



REGULAR CITY COUNCIL MEETING AGENDA

City Hall - Council Chambers
4381 Broadway St., Suite 201, American Canyon
March 18, 2025
6:30 PM

Mayor: Pierre Washington
Vice Mayor: Mark Joseph
Councilmembers: Brando Cruz, Melissa Lamattina, David Oro

Tonight's meeting is a limited public forum. American Canyon promotes respectful and responsible behavior among its meeting participants, whether they are present in person or remotely. Using offensive language or remarks that promote, foster, or perpetuate discrimination based on race, creed, color, age, religion, gender marital status, status regarding public assistance, national origin, physical or mental disability or sexual orientation/gender identification, as well as any other category protected by federal, state or local laws will not be tolerated. In the case of an occurrence, the speaker will be immediately disconnected from the microphone.

PUBLIC PARTICIPATION

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

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

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

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

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

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.americancanyon.gov.

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@americancanyon.gov. Include your name, address, phone number and brief description of the requested materials, as well as your preferred alternative format or auxiliary aid, at least three calendar days before the meeting.

4:00 P.M. – CLOSED SESSION

The mayor will call the meeting to order and conduct roll call. Council will immediately convene into Closed Session after hearing any public comment on Closed Session items. At 6:30 p.m. the Council will reconvene into Open Session and then resume Closed Session at the end of the meeting to address outstanding items, if necessary.

CALL TO ORDER - CLOSED SESSION

ROLL CALL - CLOSED SESSION

PUBLIC COMMENTS - CLOSED SESSION ITEMS

This time is reserved for members of the public to address the City Council on Closed Session Items only. Comments must be made in person and are limited to 3 minutes. Comments for items on the Open Session agenda will be taken when the item is called in Open Session. Comments for Items not on the Closed Session or Open Session agenda will be heard during the Open Session Public Comment period.

MEETING RECESS - COUNCIL TO CONVENE IN CLOSED SESSION

4:00 P.M. CLOSED SESSION ITEMS

- 1. Conference with Legal Counsel – Anticipated Litigation. Authorized pursuant to Government Code Section 54956.9 (d)(2). Three (3) Matters.**
- 2. Conference with Legal Counsel - Existing Litigation. Authorized pursuant to Government Code Section 54956.9(d)(1):**
 - a. *City of American Canyon v. City of Vallejo, et al.* (Sacramento Superior Court Case No. 34-2022-00327471).**
 - b. *City of Vallejo v. City of American Canyon et al.* (Third District Court of Appeal Case No. C102070; formerly Sacramento County Superior Court Case No. 23WM000055).**
 - c. *City of Vallejo v. City of American Canyon et al.* (Sacramento County Superior Court Case No. 24WM000078).**
 - d. *City of Vallejo v. City of American Canyon et al.* (Marin County Superior Court Case No. CV0003752).**
- 3. Matters Relating to Public Employment - Public Employee Performance Evaluation Pursuant to Government Code Section 54954.5(e) and 54957(b). Position: City Attorney**
- 4. Matters Relating to Public Employment - Public Employee Performance Evaluation Pursuant to Government Code Section 54954.5(e) and 54957(b). Position: City Manager**

6:30 P.M. OPEN SESSION - REGULAR MEETING

CALL TO ORDER - COUNCIL TO RECONVENE IN OPEN SESSION

PLEDGE OF ALLEGIANCE

ROLL CALL - OPEN SESSION

PROCLAMATIONS AND PRESENTATIONS

5. [Proclamation Acknowledging Holi](#)
6. **Presentation - Community Leaders Coalition**

PUBLIC COMMENTS - ITEMS NOT ON CLOSED SESSION OR OPEN SESSION AGENDA

This time is reserved for members of the public to address the City Council on items that are not on the Closed Session or Open Session agenda and are within the subject matter jurisdiction of the City Council. Comments are limited to 3 minutes. Comments for items on the Open Session agenda will be taken when the item is called in Open Session. The City Council is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the City Council does not respond to public comment at this time.

AGENDA CHANGES

The Mayor and Council may change the order of the Agenda or request discussion of a Consent Item. A member of the Public may request discussion of a Consent Item by making that request during Public Comment.

CONSENT CALENDAR

7. [Minutes of February 28, 2025](#)
Recommendation: Approve the minutes of the Special City Council Workshop held on February 28, 2025.
8. [Minutes of March 4, 2025](#)
Recommendation: Approve the minutes of the Regular City Council Meeting of March 4, 2025.
9. [Report Upon Return from Closed Session](#)
Recommendation: Approve the Report Upon Return from Closed Session for the Regular City Council Meeting of March 4, 2025.
10. [Tripepi Smith Communications Services Agreement Amendment](#)
Recommendation: Adopt a Resolution approving Amendment No.1 to Agreement No. 2024-89 with Tripepi Smith adding an additional \$50,000 for Strategic Communication, Graphic Design, and Marketing Support Services.
11. [American Canyon Municipal Code Chapter 12.04.051 Skatepark Use](#)
Recommendation: Waive the second reading, read by title only, and adopt an Ordinance of the City of American Canyon to repeal and replace Chapter 12.04.051 "Skatepark Use" to the American Canyon Municipal Code.

PUBLIC HEARINGS

There are no Public Hearing items.

BUSINESS

12. **2024 Calendar Year General Plan and Housing Element Annual Progress Report**
Recommendation: Receive and file annual 2024 Calendar Year General Plan and Housing Element Annual Progress Report
13. **American Canyon Police Department 2024 Annual Report**
Recommendation: Receive and file the American Canyon Police Department's 2024 Annual Report
14. **Brand and Editorial Style Guide Update and 2024 Annual Communications Report**
Recommendation: Adopt a Resolution approving the updated Brand and Editorial Style Guide and receive and file the 2024 Annual Communications Report.
15. **Funding for the Juneteenth Festival Celebration**
Recommendation: Receive information and provide direction to staff regarding a request from the American Canyon Arts Foundation in support of the Juneteenth Festival.
16. **1661 Green Island Road Property**
Recommendation: Adopt a Minute Order authorizing the mayor to sign a "Letter of Support" for a landowner application to LAFCO for the expansion of American Canyon's Sphere of Influence to include the 1661 Green Island Road property.

MANAGEMENT AND STAFF ORAL REPORTS

MAYOR/COUNCIL COMMENTS AND COMMITTEE REPORTS

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

17. **Council Committee Report - Councilmember David Oro**
18. **Council Committee Report - Mayor Pierre Washington**
19. **Council Committee Report - Councilmember Mark Joseph**

FUTURE AGENDA ITEMS

20. **Future Agenda Items of Note**

ADJOURNMENT

CERTIFICATION

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

Taresa Geilfuss, CMC, City Clerk

CITY OF AMERICAN CANYON PROCLAMATION



Acknowledging Holi - March 14, 2025

WHEREAS, the City of American Canyon recognizes and celebrates the diversity of its residents and the richness of their cultural traditions; and

WHEREAS, Holi, the Festival of Colors, is an ancient Hindu festival celebrated annually to mark the arrival of spring and the triumph of good over evil; and

WHEREAS, Holi is a time of joy, merriment, and community, where people come together to celebrate with vibrant colors, music, dance, and delicious traditional foods; and

WHEREAS, the celebration of Holi promotes unity, inclusiveness, and cultural exchange, fostering greater understanding and appreciation among individuals of different backgrounds; and

WHEREAS, it is important to honor and respect the cultural heritage of all residents of American Canyon, recognizing the significance of festivals such as Holi in our shared community life;

NOW, THEREFORE, BE IT RESOLVED, that I, Pierre Washington, Mayor of the City of American Canyon, on behalf of the American Canyon City Council, do hereby recognize Holi and its significance to our community. While Holi was observed on Friday, March 14, 2025, this year, its spirit and traditions extend beyond the day itself. I encourage all residents to join in celebrating this joyous occasion at the Holi Festival at Shenandoah Park on Sunday, April 6, 2025, from 2pm-5pm, where we will embrace the spirit of Holi through joy, renewal, and togetherness.

