



REGULAR OPEN SPACE ADVISORY COMMITTEE MEETING AGENDA

City Hall - Oat Hill Conference Room
4381 Broadway, Ste. 201, American Canyon

May 4, 2022
6:30 PM

Chair: Nance Matson

Vice Chair: Scott Artis

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

AMENDED AGENDA- This agenda is amended to include an attachment (staff report/OSAC workplan dated Sept. 2021) in Business item #2.

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 the website. Comments will be available to committee 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: 856 5355 6323 Passcode: 868513

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: Open Space Advisory Committee 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 Open Space Advisory Committee will provide materials in appropriate alternative formats to comply with the American 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 agenda 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 eComment 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

1. [Minutes of April 6, 2022](#)

Recommendation: Approve Meeting Minutes from the April 6, 2022 Special Joint Parks and Community Services Commission and Open Space Advisory Committee Meeting.

BUSINESS

2. [Draft Fiscal Year 22-23 Annual Work Plan For OSAC](#)

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
Special Joint Parks & Community Service Commission and Open Space Advisory Committee
Meeting
4381 Broadway, Suite 201
April 6, 2022

ACTION MINUTES

CALL TO ORDER

Meeting was called to order at 5:32pm.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present:

PCS Commission: Chair Einberger, Vice Chair Servente, Commissioner Mamaril, Commissioner Margolati, Commissioner Griggs.

OSAC Committee: Chair Matson, Vice Chair Artis, Committee Member Christian, Committee Member McClinton-Horner, Committee Member Hester-Williams.

Absent: PCS Honorary Commissioner Hmun was excused from the meeting.

PUBLIC COMMENT

Chair Einberger opened Public Comments.

Oral Comments: Justin Hamilton-Hole made a Public Comment.

Written Comments: Kevin Krase submitted a written Public Comment.

Chair Einberger closed Public Comments.

AGENDA CHANGES

There were no agenda changes.

CONSENT CALENDAR

ACTION: A motion to approve the Meeting Minutes from the March 2, 2022 Special Joint Parks & Community Services Commission and Open Space Advisory Meeting Minutes was made by OSAC Vice Chair Artis, and seconded by OSAC Committee Member Christian.

A roll call was taken and the motion was approved unanimously.

BUSINESS

1. Roles and Responsibilities

City Manager Holley lead a discussion with the Parks and Community Services Commission and the Open Space Advisory Committee regarding the roles and responsibilities of each group and the history of the formation of the PCS Commission and OSAC Committee. It was decided the Open Space Advisory Committee would meet in-person at their next regularly scheduled meeting on May 4, 2022 and the Parks and Community Services Commission would meet in-person at their regularly scheduled meeting on May 12, 2022.

ACTION: No Action

MANAGEMENT AND STAFF REPORTS

There were no management or staff reports presented.

COMMISSIONER COMMENTS AND FUTURE ITEMS FOR CONSIDERATION

The Parks and Community Services Commissioners and Open Space Advisory Committee Members spoke of items of interest.

ADJOURNMENT

The meeting was adjourned at 7:52p.m.

CERTIFICATION

Liz Lozano
Administrative Technician



Date: April 29, 2022

RE: Staff Report: OSAC Meeting on May 4, 2022

The City Council has tasked the City Manager with professionalizing the City organization. This includes formalizing the Council’s interface with the Open Space Advisory Committee (OSAC), improving the functionality of this body, and its interaction with the City Manager and staff.

As the “chief executive” of the organization, the Manager is charting a new path forward. Ultimately any changes are subject to Council approval. Beyond their own experience and expertise, the Manager and staff have sought professional advice and academic resources to advise on these issues. Notably, these challenges are commonplace in local governments across the nation, and they were the subject of substantive changes in American Canyon in 2003.

All the members of OSAC are dedicated to serving the American Canyon community. Many participate in community groups, and some have been members of this advisory committee for years. This effort is not meant to diminish your contributions to the community. Nevertheless, just like the rest of the organization, this body is being examined through the lens of a more efficient local government structure in a post-Pandemic world.

There are no pre-ordained outcomes. Only the City Council will decide what changes (if any) are in store for this advisory body. This discussion represents the beginning of a journey to create a blueprint for success.

This staff report is organized as follows:

- History/Initial Purpose of OSAC
- Council/Manager Form of Government and Citizen Advisory Committees
- Future Role & Responsibilities for OSAC
- Next Steps

At the end, there are four enclosures:

1. An excerpt from *Creating and Maintaining Effective Local Government Citizen Advisory Committee*; Vaughn Mamlin Upshaw, University of North Carolina School of Government (2009).
2. Latest Revision of the “OSAC Work Plan” (September 2021).

History/Initial Purpose of OSAC

The City Council formed OSAC in 2005. At the time, the Council sought to recognize an informal group of local residents' "open space efforts" and "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".

To date, OSAC's purpose is largely achieved. Through the hard work of committee members, former and current City Councils, and City staff - along with contributions from a slew of other local government, state and federal partners, and private partnerships - the 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 alike. This success is shared by all, and the fruits of their labor will be enjoyed by generations to come.

Council/Manager Form of Government & Citizen Advisory Committees

The information below is adapted from *Effective Citizens Advisory Committees: A Blueprint for Success*; International City/County Management Association (2008).

American Canyon utilizes the "Council/Manager" form of government. This is the most common form of municipal government found in cities and towns our size throughout the United States.

In a Council/Manager government, an elected City Council serves as the city's primary legislative body and appoints a chief executive officer ("City Manager") to oversee day-to-day municipal operations, draft a budget, and implement and enforce the council's policy and legislative initiatives.

Most Council/Manager governments also feature a Mayor who officially represents the city on the state, national, and international levels. However, unlike other forms of government, the Mayor is a regular voting member of the City Council with fewer other privileges that distinguish them from other Council Members.

