pelleria Park*
- *Montecarlo Park*

Napa Junction Development Class I Path

Description of Current Conditions

- *Class I path from Eucalyptus north to Napa Junction Road in front of Wal-Mart*
- *No sidewalk or bikeway south of Eucalyptus*

Vision for Route

- *Walking and cycling path along Highway 29 in vicinity of Napa Junction Development*
- *Safe access from the crosswalk at Rio Del Mar/Highway 29*

Needed Improvements

- *Sidewalk and Class I bikeway east of Highway 29 along the Napa Junction Mixed Use Development*

Major Destinations Along the Route

- *Napa Junction Mixed Use Development*
- *Proposed Town Center*

Vine Trail

Description of Current Conditions

- *Proposed route adopted by Planning Commission*

Vision for Route

- *Support creation of route through American Canyon with connectivity from Vallejo Ferry Terminal to Calistoga.*

Needed Improvements

- *Class I bicycle commute route from American Canyon to Calistoga*

Major Destinations Along the Route

- *Vallejo*
- *American Canyon*
- *Napa*
- *Yountville*
- *St. Helena*
- *Calistoga*

EAST / WEST ROUTES

American Canyon Road

Description of Current Conditions

- *Between Wetlands Edge Road and Hwy 29*
 - *Class II. Marked and signed from Wetlands Edge Road to James Road. Marking is fading.*
 - *A pedestrian crosswalk and traffic signal exists across Highway 29*
- *Between Hwy 29 and Newell Road*
 - *Potential class III route*
- *Between Newell Drive and Solano County bike path east of Hwy 80*
 - *Class III route*

Vision for Route

- *Make American Canyon Road a more attractive and safe route for in-town cyclists.*

Needed Improvements

- *New paint and more signage west of Highway 29.*
- *Complete the last block up past the Safeway complex to Highway 29. This section is unmarked and impacted by heavy commercial traffic.*
- *Signage and striping east of Highway 29.*
- *Class I route between Highway 29 and Broadway.*
- *Create Class III route between Silver Oak Trail and Newell Drive. Newly created road is too narrow for Class II route.*
- *Create Class II route between Newell Drive and Highway 80*

Major Destinations Along the Route

- *Regional connection between Napa and Solano County*
- *Lynch Canyon Open Space*
- *Bike route along Highway 80 to Fairfield, Vallejo, and Benicia*

Silver Oak Trail

Description of Current Conditions

- *Class III and a wide sidewalk in some sections. This is a safer alternate to the section of American Canyon Road between Hwy. 29 and Newell Road.*

Vision for Route

- *Striped and signed Class II route*

Needed Improvements

- *Striping and signing*

Major Destinations Along the Route

- *American Canyon High School*
- *Canyon Oaks Elementary School*
- *Silver Oak Park*

Benton and Donaldson Way

Description of Current Conditions

- *Class II route between Wetlands Edge Road and Andrew Road*
- *No sidewalks between Andrew Road and Highway 29*
- *Proposed Class III route between Andrew Road and Hwy 29.*
- *A pedestrian cross walk and traffic signal exists across Highway 29*
- *Wide road east of Highway 29 toward Newell Drive*

Vision for Route

- *This route is a natural west/east link for our city residents*
- *Central pedestrian and Class II Bicycle link between the Napa River and Newell Open Space*
- *Connects to Newell Open Space via future path along Newell Creek*
- *Pedestrian overcrossing*

Needed Improvements

- *Install sidewalks between James Road and Highway 29*

Major Destinations Along the Route

- *American Canyon Middle School*
- *Donaldson Way Elementary School*
- *American Canyon Community Center*
- *Philip West Aquatic Center*
- *Boys and Girls Club*
- *Donaldson Way Community Park*
- *Public Safety Building*
- *Shenandoah Park*
- *Bay Trail*
- *Potentially Newell Open Space*

Eucalyptus Drive

Description of Current Conditions

- *Wide road and very few existing structures. Great potential for the River to Ridge route.*