Dated: March 18, 2025

Pierre Washington, Mayor

**CITY OF AMERICAN CANYON
SPECIAL CITY COUNCIL WORKSHOP**

ACTION MINUTES
February 28, 2025

9:00 A.M. SPECIAL COUNCIL WORKSHOP

CALL TO ORDER

The meeting was called to order at 9:00 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present: Councilmember Brando Cruz, Councilmember Melissa Lamattina,
Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington

Absent: None

Excused: None

PUBLIC COMMENT

Mayor Pierre Washington opened Public Comments. Written comments received from: Katherine Bit; William Baker. Oral comments: none. The public comment period was closed.

WORKSHOP ITEMS

1. Annual Strategic Planning and Work Plan Development

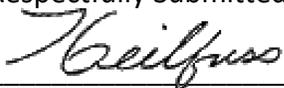
Council participated in a Strategic Planning and Work Plan Development workshop. No action was taken on this matter.

ADJOURNMENT

The meeting adjourned at 3:00 p.m.

CERTIFICATION

Respectfully Submitted,



Taresa Geilfuss, City Clerk

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

ACTION MINUTES

March 4, 2025

4:00 P.M. – CLOSED SESSION

CALL TO ORDER - CLOSED SESSION

The meeting was called to order at 4:04 p.m.

ROLL CALL - CLOSED SESSION

Present: Councilmember Brando Cruz, Councilmember Melissa Lamattina,
Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington

Absent: None

Excused: None

PUBLIC COMMENTS - CLOSED SESSION ITEMS

There were no public comments on Closed Session items.

MEETING RECESS - COUNCIL TO CONVENE IN CLOSED SESSION

CLOSED SESSION ITEMS

1. Conference with Legal Counsel – Anticipated Litigation. Authorized pursuant to Government Code Section 54956.9 (d)(2). Three (3) Matters.

2. Conference with Legal Counsel - Existing Litigation. Authorized pursuant to Government Code Section 54956.9(d)(1):

- a) City of American Canyon v. City of Vallejo, et al. (Sacramento Superior Court Case No. 34-2022-00327471).
- b) City of Vallejo v. City of American Canyon et al. (Third District Court of Appeal Case No. C102070; formerly Sacramento County Superior Court Case No. 23WM000055).
- c) City of Vallejo v. City of American Canyon et al. (Sacramento County Superior Court Case No. 24WM000078).
- d) City of Vallejo v. City of American Canyon et al. (Marin County Superior Court Case No. CV0003752).

3. Matters Relating to Public Employment - Public Employee Performance Evaluation Pursuant to Government Code Section 54954.5(e) and 54957(b). Position: City Attorney

4. Matters Relating to Public Employment - Public Employee Performance Evaluation Pursuant to Government Code Section 54954.5(e) and 54957(b). Position: City Manager

6:30 P.M. OPEN SESSION - REGULAR MEETING

CALL TO ORDER - COUNCIL TO RECONVENE IN OPEN SESSION

The City Council meeting was called to order at 6:35 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL - OPEN SESSION

Present: Councilmember Brando Cruz, Councilmember Melissa Lamattina, Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington

Absent: None

Excused: None

REPORT ON CLOSED SESSION/CONFIRMATION OF REPORTABLE ACTION

A report on Closed Session and confirmation of reportable action was given by City Attorney William Ross.

PROCLAMATIONS AND PRESENTATIONS

5. Proclamation - March 2025 as Women's History Month

Mayor Washington announced the March 2025 as Women's History Month proclamation. It was received by members of the American Canyon Soroptimists.

6. Proclamation - March 2025 as Red Cross Month

Mayor Washington announced the March 2025 as Red Cross Month proclamation. It was received by Napa County Disaster Team Coordinator Pam Chappell and ACHS Red Cross Club President Yesha Sacatani.

7. Proclamation - Acknowledging the Muslim Holiday of Ramadan

Mayor Washington announced the Acknowledging the Muslim Holiday of Ramadan proclamation. It was received by Mariam Aboudamous.

PUBLIC COMMENTS - ITEMS NOT ON CLOSED SESSION OR OPEN SESSION AGENDA

Mayor Washington opened public comments. Written comments received from: Charles Plummer; Raffi Boloyan. Oral comments: Suhani Gir was called to speak; David Gilbrath was called to speak; Rob Hall was called to speak; Aaron Plascencia was called to speak; Leon Garcia was called to speak; Yvonne Baginski was called to speak; Jeannette Goyetche was called to speak; Shanda Neumeyer was called to speak; Janelle Sellick was called to speak; Fran Lemos was called to speak. The public comment period was closed.

AGENDA CHANGES

There were no changes to the agenda.

CONSENT CALENDAR

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

Ayes: Councilmember Brando Cruz, Councilmember Melissa Lamattina, Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington

Nays: None

Abstain: None

Absent: None

Excused: None

8. Minutes of February 4, 2025

Action: Approved the minutes of the Regular City Council meeting held on February 4, 2025.

9. Report Upon Return from Closed Session for February 4, 2025

Action: Approved the Report Upon Return from Closed Session for the Regular City Council Meeting held on February 4, 2025.

10. Minutes of February 18, 2025

Action: Approved the minutes of the Rescheduled City Council Meeting held on February 18, 2025.

11. Report Upon Return from Closed Session for February 18, 2025

Action: Approved the Report Upon Return from Closed Session for the Regular City Council Meeting held on February 18, 2025.

12. Minutes of February 25, 2025

Action: Approved the minutes for the Special City Council Closed Session meeting held on February 25, 2025.

13. Notice of Completion for the Green Island Road Rule 20A/B Utility Undergrounding Project (TR16-0703)

Action: Adopted Resolution 2025-09 accepting the contracted work as complete, and authorizing the Public Works Director to file a Notice of Completion in conjunction with the Green Island Road Rule 20A/B Utility Undergrounding Project (TR16-0703)

14. Notice of Completion for Skatepark Relocation (PR22-0100)

Action: Adopted Resolution 2025-10 accepting the Skatepark Relocation Project (PR22-0100) as complete and authorizing the Public Works Director to file a Notice of Completion.

15. Coastland, Amendment #1 to Task Order #2 for Inspection Services

Action: Adopted Resolution 2025-12 approving Amendment #1 (Agreement 2025-30) to Agreement #2024-A101 with Coastland Civil Engineering for Construction Inspection Services in the Amount of \$210,000 for a total contract amount not to exceed \$460,000.

16. Watson Ranch Lot 10 Public Improvements Acceptance

Action: Adopted Resolution 2025-12 accepting the public streets and appurtenant utilities improvements associated with the Watson Ranch Lot 10 Phase 1 and Phase 2 Public Improvements Project.

17. Chavan and Associates, LLP Audit Services Contract

Action: Adopted Resolution 2025-13 authorizing the City Manager to execute a contract (Agreement 2025-31 with Chavan and Associates, LLP to provide professional auditing and reporting services for three years beginning with the FY2024-25 Audit in the amount not to exceed \$159,500.

18. Quarterly Investment Report for City and Fire District for Fiscal Year 2024-25 Quarter 2

Action: Received and filed the City and Fire District's Treasurer's Report for the quarter ended December 31, 2024.

PUBLIC HEARINGS

19. Giovannoni Logistics Center Tentative Parcel Map and Design Permit Extension

Council received a Giovannoni Logistics Center Tentative Parcel Map and Design Permit Extension staff report from Senior Planner William He with Mayor Washington opened public comments. Written comment received from: Ernie Knodel. Oral comments: Senior Vice President, Development and Entitlements, Joe Livaich of Buzz Oats; Jim Moose, Remy-Moose LLD. The public comment period was closed.

Action: Motion to adopt Resolution 2025-14 for a twelve-month extension to the Giovannoni Logistics Center Tentative Parcel Map and Design Permit from March 21, 2025, to March 21, 2026, APNs 057-130-034 and 057-130-036 (File No. PL24-0031) made by Vice Mayor Mark Joseph, seconded by Councilmember Brando Cruz, and CARRIED by roll call vote.