The City Manager and City Council work together to enact budgets, draft and enforce legislation, provide city services, oversee city departments, and appoint departmental heads. In addition, they work together to identify the community's Mission, Vision, and Values and create Goals, Strategies, Key Initiatives, and Tasks to implement. The graphic on the next page – as part of the City's strategic planning process – illustrates this hierarchy.



Roles and Responsibilities

The City Manager is not an elected position. Rather, the holder of this office serves at the pleasure of the council, which retains the legal right to dismiss and replace the City Manager. The hiring process for a City Manager is comparable to that of a corporate CEO. It begins with general discussions amongst City Council members, often in consultation with voters and professional consultants. After a hiring notice is drafted and distributed to professional organizations, the process then moves to a multistage interview process that includes a review of applications and onsite interviews with qualified candidates. The process ends with a vote taken by City Council.

Below is a further explanation of typical roles and responsibilities for the City Manager and City Council (including the Mayor):

City Manager

- Appointed (and dismissed) by a majority of the City Council.
- Responsible for drafting and proposing a city budget.
- Responsible for appointing departmental heads and directing the work of staff.
- Responsible for implementing and enforcing Council policies.
- Responsible for identifying and implementing Key Initiatives and Tasks (both Policy-Making and Day-to-Day) in support of the Council's adopted Goals and Strategies.

City Council (Including Mayor)

- Elected to two or four-year terms.
- Responsible for appointing a City Manager.
- Responsible for approving legislation and ordinances.
- Responsible for approving the City Budget as proposed by the City Manager.
- Responsible for identifying the community's Mission, Vision, and Values, and adopting Goals & Strategies in support of these tenants.
- Responsible for evaluating the City Manager's performance in the implementation of Key Initiatives and Tasks that are consistent with the Council's adopted Goals and Strategies.

Mayor (Solely)

- Votes at city-council meetings with the same power as other Councilmembers.
- Does not possess veto powers.
- Officially represents the city on local, state, national, and international levels.

The origins of Council/Manager government in the United States can be found in the late nineteenth and early twentieth centuries. It was then cities first began to hire a professional administrator who would be responsible for municipal finances, the implementation and enforcement of law, and basic city administration. Political scientists and policy analysts have stated that the prevalence of the council-manager form of government was indicative of a trend toward professionalization in municipal administration, and that state laws and transparency and accountability organizations were the catalysts of this trend.

Citizen Advisory Committees

The main attribute of an effective, useful citizens' committee is the extent to which the members have been given clearly stated objectives and a workable organizational structure. One purpose of this exercise is to maximize the effectiveness and productivity of these bodies. The proposed outcomes may be different.

Many opportunities can be solved by a well-organized citizens' committee. By appointing a committee, the City Council gives other well-respected members of the community the opportunity to discuss the issue without the pressure of "making a decision". This reduces the pressure because there is no finality.

The City Council is held to account by the electorate for its decisions – which are always final. Whenever the City Council discusses an issue, there is always the possibility that a majority may decide it is time for a decision. This can be upsetting to others - especially to those who feel that if more information were known or understood, their position would have a better chance of being supported; recent examples include: Fuel Station Moratorium, Recreational Cannabis, and Term Limits.

One reason the City Council appoints a citizens committee is to remove an issue out of the "decision-making arena" and into the "advice-making arena". It does so because "advice-making" is much less daunting than "decision-making". When the Council feels the community would be served by removing the stress that comes with the "finality" of a decision, they can

form a Citizens Advisory Committee (CAC). While this practice can be useful for controversial one-time matters (“Ad-Hoc CAC”), it can also be useful for ongoing issues of great importance to the community (“Standing CAC”).

It is important to note, that the Council does not appoint a Standing CAC to serve as a “buffer” against complaints from the community. Rather, the Council intends for complaints to follow a standard path towards understanding/resolution. The path begins with a referral to the appropriate staff. If concerns persist, then the City Manager is engaged. Lastly, the City Council hears from the stakeholders directly. CAC’s play a limited role in addressing complaints, because they serve primarily to provide advice to the Council.

Future Roles and Responsibilities for OSAC

CAC’s can be very useful, but they can present challenges. A common difficulty is recognizing they do not provide direction to the Manager or staff. Moreover, the City Council, the Manager, and/or assigned staff may ignore some, or even all, of their recommendations. In short, the CAC’s do not make decisions; rather, they advise. If a CAC’s roles and responsibilities are not understood and accepted, then confusion abounds. Good bylaws clarify roles and responsibilities - Council never adopted any by-laws or guidelines for OSAC. Staff will be recommending to Council to adopt by-laws.

It is customary for the City Council to provide a liaison to the Citizen Advisory Committee, and in this case, the Parks and Recreation Director fills this role. Due to limited funding, the Council limits the amount of staff devoted to this role. As shown in the table below, based on past experience, staff estimates the annual cost to provide staff liaison to OSAC is approximately \$21,000

STAFF	TASK	HOURS TO COMPLETE TASK	MEETINGS PER YEAR	HOURS PER YEAR	HOURLY COST	TOTAL COST
P&R Director	Attend Meeting	4	10	40	\$79.31	\$ 3,172
P&R Director	Draft and Review Staff Reports	4	10	40	\$79.31	\$ 3,172
P&R Director	Meet with Chair	1	10	10	\$79.31	\$ 793
Admin. Tech	Attend Meeting*	4	10	40	\$71.36	\$ 2,854
Admin. Tech	Draft and Review Staff Reports	5	10	50	\$47.57	\$ 2,379
Admin. Tech	Meet with Chair	1	10	10	\$47.57	\$ 476
Admin. Tech	Prepare Agenda Packet	4	10	40	\$47.57	\$ 1,903
Admin. Tech	Post Meeting Tasks	3	10	30	\$47.57	\$ 1,427
Rec. Coordinator	Attend Meeting*	4	10	40	\$70.54	\$ 2,822
Rec. Coordinator	Draft Staff Reports	4	10	40	\$47.03	\$ 1,881
			Subtotal	340		\$ 20,879

The most recent "work plan" (September 2021) that was created by OSAC contains a list of projects that were not approved by Council; a majority of these projects appear to "operational" tasks rather than "policy-making tasks. Staff is aware of a variety of operational tasks that are needed at both Newell Open Space and the Wetlands Area.