Vision for Route

- *River to Ridge pedestrian and bicycle paths*

Needed Improvements

- *Construct route*
- *Incorporate route through the proposed Town Center*

Major Destinations Along the Route

- *Napa River*
- *Newell Open Space*
- *Clarke Ranch site*
- *Town Center site*
- *Industrial area (via proposed Commerce Road extension)*
- *Bay Trail*
- *Ridge Trail*
- *Napa Junction Mixed Use Development*

Green Island Road/Paoli Loop Rd. /Watson Lane

Description of Current Conditions

- *Green Island Road and Paoli Loop Road are both wide roads in the northern industrial area of the City.*

Vision for Route

- *Portion of the Vine Trail route*
- *East/west connection under Highway 29*

Needed Improvements

- *Utilize Hwy 29 under crossing at Paoli Loop Road (just north of RR tracks)*
- *Construct to Vine Trail route specifications*

Major Destinations Along the Route

- *Industrial area*
- *Vine Trail Route*

Hess Drive

Description of Current Conditions

- *Short segment off of Lombard Road*
- *Wide road*
- *Great views as Hess Drive climbs*

Vision for Route

- *East/west connection under Highway 29 in vicinity of Napa Junction development*
- *Connector road (on north side of Oat Hill area) between Lombard Road and Commerce Boulevard*
- *Allow for equestrian travel under Highway 29*

Needed Improvements

- *Complete Hess Road between Hess Drive and Commerce Boulevard*
- *Utilize Hwy 29 under crossing at Paoli Loop Road (just south of RR tracks)*

Major Destinations Along the Route

- *Little League complex*
- *Industrial area*

Kimberly Drive

Description of Current Conditions

- *Existing Class II route between Highway 29 and Elliott Drive*

Vision for Route

- *Extend Kimberly route as a Class III route between Elliott Drive and Meadow Bay Drive*

Needed Improvements

- *Signs*

Major Destinations Along the Route

- *Kimberly Park and soccer fields*
- *Bay Trail*

Mini Drive (Vallejo)

Description of Current Conditions

- *Residents from the southwest section who wish to recreate at the new Veterans Park can cross Hwy 29 at Mini Drive to reach Veterans Memorial Park along Broadway in American Canyon.*

Vision for Route

- *Same as current conditions.*

Needed Improvements

- *None required. Not within the control of the City of American Canyon.*

Major Destinations Along the Route

- *Veterans Memorial Park*

Par Course - American Canyon Creek and Through Transmission Line Greenway

Description of Current Conditions

- *Path and par course along American Canyon Creek and multi-use path along greenway under PG&E transmission corridor.*

Vision for Route

- *Replace aging par course equipment and create new interest in par course*

Needed Improvements

- *Extend par course further east along American Canyon Creek*

Major Destinations Along the Route

- *Elliott Park*
- *Community Garden*
- *Banbury Park*
- *Linwood Park*
- *Recreation Center*
- *Future Senior Multi-Use Center*

Class I and walkway connecting Community Park, Spikerush Circle, Skate Park, Phillip West Aquatic Center and Community Center

Description of Current Conditions

- *Class I path and walkway connecting Community Park, Spikerush Circle, Skate Park, Phillip West Aquatic Center and Community Center*

Vision for Route

- *Same as current condition, but extend east along Rio Del Mar Creek*

Needed Improvements

- *Extend path east along Rio Del Mar Creek*

Major Destinations Along the Route

- *American Canyon Middle School*
- *Donaldson Way Elementary School*
- *American Canyon Community Center*
- *Philip West Aquatic Center*
- *Boys and Girls Club*
- *Donaldson Way Community Park*
- *Bay Trail (via Spikerush Circle)*

Class I or Multipurpose Path Connecting Cartagena to Via Bellagio

Description of Current Conditions

- *Along Walsh Creek*

Vision for Route

- *Class I or Multipurpose path connecting Cartagena to Via Bellagio.*

Needed Improvements

- *Extend path east along Walsh Creek*

Major Destinations Along the Route

- *Veterans Memorial Park*
- *Southeast residential communities*

EXHIBIT “J”

