



REGULAR OPEN SPACE ADVISORY COMMITTEE MEETING AGENDA

City Hall - Council Chambers
4381 Broadway, Ste. 201, American Canyon
December 7, 2022
6:30 PM

Chair: Nance Matson

Vice Chair: Scott Artis

Committee Members: Barry Christian, Kim Hester-Williams, Tara McClinton-Horner

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

PUBLIC PARTICIPATION

Oral comments, during the meeting: Oral comments can be made in person during the meeting. A Zoom Webinar has been established for public comments made via zoom. To give your public comment via zoom, use the Register to Speak feature of eComments, connect via the below Zoom link and use the “raise your hand” tool, or call into the zoom meeting at 408-638-0968 and press *9 to “raise your hand” when the item is called. To avoid confusion, all hands raised outside of Public Comment periods will be lowered.

Written comments, via eComments: Please submit written comments through the eComments link, located on the Meetings & Agendas page of our website [here](#). Comments will be available to council members in real time. eComments will remain open throughout the meeting. All comments received will be posted online and become part of the meeting record.

Zoom Meeting Link: [Click here](#)

Webinar ID: 843 6902 9728 **Passcode:** 314095

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

AGENDA MATERIALS: City Council agenda materials are published 72 hours prior to the meeting and are available to the public via the City’s website at www.cityofamericancanyon.org.

AMERICANS WITH DISABILITIES ACT: The City Council will provide materials in appropriate alternative formats to comply with the Americans with Disabilities Act. Please send a written request to City Clerk at 4381 Broadway, Suite 201, American Canyon, CA 94503 or by email to cityclerk@cityofamericancanyon.org. Include your name, address, phone number and brief description of the requested materials, as well as your preferred alternative format or auxiliary aid, at least three calendar days before the meeting.

6:30 P.M. REGULAR MEETING

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENTATIONS

1. **Receive a Presentation on the Napa County Regional Green House Gas Inventory.**

PUBLIC COMMENT - ITEMS NOT ON THE AGENDA

*This time is reserved for members of the public to address the Open Space Advisory Committee on items of interest that are not on the Agenda and are within the subject matter jurisdiction of the Open Space Advisory Committee. It is recommended that speakers limit their comments to 3 minutes each and it is requested that no comments be made during this period on items on the Agenda. Members of the public wishing to address the Open Space Advisory Committee on items on the Agenda should comment via email prior to the start of the meeting, or to verbally comment on the item during the meeting, click the "raise your hand" button if joining by computer, or press *9 if joining by phone, when the item is called. The Open Space Advisory Committee 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 Open Space Advisory Committee does not respond to public comment at this time. Speakers are asked to please speak clearly, and provide their name. Any handouts for distribution to the Open Space Advisory Committee must be emailed by 3:00 p.m. on meeting day.*

AGENDA CHANGES

CONSENT CALENDAR

2. **Approve the [Meeting Minutes](#) for the November 2, 2022 OSAC Meeting.**
3. **[Approve 2023 Open Space, Active Transportation and Sustainability Commission Meeting Calendar](#).**
Recommendation: Review the 2023 Open Space, Active Transportation and Sustainability Commission Meeting Calendar to identify any potential meeting conflicts that may occur in 2023. Approve the 2023 Meeting Calendar for adoption.

BUSINESS

4. **[Draft "Reauthorization Resolution" and Fiscal Year 2022/2023 Work Plan](#).**
Recommendation: Revise the draft Reauthorization Resolution to include open space, active transportation, and sustainability issues and revise the draft Fiscal Year 2022/2023 Work Plan.

MANAGEMENT AND STAFF REPORTS

COMMITTEE MEMBER COMMENTS AND FUTURE ITEMS FOR CONSIDERATION

ADJOURNMENT

CERTIFICATION

I, Liz Lozano, Administrative Technician for the City of American Canyon, do hereby declare that the foregoing Agenda of the Open Space Advisory Committee was posted in compliance with the Brown Act prior to the meeting date.

Liz Lozano, Administrative Technician

**City of American Canyon
Open Space Advisory Committee
4381 Broadway, Suite 201**

November 2, 2022

ACTION MINUTES

CALL TO ORDER

The meeting was called to order at 6:32p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Roll Call was taken.

ATTENDANCE

Open Space Advisory Committee Members Present:

Chair Nance Matson

Vice Chair Scott Artis

Committee Member Barry Christian

Committee Member Tara McClinton-Horner

Committee Member Kim Hester-Williams

Absent:

None

PUBLIC COMMENT

Chair Matson opened Public Comment.