Next Steps

Staff recommends that OSAC creates a draft work plan that outlines "policy-making" tasks for FY22-23. This draft work plan will be reviewed and approved by Council at the Special Joint City Council/OSAC meeting on May 31, 2022.

Encl./:

1. *Creating and Maintaining Effective Local Government Citizen Advisory Committee*; Vaughn Mamlin Upshaw, University of North Carolina School of Government (2009).
2. Latest Revision of the OSAC Work Plan (November 2021).

Enclosure 1 – Excerpt from *Creating and Maintaining Effective Local Government Citizen Advisory Committee*; Vaughn Mamlin Upshaw, University of North Carolina School of Government (2009).

REASONS FOR HAVING CITIZENS ADVISORY COMMITTEES

When communities face complex issues affecting large, diverse groups, citizen engagement leads to people being better informed, better able to collaborate with others, and more active in addressing issues that affect them. By sharing responsibility, local officials increase opportunities for citizens to contribute to the common good.

At the local level, CAC's provide an effective mechanism for program planning and assessment by identifying community needs and interest and soliciting recommendations on how to meet those needs. Local elected and appointed officials may become focused on their own priorities and work, losing sight of larger community concerns.

Certain statutory mandates ensure that interest groups and community representatives have formal input on local government initiatives. Membership criteria that focus on technical and professional experience result in representatives whose interest align with organizational concerns. Technical and professional boards can help local governments plan services *for* particular groups.

Membership criteria that require community membership, consumers of services, and affected groups to be involved result in citizens having an opportunity to shape services that are important to them. Appointed boards enable citizens to plan *with* local governments. Depending upon what a local government or community seeks to accomplish citizens can often contribute to the process and provide local government leaders with valuable information.

BENEFITS AND COSTS OF CITIZEN ADVISORY COMMITTEES

Arguments for citizen engagement are strongly rooted in the United States' political culture. Civic engagement is valued for bringing greater public voice into governmental decision making and improving public perceptions of government.

Local governments seeking public involvement in governmental decisions often turn to CACs as a way to include citizens in the process. Establishing CACs can benefit local government and the public by providing more ideas and creating more support for decisions. Citizen advisory committees are not without their cost to local government or the public, though, especially when the issues are complex and defy easy answers.

Benefits to Local Governments

Local governments benefit from CACs by:

- *Tapping in the expertise of the citizenry as subject matter experts.* Often people who have extensive experience and knowledge in a particular area (for example, engineering or technology) are interested in using their skills to help improve the communities where they live.
- *Engaging citizens as partners in the process of governing the city or county.* To effectively accomplish community goals, local elected officials routinely work with individual citizens, business and nonprofit leaders, community groups, and other state, regional, and national organizations, and governments. Involving key stakeholders in CACs can help move issues forward, because citizens have a role in reviewing alternatives and making recommendations to the local governing board.
- *Gathering information for governing and decision making.* Public problems are rarely straightforward, and few issues have one right answer. Citizens “enlarge the room” by bringing diverse opinions and perspectives to community issues. Citizen advisory committees are a convenient way to engage representatives with different perspectives in local governance.
- *Making the governing process more transparent.* Many citizens know little about what local government does and have had little experience working with local government. Serving on an advisory board helps citizens learn more about local government issues, challenges, and complexities.
- *Going beyond what they can accomplish alone.* Local governments are expected to address multiple issues simultaneously, and CACs help extend their reach. Citizens often direct knowledge of resources, partners, and strategies outside of local government. By engaging citizens in CACs, local governments tap into resources that they might not have known about or had access to otherwise.

- *Improving communication between elected officials and the public.* When elected officials participate in advisory boards, either as liaisons or as representatives of the governing board, they interact directly with citizens about community issues. Citizens serving on CACs generally have opportunities to present information or meet directly with elected officials.
- *Receiving new information and perspectives.* Citizens often have information relevant to public issues- as direct consumers of local government services, as representatives of community organizations, or as professionals with relevant expertise. Better decisions result when decision-makers consider and weigh multiple points of view.
- *Linking to other resources and groups interested in addressing community issues.* Through their work on advisory boards, citizens can network and collaborate with others.
- *Reducing the likelihood that government decisions will be challenged in court.* When citizens have a chance to participate in the decision-making process, they better understand the trade-offs among competing options are less likely to sue their local governments when the final decision is not their first preference.
- *Expanding citizens' understanding of how local government works.* Citizens may have limited experience with local government. When citizens serve on CACs, government officials can communicate with them about particular issues in the context of the local government's broader responsibilities.

Benefits to Citizens

Citizens benefit from CACs by:

- *Learning about local government and opportunities for future leadership.* Advisory boards are a vehicle for developing citizens' leadership capacity. Learning about and dealing with public issues help citizens better understand the roles and responsibilities of local government. Advisory board members who later run for office may appreciate a city's or county's role more than citizens unfamiliar with the workings of local government.
- *Understanding and becoming more trusting of local government.* Advisory board members have an opportunity to work with other citizens, elected officials, and local government employees. Working with others promotes understanding and trust.
- *Having a greater stake and more investment in the outcome of decisions.* Advisory board members engaged in reviewing alternatives are more likely to support final decision than are citizens who have not been involved in looking at multiple options.
- *Being directly involved in finding solutions.* An individual who is concerned about services or policies can speak directly to public officials or address the governing board at public hearings. Citizen concerns are often too extensive for an elected board to address quickly. Advisory boards provide citizen a more focused forum in which to raise concerns and express interest.