MAP OF BIKEWAYS



EXHIBIT "J"
CITY OF AMERICAN CANYON
BIKEWAYS
APRIL 2012

Bikeways

Street_Nam, Trail/Class

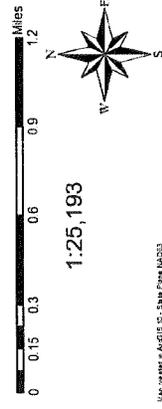
- American Canyon Road Bikeway, Class II, Class III
- Benton Road, Donatison Road Bikeway, Class II, Class III
- Broadway Bikeway, Class II
- Commerce Boulevard Bikeway, Class II
- Danrose Drive, James Road, Melvin Road Bikeway, Potential Class III
- Elliott Drive Bikeway, Class II
- Hess Road Bikeway, Potential Class II
- Kimberly Drive Bikeway, Class II
- Napa Co Vine Trail from Vallejo to Calistoga, Potential Class I
- Napa Junction Development Path Bikeway, Class I
- Napa River and Bay Trail, Multi-Use Path, Class III
- Newell Drive, Fossden Drive Bikeway, Class I
- San Francisco Bay Trail, Wetlands Edge Bikeway, Class III, Class I
- Shenandoah Drive Path Bikeway, Class I, Class II
- Silver Oaks Path/ Bikeway, Multi-Use Path, Class III
- Theresa Ave., Lombard Road Bikeway, Potential Class II
- Napa River Bay Trail
- Proposed Vine Trail

American Canyon Parks

- Greenway
- Open Space
- Park
- Potential
- Recreation Facility

Type

- City Limits



U.S. STATE OF CALIF. © State Plane NAD83
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EXHIBIT “K”

**CITY COUNCIL
RESOLUTION 2012-39**

**ADOPTING THE
PARKS AND COMMUNITY SERVICES
MASTER PLAN**

RESOLUTION 2012-39

ADOPTING THE 2012 PARKS AND COMMUNITY SERVICES MASTER PLAN

WHEREAS, it is a goal of the City Council of the City of American Canyon to support and improve the quality of life for all residents of and visitors who enjoy the parks and community services offered in American Canyon; and

WHEREAS, the development and implementation of a Parks and Community Services Master Plan, which includes guiding visions, and goals and policies for parks and recreation facilities; parks and recreation maintenance; recreation programming; family services; open space and trails; and bicycle and pedestrian circulation system, is vital to supporting and improving the community; and

WHEREAS, the Parks and Community Services Commission and the Open Space Advisory Committee have submitted a community-engaged and authored master plan that accomplishes the City Council parks and community services goal;

WHEREAS, the City Council expresses its gratitude to the current and former members of the Commission and Committee for their many hours of effort to craft and author the first parks and community services master plan in the City's history and congratulates them on their accomplishment.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby adopts the 2012 Parks and Community Services Master Plan, and directs the Parks and Community Services Commission and the Open Space Advisory Committee to implement those projects and projects included in the master plan within available funding and city resources.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on the 5th day of June, 2012, by the following vote:

AYES: B. BENNETT, J. BENNETT, JOSEPH, VICE MAYOR LOFFEN, MAYOR GARCIA
NOES:
ABSTAIN:
ABSENT:

Leon Garcia
Leon Garcia, Mayor

ATTEST:

Rebekah Barr
Rebekah Barr, MMC City Clerk

APPROVED AS TO FORM:

William D. Ross
William D. Ross, City Attorney

BlankResolution

TASK 1 – PROJECT INITIATION & ONGOING PROJECT MANAGEMENT

RE-KICK OFF MEETING

To initiate the Parks Master Plan planning process and set the stage for a successful project, RRM Design Group (RRM) will conduct an initial virtual meeting with City staff, to confirm project expectations, mission, goals, community outreach strategy, proposed scope of services, schedule, and expected deliverables. The conversation regarding expected deliverables could include discussing an outline for the final Plan document. RRM requests that staff prepare a google earth virtual tour of the city's parks.

PROJECT WEBPAGE

RRM will provide materials developed as part of tasks outlined below for the City to post on a project webpage on the City's website. The project webpage would serve as the home base for all public information about the Parks Master Plan including: a summary of the project, noticing for all public forums and pop-up events, links to online questionnaires, as well as project status and next steps.