Ayes: Councilmember Brando Cruz, Councilmember Melissa Lamattina, Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington

Nays: None

Abstain: None

Absent: None

Excused: None

20. American Canyon Municipal Code Chapter 12.04.051 Skatepark Use

Council received an American Canyon Municipal Code Chapter 12.04.051 Skatepark Use staff report from Parks & Recreation Director Alexandra Ikeda. Mayor Washington opened public comments. Written comments: none. Oral comments: none.

Action: Motion to adopt Waive first reading, read by title only, and introduce Ordinance 2025-01 of the City of American Canyon to repeal and replace Chapter 12.04.051 "Skatepark Use" to the American Canyon Municipal Code made by Councilmember David Oro, seconded by Vice Mayor Mark Joseph, and CARRIED by roll call vote.

Ayes: Councilmember Brando Cruz, Councilmember Melissa Lamattina, Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington

Nays: None

Abstain: None

Absent: None

Excused: None

BUSINESS

21. Wetlands Edge Enhancement Project (PR19-0100)

Council received a Wetlands Edge Enhancement Project (PR19-0100) staff report and presentation from Public Works Director Erica Ahman Smithies with consultant Senior Associate Rachel Brinkerhoff, Studio 1515 Landscape Architect. Mayor Washington opened public comments. Written comments: none. Oral comments: Beth Marcus was called to speak; The public comment period was closed.

Action: Motion to adopt Resolution 2025-15 1) amending the FY2024-25 Capital Budget and increasing the Project Budget from \$450,000 to \$950,000; 2) awarding a construction contract (Agreement 2025-32) to Marina Landscape, Inc. in the amount of \$679,065.95, and 3) authorizing the Public Works Director to execute contract change orders in an aggregate amount not to exceed the Project Budget, in conjunction with the Wetlands Edge Enhancement Project (PR19-0100) made by Councilmember David Oro, seconded by Councilmember Brando Cruz, and CARRIED by roll call vote.

Ayes: Councilmember Brando Cruz, Councilmember Melissa Lamattina, Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington

Nays: None

Abstain: None

Absent: None

Excused: None

22. Community Service Awards Selection Policy

Council received a Community Service Awards Selection Policy staff report introduction from City Manager Jason Holley, with clarifying information from Vice Mayor Mark Joseph and Councilmember David Oro. Mayor Washington opened public comments. Written comments: none. Oral comments: none.

Action: Motion to adopt Resolution 2025-16 of the City Council of the City of American Canyon to repeal and replace Resolution 2020-26 with the updated Community Service Awards Selection Policy to be effective May 1, 2025, made by Councilmember David Oro, seconded by Vice Mayor Mark Joseph, and CARRIED by roll call vote.

Ayes: Councilmember Brando Cruz, Councilmember Melissa Lamattina, Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington

Nays: None

Abstain: None

Absent: None

Excused: None

23. Parks and Recreation Refund Policy

Council received a Parks and Recreation Refund Policy staff report from Parks & Recreation Director Alexandra Ikeda. Mayor Washington opened public comments. Written comments: none. Oral comments: none. The public comment period was closed.

Action: Motion to adopt Resolution 2025-17 of the City Council of the City of American Canyon to repeal and replace Resolution 2009-113 and Resolution 2008-153 with the updated Parks and Recreation Refund Policy made by Councilmember Brando Cruz, seconded by Vice Mayor Mark Joseph, and CARRIED by roll call vote.

Ayes: Councilmember Brando Cruz, Councilmember Melissa Lamattina, Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington

Nays: None

Abstain: None

Absent: None

Excused: None

MANAGEMENT AND STAFF ORAL REPORTS

Council received oral updates from Parks & Recreation Director Alexandra Ikeda, Community Development Director Brent Cooper, and Assistant Public Works Director Norman Woods.

MAYOR/COUNCIL COMMENTS AND COMMITTEE REPORTS

The mayor and council members provided oral reports and announced items of community interest.

24. Council Committee Report - Councilmember David Oro

25. Council Committee Report - Vice Mayor Mark Joseph

26. Council Committee Report - Mayor Pierre Washington

FUTURE AGENDA ITEMS

27. Future Agenda Items of Note

Action: Motion to add to the March 18, 2025, agenda, discussion of Green Island SOI Letter of Support made by Councilmember Brando Cruz, seconded by Councilmember David Oro, and CARRIED by roll call vote.

Ayes: Councilmember Brando Cruz, Councilmember Melissa Lamattina, Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington

Nays: None

Abstain: None

Absent: None

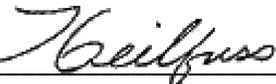
Excused: None

ADJOURNMENT

The meeting was adjourned at 8:34 p.m.

CERTIFICATION

Respectfully Submitted,



Taresa Geilfuss, City Clerk

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

Law Offices of
William D. Ross
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#25532
Los Angeles, CA 90025

File No: 199/6

March 6, 2025

VIA E-MAIL

The Honorable Pierre Washington, Mayor
and Members of the City Council
City of American Canyon
4381 Broadway, Suite 201
American Canyon, CA 94503

Re: Report Upon Return from Closed Session; Regular City Council Closed Session Meeting of the American Canyon City Council of March 4, 2025

Dear Mayor Washington and Members of the City Council:

This communication sets forth reportable action, if any, of the City Council (“Council”) of the City of American Canyon (“City”), consistent with provisions of the Ralph M. Brown Opening Meeting Act (Government Code Section 54950, *et seq.*) resulting from the Closed Session of the Regular City Council Closed Session Meeting of March 4, 2025, consistent with Government Code Section 54957.1.

Mayor Washington called the Meeting to order in Open Session at 4:05 p.m. and, after ascertaining that there were no public comments on the matters agendized for Closed Session consideration, adjourned to Closed Session at 4:05 p.m.

There were four (4) matters were agendized for Closed Session consideration:

1. Conference with Legal Counsel – Anticipated Litigation
Authorized pursuant to Government Code Section 54956.9(d)(2).
Three (3) Matters.
2. Conference with Legal Counsel – Existing Litigation. Authorized Pursuant to Government Code Section 54956.9(d)(1)
 - a. *City of American Canyon v. City of Vallejo, et al.* (Sacramento Superior Court Case No. 34-2022-00327471).
 - b. *City of Vallejo v. City of American Canyon et al.* (Third District Court of Appeal Case No. C102070; formerly Sacramento County Superior Court Case No. 23WM000055).

- c. *City of Vallejo v. City of American Canyon et al.* (Sacramento County Superior Court Case No. 24WM000078).
 - d. *City of Vallejo v. City of American Canyon et al.* (Marin County Superior Court Case No. CV0003752).
- 3. Matters Relating to Public Employment - Public Employee Performance Evaluation Pursuant to Government Code Section 54954.5(e) and 54957(b). Position: City Attorney
 - 4. Matters Relating to Public Employment - Public Employee Performance Evaluation Pursuant to Government Code Section 54954.5(e) and 54957(b). Position: City Manager

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

With respect to the remaining Item considered under Closed Session Agenda Item No. 1., there was reportable action in the form of direction to further implement mediation on the Watson Ranch Project, both with respect to the procedure, meeting times and dates, and direction to the Mediator and Members of the Council/Staff Committee. Except as indicated, there was no other reportable action under the common law attorney-client privileged and that provided by Government Code Section 54956.9(d)(2).

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

With respect to Closed Session Item No. 3., there was reportable action in the form of unanimous Council direction (5-0) to approve a contact with Jim Schutz to prepare a request for proposal for the City Attorney position in an amount not to exceed twenty (20) thousand dollars. Except as indicated, there was no other reportable action under the provisions of Government Code Section 54954.5(e) and Section 54957(b).

With respect to Closed Session Item No. 4., there was no reportable action under the provisions of Government Code Section 54954.5(e) and Section 54957(b).

The Closed Session concluded at 6:27 p.m.

After convening in Open Session, City Attorney Ross stated that a written report upon return from Closed Session consistent with Government Code Section 54957.1 would be prepared

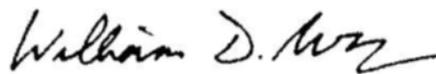
The Honorable Pierre Washington, Mayor
and Members of the City Council
March 6, 2025
Page 3

concerning the matters agendized for Closed Session review.