Cost for Local Governments

For local governments, some of the cost of having CACs occur when:

- *The CAC is time consuming for local government staff.* Recruiting and selecting member and providing support for CACs can require a lot of time on part of local elected officials and local government staff.
- *The CAC is costly to support.* The financial coast of supporting some CAC work can be considerable, particularly if the issues require detailed input from external technical advisors and substantial staff time to research and prepare reports.
- *Involving the public in a CAC creates tension or hostility.* If members of the public think that local government is trying to force an agenda through the CAC, or if the group itself is divided and dysfunctional, dissatisfaction can set in. This can result in disenchantment on the part of the CAC member, criticism of the local government's process, and hostility toward the local government's process, and hostility toward the local government rather than support the issue.
- *Local government loses control over decision making.* If the governing board has not set clear boundaries, a CAC can assume more authority than was intended. Unless the local governing board is willing to rein in the CAC, the group may make decisions and pursue options without local government's full support.
- *The CAC makes bad recommendations.* If the CAC is made up of people with similar views, the committee may limit input or introduce data from unreliable sources to influence the process. Or, if members of the CAC cannot get along and work together, member may not agree on recommendations. In either case, the outcome is likely to result in a flawed decision for local government.
- *Recommendation and advice are not adopted.* Citizens who spend significant time learning about an issues and preparing recommendations may be frustrated if their recommendations are not embraced by elected officials or public administrators.

When benefits are high and cost are low, the conditions for establishing a CAC are more favorable. Less favorable conditions occur when the benefits of establishing a CAC are low and the cost of doing so are high.

Cost for Citizens

For citizens, some of the cost of serving on a CACs occur when

- *Participation on CAC's is time consuming.* Depending upon the issue, the CAC may meet quarterly, monthly, bimonthly, or even weekly. Citizens who are deeply involved in an

issue may participate in meeting outside of the CAC as well. For many members of the public, the time commitment require to serve on a CAC can be a deterrent to participation.

- *The CAC has poorly defined objectives.* Unclear expectations, goals that are too broad, or timelines that are unreasonable lead to groups floundering for focus. In some cases, CACs will create their own goals and objectives if they believe they do not have sufficient guidance from elected officials. If the group's goals are in conflict with the intent of the elected board, the process may be fraught with conflict.
- *The process for the CAC is flawed.* If the path to achieving results is cumbersome or confusing, if members have unresolved conflicts, if leadership changes too often or not often enough, or if insufficient resources are allocated to the CAC, members and interest groups may become dissatisfied with both the CAC and local government.
- *Needed expertise is unavailable within the CAC.* Complex public issues often require specialized knowledge beyond what the average citizen possesses. When CACs are established to recommend or review local government actions but no member of the CAC understands the issue well enough to provide an informed opinion, the task is likely to be overwhelming and frustrating.

Interest groups dominate the process and do not represent the broader interests of the community. Vocal advocates for an opponent of an issue often seek seats on CACs. Unless the process used to appoint members to a CAC assures a mix of perspectives, citizens will reject outcomes because their voices are unrepresented or underrepresented. create a work plan that outlines policy-making tasks that Council can review and approve for FY22-23.

Enclosure 2 – Latest Revision of OSAC Work Plan (September 9, 2021)



OPEN SPACE ADVISORY COMMITTEE
STAFF REPORT

NOVEMBER 4, 2020
BUSINESS

SUBJECT

Receive a report on the status of Fiscal Year 19-20 Goals and Priorities.

SUBMITTED BY

Creighton Wright, Parks and Recreation Director

BACKGROUND AND ISSUES

At the end of each calendar year, the Parks and Community Services Commission and the Open Space Advisory Committee review previous year's goals and discuss staff's proposed priorities for the next fiscal year. This is the first step in a multistep process.

Probable future steps:

1. December Meeting – Review revised department direction/approach (pandemic adjusted)
2. January/February Meeting – FY 21-22 Goals and Priorities Discussion

To say that this year has been unprecedented is an understatement. We have endured through a pandemic, power outages, unusual summer thunderstorm, record setting heat wave, fires, record setting poor air quality days, social unrest, a highly contested election, and who knows what else will happen by the end of the year. Through all this, we are more resolute in our commitment to the community than ever before. As mentioned in the last meeting, we are taking the feedback you received from the community to figure out how best to serve the community in this shifting landscape. The next step in the process will be a review of our department direction/approach.

STAFF RECOMMENDATION

Receive a report on the status of Fiscal Year 19-20 Goals and Priorities.

ATTACHMENTS –

1. FY 20-21 Goals and Priorities



2020/2021 Work Plan Items

PROGRAMS AND EVENTS

PRIORITY PROJECTS

1. SENIOR CENTER PROGRAMMING: Continue to develop/evolve the Senior Multiuse Center space and programming.
 - a. Plan for update to Council no later than early April 2020. MOVED TO 2021
 - b. Evolution of programming needs to be launched with the 10-year anniversary of the Senior Multiuse Building in May 2020.
2. FITNESS AND WELLNESS: Create/enhance and develop fitness and wellness (including aquatics) opportunities. Focus needs to be on young/middle aged adults. IN PROGRESS
 - a. Investigate options for traditional exercise programs, outdoor rec, partnerships with like missioned organizations (like ACCPF), and opportunities for conservation, stewardship and volunteering.
 - b. Express health, wellness and fitness benefits/impacts derived from recreation programs in program materials, external communications and other means.
 - c. Develop and deploy branded language in concert including inclusion as ParksRx qualified opportunities.
3. PICKLEBALL: Develop interest and associated programming for pickle ball at newly renovated Elliott Courts. Include signage explaining what it is, how to play, and equipment necessary. Develop a pickleball kickoff event in the Spring. SPRING 2021
4. COMMUNITY EVENTS COMMITTEE: Continue to host and develop the Community Events Committee to improve communication, coordination and partnerships in community events.
 - a. Rollout Community Events Trailer by June 2020. ON GOING/ DEFUNDED
5. LIVE MUSIC/PERFORMANCES: Assess/evaluate live performances (music, dance, etc.) opportunities within community events. Determine if interest, political will and funding exists to host a new music-oriented community event. EVALUATION COMPLETE
6. AFTERSCHOOL SPORTS: Evaluate the competitiveness of afterschool middle school sports programs. HOLD DUE TO PANDEMIC

Evaluate and implement as staff capacity and funding allows:

1. Assess/evaluate the need to enhance program opportunities for: tennis, badminton, afterschool non-sport opportunities, golf lessons, adult/teen learn to swim opportunities and specialty aquatics classes. IN PROGRESS
2. Expand stewardship and conservation volunteer opportunities.