DELIVERABLES:

- *Prepare for and participate in one (1) virtual kick-off meeting*
- *Materials and Summary notes from kick-off meeting*
- *Materials for an American Canyon's Park Master Plan webpage*

ONGOING PROJECT MANAGEMENT AND COORDINATION

This task is intended to allow for necessary coordination between the project team members and City staff, including teleconferences, correspondence, record-keeping, electronic file management, and additional necessary internal coordination.

DELIVERABLES:

- *Ongoing project coordination and management, as described above. This assumes an average of six (6) hours per month for up to twelve (12) months.*

TASK 2 – ASSESSMENT OF CURRENT PARKS AND COMMUNITY SERVICES

REVIEW OF EXISTING CITY INFORMATION

RRM will review past reports, studies, and plans to obtain an overall picture of American Canyon's Park Amenities and research demographics for residents of American Canyon.

Available documents include, but are not limited to:

- Communities Needs Assessment 2015
- American Canyon Bicycle Plan 2019
- General Plan Parks and Recreation Element

- Parks and Community Services Master Plan (2012)

ASSESSMENT OF EXISTING PARKS AND COMMUNITY SERVICES

Working with City staff, RRM will prepare a current summary assessment of existing parks and community services. We ask that the City provide comments and updates to the 2015 Communities Needs Assessment, specifically Chapters 5 Programs and Events Assessment and Chapter 6 Facility Assessments and Level of Service Analysis, as a foundation of this work effort.

This high-level analysis will identify each facility's strengths, weaknesses, and areas for improvement. The assessment will evaluate parks based on agreed upon metrics but could include evaluating the condition of parks and facilities, the availability and accessibility of services, and level of usage by the community if information is available and provided by City staff. It is anticipated that one page with photographs for each facility will highlight the findings conducted during a one-day in-person tour guided by staff.

DELIVERABLES:

- *Participation in a one-day guided tour to photograph and assess existing City facilities*
- *One memo summarizing the existing conditions, as well as the assessment of existing parks and community services.*

TASK 3 – IDENTIFICATION OF COMMUNITY NEEDS AND PRIORITIES

ONLINE QUESTIONNAIRE

The identification of the needs and priorities of the community will be done through an online questionnaire that will include the ability of respondents to identify locations which will be geocoded. In addition, RRM will provide the City with materials prepared as part of other tasks so that they can host Pop-Up Booths or tables at events such as Earth Day. It is anticipated that the Pop-Up Booths would be facilitated by either City staff or members of the Park and Community Services Commission. Additionally, RRM will provide the City with materials to support intercept surveys at parks. Data gathered through the questionnaire, pop-up events, intercept surveys, and additional relevant information collected during the General Plan update will be used as the foundation for the development of the Parks Master Plan document.

PUBLIC ENGAGEMENT

- Study Session: RRM will facilitate one meeting which is intended to serve as a project introductory meeting to review the City's General Plan mission, vision, and values and gather input to inform the guiding principles, goals, and objectives for the Park Master Plan. The format will be of a study session and may include City staff, Community Members, Commissions, Council, and Stakeholders.
- Stakeholder Interviews: RRM will conduct a series of stakeholder interviews to solicit input from community partners and non-profit organizations that currently provide services and support. The interviews involve a series of half-hour to one-hour

confidential meetings (held via video/teleconference). We will collaborate with City staff to identify stakeholders. RRM will conduct the interviews and we ask that City staff notify and manage the meeting invitations of the stakeholders.

- **Public Open House:** RRM will facilitate one public open house where attendees will engage in interactive activities to help determine what the community's desires and priorities are. We will discuss the parks and community programming that exists today, explore what type of parks and amenities the community would like in the future and use sticker exercises to help determine priorities.

A second public open house, for a total of two open houses, can be included for an additional fee.

