



**SPECIAL JOINT CITY COUNCIL/OPEN SPACE,  
ACTIVE TRANSPORTATION, AND  
SUSTAINABILITY COMMISSION MEETING  
AGENDA**

City Hall Council Chamber  
4381 Broadway, Ste. 201  
**June 20, 2023**  
**7:30 PM**

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

**OSATS Chair:** Tara McClinton-Horner  
**OSATS Vice Chair:** Scott Artis  
**OSATS Commissioners:** Barry Christian, Sean Hughes, Nance Matson

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*City Council and other public meetings will be conducted in person at City Hall, 4381 Broadway, Suite 201, American Canyon, CA 94503. This meeting is also available via Zoom Teleconferencing as a convenience for public participation. This meeting will be broadcast live to residents on Napa Valley TV, on our website [here](#) and on YouTube [here](#). Should technical issues with Zoom occur, please select another viewing option.*

**PUBLIC PARTICIPATION**

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

**Written comments, via eComments:** Please submit written comments through the eComments link, located on the Meetings & Agendas page of our website [here](#). Comments will be available to council members in real time. To allow for review of comments, eComments will close at 3:00 pm on the day of the meeting. All comments received will be posted online and become part of the meeting record.

**Zoom Meeting Link:** [Click here](#).  
**Webinar ID:** 852 5117 7763 **Passcode:** 123456

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](mailto: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](http://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](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.

## 7:30 P.M. OPEN SESSION

CALL TO ORDER

ROLL CALL

## PUBLIC COMMENTS - ITEMS NOT ON THE AGENDA

*This time is reserved for members of the public to address the City Council on items of interest that are not on the agenda and are within the subject matter jurisdiction of the City Council. Comments are limited to 3 minutes. Comments for items on the agenda will be taken when the item is called. The City Council is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the City Council does not respond to public comment at this time. Speakers are asked to please speak clearly and provide their name. Any handouts for distribution to the City Council must be emailed by 3:00 p.m. on meeting day. To comment via zoom 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. To avoid confusion, hands raised outside of Public Comment periods will be lowered.*

## BUSINESS

1. **Open Space, Active Transportation, and Sustainability Commission Work Plan for Fiscal Year 2023/24**

**Recommendation:** Adopt by Minute Order the Open Space, Active Transportation, and Sustainability Commission Work Plan for Fiscal Year 2023/24.

## ADJOURNMENT

## CERTIFICATION

I, Cherri Walton, CMC, Deputy City Clerk for the City of American Canyon, do hereby declare that the foregoing agenda of the City Council was posted in compliance with the Brown Act prior to the meeting date.

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Cherri Walton, CMC, Deputy City Clerk



## **TITLE**

Open Space, Active Transportation, and Sustainability Commission Work Plan for Fiscal Year 2023/24

## **RECOMMENDATION**

Adopt by Minute Order the Open Space, Active Transportation, and Sustainability Commission Work Plan for Fiscal Year 2023/24.

## **CONTACT**

Jason Holley, City Manager

## **BACKGROUND & ANALYSIS**

The City Council formed the Open Space, Active Transportation, and Sustainability Commission in 2022 (Attachments 1 & 2).

The American Canyon Municipal Code Chapter 2.30 - defines the Commission's purview and clarified its role and function as follows: *"The function, powers, and duties of the Open Space, Active Transportation, and Sustainability Commission shall include the review of issues referred to the Commission by the City Council, the City Manager, and City staff, residents, or organizations of the City; to provide advice, comment and make recommendations regarding such issues as requested; to organize or facilitate community benefit activities or functions; and other duties as assigned by the City Council."*

Per these guidelines, the Commission serves in an advisory capacity to the Council and staff. Each fiscal year, the Commission develops a Work Plan for the upcoming fiscal year. The Work Plan will list issues and projects to be addressed by the Commission and should be consistent with the Council's adopted goals and priorities pertaining to open space, active transportation, and sustainability. On May 3rd, 2023 and June 7th, 2023, the Commission met with City staff and developed a *draft* Work Plan for Fiscal Year 2023/24 (Attachment 3).