3. (FROM OSAC) Evaluate hosting an outdoor/natural resources-based film festival.
4. Evaluate functionality of Recreation Management System. Consider a change.
5. *NEW Pandemic response programming
 - a. Provide all reservation/registration/refund services virtually, no contact, through online, email and phone transactions. COMPLETE
 - b. Transition away from drop-in use, require pre-registration, screening, and touchless, online payment. COMPLETE
 - c. Deploy information and awareness communications about program opportunities online, discontinue printed version. COMPLETE
 - d. Deploy monthly recreation and community services newsletter to increase awareness of program, events and partnered offerings. IN PROGRESS
 - e. Coordinate with youth sports and other recreation providers to ensure they have necessary COVID protocols (Return to Play Protocols). IN PROGRESS
 - f. Develop monthly programming themes to base socially distant programs and events, online resources, and virtual programs. ON GOING
 - g. Modify recreation facilities to ensure they meet COVID-safe best practices. IN PROGRESS
 - h. Develop campaigns to support sense of community, health/fitness, and address community needs. SPRING 2021

PARTNERSHIPS

PRIORITY PROJECTS

- | | |
|---|-------------|
| 1. ACC FALL EVENT: Build upon partnership with the AC Cycling group for their fall bike ride event. | NO EVENT |
| 2. SENIOR CENTER PARTNERSHIPS: Formalize partnerships with Collabria Care and Soroptomists to augment/enhance services for seniors in American Canyon and CANV for senior nutrition services in American Canyon. | IN PROGRESS |
| 3. ACCPF: Continue partnership opportunities with ACCPF to enhance parks, programs and play in American Canyon. | IN PROGRESS |
| <ul style="list-style-type: none"> a. Hikes/Outdoor Rec Events b. Renovation Project Fundraising – Playgrounds, water fountains? c. Barn stabilization d. Exercise Equipment e. Fourth of July Hike f. Park and Play Events | |
| 4. ARTS FOUNDATION: Create an annual partnership with the American Canyon Arts Foundation to support community events and grow arts and arts appreciation in the community. | IN PROGRESS |
| 5. NAPA COUNTY RCD: Create an ongoing partnership with the Napa County RCD for conservation education, programming, project management/assistance, and grant writing and management. | |

IN PROGRESS

Continue partnerships

- | | |
|--|----------|
| 1. Continue ongoing partnerships with youth sports groups. | |
| <ul style="list-style-type: none"> a. ACLL, ACYF, AC Atletico/AYSO, and AHI | ON GOING |
| 2. Continue partnership and cooperative management of Newell Open Space Preserve with Solano County and Solano Land Trust. | ON GOING |

Evaluate and implement as staff capacity and funding allows:

1. (FROM PCS) Track the progress of improvements made to ACMS to determine if additional recreation/ community serving features are possible.
2. Build a partnership with the non-profit pre-school hosted at the Boys and Girls Club.
3. Investigate a partnership with a local golf course for instructional golf lessons.
4. Evaluate opportunities to strengthen/grow partnership with Boys and Girls Club.
5. With ACCPF, investigate an annual partnership with the Napa Solano Audubon Society to host informative hikes, engage in community events and generally be involved in American Canyon.



- 6. *NEW Supported by community volunteers, develop the City's two reserved community garden plots to grow fresh vegetables for those in need. IN PROGRESS
- 7. *NEW Assist COAD, supporting disaster response and preparation, especially for those in need. ON GOING
- 8. *NEW Facilitate and support community services (through mission specific American Canyon). ON GOING



PARKS, TRAILS AND FACILITIES PROJECTS

PRIORITY PROJECTS

1. COURTS: Complete Public Facilities Renovation Programs (year 1) – Court COMPLETE
2. HCF PROJECT: Complete design and construction of the Habitat Conservation Fund Grant for Newell Open Space.
3. GENERAL PLAN: Update, with consultant support, the Parks and Recreation Element of the General Plan, blending the Parks and Community Services Master Plan, Recreation Needs Assessment and Audit, and NVTA Bike and Pedestrian Plans (and other applicable).
4. PLAYGROUND REPLACEMENTS: Implement year 2 of Public Facilities Renovation Program, replacing three playgrounds in neighborhood parks. Complete per capita grant funding for projects.
5. FITNESS STATION DONATION: Coordinate with ACCPF for the outdoor fitness station equipment donation at the Wetlands. IN PROGRESS
6. GRAZING LEASE AT NEWELL OPEN SPACE: Formalize grazing lease with rancher at Newell Open Space. IN PROGRESS
7. WETLANDS RESTORATION, RECLAMATION AND RECREATION ACCESS: Gain funding for feasibility, design and construction for efforts in the American Canyon Wetlands. Restore tidal flows of the North Slough through the pipe culverts, reclaim the areas around the corps yard site and the storm water overflow pond into a more natural habitat and provide a recreational kayak launch and other trail access as appropriate to the North Slough/Napa Riv COMPLETE

Evaluate and implement as staff capacity and funding allows:

1. Research and write, and receive, two grants for parks, trails, open space or conservation projects. 1 - COMPLETE
2. Investigate renovating the Rec Center building into a community fitness space.
3. Investigate renovating the small pool at aquatics center into a fun recreational element like a splash pad.
4. Complete design for Environmental Education Project at Wetlands Edge (prepare for construction in 2021).
5. Prepare to replace the pool dome at the end of 2020. Evaluate if it best meets our programmatic needs. SPRING 2021