Written Public Comment Received:

None

Oral Public Comment Received:

Leon Garcia, Mark Joseph, and Justin Hamilton-Hole made a Public Comment.

Chair Matson closed Public Comment.

AGENDA CHANGES

None

CONSENT CALENDAR

Approved the Meeting Minutes for the October 5, 2022, Special Joint City Council and Open Space Advisory Committee Meeting with the revision to include Nance Matson’s full written Public Comment be added to the Meeting Minutes, Motioned by Committee Member Christian; Seconded by Committee Member McClinton-Horner.

Roll Call was taken; the motion passed unanimously.

BUSINESS

1. Draft “Reauthorization Resolution” and Fiscal Year 2022/2023 Work Plan

City Manager Holley, and Directors Ikeda and Smithies led a discussion with the OSAC to revise the draft Reauthorization Resolution and the fiscal year 22/23 work plan. The discussion included: 1) summarized the latest status of policy-making related to active transportation and sustainability issues; 2) discussed renaming the OSAC to the Open Space, Active Transportation, and Sustainability Commission (OSATS Commission); 3) refined the Reauthorization Resolution to be consistent with the Council's intentions; and 4) modified the draft FY 22/23 Work Plan. City Staff will return with the revised draft work plan and draft Reauthorization Resolution at the next OSAC Meeting scheduled on December 7, 2022, to review both items with OSAC.

Chair Matson opened Public Comment.

Mark Joseph and Leon Garcia made a Public Comment.

No written Public Comment received.

Chair Matson closed Public Comment.

ADJOURNMENT

The meeting was adjourned at 9:18p.m.

CERTIFICATION

Liz Lozano
Administrative Technician



TITLE

Approve 2023 Open Space, Active Transportation and Sustainability Commission Meeting Calendar.

RECOMMENDATION

Review the 2023 Open Space, Active Transportation and Sustainability Commission Meeting Calendar to identify any potential meeting conflicts that may occur in 2023. Approve the 2023 Meeting Calendar for adoption.

CONTACT

Liz Lozano, Administrative Technician

BACKGROUND & ANALYSIS

The Open Space, Active Transportation and Sustainability Commission (OSATS) meets on the first Wednesday of every month at 6:30pm. Staff is proposing OSATS follows the same meeting calendar model as City Council and not meet in the months of January or July. Staff did not identify any OSATS Meeting dates that conflicted with City holidays or other occurrences.

ENVIRONMENTAL REVIEW

None

ATTACHMENTS:

[2023 OSATS Meeting Calendar.pdf](#)

2023 City of American Canyon - PCS & OSATS Calendar

January

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6 ^r	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OSATS



PCS





TITLE

Draft "Reauthorization Resolution" and Fiscal Year 2022/2023 Work Plan.

RECOMMENDATION

Revise the draft Reauthorization Resolution to include open space, active transportation, and sustainability issues and revise the draft Fiscal Year 2022/2023 Work Plan.

CONTACT

Jason Holley, City Manager

BACKGROUND & ANALYSIS

The City Council formed the Open Space Advisory Committee (OSAC) in 2005. At the time, the Council sought to recognize local efforts "to improve access to the Napa River, the Wetlands, and Newell Open Space". The Council also sought "to preserve and enhance open space around American Canyon".

In 2010, the Council later designated OSAC as the City's "Bicycle Advisory Committee". Since then, the term "active transportation" has replaced "bicycles" in the parlance of local government professionals because it pertains to a broader array of "human-powered" transportation issues.

Through the hard work of committee members, former and current Councils, and City staff - along with contributions from local, state, and federal partners, and private partnerships - Newell Open Space and Wetlands are now easily accessible through a system of trails and remain among the most popular destinations for residents and visitors. All the members of OSAC are dedicated to serving the American Canyon community and continue to undertake activities and projects related to open space, trails, and bicycles, though those activities have not always been associated with a work plan approved by the Council.

Roles and Responsibilities

The OSAC serves in an advisory capacity to the City Council. Generally, OSAC's role is to review and provide input on various plans and policy documents prepared by staff (and consultants) before they are eventually considered by the Council. The OSAC does not "approve" or "reject" items, nor does it take any formal actions such as adopting Resolutions, Ordinances, etc. The OSAC also does not "provide direction" to staff, nor does it evaluate staff's performance. The timing and schedule of

items presented to OSAC are at the staff's discretion, and this is subject to change based on staff's workload in consideration of all priorities of the City Council.