DELIVERABLES:

- *Provide one online questionnaire with about 15-20 questions, that has the capabilities to capture geocoded data.*
- *Provide materials for staff to host a pop-up booth at an existing event to educate and solicit public input. We ask the staff provide one comprehensive and consolidated set of comments received from the public outreach efforts that the City conducts for RRM's use in the development of the Master Plan.*
- *Provide material to be used for intercept surveys*
- *Prepare for and attend 4-6 virtual interviews over a two-day period. City Staff will be responsible for meeting notification and logistics.*
- *Attend and facilitate one (1) study session*
- *Public Open House: Facilitate one (1) open house and provide a summary of feedback.*

TASK 4 – DEVELOPMENT OF GOALS AND OBJECTIVES

Based on the needs and priorities identified in the community, as well as those established in the General Plan, RRM will establish clear goals and objectives for parks and community services. These goals will be specific, measurable, achievable, relevant, and time-bound to ensure they are actionable and can be effectively implemented and may include goals regarding improvements to existing and future facilities, as well as community services programming.

DELIVERABLES:

- *Clear goals and objectives for the Parks Master Plan.*
- *One conference call with staff to discuss goals and one set of revised goals and objectives.*
- *RRM will prepare the PPT presentation for the City to present to the Parks and Recreation Commission*

- *Administrative Draft and Screencheck Draft (described below) will include a section on goals and objectives.*
 - *RRM's virtual attendance at the Parks and Recreation Commission can be added as an optional task.*

TASK 5 – PROGRAMMING AND SERVICES

Currently, the City has a unique and important relationship with community partners and nonprofit organizations. Community partners and nonprofit organizations play a significant role within the Parks Department and enhance the quality of life and sense of place for community members in American Canyon through cultural diversity and inclusivity. This is a valued partnership that the City would like to foster and continue.

The Plan will identify existing programming and services provided by the City and through partnerships with local organizations and non-profits.

Additionally, informed by the needs and priorities of the community, the Plan will identify gaps in the general and specialized programs and services that cater to all ages and demographics. This is in support of a potential Goal for the City to provide “generalist” programs and services and Partners provide “specialized” programs and services.

DELIVERABLES:

- *Administrative Draft and Screencheck Draft (described below) will include a section on programming and services. RRM will craft this section with the City's help and insight and will be relying on the City to provide data and documentation. This section will include the following:*
 - *Inventory of existing City and Partnership-provided services and programs.*
 - *Evaluate and recommend realignment of City and Partnership programs and services based on Goal.*
 - *Identify gaps in general and specialized programs and services.*
 - *Strategy on community partner and nonprofit organization collaboration and support to enhance our community's unique cultural diversity and inclusivity.*

TASK 6 – DESIGN AND DEVELOPMENT OF NEW PARKS AND FACILITIES

The Plan will include strategies for the design and development of new parks and facilities to meet the needs of the community. This includes developing standards for:

- Existing Park typologies (ie: pocket park, neighborhood park, community park) and potentially new park typologies (linear park, natural open space, standalone community center etc.). This will include a range of park size and a list of common amenities for each typology.
- Goals and policies to support sustainable practices to counter the negative impact of Climate Change on park design (i.e.: hotter climate, less water).
- Utilizing City provided data, input collected through community engagement, and during the field survey, the plan will identify potential new park locations and facilities,

such as sports fields, playgrounds, or community centers as well as a process for acquiring and developing new parks.

DELIVERABLES:

- *Administrative Draft and Screencheck Draft (described below) will include a section on park typologies, standards for park facilities, and criteria for new park locations and facilities and process for acquiring and developing new parks.*

TASK 7 – FUNDING AND RESOURCE ALLOCATIONS

The Parks Master Plan document will have a section devoted to funding protocols and best practices. This section will identify public private partnerships, grant funding sources as well as other funding strategies and opportunities.

RRM will include strategies for funding the enhancing and maintaining existing parks and facilities, as well as looking at a deferred maintenance plan and funding strategy.

DELIVERABLES:

- *Administrative Draft and Screencheck Draft will include:*
 - *Identify potential funding strategies for programming and development of new and existing parks and facilities.*

TASK 8 – IMPLEMENTATION PLAN

RRM will include maintenance standards and strategies, as well as strategies for improving accessibility for all residents.

RRM will prepare a matrix that compares high priority services, whether it is provided by the City or Partner, whether it is needed in a new or existing park, and its relative cost.