This communication should be reviewed under the Consent portion of the Agenda of your next Regular or Special City Council Meeting.

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

Very truly yours,

A handwritten signature in black ink, appearing to read "William D. Ross". The signature is fluid and cursive, with a long horizontal stroke at the end.

William D. Ross
City Attorney

WDR:jf

cc: Jason B. Holley, City Manager
Juan Gomez, Interim Assistant City Manager
Taresa Geilfuss, City Clerk



TITLE

Tripepi Smith Communications Services Agreement Amendment

RECOMMENDATION

Adopt a Resolution approving Amendment No.1 to Agreement No. 2024-89 with Tripepi Smith adding an additional \$50,000 for Strategic Communication, Graphic Design, and Marketing Support Services.

CONTACT

Jen Kansanback, Communications Manager

BACKGROUND & ANALYSIS

American Canyon regularly communicates with residents, businesses, and other stakeholders on a variety of topics, including emergency preparedness, City policies, traffic, public safety, news and events, key issues, department programs, projects, and campaigns. These efforts require support from professionals in graphic design, marketing, and strategic communications.

On May 21, 2024, the City Council approved Agreement Number 2024-89 with Tripepi Smith for a contract amount not to exceed \$209,000.

Due to the upcoming retirement of the City's Communication Manager and to maintain the current level of citywide communications, an increase of \$50,000 is necessary. This adjustment ensures continuity in outreach efforts without exceeding the overall budget during this transitional period of time.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

The financial impact of the requested action was incorporated into the mid-year budget adjustment in 100-10-760-42190.

ENVIRONMENTAL REVIEW

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

ATTACHMENTS:

1. [Resolution](#)
2. [Amendment 1](#)
3. [Agreement 2024-89](#)

RESOLUTION NO. 2025-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON
APPROVING AMENDMENT NO. 1 TO AGREEMENT NO. 2024-89 WITH TRIPEPI SMITH
ADDING AN ADDITIONAL \$50,000 FOR A CONTRACT AMOUNT NOT TO EXCEED
\$259,000 FOR STRATEGIC COMMUNICATION, GRAPHIC DESIGN,
AND MARKETING SUPPORT SERVICES**

WHEREAS, on May 21, 2024, the City Council approved Agreement Number 2024-89 with Tripepi Smith for a contract amount not to exceed \$209,000; and

WHEREAS, an increase of \$50,000 of the contract is necessary to maintain the level of support provided for citywide communications for the remainder of FY 2024/25; and

WHEREAS, there are sufficient funds appropriated for FY 2024/25 in account number 100-10-760-42190 (Miscellaneous Contractual Services) to cover these services; and

WHEREAS, consistent with the "A/B/C Test" stipulated by the Dynamex Operations West Inc. v. Superior Court (Case No. S222732), Tripepi Smith is an independent contractor free from the control and direction of the City in connection with the performance of the work, who performs work that is outside the usual course of the City's business and is customarily engaged in an independently established trade, occupation, or business of the same nature as the work performed for the City.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon approves Amendment No. 1 to Agreement No. 2024-89 with Tripepi Smith adding an additional \$50,000 to the two-year contract amount not to exceed \$259,000 for strategic communication, graphic design, and marketing support services.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of American Canyon hereby determines that Tripepi Smith is free from the control and direction of the City in connection with the performance of the work, both under the agreement for the performance of such work and in fact.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of American Canyon hereby determines that Tripepi Smith performs work that is outside the usual course of the City's business.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of American Canyon hereby determines that Tripepi Smith is customarily engaged in an independently established trade, occupation, or business of the same nature as the work performed for the City.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 18th day of March, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Pierre Washington, Mayor

ATTEST:

APPROVED AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney

**AMENDMENT #1 TO AGREEMENT NO. 2024-89 TO THE
CITY OF AMERICAN CANYON STANDARD AGREEMENT
FOR INDEPENDENT CONTRACTOR SERVICES WITH TRIPEPI SMITH**

RECITALS

1. The City of American Canyon ("CITY") and Tripepi Smith ("CONSULTANT") have entered into an Agreement dated May 21, 2024.
2. The Agreement provides for amendments to perform specific tasks under a specific scope of services that may arise during the term of the agreement.

NOW, THEREFORE, CITY and CONSULTANT agree as follows:

1.00 SERVICES AND COMPENSATION

CONSULTANT agrees to provide services as listed within the Scope of Services in Agreement 2024-89 and to increase the contract amount in the amount of \$50,000 for a total not to exceed contract amount of \$259,000.

2.00 TIME OF PERFORMANCE

The services covered by this Amendment shall be performed or provided by June 30, 2025.

3.00 REMAINING PROVISIONS

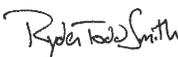
All other terms of the May 21, 2024, Agreement remain in full force and effect.

Executed on _____, 2025, at American Canyon, California.

CITY:

By: _____
Jason B. Holley
City Manager

CONSULTANT:

By: 

Ryder Todd Smith
Co-Founder & President

Tripepi Smith Amendment No. 1 3.18.25 (1)

Final Audit Report

2025-03-13

Created:	2025-03-13
By:	Jennifer Kansanback (jkansanback@cityofamericancanyon.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAASFWEzlaVf1sLfj8cEoRnjPH4AdCmNfk

"Tripepi Smith Amendment No. 1 3.18.25 (1)" History

-  Document created by Jennifer Kansanback (jkansanback@cityofamericancanyon.org)
2025-03-13 - 9:43:24 PM GMT
-  Document emailed to Ryder Smith (ryder@tripepismith.com) for signature
2025-03-13 - 9:43:27 PM GMT
-  Email viewed by Ryder Smith (ryder@tripepismith.com)
2025-03-13 - 9:44:08 PM GMT
-  Document e-signed by Ryder Smith (ryder@tripepismith.com)
Signature Date: 2025-03-13 - 9:44:41 PM GMT - Time Source: server
-  Agreement completed.
2025-03-13 - 9:44:41 PM GMT

CITY OF AMERICAN CANYON AGREEMENT NO. 2024-89

CITY OF AMERICAN CANYON
STANDARD AGREEMENT
FOR INDEPENDENT CONTRACTOR SERVICES

THIS AGREEMENT (hereinafter referred to as "Agreement") is made and entered into this 1st day of June 2024, by and between the City of American Canyon ("CITY"), a Municipal Corporation and Tripepi Smith ("CONTRACTOR"), who agree as follows:

RECITALS

WHEREAS, City desires to have certain services provided as set forth in Exhibit A, attached and incorporated by this reference; and,

WHEREAS, Contractor represents that it is qualified and able to perform services; and,

WHEREAS, Contractor is agreeable to providing the services on the terms and conditions hereinafter set forth.

NOW THEREFORE, the parties agree as follows:

1. **Term of Agreement**: The Term of this Agreement shall extend from July 1, 2024 ("Commencement Date") to June 30, 2025 (the "Termination Date").
2. **Contractors Services**. Contractor shall perform the services described in Exhibit A ("Scope of Work" and/or "Services") to the full satisfaction of City.
3. **Time of Performance**. Contractor shall perform the Services on or by the Termination Date set forth in Agreement section 1, unless extended in writing by the parties pursuant to the terms of this Agreement.
4. **Compensation**. City agrees to compensate Contractor, and Contractor agrees to accept in full satisfaction for the Services required by this Agreement the consideration set forth in Exhibit B, attached and incorporated by this reference ("Payment"). City shall pay Contractor in accordance with the schedule of payment set forth in Exhibit B.
5. **Independent Contractor**. Contractor is and shall at all times remain, as to City, a wholly independent contractor. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of City.
6. **Assignment**. Contractor shall not assign or attempt to assign any portion of this Agreement without prior written approval by City.

7. **Responsible Principal of Contractor:** The Responsible Principal of the Contractor is Ryder Smith who shall be the individual responsible for Contractor's obligations under this Agreement and shall service as principal liaison between City and Contractor. Designation of another Responsible Principal by Contractor shall not be made without the prior written consent of City.