The items listed in the Commission's Work Plan are equally important and are arranged to help prioritize workflow based on the highest priority; i.e. the first several items are to be completed in the first half of the fiscal year, with the remaining items to be completed the second half of the

fiscal year. Once the Work Plan is approved by Council, the Commission's focus will be guided by the Work Plan.

The work shown in the Work Plan will be accomplished by existing staff resources. No additional staff or consultants are proposed.

For issues and projects that come up during the year that are out of the realm of the approved Work Plan and would require significant staff time or City funds, the Commission should determine if it is feasible to wait until the next year to address the issue or project. If the Commission determines that the issue or project should be addressed in the current year, a recommendation for modification of the Work Plan will need to be submitted to Council for consideration. This recommendation for modification of the Work Plan will need to indicate which issues or projects will be postponed or eliminated to accommodate and add the new issue or project to the Work Plan.

### **COUNCIL PRIORITY PROGRAMS AND PROJECTS**

Organizational Effectiveness: "Deliver exemplary government services."

### **FISCAL IMPACT**

The annual cost to convene the Commission on a monthly basis is approximately \$30,000. These costs are included in the FY 2023/24 Budget - primarily through staffing allocations.

### **ENVIRONMENTAL REVIEW**

Not Applicable.

### **ATTACHMENTS:**

- [1. Ordinance No. 2023-01: Chapter 2.30 to Municipal Code](#)
- [2. OSATS Resolution 2022-R112](#)
- [3. FY2023-2024 DRAFT OSATS Work Plan](#)

**ORDINANCE NO. 2023-01**

**AN ORDINANCE OF THE CITY OF AMERICAN CANYON ADOPT TO AN ORDINANCE REGARDING THE ADDITION OF CHAPTER 2.30 TO THE AMERICAN CANYON MUNICIPAL CODE CREATING THE OPEN SPACE, ACTIVE TRANSPORTATION, AND SUSTAINABILITY COMMISSION**

The Council of the City of American Canyon does hereby ordain as follows:

**SECTION 1.** A new Chapter is hereby added to the American Canyon Municipal Code regarding the creation of an Open Space, Active Transportation, and Sustainability Commission, to read as follows:

**CHAPTER 2.30 OPEN SPACE, ACTIVE TRANSPORTATION, AND SUSTAINABILITY COMMISSION**

- Section 2.30.010      Creation of the Open Space, Active Transportation, and Sustainability Commission/Terms of Commissioners
- Section 2.30.020      Jurisdiction and Functions of Commission
- Section 2.30.030      Compensation of Commissioners
- Section 2.30.040      Designation of Chairperson and Vice Chairperson, Committees and Staff
- Section 2.30.050      Time and Place of Meetings, Definition of Commission Quorum
- Section 2.30.060      Commission Rules and Records

**Section 2.30.010 Creation of the Open Space, Active Transportation, and Sustainability Commission/Terms of Commissioners.**

There is created an Open Space, Active Transportation, and Sustainability Commission for the City of American Canyon. It shall consist of five (5) members, appointed in the manner and for the terms prescribed in Sections 2.04.070 and 2.28.010, respectively, of this Code.

**Section 2.30.020 Jurisdiction and Functions of Commission.**

- A. The Open Space, Active Transportation, and Sustainability Commission for the City of American Canyon shall perform all functions as described below and shall serve in an advisory capacity to City staff and the City Council.
- B. The functions, powers, and duties of the Open Space, Active Transportation, and Sustainability Commission shall include the review of issues referred to the Commission by the City Council, the City Manager, and City staff, residents, or organizations of the City; to provide advice, comment and make recommendations regarding such issues as requested; to organize or facilitate community benefit activities or functions; and other duties as assigned by the City Council.
- C. Areas of purview of the Commission shall include, but not be limited to, review and provide input on plans and policy documents supporting Open Space, Active

Transportation, and Sustainability efforts, and recognize further Open Space, Active Transportation, and Sustainability efforts needed.