DELIVERABLES:

- *Administrative Draft and Screencheck Draft will include:*
 - *Identify maintenance standards and strategies, as well as opportunities improved accessibility.*
 - *Priority matrix of needed future programs, services, facilities, and cost.*

TASK 9 – PLAN DEVELOPMENT AND ADOPTION

Administrative Draft Parks Master Plan

RRM will build upon the information provided, gathered, and developed to produce a graphically rich, easy-to-use Parks Master Plan to carry out the community’s vision. This initial draft – the Administrative Draft – is intended for internal review. RRM will work with the City to

develop an outline for the chapters and content for the Master Plan early on in the process to ensure the Plan is organized in a way that meets City expectations and is more helpful. Content for the Administrative Draft will be developed under Tasks 2-8.

DELIVERABLES:

- *One (1) digital copy of the Administrative Draft Parks Master Plan*
- *We ask that City staff provide one (1) consolidated marked-up version of all comments.*

Screencheck Draft Parks Master Plan

Building off input from the review of the Administrative Draft, RRM's team will develop a Screencheck Draft Parks Master Plan. The Screencheck Draft will be reviewed by the City to ensure all previously requested revisions from the Administrative Draft have been incorporated accurately, however, this review isn't intended to provide substantial new edits.

DELIVERABLES:

- *One (1) digital copy of the Screencheck Draft Parks Master Plan.*
- *We ask that City staff provide one (1) consolidated marked-up version of all comments.*

Public Review Draft Parks Master Plan

RRM will develop a Public Review Draft Parks Master Plan. At this point, the City's comments will have been integrated, and this draft will provide an additional internal review opportunity prior to its release to the public. This version of the Plan is intended for public review and comment as well as decision maker action.

DELIVERABLES:

- *One (1) digital copy of the Refined Draft Park Master Plan.*
- *We ask that City staff provide one (1) consolidated marked-up version of all comments.*

Commission Meetings

The RRM team will prepare for and attend two (2) public meetings with the Parks and Community Services Commission. The first meeting will take place during the mid-point of the project to update the Commission on the status of the project. The second meeting is envisioned as taking place toward the end of the process to discuss the draft plan.

Additionally, the RRM team will prepare for and attend one (1) Open Spaces, Active Transportation, and Sustainability Commission meeting. The intent of this meeting is to present the Parks Master Plan. It is anticipated that an errata sheet will be developed and used to present any requested changes to the City Council

DELIVERABLES:

- *Prepare for and attend two (2) public meetings with the Parks and Community Services Commission*
- *Prepare for an attend one (1) public meeting with the Open Spaces, Active Transportation, and Sustainability Commission to assist City staff in presenting the Master Plan at Park this includes preparation of PowerPoint presentation materials.*

City Council Meeting

The RRM team will prepare for and attend one (1) public hearing/meeting with the City Council to help City staff present the Parks Master Plan.

DELIVERABLES:

- *Prepare for and attend one (1) public hearing. Assist City staff in presenting the Master Plan at hearings including preparation of PowerPoint presentation materials.*

Final Edits to Parks Master Plan

Following action taken by the City Council, final edits and modifications will be made to the approved Parks Master Plan document, incorporating recommendations and actions as identified by staff. It is assumed that one (1) set of minor revisions may be made, incorporating City Council action.

DELIVERABLES:

- *Incorporate revisions to Final Parks Master Plan reflecting final approval by City Council. One (1) digital copy of final Parks Master Plan.*

WORK PROGRAM ASSUMPTIONS

The proposed work program and corresponding budget are based on the following assumptions:

- Documents and GIS Data. We assume the City will provide relevant planning and zoning materials and ordinances, any uncodified ordinances related to the Development Code, and any pertinent reports, as well as GIS files of General Plan Parks and Recreation Element.
- Meeting Attendance. The project budget includes attendance at meetings/workshops identified in the scope of work, as identified virtual or in-person. The costs of additional meeting attendance or a switch from virtual to in-person would be on a time and materials basis if requested. Teleconferences and meetings with staff will be held as needed throughout the project and are included in the project budget.
- Consolidated Comments and Direction. City staff will provide a single set of nonconflicting, consolidated comments on the review of drafts of all documents.
- Electronic Documents. We will provide digital files of documents in MS Word or InDesign and in a web-ready PDF format.
- Printing. City staff will be responsible for printing and distribution of copies of reports and draft and final documents and printing of all meeting notice materials.
- Multiple Languages. Multilingual translation and interpretation is assumed to be provided by the City if desired. RRM is capable of providing Spanish translation of project materials. However, multilingual services may be provided upon mutual agreement regarding additional tasks and associated costs.
- California Environmental Quality Act Compliance. Environmental compliance documentation, if needed, is assumed to be completed by others.
- Additional Services. Additional services beyond those identified in the scope of work will be provided at the market billing rates of the firm at the time the additional services are requested.