8. **Personnel.** Contractor represents that it has, or shall secure at its own expense, all personnel required to the perform Contractor's services under this Agreement. Contractor shall assign only competent personnel. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the removal of any such persons, Contractor shall, immediately upon receiving notice from City of such desire of City, cause the removal of such person or persons.
 - a. **Employment Eligibility.** Contractor shall ensure that all employees of Contractor and any subcontractor retained by Contractor in connection with this Agreement have provided the necessary documentation to establish identity and employment eligibility as required by the Immigration Reform and Control Act of 1986, any amendments thereto and all applicable labor laws in effect at the time of this Agreement. Failure to provide the necessary documentation will result in the termination of the Agreement as required by the Immigration Reform and Control Act of 1986.

9. **Changes to Scope of Work.** City may, by written notice, initiate any change to the Scope of Work. A corresponding equitable change in the Payment of this Agreement will be made for each change ordered as mutually agreed upon by the parties in writing.

10. **Interests of Contractor.** Contractor affirms that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the Services contemplated by this Agreement.

11. **Responsibility of Contractor.** Contractor shall take all responsibility for the work, shall bear all losses and damages directly or indirectly resulting to Contractor or any subcontractor, to the City, its elected and appointed officials, officers, attorneys, agents, and employees and each of them from any and all loss or damage on account of the performance or character of the work, unforeseen difficulties, accidents, occurrences or other causes predicated on active or passive negligence of the Contractor or of any subcontractors.

12. **Insurance.** Contractor agrees to have and maintain the policies set forth in Exhibit C entitled "INSURANCE REQUIREMENTS," which is attached and incorporated by this reference. All policies, endorsements, certificates, and/or binders shall be subject to approval by the City as to form and content. These requirements are subject to amendment or waiver only if so approved in writing by the City. A lapse in any required insurance coverage during this Agreement shall be a breach of this Agreement.

- a. Contractor shall procure and maintain for the duration of this Agreement insurance as set forth in Exhibit C, attached and incorporated by this reference. The cost of such insurance shall be included in the Contractor's bid.
- b. Contractor agrees to maintain in force at all times during the performance of the Scope of Work under this Agreement, workers' compensation insurance as required by law.
- c. Contractor agrees to include with all subcontractors in their subcontract the same requirements and provisions of this Agreement including the indemnity and insurance requirements to the extent they apply to the scope of the subcontractor's work. Subcontractors hired by Contractor agree to be bound to Contractor and City in the same manner and to the same extent as Contractor is bound to City under this Agreement and any other applicable contract documents. Subcontractor further agrees to include these same provisions with any sub-subcontractor. A copy of the Indemnity and Insurance provisions in this Agreement will be furnished to the subcontractor upon request. The General Contractor shall require all subcontractors to provide a valid certificate of insurance and the required endorsements included in the Agreement prior to commencement of any work and will provide proof of compliance to the City.
- d. Contractor shall require each of its subcontractors to maintain insurance coverage which meets all of the requirements of this Agreement.
- e. The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California.
- f. Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, City may terminate this Agreement.
- g. At all times during the term of this Agreement, Contractor shall maintain on file with the City a certificate or certificates of the required insurance as set forth in Exhibit C showing that the required insurance policies are in effect in the required amounts.
- h. It shall be a requirement under this Agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of an insurance policy or proceeds available to the named insured; whichever is greater.

13. **Indemnification.** To the fullest extent permitted by law Contractor shall indemnify, defend and hold harmless City, its elected and appointed officials, officers, attorneys, agents, employees, volunteers and each of them ("City indemnitees"), from and against any and all

causes of action, claims, liabilities, obligations, judgments, damages, loss, expenses, and costs of every nature, including reasonable legal counsels' fees and costs of litigation ("claims") arising out of or in connection with Contractor's performance of its obligations under this Agreement or out of the operations conducted by Contractor or its failure to comply with any of its obligations contained in this Agreement, including the City's active or passive negligence, except for such loss or damage arising from the active or sole negligence or willful misconduct of the City. In the event the City indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Contractor's performance of this Agreement, the Contractor shall provide a defense to the City indemnitees, or at the City's option, reimburse the City indemnitees their costs of defense, including reasonable legal counsels' fees incurred in defense of such claims.

- a. **General.** This obligation to indemnify and defend City as set forth herein is binding on the successors, assigns, or heirs of Contractor and shall survive the termination of this Agreement or this section. By execution of this Agreement, Contractor acknowledges and agrees that it has read and understands the provisions hereof and that this section is a material element of consideration. The parties agree that if any part of this Indemnification is found to conflict with applicable laws, such part shall be unenforceable only insofar as it conflicts with said laws, and that this indemnification shall be judicially interpreted and rewritten to provide the broadest possible indemnification legally allowed and shall be legally binding upon Contractor.
- b. **Survival.** Contractor and any subcontractor's responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by law.
- c. **No Limitation by Insurance Obligations.** The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement.
- d. **Scope.** This Section shall in no event be construed to require indemnification by Contractor to a greater extent than permitted under the public policy of the State of California.

14. **Termination.**

- a. In addition to any other rights of termination and suspension set forth in this Agreement or at law, either party may terminate this Agreement with or without cause by providing ten (10) days' notice in writing to the other party.
- b. The City may terminate this Agreement at any time without prior notice in the event that Contractor commits a material breach of the terms of this Agreement.
- c. In the event of termination of this Agreement by City, due to no fault or failure of performance by Contractor, Contractor shall be paid full compensation for all

services performed by Contractor, in an amount to be determined as follows: For work done in accordance with the terms and provisions of this Agreement, Contractor shall be paid an amount equal to the amount of services performed prior to the effective date of termination or cancellation; provided, in no event shall the amount of money paid under the foregoing provisions of this paragraph exceed the amount which would be paid to Contractor for the full performance of the Scope of Work under this Agreement.

- d. Upon termination, this Agreement shall become of no further force or effect and all parties shall be discharged from their duties and obligations under this Agreement. Notwithstanding, the provisions of this Agreement concerning retention of records, City's rights to material produced, confidential information, Contractor's responsibility, indemnification, insurance, dispute resolution, litigation, and jurisdiction and severability shall survive termination of this Agreement.

15. **Notice.** All notices that are required either expressly or by implication to be given by one party to the other under this Agreement shall be signed for Contractor by its Responsible Principal and for City by Jason Holley, City Manager, or, for either party, by such officer as it may, from time to time, be authorized to so act. All such notices shall be deemed to have been given if delivered personally or if enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail or overnight express carrier. Unless and until formally notified otherwise, all notices shall be addressed to the parties at their addresses as follows:

Contractor shall address notices to:

City Clerk
City of American Canyon
4381 Broadway, Suite 201
American Canyon, CA 94503

City shall address notices to:

Tripepi Smith
PO Box 52155
Irvine, CA 92619

16. **Prevailing Wages.** In accordance with the provisions of sections 1770 *et seq.* of the California Labor Code, the Director of Industrial Relations of the State of California has determined the general prevailing rate of wages applicable to the work to be done. Contractor will be required to pay all persons employed on the project by the Contractor's sums not less than the sums set forth in the documents entitled "General Prevailing Wage Determination made by the Director of Industrial Relations pursuant to California Labor Code, part 7, Chapter 1, Article 2, sections 1770, 1773, 1773.1." These documents may be obtained from the State of California.