- D. The City Council may from time to time refer a matter to the Commission for review, comment, recommendation, and action. All actions of the Open Space, Active Transportation, and Sustainability Commission are subject to appeal to the City Council by any person or organization affected by such action through the procedures set forth in Chapter 2.04 of this Code.
- E. All actions taken by the Commission shall be reported by City Staff to the City Clerk and shall be placed on the next regular agenda of the City Council after receipt of the report by the City Clerk. Actions taken by the Commission shall not be considered final until the City Council has heard and further considered the matter or has determined that further consideration of the matter is not required. When placed on the agenda of the City Council, the City Council may elect to consider the matter and may schedule the matter for a hearing of public hearing before the City Council. The City Council shall consider any appeal of an action taken by the Open Space, Active Transportation, and Sustainability Commission by an interested person or organization through the procedures set forth in Chapter 2.04 of this Code. The decision of the City Council, after considering or hearing the matter shall be final.

**Section 2.30.030 Compensation of Commissioners.**

The members of the Open Space, Active Transportation, and Sustainability Commission shall each receive compensation payable out of the general fund of the City, provided adequate funds have been budgeted, therefore, in the amount of one hundred and five dollars (\$105.00) per meeting. Standing or temporary committee or subcommittee members shall not be compensated. The compensation for Commissioners prescribed herein shall be exclusive of any amount payable as reimbursement for actual or necessary expenses authorized by the City Council and incurred in the performance of official duties for the City.

**Section 2.30.040 Designation of Chairperson and Vice Chairperson, Committees, and Staff.**

- A. Designation of the Chairperson and Vice Chairperson for the Commission shall be governed by section 2.28.20 of this Code.
- B. The Commission may, from time to time, create committees or subcommittees to study issues, to perform work on behalf of the Commission, to provide a service to the residents, or a segment of the residents, of the City, or to improve the quality of the environment of the City and living conditions of the residents of the City.
- C. Standing or temporary committee or subcommittee shall have at least one Commissioner assigned to the committees. The Commission shall make appointments of

committee and subcommittee members with the approval of the City Manager or designee.

- D. The City Manager may appoint a department head, or other staff, and provide compensation for their services as may be authorized by the City Council and by an annual City Budget.

**Section 2.30.050 Time and Place of Meetings, Definition of Commission Quorum.**

- A. The Commission shall hold at least one regular meeting each month at such time, date, and place designated by the Commission. The Chairperson or a majority of the Commission, after giving notice to the Commissioners, and to any media and members of the public who have previously requested such notices in writing, so that the notice is received at least twenty-four (24) hours before the meeting, may hold a special meeting.
  
- B. A majority of the Commissioners shall constitute a quorum.

**Section 2.30.060 Commission Rules and Records.**

The Open Space, Active Transportation, and Sustainability Commission shall adopt rules for the transaction of its business and shall keep a public record of its resolutions, transactions, findings, recommendations, and actions. Minutes of the Open Space, Active Transportation, and Sustainability Commission meetings shall be filed with the City Clerk.

**SECTION 2. EFFECTIVE DATE.** This ordinance shall take effect thirty (30) days after its adoption.

**SECTION 3. SEVERABILITY.** The ordinance shall be liberally constructed to achieve its purpose and preserve its validity. If any provision or clause of this ordinance or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application. To this end, the provisions of this ordinance are declared to be servable and are intended to have independent validity.

The foregoing ordinance was introduced and read at a regular meeting of the City Council of the City of American Canyon, State of California, held on the 17th day of January, 2023, by the following vote:

- AYES: Councilmembers Aboudamous, Joseph, Oro, Vice Mayor Washington, and Mayor Garcia
- NOES: None
- ABSTAIN: None
- ABSENT: None

The foregoing ordinance was adopted at a regular meeting of the City Council of the City of American Canyon, State of California, held on the 7<sup>th</sup> day of February, 2023, by the following vote:

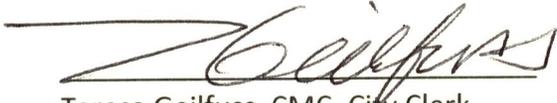
AYES: Councilmembers Aboudamous, Joseph, Oro, Vice Mayor Washington, and Mayor Garcia  
NOES: None  
ABSTAIN: None  
ABSENT: None