POLICY PROJECTS

PRIORITY PROJECTS

- | | |
|---|-------------|
| 1. FEE PHILOSOPHY: Complete and implement cost recovery study and develop fee structure. | IN PROGRESS |
| 2. COMMUNITY GRANTS: Review and revise the community grant goals, award process and accountability expectations | COMPLETE |
| 3. CITY HALL MOVE: Complete customer service move and transition to City Hall. | COMPLETE |
| 4. PICNIC TABLE AND BENCH SPONSORSHIP: Complete and implement picnic table and bench sponsorship program. | IN PROGRESS |

Evaluate and implement as staff capacity and funding allows:

- | | |
|---|-------------|
| 1. Review and revise Community Garden Program Policies. | SPRING 2021 |
| 2. Create Community Event Sponsorship Policy. | |
| 3. Formalize Program Plan process and expectations. | |
| 4. Implement the use and tracking of performance metrics. | |
| 5. Create a sign display process/policy. | |
| 6. Update contracted instructor program policy. | |
| 7. Revise Community Awards Process. | COMPLETE |
| 8. Revise and update the City Volunteer Policy/Program. | COMPLETE |



OPEN SPACE ADVISORY COMMITTEE
STAFF REPORT

NOVEMBER 4, 2020
DEPARTMENT REPORT

SUBJECT

Receive a report and update on trail development and open spaces in American Canyon.

SUBMITTED BY

Shelan Zuhdi, Parks and Open Space Project Coordinator

BACKGROUND AND ISSUES

A unique and important fixture in American Canyon is its trails and open spaces.

American Canyon has the privilege of having three major regional trail alignments through the community. There are also several local and neighborhood trails in the community. Planned or existing trails in American Canyon include:

- SF Bay Trail (Wetlands Edge Linear Path and Wetlands Trails)
- Vine Trail (Newell Drive to Silver Oak Trail to Broadway)
- Bay Area Ridge Trail (along boundary of Newell Open Space and Lynch Canyon Open Space)
- River to Ridge Community Connector Trail (east-west connector from Wetlands to Newell)
- La Vigne Trails (up the hill and east of the subdivision and through subdivision)
- Vintage Ranch Neighborhood Trails (throughout subdivision)
- American Canyon Creek Trail (Par Course)

Formally preserved and conserved open spaces in American Canyon include:

- Newell Open Space
- Wetlands

This item provides the committee the opportunity to discuss trails and open space related issues. There are several items that will be discussed:

OPEN SPACE AND PLANNING PROJECTS

1. Measure AA Grant

- a. The total amount for the grant that we awarded was \$450,000.00 to fund the feasibility studies for the Wetlands Restoration Plan.
- b. We are taking the Resolution to City Council November 17th.
- c. We plan to begin conducting the first Technical Advisory committee meetings in Spring 2021.
- d. Completion date to conduct feasibility studies is July 2022.

2. Eagle Scout Projects

- a. Vanessa Chen
 1. Shelan has been working with Vanessa Chen to plan her Eagle Scout Project at Newell Open Space to replace and install new trail signage and damaged orienteering markers from the fire.

2. Vanessa has measured the trail mileage and created the 7 new trail markers and replaced the 5 orienteering posts that burned in the fire.
 3. The project was completed on Saturday, October 24th.
- b. Zachary Bernard
 1. Shelan has been in communication with Zachary Bernard to complete an Eagle Scout Project.
 2. We are working through two immediate options: filling potholes along the Wetlands Edge and installing a post and cable fence around the exercise equipment at the Wetlands.
- 3. Wetlands Outdoor Fitness Area**
- a. Construction of the concrete slab began on August 10th. The concrete pad was poured on Monday, August 24th.
 - b. Schedule for fitness equipment installation is under development now for the month of November.
 - c. The fitness equipment installation began on 10/28 and should be nearly complete by 10/30.
- 4. Wildlife Cameras at Newell and Wetlands Edge**
- a. Felidae Conservation Fund will assist with camera installation and photo data analysis at Newell for Bobcat and Mountain Lion observation.
 - b. Shelan will retrieve photo data on a monthly basis.
 - c. 2 cameras were installed at Newell (Prairie Ridge Trail and near the barn) in late-October.
 - d. 3 more cameras will be installed at the Wetlands Parking lot, Newell parking lot, and the lower loop trail intersection at Newell.
 - e. Signs have been produced to reflect the following language: "Cameras on site for security and wildlife observation purposes".
- 5. Grazing Management Plan**
- a. Shelan has been working with Jasmine from the Solano Land Trust on the development of the joint grazing management plan for Lynch Canyon and the Newell Open Space Preserve.
 - b. We have been in frequent contact with the Azevedos to discuss their grazing operations.
 - c. We are in the process of having the Azevedos provide feedback on the proposed Grazing License.
 - d. Shelan has been meeting with various sheep grazing operators to discuss implementing their operations at Newell Open Space.
 - e. Shelan has been in contact with Napa Land Trust to discuss the installation of new pedestrian gates, carbon farming potential, and the incorporation of sheep grazing operations.

CONSERVATION PROGRAMS

6. River to Ridge Conservation Program

- a) Bay Area Ridge Trail Day - Trail Erosion Repair – November 7th, 2020
 1. Build two rolling dip features on the Valley Trail at Newell Open Space.
 2. We have reached the full capacity for the project of 15 volunteers maximum.
 3. Volunteers have signed up online through Cervis.
- b) RCD Tree Planting Project at Newell
 1. Acorn planting on the Creekside and Valley Trail planned for December 12th.

2. Volunteer capacity two groups of 15 people.
 3. We will be posting the volunteer project on Cervis soon.
- c) ACCPF Landscaping Project at Wetlands Edge
1. Native Species planting/landscaping project around the concrete pad.
 2. Irrigation is being installed in the planting area in December.
 3. Date for the planting project is to be determined.