17. Compliance with Laws.

- a. In General. Contractor shall observe and comply with all laws, policies, general rules and regulations established by City and shall comply with the common law and all laws, ordinances, codes and regulations of governmental agencies, (including federal, state, municipal and local governing bodies) applicable to the performance of the Scope of Work hereunder, including, but not limited to, all provisions of the Occupational Safety and Health Act of 1979 as amended.
- b. Labor Laws: Contractor shall comply with and adhere to all applicable labor laws, including, but not limited to, alien labor, prevailing wages, etc. Contractor shall comply with all applicable provisions of the California Labor Code.
- c. Drug-free Workplace. Contractor's employees and subcontractors shall comply with the City's policy of maintaining a drug-free workplace. Neither Contractor nor Contractor's employees and/or subcontractors shall unlawfully manufacture, distribute, dispense, possess or use controlled substances, as defined in 21 U.S. Code section 812, including marijuana, heroin, cocaine, and amphetamines, at any facility, premises or worksite used in any manner in connection with performing services pursuant to this Agreement. If Contractor or any employee or subcontractor is convicted or pleads *nolo contendere* to a criminal drug statute violation occurring at such a facility, premises, or worksite, the Contractor shall notify the City within five (5) days.
- d. Discrimination Prohibited. During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, sexual orientation, race, color, religious creed, marital status, denial of family and medical care leave, ancestry, national origin, medical condition (cancer/genetic characteristics), age (40 and above), disability (mental and physical) including HIV and AIDS, denial of pregnancy disability leave or reasonable accommodation. Contractor and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, §12900 *et seq.*) and the applicable regulations promulgated thereunder (Cal. Code Regs, tit. 2, §7285.0 *et seq.*). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, §12990 (a)–(f), are incorporated into this Agreement by reference and made a part hereof as if set forth in full (Cal. Code Regs, tit. 2, §7285.0 *et seq.*). Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

- e. Harassment Prohibited. Contractor and Contractor's employees and subcontractors shall comply with the City's Workplace Harassment and Discrimination Policy.
- f. Illness and Injury Prevention Program (IIPP). Contractor shall provide the City with a copy of their IIPP to show compliance with CalOSHA.
- g. Licenses and Permits. Contractor represents and warrants to City that it has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for Contractor to practice its profession. Contractor represents and warrants to City that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals which are legally required for Contractor to practice its profession. Contractor shall secure and maintain a business license with the City during the term of this Agreement.

18. **Facilities and Equipment:** Except as set forth in Exhibit D ("Facilities and Equipment"), Contractor shall, at its sole cost and expense, furnish all facilities and equipment, which may be required for completing the Scope of Work pursuant to this Agreement. City shall furnish to Contractor only the facilities and equipment listed in Exhibit D according to the terms and conditions set forth in Exhibit D.

19. **Special Conditions.**

None.

20. **Exhibits.** All exhibits referred to in this Agreement are attached and incorporated by this reference.

21. **Benefits and Taxes.** Contractor shall not have any claim under this Agreement or otherwise against City for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance, medical care, hospital care, insurance benefits, social security, disability, unemployment, workers compensation or employee benefits of any kind. Contractor shall be solely liable for and obligated to pay directly all applicable taxes, including, but not limited to, federal and state income taxes, for which Contractor shall indemnify and hold City harmless from any and all liability that City may incur because of Contractor's failure to pay such taxes. City shall have no obligation whatsoever to pay or withhold any taxes on behalf of Contractor.

22. **Dispute Resolution.** Should any dispute arise concerning any provisions of this Agreement, or the parties' rights and obligations hereunder, the parties shall meet and confer in an attempt to resolve the dispute. Prior to commencing any legal action, the complaining party shall provide to the other party thirty (30) days' written notice of the intent to take such action; provided that such notice shall not be required where a delay in commencing an action would prejudice the interests of the party that intends to file suit. During the thirty (30) day notice period, the parties shall meet and confer in an attempt to resolve the

dispute. Except as specifically provided, nothing herein is intended to waive or abridge any right or remedy that either party may have.

23. Default and Remedies.

- a. Events of Default. Each of the following shall constitute an event of default hereunder:
 - i. Failure to perform any obligation under this Agreement and failure to cure such breach immediately upon receiving notice of such breach, if the breach is such that the City determines the health, welfare, or safety of the public is immediately endangered; or
 - ii. Failure to perform any obligation under this Agreement and failure to cure such breach within fifteen (15) days of receiving notice of such breach, if the breach is such that the City determines that the health, welfare, or safety of the public is not immediately endangered, provided that if the nature of the breach is such that the City determines it will reasonably require more than fifteen (15) days to cure, Contractor shall not be in default if Contractor promptly commences the cure and diligently proceeds to completion of the cure.
- b. Remedies upon Default. Upon any Contractor default, City shall have the right to immediately suspend or terminate the Agreement, seek specific performance, contract with another party to perform this Agreement and/or seek damages including incidental, consequential and/or special damages to the full extent allowed by law.

24. Attorneys' Fees. In the event any legal action is commenced to enforce this Agreement, the prevailing party is entitled to reasonable attorney's fees, costs, and expenses incurred.

25. Documents and Records.

- a. Property of City. All reports, data, maps, models, charts, studies, surveys, photographs, memoranda or other written documents or materials prepared by Contractor pursuant to this Agreement shall become the property of City upon completion of the work to be performed hereunder or upon termination of this Agreement.
- b. Retention of Records. Until the expiration of five (5) years after the furnishing of any services pursuant to this Agreement, Contractor shall retain and, upon written request by City, make available to the City or any party designated by the City this Agreement, and such books, documents and records of Contractor and subcontractor that are necessary or convenient for audit purposes to certify the nature and extent of the reasonable cost of services to City.

26. **Inspection of Books and Records.** During regular office hours, each of the parties hereto and their duly authorized representatives shall have the right to inspect and make copies of any books, records, or reports of the other party pertaining to this Agreement or matters related hereto. Each of the parties hereto shall maintain and make available for such inspection accurate records of all of its costs, disbursements and receipts with respect to its activities under this Agreement.
27. **Confidential Information.** Contractor shall hold any confidential information received from City in the course of performing this Agreement in trust and confidence and will not reveal such confidential information to any person or entity, either during the term of the Agreement or at any time thereafter. Upon expiration of this Agreement, or termination as provided herein, Contractor shall return materials which contain any confidential information to City. Contractor may keep one copy for its confidential file. For purposes of this section, confidential information is defined as all information disclosed to Contractor which relates to City's past, present, and future activities, as well as activities under this Agreement, which information is not otherwise of public record under California law.
28. **Successors and Assigns.** This Agreement and all of its provisions shall apply to and bind the successors and assigns of the parties hereto.
29. **Waiver.** Any waiver at any time by either party hereto of its rights with respect to a default or any other matter arising in connection with this Agreement shall not be deemed to be a waiver with respect to any other default or matter.
30. **Modifications.** This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by both parties.
31. **Agreement Interpretation.** Each party to this Agreement has had an opportunity to review the Agreement, confer with legal counsel regarding the meaning of the Agreement, and negotiate revisions to the Agreement. Accordingly, neither party shall rely upon Civil Code section 1654 in order to interpret any uncertainty in the meaning of the Agreement.
32. **Entire Agreement.** This Agreement, including all documents incorporated herein by reference, comprises the entire integrated understanding between the parties concerning the subject matter described herein.
33. **Jurisdiction and Severability.** This Agreement shall be governed and construed in accordance with California law. The venue for any legal action in State court filed by a party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement shall be in the Superior Court of California, County of Napa. The venue for any legal action in Federal court filed by a party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement within the jurisdiction of the Federal courts shall be the Northern District of California. The appropriate venue for arbitration, mediation or similar legal proceeding under this Agreement shall be in Napa County, California; however nothing in this Agreement section shall obligate a party to submit to arbitration any dispute arising under this Agreement. If any term or provision of

this Agreement shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement shall not be affected.

34. **Signatures.** The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the respective legal entities of Contractor and City.

IN WITNESS WHEREOF, City of American Canyon and Contractor do hereby agree to the full performance of the terms set forth herein.

CONSULTANT

BY: *Ryder Todd Smith*
Ryder Todd Smith (Jun 3, 2024 09:30 PDT)
Ryder Todd Smith
Co-Founder & President

DATE: 06/03

CITY OF AMERICAN CANYON

BY: *JH*
Jason B. Holley (Jun 12, 2024 13:35 PDT)
Jason B. Holley
City Manager

DATE: 06/12/24

APPROVED AS TO FORM:

BY: *William D. Ross*
William D. Ross
City Attorney

DATE: 12/06/24

**APPROVED AS TO BUDGET
AUTHORITY:**

BY: 

Juan Gomez
Finance Director

DATE: 6/13/2024

APPROVED AS TO INSURANCE:

BY: 

William D. Ross
City Attorney

DATE: 12/06/24

Attachments:

- Exhibit A – Scope of Work
- Exhibit B – Payment and Schedule of Payments
- Exhibit C – Insurance Requirements
- Exhibit D – Facilities and Equipment

EXHIBIT A
SCOPE OF WORK

Contractor shall complete the attached Scope of Work.