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Leon Garcia, Mayor

ATTEST:

APPROVED AS TO FORM:



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Taresa Geilfuss, CMC, City Clerk



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William D. Ross, City Attorney

## RESOLUTION NO 2022-R112

### **A RESOLUTION FO THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON RECONSTITUTING THE OPEN SPACE ADVISORY COMMITTEE AS THE OPEN SPACE, ACTIVE TRANSPORTATION, AND SUSTAINABILITY COMMISSION, AND APPROVING THE COMMISSION'S FISCAL YEAR 2022/2023 WORK PLAN**

**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** the City Council hereby rescinds Resolution 2005-83 and Resolution 2010 115 in order to reconstitute the former Open Space Advisory Committee as the new Open Space, Active Transportation, and Sustainability Commission and

**NOW, THEREFORE, 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

**NOW, THEREFORE, 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 rules and regulations and trail maintenance and repair standards, and
- Volunteer conservation programs and projects, wildlife monitoring, and improvements or alterations to City owned open space property, and

**NOW, THEREFORE, 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 such as the Bicycle Friendly Community designation

**NOW, THEREFORE, 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 s open space active transportation and sustainability efforts by reviewing and providing comment on plans and policy documents funding programs the annual Capital Improvement Program (CIP) CIP Project design documents and/or serving on technical advisory committees

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the OSATS Commission shall draw upon the expertise of its members and other sources to provide advice to 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 OSATS 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 City Council hereby approved the OSATS Commission’s FY 2022/23 Annual Work Plan attached hereto as Exhibit “A” and incorporated by reference

**NOW, THEREFORE, BE IT FURTHER RESOLVED** the City Council formally designates the Open Space, Active Transportation, and Sustainability Commission as the City’s Bicycle Advisory Committee, and

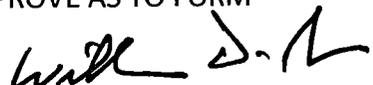
**NOW, THEREFORE, BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon adoption

**PASSES, APPROVED and ADOPTED** at a regular meeting of the City Council of the City of American Canyon on the 20<sup>th</sup> of December 2022 by the following vote

|         |   |
|---------|---|
| AYES    | Councilmembers Joseph, Oro, Washington Vice Mayor Aboudamous and Mayor Garcia |
| NOES    | None  |
| ABSTAIN | None  |
| ABSENT  | None  |

  
 Leon Garcia Mayor

ATTEST  
  
 Taresa Geilfuss, CMC, City Clerk

APPROVE AS TO FORM  
  
 William D Ross City Attorney



DATE: June 20, 2023

TO: Mayor and City Council

FROM: Jason Holley, City Manager

CC: Parks and Recreation Director Ikeda  
Public Works Director Erica Smithies

RE: **Draft "FY 23/24 Work Plan" for the Open Space, Active Transportation, and Sustainability Commission**

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On May 3 and June 7, 2023, the Open Space, Active Transportation, and Sustainability Commission (OSATS) met to develop their Work Plan for FY 23/24.

Since then, staff has further refined the proposed Plan as shown below:

1. Begin updating the Newell Management Plan.
2. Memorialize existing open space access standards and trail maintenance practices.
3. Conduct a joint meeting with the Planning Commission to discuss development standards for Active Transportation.
4. Conduct a series of public workshops on the Draft 2022 Interim Climate Action Plan and identify 2 to 3 easily implementable local initiatives for Council consideration.
5. Review the application process for the League of American Bicyclists 'Bicycle Friendly Community' designation.
6. Review the Fiscal Year 2024/2025 Capital Improvement Program (pertaining to open space, active transportation, and sustainability projects).
7. Review and comment on design documents for the following:
  - a. ACCPF's Napa River Ecology Center at the American Canyon Wetlands Use Permit.
  - b. Newell Open Space Trail Improvement Project (PR13-0200).
  - c. Outdoor Education Project (PR19-0100).