7. Volunteer Policy/Program Update

- a. Shelan has been working with Creighton Wright, Jen Kansanback, and Maria Ojeda on updating the City's volunteer Policy and implementing an official Volunteer Program for all City Departments to utilize (primarily Parks and Recreation and the City Manager's Office).
- b. Shelan will mainly be managing the integration of Cervis as the City's new platform to recruit volunteers for all types of opportunities (special event/projects, ongoing, etc.).

8. Volunteer Coordinator

- a. Shelan is in the process of developing the Lead Volunteer Coordinator's role to serve as the main organizer to help manage the monthly Trail Crew.
- b. We will be moving forward with this initiative and begin planning to recruit a small group of dedicated volunteers to commit to ongoing, monthly, outdoor volunteer projects.
- c. Shelan plans to utilize Cervis, the City's new online volunteer recruitment tool to grow the volunteer program.

PROGRAMS: NO UPDATES, COMPLETED, OR ON HOLD

Parking Lot

- COMPLETE A SURVEY OF THE LANDFILL AREA TO DETERMINE WHO OWNS THE CULVERT – CA Fish and Wildlife recently sent property ownership maps to clarify ownership.
- Onbike Trail Tour – November 2019
- DEVELOP VOLUNTEER STEWARDSHIP PROGRAM – In progress.
- CATTLE GRAZING AT NEWELL – In progress.
- COMMITTEE COORDINATION/COMMUNICATION AND TERMS – No progress.
- REVIEW TRAIL USE REGULATIONS – No progress.
- SAFETY/SECURITY AT NEWELL OPEN SPACE AND WETLANDS
- BEST PRACTICES ON NEWELL CREEK
- DOG ISSUES/ACCESS AT NEWELL – No progress.
- REVIEW AND APPLY FOR BIKE FRIENDLY COMMUNITY STATUS – No progress.
- MARKETING PLAN FOR OS/T – No progress.
- BIRDING BROCHURE FOR WETLANDS – COMPLETE.
- FLORA/FAUNA BROCHURE FOR NEWELL – No progress.
- MILE MARKER STANDARD AND PLAN – No progress.
- RIVER TO RIDGE TRAIL – Final alignment is proposed in Broadway District Specific Plan.
- SF BAY WATER TRAIL – No progress.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

OR 9 – Construct recreational infrastructure improvements at Newell Open Space.

OR 12 – Encourage, support, and facilitate the Vine Trail, River to Ridge Trail, and the Napa River/Bay Trail, as well as connectivity between trail systems.

OR 13 – As much as possible, ensure recreational trails are suitable for pedestrians, bicyclists, and equestrians.

TR 12 – Complete segments of the Vine Trail.

TR 15 - Construct an east-west linear greenway through Central American Canyon that connects the Bay Trail with the Vine Trail.

TR 16 - Designate American Canyon as a Bike Friendly Community.

FISCAL IMPACT

None at this point.

STAFF RECOMMENDATION

Receive a report and update on trail development and open spaces in American Canyon.



TITLE

Parks and Open Space Projects Report

RECOMMENDATION

Receive and file a report on updates

CONTACT

Creighton Wright, Parks and Recreation Director

BACKGROUND & ANALYSIS

VOLUNTEER AND CONSERVATION PROGRAMS

American Canyon Conservation Program: 4 events per fiscal year

- LOCATION: Throughout City in traditional park areas
- PROJECT SCOPE: Coastal Clean-up – Parks and waterways clean-up projects.
- DATE/TIME: TBD, Next project to occur in September.
- RECENT ACTIVITY: Annual planning meeting scheduled in August.
- NEXT STEPS: Coordinate Coastal Clean-up project.

American Canyon Trails Crew: 4 events per fiscal year.

- LOCATION: Newell Open Space
- PROJECT SCOPE: Ridge Trail Day will include two items, sowing native wild grass and wildflower seeds and planting of native tree starts.
- DATE/TIME: November 6, 2021
- RECENT ACTIVITY: Planning Meeting occurred August 11. Committees members developing plans.
- NEXT STEPS:
 - Finalize project plan.
 - Acquire supplies.
 - Recruit for volunteers

Other:

Eagle Scout Project – Zachary Bernard

- LOCATION: Wetlands Edge Bay Trail
- PROJECT SCOPE: Wetlands Edge DG Trail Repairs and Crown Shaping
- DATE/TIME: TBD
- RECENT ACTIVITY: City staff met with Mr. Bernard to confirm the project plan.
- NEXT STEPS:
 - Finalize project date.
 - Gather/acquire materials and supplies preparation.
 - Schedule final planning meeting.

Eagle Scout Project – Reid Lee

- LOCATION: TBD
- PROJECT SCOPE: Tentative – Build and install 3-4 Little Free Libraries in Parks.
- DATE/TIME: Complete by end of year
- RECENT ACTIVITY: Mr. Lee submitted project plan. It needs review and comment from the City.
- NEXT STEPS:
 - Formalize the plan.
 - Fundraise for supplies.
 - Establish partnership with Rainbow Action Network for library management.

Eagle Scout Project – Carissa Lee

- LOCATION: Wetlands
- PROJECT SCOPE: Install retaining wall on southeast corner of Fitness Station.
- DATE/TIME: Completed by the end of the year.
- RECENT ACTIVITY: Coordinated an organizational meeting with Ms. Lee and project site walkthrough with Ms. Lee and Public Works Superintendent.
- NEXT STEPS:
 - Develop a formal project plan, timeline, and budget.
 - Fundraise for supplies.

Scouts Watering of Newell Plantings

- LOCATION: Newell Open Space
- PROJECT SCOPE: Scouts planted and water several plantings at the Newell Open Space after the fire.
- DATE: Watering occurs every two weeks during the summer.

Grazing Management Plan

- LOCATION: Newell Open Space
- PROJECT SCOPE: Improve grazing operations. Create a joint grazing license with Solano Land Trust for Newell Open Space and Lynch Canyon.