Reauthorization Resolution

On May 4, 2022, the OSAC developed a new draft "Reauthorization Resolution". The new draft Resolution builds upon its predecessors while clarifying the OSAC's roles and responsibilities to include the review and input of policy documents related to: active transportation planning; restoration of the wetlands and improving eco-systems; maintaining public access for our trail system; use and maintenance, including rules and regulations; activities, projects, and grants, including policies and guidance related to volunteer conservation; and serve on and participate in technical advisory committees as requested. In addition to the new draft Resolution, the OSAC developed a draft FY 22/23 Work Plan. Since that time, the OSAC has requested to add the Parks Master Plan as an additional item to their Work Plan.

On May 31, 2022, the draft Resolution and FY 22/23 Work Plan were presented to Council at a Joint Special Meeting with OSAC. The Council discussed the roles and responsibilities of OSAC and reviewed the draft Resolution and Work Plan. At this meeting, the Council expressed a desire to meet with the Parks and Community Services Commission (PCS) prior to making a decision regarding the OSAC. The PCS FY 22/23 Work Plan was approved by Council during a Joint Special Meeting with PCS on August 30, 2022.

On October 5, 2022, the City Council met again with the OSAC during a Joint Special Meeting and decided to re-constitute the OSAC as a paid commission with a purview to include open space, active transportation, and sustainability issues.

On November 2, 2022, City Manager Holley, and Directors Ikeda and Smithies met with the OSAC where we: 1) summarized the latest status of policy-making related to active transportation and sustainability issues; 2) discussed renaming the OSAC to the Open Space, Active Transportation, and Sustainability Commission (OSATS Commission); 3) refined the Reauthorization Resolution to be consistent with the Council's intentions; and 4) modified the draft FY 22/23 Work Plan. Attachment 1 reflects the latest version of the Reauthorization Resolution which includes active transportation and sustainability efforts, and Attachment 2 reflects the latest version of the draft FY 22/23 Work Plan.

Next Steps

Staff will present the final, clean version of the Resolution and FY 22/23 Work Plan to the City Council at a regular meeting on December 20, 2022.

Thereafter in January and February 2023, staff anticipates presenting a new Ordinance to Council for consideration/approval to codify the existence of the OSATS Commission in the American Canyon Municipal Code (comparable to the Parks and Community Services Commission and Planning Commission). Separately, staff is also working on an updated Committee/Commission protocol

handbook which is anticipated to be brought to Council's consideration and approval in Spring 2023. Lastly, Staff also anticipates holding a refresher "Governance Training" for all three Commissions and the Council next Spring, once the appointment process is complete.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

Not applicable

ENVIRONMENTAL REVIEW

None

ATTACHMENTS:

[Draft Resolution 2022-XXX](#)

[OSATS Draft FY 22/23 Work Plan](#)

RESOLUTION NO. 2022 - _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON AUTHORIZING THE OPEN SPACE, ACTIVE TRANSPORTATION, AND SUSTAINABILITY COMMISSION

WHEREAS, the City of American Canyon has always been supportive of open space preservation and enhancement, and such support has been integrated into the City's General Plan (for example, the Vision Statement notes we should "capitalize on the unique environmental setting of the foothills, river valleys and agriculture"); and

WHEREAS, the General Plan "Parks and Recreation Element" advocates for trail systems that connect the river areas with residential neighborhoods and open space areas in the foothills; and

WHEREAS, in 1999, the City was fortunate to receive 640 acres of foothill open space as a result of a generous donation from Jack and Bernice Newell; and

WHEREAS, at approximately the same time, the City received a \$3 million CalFed Grant to acquire and restore 460 acres of wetlands on our western border; and

WHEREAS, connecting the wetlands and Newell Open Space through a network of trails and bike paths is important to enhance public access and enjoyment; and

WHEREAS, the City Council formally recognized the efforts to establish, preserve and enhance open space in and around American Canyon through the establishment of the Open Space Advisory Committee (OSAC) as a standing "citizen's advisory committee" (Resolution 2005-83); and

WHEREAS, the City Council formally designated the OSAC as the City's Bicycle Advisory Committee in November 2010 (Resolution 2010-115); and

WHEREAS, the City Council desires to reconstitute the OSAC as a new commission having purview over issues of "open-space", "active transportation", and "sustainability"; and