Proposal for:
**CONTINUATION OF
STRATEGIC COMMUNICATIONS SUPPORT**

Submitted: March 7, 2024
By: Ryder Todd Smith, Co-Founder & President
Kaitlyn Wu, Senior Business Analyst

Dear Jennifer Kansanback,

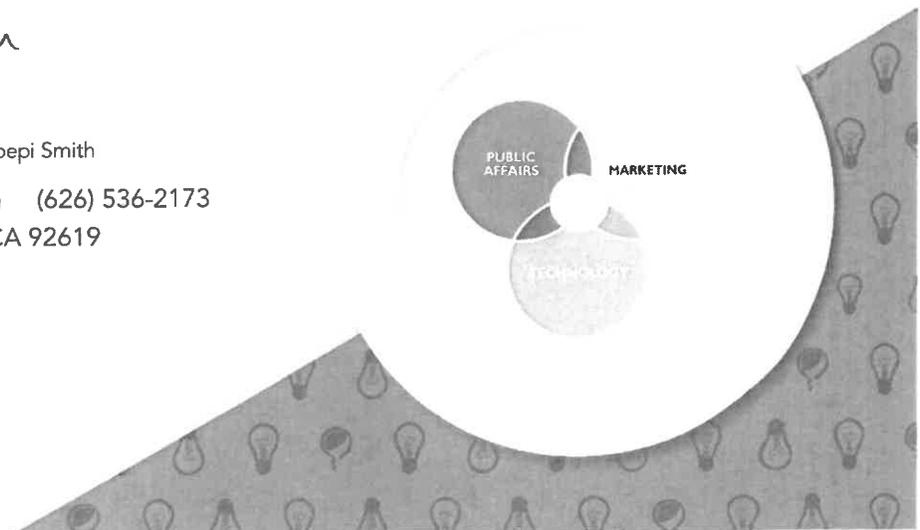
Thank you for this opportunity to continue serving the City of American Canyon as your strategic communications partner. We have sincerely enjoyed our working relationship since 2019 and look forward to an extension of our ongoing communications support.

The following pages detail 2024-25 hourly rates for Tripepi Smith's services, all of which we perform for the City on a "Time & Materials" basis. We look forward to continuing our working relationship with American Canyon and engaging your residents, businesses and community.

This proposal is valid for 90 days following submission on March 7, 2024.

Kindest regards,

Ryder Todd Smith
Co-Founder & President, Tripepi Smith
ryder@tripepismith.com (626) 536-2173
PO Box 52152, Irvine, CA 92619



SCOPE OF WORK

Tripepi Smith will continue to support the City with content development, graphic design, website support, photography, videography, social media management, crisis communication support, strategic communications planning and other projects as requested.

AGREEMENT TERMS AND COST PROPOSAL

FY 2024-25 Ad Hoc Hourly Rates

Resource	Hourly Rate (2024-25)
Principal	\$315
Director	\$215
Art/Creative Director	\$215
Senior Business Analyst	\$165
Business Analyst	\$120
Junior Business Analyst	\$100
Senior Videographer/Animator	\$165
Senior Photographer	\$145
Photographer/Videographer	\$110
Junior Photographer/Videographer	\$95
Senior Graphic Designer	\$155
Graphic Designer	\$110
Junior Graphic Designer	\$95
Web Developer	\$165
Junior Web Developer	\$95
Drone Operator	\$165
Council Chamber A/V Operator	\$95

Annual Increase

Please note that these hourly rates are discounted compared to Tripepi Smith's standard rates for Ad Hoc work and represent a fourth year of discounted rates, which began in FY 2020-21 at the City's request due to financial hardship.

Tripepi Smith will increase the hourly rates and retainer fees for all resources by five percent (5%) or the national BLS Consumer Price Index — whichever is higher — each year on the

anniversary of the contract, starting on the first anniversary of any multi-year contract. Otherwise, new rates will be negotiated with each new contract renewal period.

Billing

Time at Tripepi Smith is billed in 15-minute increments — i.e., we invoice our time in the following examples: 1.25, 0.75, 4.0 or 6.5 hours. Fixed (One-Time) deliverables are billed on a previously agreed-upon payment schedule. Terms are net 30 days.

Other Costs

Tripepi Smith has related service fees that may come up during our engagement, detailed below.

Travel Costs

Our team will seek client authorization and reimbursement for travel necessary to complete a requested scope of work. Travel costs may include airfare, lodging, car rentals and gas. Additionally, when client work requires that we be onsite, Tripepi Smith invoices for travel time at half the resource’s hourly rate.

Equipment Costs

Tripepi Smith applies the following equipment fees, as applicable, when providing video services. We will seek client authorization prior to assessing any such expenses. Equipment fees are not inclusive of operator (staff) time, which is billed on an hourly basis.

	Half Day	Full Day
Video Equipment	\$400	\$600
Drone Equipment	\$500 – Flat Fee	
MEVO Equipment	\$400 – Flat Fee	

Definitions

- Half Day: Anything under four hours of video production
- Full Day: A shoot lasting four or more hours

Service Fees

Tripepi Smith prefers that clients pay service providers directly to avoid unnecessary administrative costs. You should also know, however, that we have no economic interest in service providers, unless otherwise specified in this proposal.

If a client asks Tripepi Smith to pay for a service provider bill, we will apply a 10% agency fee to the reimbursement expense. Typical service fees include, but are not limited to: print, mailing, digital advertising, media placements, voiceovers, translations and closed captions.

Partner Access

Tripepi Smith has access to entities that may be relevant to our engagement. These partnerships allow Tripepi Smith to offer clients extra media reach or additional services at partner pricing. Partnerships include:

- **PublicCEO:** www.PublicCEO.com – Digital news about public affairs, reaching over 17,000 California government executives through a daily podcast, job board, video podcast and more.
- **Civic Business Journal:** www.CivicBusinessJournal.com – Digital interest stories on the people, companies and solutions that make local government in California more effective.
- **FlashVote:** www.FlashVote.com – Statistically valid surveying that helps leaders make decisions.
 - *Disclaimer: Tripepi Smith President Ryder Todd Smith is an investor in FlashVote.*
- **Tripepi Smith Talent Solutions:** www.TSTalentSolutions.com – A multifaceted recruitment consultancy service, combining local government access with communications to advance talent quests and build culture warriors.
- **Meltwater:** www.TripepiSmith.com/Media-Intelligence – An enterprise-class, comprehensive media monitoring solution that is best combined with Tripepi Smith’s analytics team.

EXHIBIT B
PAYMENT AND SCHEDULE OF PAYMENTS

1. TOTAL COMPENSATION

City shall compensate Contractor for the satisfactory performance of the work described in this Agreement to not exceed the amount of two hundred nine thousand dollars (\$209,000).

2. Contractor shall submit an itemized statement to City on a City approved form for its services performed, which shall include documentation setting forth in detail a description of the services rendered, and the hours of service, if appropriate. City shall compensate Contractor the amount of such billing within thirty (30) days receipt of same.
3. There shall be no right to reimbursement of expenses incurred by Contractor except as specified in Exhibit A to this Agreement.

EXHIBIT C
INSURANCE REQUIREMENTS

Please refer to the insurance requirements listed below. Those that have an “X” indicated in the space before the requirement apply to Contractor’s or Consultant’s Agreement.

Commercial General Liability (CGL):

___ Contractor shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Contractor’s general liability policies shall be primary and non-contributory, and be endorsed using Insurance Services Office form CG 20 10 (or equivalent) to provide that City and its officers, officials, employees, attorneys, and agents shall be additional insureds under such policies. For construction contracts, an endorsement providing completed operations to the additional insured, ISO form CG 20 37, is also required.

X Contractor shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Contractor’s general liability policies shall be primary and non-contributory, and be endorsed using Insurance Services Office form CG 20 10 (or equivalent) to provide that City and its officers, officials, employees, attorneys and agents shall be additional insureds under such policies. For construction contracts, an endorsement providing completed operations to the additional insured, ISO form CG 20 37, is also required.