- RECENT ACTIVITY:
 - Met briefly with the rancher to discuss possible plans to improve the springs on site.
 - Rancher has stated that due to the lack of feed (due to the drought), he has pulled all cattle from NOS.
- NEXT STEP:
 - Finalize grazing lease.
 - Have grazer sign.

Carbon Farming Plan for Newell Open Space

- LOCATION: Newell Open Space
- PROJECT SCOPE: Create a carbon grazing plan for the Newell Open Space, increasing sustainability and carbon capture in the soil.
- RECENT ACTIVITY: Received a project update from RCD project manager and carbon consultant. They suggested before doing any considerable adjustments to capture carbon, we need to see if the springs can function better. They suggest taking the the next year to rehab the springs with the help for NRCS and RCD.
- NEXT STEP:
 - Coordinate spring evaluation and receive recommendations from NRCS and RCD. remediation.
 - Coordinate a volunteer project to implement recommendations.
 - Exclude cattle from spring area to allow area to recover.
 - Monitor and evaluate spring production over the next year.

Felidae Conservation Funds – Wildlife Camera Monitoring

- LOCATION: Newell Open Space
- PROJECT SCOPE: Review and report capture wildlife camera data monthly. Share data with the sponsor – Felidae Conservation Fund.
- RECENT ACTIVITY: None.
- NEXT STEP:
 - Need to coordinate with volunteer to retrieve and review camera data.

Barn Owl Boxes at Wetlands

- LOCATION: Wetlands
- PROJECT SCOPE: Partner with Napa Wildlife Rescue to maintain and monitor the use of the boxes.
- RECENT ACTIVITY: No activity.
- NEXT STEP:
 - After the mating season, Napa Wildlife Rescue cleans out the boxes.

GRANTS:

Habitat Conservation Fund Grant

- CITY ALLOCATION: \$86,753
- LOCATION: Newell Open Space
- GRANT PLAN: ADA parking lot and trail improvements for first .5 miles of Newell Open Space.
- RECENT ACTIVITY:
 - None.
- NEXT STEP:
 - Make quarterly report to State Parks.

Prop 68 Per Capita Funding

- CITY ALLOCATION: \$177,952.
- LOCATION: Northampton Park, Com1, and Little League.
- GRANT PLAN: Replace three playgrounds in the City at Northampton, Com 1, and Little League.
- RECENT ACTIVITY: City Council approved a resolution on January 19, 2021.
- NEXT STEP: The application package deadline to receive allocation is December 2021.

Measure AA

- GRANT AWARD: \$450,000
- LOCATION: Wetlands
- GRANT PLAN: Wetlands Restoration, Reclamation, and Recreation Project. Complete three feasibility studies to restore, reclaim and provide recreation access to Wetlands.
- RECENT ACTIVITY:
 - Completed and received approval for the grant work plan. Slid start of the project until later in the year (planned for May-June start).
- NEXT STEP:
 - Fall/winter 2021 - Create a Request for Proposal (RFP) for a consultant to propose on the project. Hold a Technical Advisory Committee Meeting to orient the group to the project and review and comment on the RFP.

Environmental Education Facilities Grant

- CITY AWARD: \$250,000
- LOCATION: Wetlands
- GRANT PLAN: Formalize dirt trail, create an outdoor classroom, create fun, interpretative elements, signage, and design demonstration gardens.
- RECENT ACTIVITY: City Council approved a resolution on January 19, 2021.
- NEXT STEP:
 - Early 2022 - Create Design RFP

League. Make one fully inclusive playground, likely Community Park 1.

- RECENT ACTIVITY: None
- NEXT STEPS:
 - Select Playground Manufacturer
 - Finalize Playground Replacement Plan

2022 Wetlands Edge Environmental Education Facilities Project

- LOCATION: Wetlands
- PROJECT SCOPE: Formalize dirt trail, create an outdoor classroom, create fun, interpretative elements, and signage, design for demonstration gardens.
- RECENT ACTIVITY: None.
- NEXT STEP:
 - Create Design RFP.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Outdoors and Recreation: "Expand opportunities for use of outdoor recreation and an active and healthy lifestyle."

FISCAL IMPACT

None

ENVIRONMENTAL REVIEW

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

ATTACHMENTS:

None

Possible Future Grant – CalFire Urban Forestry Grant

- CITY AWARD: TBD
- LOCATION: Citywide
- GRANT PLAN: Partner with RCD and Napa to create an urban forest master plan, including inventory, assessment, management, and preservation plans.
- RECENT ACTIVITY: Backed out of project as the City didn't have the resources to provide input to the grant team.
- NEXT STEP: None.

DESIGN AND CONSTRUCTION PROJECTS

2021 Newell Open Space Trail

- LOCATION: Newell Open Space
- PROJECT SCOPE: ADA parking lot and trail improvements for first .5 miles of Newell Open Space.
- RECENT ACTIVITY:
 - Council approved design contract amendment.
 - Updated contract documents.
 - Held project re-start meeting with consultant.
 - Consultant completed survey work on site.
- NEXT STEPS:
 - Review and reconfirm project assumptions.

2021 Wetlands Restoration, Reclamation and Recreation Feasibility Projects

- LOCATION: Wetlands
- PROJECT SCOPE: Complete 3 feasibility studies to restore, reclaim, and provide recreation access to Wetlands.
- RECENT ACTIVITY: Completed and received approval for the grant work plan. Slid start of the project until later in the year (planned for May-June start).
- NEXT STEPS:
 - Create a Request for Proposal (RFP) for a consultant to propose on the project.
 - Hold a Technical Advisory Committee Meeting to orient the group to the project and review and comment on the RFP.

2022 Playground Replacement Project

- LOCATION: Northampton Park, Com1, and Little League.
- PROJECT SCOPE: Replace three playgrounds in the City at Northampton, Com 1, and Little