BUDGET

TASK DESCRIPTION	TASK TOTAL
Task 1 Project Initiation & Ongoing Project Management	\$23,697
Task 2 Assessment of Current Parks and Community Services	\$7,426
Task 3 *Revised* Identification of Community Needs and Priorities	\$58,126
Task 4 Development of Goals and Objectives	\$5,190
Task 5 Programming and Services	\$5,970
Task 6 Design and Development of New Parks and Facilities	\$5,640
Task 7 Funding and Resource Allocation	\$5,060
Task 8: Implementation Plan	\$8,514
Task 9 Plan Development and Adoption	\$65,622
Subtotal	\$185,245
Reimbursable Expenses	\$3,000
Project Total	\$188,245

RESOLUTION NO. 2024-_____

A RESOLUTION OF THE CITY OF AMERICAN CANYON AMENDING THE FISCAL YEAR 2024/25 BUDGET AND APPROVING AN AGREEMENT WITH RRM DESIGN GROUP IN THE AMOUNT NOT TO EXCEED \$207,000 TO UPDATE THE PARKS AND COMMUNITY SERVICES MASTER PLAN.

WHEREAS, the Parks and Community Services Master Plan guides American Canyon’s recreation programs and services, enhance the park systems – including neighborhood parks and pocket parks, trails, open spaces, and address facility improvements and identify needs; and

WHEREAS, the City Council approved the current Parks and Community Services Master Plan on June 5, 2012 (Resolution 2012-39); and

WHEREAS, on June 18, 3034, the City Council approved the Parks and Community Services Commission’s Work Plan for Fiscal year 2024/25 to update the Parks and Community Services Master Plan; and

WHEREAS, RRM Design Group (San Leandro, CA) is the most qualified consultant to update the Parks and Community Services Master Plan; and

WHEREAS, the Fiscal Year 2024/25 Budget includes \$188,000 for the Parks and Community Services Master Plan update through the Park Impact Fee Fund 310-85-450-42190; and

WHEREAS, there is sufficient funding in the Park Impact Fee Fund 310-85-450-42190 to increase the Fiscal Year 2024/25 budget by \$19,000; and

NOW THEREFORE BE IT FURTHER RESOLVED that the American Canyon City Council does hereby resolve as follows:

1. Amend the Fiscal Year 2024/25 Budget within Fund 310-85-450-42190 from \$188,000 to \$207,000 to update the Parks and Community Services Master Plan.
2. Authorize the City Manager to execute an agreement with RRM Design Group in an amount not to exceed \$207,000.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 16th day of July 2024, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Leon Garcia, Mayor

ATTEST:

APPROVED AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney



City Council Committee Report

Submitted by: * Vice Mayor David Oro

Council Meeting Date: 07/16/2024

Event Date: 2024-06-21

Event Type: Committee Report

Event Title: * Association of Bay Area Governments General Assembly (ABAG)

Event Report: Attended as a voting delegate the General Assembly meeting of The Association of Bay Area Governments (ABAG).

The main business item was the adoption of the Proposed Fiscal Year (FY) 2024-25 Association of Bay Area Governments (ABAG) Operating Budget and Work Program which passed. Discussion around strategies meeting a structural deficit and increasing member dues. For American Canyon, the next year's membership fee increase will be \$670, from \$6704 to \$7375.

This was the first meeting chaired by the new president and our County Supervisor Belia Ramos.

