



## REGULAR OPEN SPACE ADVISORY COMMITTEE MEETING AGENDA

City Hall - Oat Hill Conference Room  
4381 Broadway, Ste. 201, American Canyon  
**November 3, 2021**  
**6:30 PM**

**Chair:** Nance Matson

**Vice Chair:** Tara McClinton-Horner

**Committee Members:** Barry Christian, Kim Hester-Williams, Scott Artis

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In response to Governor's Executive Order N-29-20 and the Resolution Declaring the Existence of a Local Emergency Relating to the COVID-19 Pandemic adopted by the City of American Canyon City Council, City Council and other public meetings are currently Teleconference Meetings Only to align with local and federal guidelines and social distancing recommendations for the containment of the coronavirus.

You may submit public comments for any Agenda Item, Non-Agenda Item or make general public comments by one of the following methods:

**Verbal via Webinar:** A Zoom Webinar has been established for public participation during the meeting related to a specific agenda item, or matters not on the agenda. To give your public comment directly to the legislative body during the meeting, connect via Zoom and follow the instructions or by calling 408-638-0968. Please mute all audio devices and do not use the speakerphone to prevent echoing.

**Zoom Meeting Link:** [Click Here](#)

**Webinar ID:** 876 2436 1413 **Passcode:** 196498

**Via email:** As part of our Virtual City Hall, we have established a central link for the Public Comments of all meetings. Please use the following link to submit your comment so it can be routed to the appropriate governing body and properly recorded into the meeting record. [Submit your public comment here](#). EMAILS WILL NOT BE READ ALOUD. Emails received will be posted online after the meeting. All comments become part of the permanent record.

The above-identified measures exceed all legal requirements for participation in public comment, including those imposed by the Ralph M. Brown Act and Executive Order N-29-20 and N-33-20. For more information, please call the City Clerk at (707) 647-5337 or email [cityclerk@cityofamericancanyon.org](mailto:cityclerk@cityofamericancanyon.org).

**AGENDA MATERIALS:** 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](http://www.cityofamericancanyon.org).

**AMERICANS WITH DISABILITIES ACT:** The City 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](mailto: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

## 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

## BUSINESS

### 1. **Parks and Recreation Director Recruitment**

**Recommendation:** Adopt a Minute Order assigning two (2) Committee Members to serve on the initial interview panel and provide feedback on the draft Parks and Recreation Director Recruitment Brochure.

## COMMISSIONER 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.

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Liz Lozano, Administrative Technician



## **TITLE**

Parks and Recreation Director Recruitment

## **RECOMMENDATION**

Adopt a Minute Order assigning two (2) Committee Members to serve on the initial interview panel and provide feedback on the draft Parks and Recreation Director Recruitment Brochure.

## **CONTACT**

Jason Holley, City Manager

Scott Corey, Human Resources Officer

## **BACKGROUND & ANALYSIS**

A recruitment to fill the vacant Parks and Recreation Director position is currently underway. The City Manager is utilizing a professional firm to assist with the recruitment. The application period will open shortly and the City will be taking applications through mid-November. Thereafter, a series of interviews will be conducted and ultimately the best remaining candidate will be offered the position. The City Manager requests assistance from the Open Space Advisory Committee as follows: (1) Appoint two Committee Members to serve on the initial interview panel; and (2) Provide feedback tonight on the draft Recruitment Brochure (Attachment 1).

## **COUNCIL PRIORITY PROGRAMS AND PROJECTS**

Organizational Effectiveness: "Deliver exemplary government services."

## **FISCAL IMPACT**

Not applicable.

## **ENVIRONMENTAL REVIEW**

Not applicable.

## **ATTACHMENTS:**

[2021-10 American Canyon Parks Rec Director\\_FINAL.pdf](#)

CITY OF  
AMERICAN  
CANYON



 **TRIPEPI SMITH**  
—TALENT SOLUTIONS—

*The City of American Canyon invites  
your interest in the position of*

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# **DIRECTOR OF PARKS & RECREATION**