WHEREAS, the role of the new Open Space, Active Transportation, and Sustainability Commission (OSATS Commission) is to review and provide input on various plans and policy documents prepared by staff (and consultants) before they are eventually considered by the Council.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby reconstitutes the former Open Space Advisory Committee as the new Open Space, Active Transportation, and Sustainability Commission; and

BE IT FURTHER RESOLVED that the City Council establishes a five-member Open Space, Active Transportation, and Sustainability Commission (OSATS Commission) pursuant to American Canyon

Municipal Code Chapter 2.28 (Boards and Commissions Generally) for the purpose of supporting open space, active transportation, and sustainability efforts in and around American Canyon; and

BE IT FURTHER RESOLVED that the City Council endorses the OSATS Commission’s review and input on plans and policy documents supporting the following “Open Space” efforts and recognizes there may be future efforts needed, subject to Council review and confirmation:

- Restoration of the wetlands on the City’s western border to improve the eco-system in the Bay Area and provide public water access; and
- Updates to the General Plan, Parks and Open Space Master Plan, Newell Management Plan, Newell Grazing Plan, and other plans; and
- Open space, trails, and public access development, such as Clarke Ranch, re-use of the Corporation Yard, Jaegar Open Space, and other open space areas; and
- Trail use and maintenance, including rules and regulations, maintenance and repair standards; and
- Volunteer conservation programs and projects, wildlife monitoring, and open space improvements or alterations to City property; and
- Serve on and participate in technical advisory committees as requested.

BE IT FURTHER RESOLVED that the City Council endorses the OSATS Commission’s review and input on plans and policy documents supporting the following “Active Transportation” efforts and recognizes there may be future efforts needed, subject to Council review and confirmation:

- Updates to the Citywide Bike Plan.
- Updates to the Citywide Pedestrian Plan.
- Updates Active Transportation Development Standards.
- Awards and recognitions of citywide active transportation efforts such as the Bicycle Friendly Community designation.

BE IT FURTHER RESOLVED that the City Council endorses the OSATS Commission’s review and input on plans and policy documents supporting the following “Sustainability” efforts and recognizes there may be future efforts needed, subject to Council review and confirmation:

- Countywide Greenhouse Gas Emissions Inventory.
- Regional Climate Action Plan.
- Climate Action Interim Plan for City of American Canyon.

NOW, THEREFORE BE IT FURTHER RESOLVED that the OSATS Commission shall support staff efforts by providing input on funding programs, annual Capital Improvement Program projects, and Capital Improvement Program design documents for the OSATS efforts.

NOW, THEREFORE BE IT FURTHER RESOLVED that the OSATS Commission shall draw on the expertise of its members and other sources to provide advice and recommendations to staff and the City Council regarding open space, active transportation, and sustainability efforts.

NOW, THEREFORE BE IT FURTHER RESOLVED that Commissioners serve as liaisons with the community regarding open space, active transportation, and sustainability efforts, keeping staff and the Council informed of issues and concerns.

NOW, THEREFORE BE IT FURTHER RESOLVED that this Resolution does not constitute authority for Commissioners or the OSATS Commission to perform operational or management functions or to make decisions on behalf of the City.

NOW, THEREFORE BE IT FURTHER RESOLVED that this Commission shall develop an annual work plan regarding open space, active transportation, and sustainability efforts for approval by the City Council.

NOW, THEREFORE BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

PASSES, APPROVED and ADOPTED at a regular meeting of the City Council of the City of American Canyon on the 20th of December, 2022 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



DATE: December 20, 2022
TO: Mayor and City Council
C/C: Parks and Recreation Director Ikeda
RE: **Draft "FY 22/23 Work Plan" for the Open Space, Active Transportation, and Sustainability Commission**

On December 7, 2022, the Open Space, Active Transportation, and Sustainability Commission (OSATS) met to develop a *draft* Work Plan for FY 22/23. Below is the list of topics OSATS has identified:

1. Update the Newell Management Plan.
2. Update the Parks and Community Services Master Plan.
3. Fiscal Year 2023/2024 Capital Improvement Program (pertaining to Open Space, and Active Transportation projects).
4. Trail Accessibility and Maintenance Standards.
5. Presentation on Napa County Regional Green House Gas Inventory.
6. Review of Eco Center Use Permit.
7. Review of design documents for the Newell Open Space Trail Project.
8. Presentation on Napa County Drought Contingency Plan.