Was unable to attend the conference portion of the program which covered the following:

- 1) Shalini Vajjhala, Executive Director of PRE Collective, opened the conference with insights on creative predevelopment and governance models to enhance regional resilience. Drawing from her experience as a former federal official and design firm CEO, she shared examples of innovative governance from across the U.S. to inspire regional collaboration in the Bay Area.
- 2) A presentation on Senate Bill 272, a new state mandate that requires all coastal and bay jurisdictions to create Sea Level Rise adaptation plans that the San Francisco Bay Conservation and Development Commission must approve.
- 3) A panel discussion that highlighted how local governments around the region are collaborating on solutions to address environmental challenges and ways local governments' innovative governance structures are responding to regional issues that cannot be addressed by individual jurisdictions

Materials from the meeting can be found at <https://abag.ca.gov/meetings/general-assembly-13>

Audio recording of the meeting is here: https://baha.granicus.com/player/clip/17675?view_id=1&redirect=true

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Event Date: 2024-07-04

Event Type: Community Event

Event Title: * Fourth of July Parade and Fireworks

Event Report: Kudos to the city staff and team who put this together. It was a hot one!

However, there was one significant complaint: the music played during the fireworks show. Several people mentioned it to me directly, and many more commented online, about the poor music choice. I even heard someone in the audience shout "Turn it off!" At one point, a song even sounded like an instrumental version of "This is Halloween" from Tim Burton's "A Nightmare Before Christmas."

As a former professional disc jockey, I'd be happy to create a playlist for next year's event.

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Event Date: 2024-06-22

Event Type: Community Event

Event Title: * Rock the Ride Napa Valley

Event Report: For the second year in a row, my family and I joined [Rock the Ride USA](https://www.rocktherideusa.com/) in Yountville. Rock the Ride is benefit bike ride and walk that raises funds for national and local nonprofit organizations working to end gun violence. Always a good time and for a great cause. Perfect weather that day too. <https://www.rocktherideusa.com/>

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Event Date: 2024-07-12

Event Type: Other

Event Title: * 2024 League of California Cities Annual Conference and Expo

Event Report: I'm proud to report that a session proposal I submitted has been accepted, and I will be hosting a panel at the 2024 League of California Cities Annual Conference and Expo in Long Beach this October.

Below is the abstract and list of speakers. We are very excited about this opportunity to showcase an important topic that will impact not only local governments but everyone in society today. Special thanks to Jen Kansanback for helping us connect with our Southern California panelist.

Submitted by: David Oro, City of American Canyon
Battling Misinformation in the Age of Artificial Intelligence

Should AI be feared or embraced? For public officials, it's both. The rapid advancement of AI technology presents new challenges for local governments. New AI tools make misinformation easy to create and more realistic than ever. Without proper detection and response strategies, it can influence elections, foster distrust, and make effective communication with constituents more difficult. Successful outreach now requires municipal leaders to know how communications is different in 2024 and understand how to use AI strategically. This panel will explore the changing dynamics of public communication in this era, moving beyond traditional approaches while navigating the promise and challenge of artificial intelligence. This group of seasoned crisis communication experts and Public Information Officers (PIOs) who have managed challenging situations for local and other government organizations will guide policymakers on strategic communications approaches that are effective amid the digital era's misinformation mayhem. Participants will learn about recent examples of disinformation, explore ways to maintain digital integrity, and promote transparent, informed public discussions including productive and ethical uses of AI.

Moderator:

David Oro, Vice Mayor, City of American Canyon

Speakers:

Brian Baker, President/Founder, Big Sky Crisis Communications

Alexa Davis, Assistant City Manager, City of Rolling Hills Estates

Doug Levy, Author, Communications Strategist, Doug Levy Communications, LLC

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August 6, 2023, Regular City Council Meeting. 4:30p Open Session.

National Night Out

August 20, 2024, Regular City Council Meeting. 6:30p Open Session

Green Island Rd. Paving Project Authority to Issue Bonds, etc.

CalCities Voting Delegate

Oat Hill Multi Family Project

August 22, 2024, Planning Commission Meeting. 6:30 p.m.

SDG 220 Warehouse

Crawford Way Multi Family Project

September 3, 2024, Regular City Council Meeting . 6:30p Open Session.

National Hispanic Heritage Month

Receive and File National Community Survey Report