# ABOUT AMERICAN CANYON

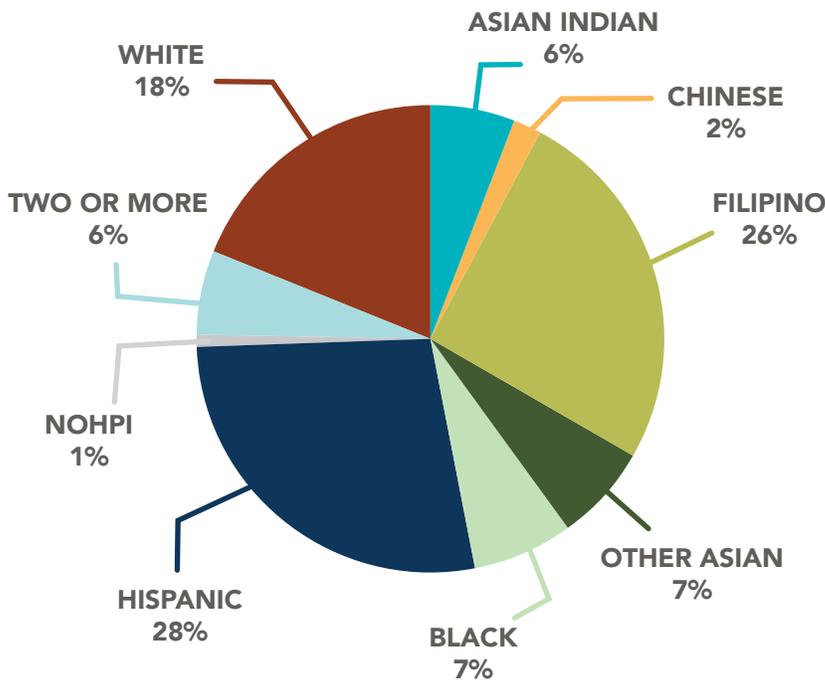
Located at the southern tip of the Napa Valley, American Canyon is a contemporary new community known for diversity, proximity and affordability. It is a destination for outdoor recreation and natural beauty. There are spaces fit for everyone, whether residents seek running, walking, hiking, or biking opportunities.

American Canyon, with its picturesque backdrop of rural rolling hills, is the 'Gateway to the Napa Valley' and the San Francisco Bay Area's entry point to areas internationally recognized for producing many of the world's finest wines. It's also a fantastic setting to raise a family, with residents here being a part of the celebrated Napa Valley Unified School District.

American Canyon has a staff of approximately 88 full-time employees and up to 60 part-time/seasonal staff. The City operates as a Council/City Manager form of government and is a general law city. Policy-making authority is vested in a five-member City Council. Day-to-day administration is provided by the City Manager, serving under the direction of the Council. There are four elected Council Members and one elected Mayor. The City Manager is appointed by the Council and serves as the chief executive of the City.



## CITY ETHNICITY BY %



## CITY MISSION & VALUES

### Everyone is welcome here!

We welcome the opportunity to learn your language, share in your customs, and celebrate your traditions.

We believe diversity makes our community strong, healthy, and fun.

We want you to be **YOU!** We are so happy you are here.

# ABOUT THE POSITION

## THE ROLE: DIRECTOR OF PARKS AND RECREATION

The Director of Parks and Recreation will plan, direct, manage and oversee the activities and operations of the Parks and Recreation Department, including aquatics, recreation, senior programming, facility rentals, and active transportation. They will manage the development and implementation of related City-wide objectives, establish appropriate Department service and staffing levels, evaluate the efficiency of service delivery methods, oversee the administration of the Department budget, evaluate work methods and procedures, seek grant funding opportunities/write grant applications, and meet regularly with management staff to identify and resolve problems.

In addition to the traditional duties, the new Director will have the opportunity to develop and implement long-term plans for the Newell Open Space, Clark Ranch/Wetlands Eco-Center, and the Vine Trail & Bay Trail. The Director will lead a small, but dedicated staff of 7.0 FTE that relies upon an harmonious mixture of part-time staff, active and supportive nonprofit groups, and volunteers to serve the community. The Director serves as a member of the City's Management Team and provides complex administrative support to the City Manager. In addition, the Director will provide support to other Departments in certain areas; for example, "park maintenance" is currently the responsibility of the Maintenance and Utility Department.

## PRIMARY RESPONSIBILITIES

*Significant areas under the oversight of the Parks and Recreation Director include but are not limited to:*



### **Aquatics Program**

American Canyon's prominent, award-winning aquatics programs is one of a kind in the region, making it a popular year-around attraction for children and adults.



### **Nonprofit Organizations**

The American Canyon Community & Parks Foundation is one of many very active nonprofits that provide essential support to the City. Both the Mayor and the Director are non-voting members of the Foundation's Board of Directors.



### **City Commissions and Committees**

American Canyon has two important citizen advisory bodies - the Parks and Community Services Commission and the Open Space Advisory Committee - and the Director is the staff liaison to both. City Council direction regarding the purpose/purview and roles/ responsibilities of these bodies will occur in early 2022, once the Director has had time to acclimate to their new position.



### **Newell Open Space**

Abutting Lynch Canyon Open Space to the east, American Canyon's Newell Open Space encompasses 620 acres of land rising several hundred feet above Newell Creek with picturesque westerly views of the City and the northern San Francisco Bay. Over time, the City has added several trails, but with the Director's leadership, a more robust access and a maintenance strategy is anticipated.



### **Clark Ranch/Wetlands Eco-Center**

Clark Ranch is an undeveloped city-owned property at the northwestern edge of town. The 2016 Clark Ranch Master Plan calls for a "new regional nature/ environmental/ community center (the "Eco-Center") to be "an indoor interpretative, recreation and community space with classrooms and multi-purpose rooms to support programming and exhibits (watershed protection/education, wetlands habitat/biology). Possible space for vendor sales (deli/gifts) and rentals (bike/kayak)." The American Canyon Community & Parks Foundation is expected to play a prominent role in the development of the Eco-Center, the location of which is currently being evaluated.

# THE IDEAL CANDIDATE

The City of American Canyon is looking for a candidate who is confident in their ability to lead teams and appreciates the intrinsic benefit of building a broad external support network. The successful candidate would be an adaptable and open-minded individual who is committed to excellence and seeks to cultivate relationships in the community. The individual would have a solid understanding of the basic functions within the department and can effectively represent the organization to the community. Administrative experience of budget and management is required.

## EDUCATION & EXPERIENCE REQUIREMENTS

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a closely related field.

Six years of increasingly responsible planning, maintenance and management experience in aquatics, recreation, and/or park maintenance, including three years of supervisory and administrative responsibility.

### Knowledge of:

- Operations, services, and activities of comprehensive aquatic, recreation, and parks maintenance programs.
- Principles and practices of; aquatics, recreation, parks, program development, administration, municipal budget preparation and administration, supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes; and regulations.

### Ability to

- Plan, organize, direct, and coordinate the work of assigned staff.
- Select, supervise, train, and evaluate staff.
- Develop and administer departmental goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems and identify alternative solutions; project consequences of proposed actions; and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships





## COMPENSATION & BENEFITS

**Salary:** The annual salary range for the Director of Parks and Recreation is \$117,832 to 176,738, and appointment will be made depending on the qualifications of the selected candidate.

**Retirement:** CalPERS 2% @ 55 for Classic members; employee makes a 7% member contribution and employer portion (cost sharing) 5% is employee paid. CalPERS 2% @ 62 for new members of CalPERS. Employee pays half the normal cost.

**Health Insurance:** City contributes a monthly payment equal to 90% if the Kaiser HMO premium rates at each level of coverage (Employee only, Employee plus One Dependent, and Family) for active employees. Employees covered by another insurance plan may be eligible for \$400 per month in lieu of health coverage.

**Cafeteria Plan:** \$348.93 to be used toward out-of-pocket medical health premium, if any, Life, Group LTD, Dental and Vision Insurance and an Employee Assistance Program.

**Vacation Accrual:** 12-25 days based on years of service.

**Holiday Leave:** 16 days per year.

**Management Leave:** 15 days per fiscal year.

**Sick Leave Accrual:** 12 days per year, unlimited accumulation.

**Retiree Medical:** City contributes 100% of the current "Supplement/Managed Monthly Employee Only Rate for Kaiser Senior Advantage Bay Area" (currently \$324.48) to assist with medical insurance costs for CalPERS covered retirees.

**Deferred Compensation** - Two voluntary plans available. City will contribute 2% of employee's salary in 401(A) with 2% employee contribution.

**Vehicle Allowance** - \$400 per month is provided.



## HOW TO APPLY

Interested parties should email their completed resume and cover letter to Bob Hall at [talent@tripepismith.com](mailto:talent@tripepismith.com) by midnight on November 26, 2021.

The first round of interviews are scheduled for December 6. Please hold this date.

If you have any questions, please contact Bob Hall at (714) 309-9104.



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— TALENT SOLUTIONS —