___ Contractor shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than five million dollars (\$5,000,000) per occurrence for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Contractor’s general liability policies shall be primary and non-contributory, and be endorsed using Insurance Services Office form CG 20 10 (or equivalent) to provide that City and its officers, officials, employees, attorneys, and agents shall be additional insureds under such policies. For construction contracts, an endorsement providing completed operations to the additional insured, ISO form CG 20 37, is also required.

Commercial General Liability (CGL) - Completed Operations Coverage

____ Contractor shall maintain and provide completed operations coverage and to the additional insured using ISO form CG 20 37. Contractor shall maintain insurance as required by this Agreement to the fullest amount allowed by law and shall maintain insurance for a minimum of five (5) years following the completion of this project. In the event Contractor fails to obtain or maintain completed operations coverage as required by this Agreement, the City at its sole discretion may purchase the coverage required and the cost will be paid by Contractor.

Automobile Liability:

____ Contractor shall provide auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01, or the exact equivalent, with a limit of no less than one million dollars (\$1,000,000) per accident. If Contractor owns no vehicles, this requirement may be met through a non-owned auto endorsement to the CGL policy.

____ Contractor shall provide auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01, or the exact equivalent, with a limit of no less than five million dollars (\$5,000,000) per accident. If Contractor owns no vehicles, this requirement may be met through a non-owned auto endorsement to the CGL policy.

____ Garage keepers' extra liability endorsement to extend coverage to all vehicles in the care, custody and control of the Contractor or Consultant, regardless of where the vehicles are kept or driven.

Professional Liability (Errors and Omissions):

____ Contractor shall maintain professional liability insurance that insures against professional errors and omissions that may be made in performing the Services to be rendered in connection with this Agreement, in the minimum amount of one million dollars (\$1,000,000) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement, and Contractor agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

____ Contractor shall maintain professional liability insurance that insures against professional errors and omissions that may be made in performing the Services to be rendered in connection with this Agreement, in the minimum amount of two million dollars (\$2,000,000) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement, and Contractor agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

Workers' Compensation Insurance:

X Contractor shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000). Contractor shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

The Contractor or Consultant makes the following certification, required by section 1861 of the California Labor Code:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Ruder Todd Smith
(Ruder Todd Smith, Jun 1, 2024 19:30 PDF)
Contractor/Consultant Signature

Builder's Risk (Course of Construction):
Builder's Risk (Course of Construction Insurance) (applicable to Construction Contracts only)

___ Contractor shall provide Builders Risk Insurance utilizing an "All Risk" (Special Perils) coverage form, with limits equal to the completed value of the project and no coinsurance penalty provisions.

Upon commencement of construction and with approval of City, Contractor shall obtain and maintain Builder's Risk/Course of Construction insurance. Policy shall be provided for replacement value on an "all-risk" basis. The City shall be named as Loss Payee on the policy and there shall be no coinsurance penalty provision in any such policy. Policy must include: (1) coverage for removal of debris, and insuring the buildings, structures, machinery, equipment, materials, facilities, fixtures, and all other properties constituting a part of the project; (2) coverage with limits sufficient to insure the full replacement value of any property or equipment stored either on or off the project site. Such insurance shall be on a form acceptable to City to ensure adequacy of terms and limits. Contractor shall not be required to maintain property insurance for any portion of the Project following transfer of control thereof to City.

Surety Bonds:

Contractor shall provide the following Surety Bonds:

- ___ Bid Bond
- ___ Performance Bond
- ___ Payment Bond
- ___ Warrantee Bond

The Payment Bond and Performance Bond shall be in a sum equal to the contract price. If the Performance Bond provides for a one-year warranty a separate Warrantee Bond is not necessary. If the warranty period specified in the contracts is for longer than one (1) year a Warrantee Bond equal to ten percent (10%) of the contract price is required. Bonds shall be duly executed by a responsible corporate surety, authorized to issue such bonds in the State of California and secured through an authorized agent with an office in California.

Contractor's or Consultant's Pollution Legal Liability:

___ Pollution Coverage shall be provided on a Contractors Pollution Liability form or other form acceptable to City providing coverage for liability arising out of sudden, accidental and gradual pollution and remediation. The policy limit shall be no less than two million dollars (\$2,000,000) per claim. All activities contemplated in this agreement shall be specifically scheduled on the policy as "covered operations." The policy shall provide coverage for the hauling of waste from the project site to the final disposal location, including non-owned disposal sites.

Specific Insurance Provisions

Insurance Limits:

The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City (if agreed to in a written contract or agreement) before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

If the Contractor or Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Contractor or Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to City.

Notice of Cancellation, Suspension or Otherwise Voiding Policies:

Each insurance policy required above shall contain, or be endorsed to contain **that coverage shall not be suspended, voided, canceled or reduced in coverage or in limits except with thirty (30) days' prior written notice** by certified mail, return receipt requested to the City.

Waiver of Subrogation:

Contractor or Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Contractor or Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Contractor or Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision

applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions (“SIR”):

Any deductibles or self-insured retentions above \$25,000 must be declared to and approved by City. The City may require the Contractor or Consultant to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. At the option of the City, either (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its elected and appointed officials, officers, attorneys, agents, and employees; or (2) the Contractor or Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

All SIRs must be disclosed to Risk Management for approval and shall not reduce the limits of liability.

Policies containing any SIR provision shall be endorsed to provide that the SIR may be satisfied by either the named insured or the City.

City reserves the right to obtain a full-certified copy of any insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.

Acceptability of Insurers:

Insurance is to be placed with insurers with a current A.M. Best’s rating of no less than A-:VII, unless otherwise acceptable to City.

Claims Made Policies: (note - should be applicable only to professional liability, see below)

1. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided for **at least five (5) years after completion of contract of work.**
3. If coverage is canceled or non-renewed, and not replaced **with another claims-made policy form with a Retroactive Date prior to** the contract effective date, the Contractor or Consultant must purchase “extended reporting” coverage for a minimum of **five (5) years** after completion of work.
4. A copy of the claims reporting requirements must be submitted to the City for review.

5. If the services involve lead-based paint or asbestos identification/remediation, the Contractor's Pollution Liability Policy shall not contain lead-based paint or asbestos exclusions. If the services involve mold identification/remediation, the Contractor's Pollution Liability Policy shall not contain a mold exclusion, and the definition of Pollution shall include microbial matter, including mold.

Subcontractors:

Contractor or Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors.

Subcontractor agrees to be bound to Contractor and City in the same manner and to the same extent as Contractor is bound to City under this Agreement and any other contract documents. Subcontractor further agrees to include the same requirements and provisions of this Agreement, including the indemnity and insurance requirements, with any sub-subcontractor to the extent they apply to the scope of the sub-subcontractor's work. A copy of the City indemnity and insurance provisions will be furnished to the subcontractor upon request.

Verification of Coverage:

Contractor or Consultant shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor or Consultant's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Special Risks or Circumstances

City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage or other special circumstances.

Failure to Comply:

Each insurance policy required above shall contain or be endorsed to contain that any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected and appointed officials, officers, attorneys, agents, and employees.

Applicability of Coverage:

Each insurance policy required above shall contain or be endorsed to contain that the Contractor's or Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

EXHIBIT D
FACILITIES AND EQUIPMENT

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Contractor's use while consulting with City employees and reviewing records and the information in possession of City. The location, quantity, and time of furnishing said physical facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility which may involve incurring any direct expense, including, but not limiting the generality of this exclusion, long-distance telephone or other communication charges, vehicles, and reproduction facilities. Contractor shall not use such services, premises, facilities, supplies or equipment for any purpose other than in the performance of Contractor's obligations under this Agreement.



TRIPSMI-01

PHISH1

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/6/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Digital Insurance LLC-Clayton, MO 8235 Forsyth Blvd #1200 Clayton, MO 63105	CONTACT NAME:		
	PHONE (A/C, No, Ext):	(314) 746-4700	FAX (A/C, No): (314) 889-3700
	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Hartford Underwriters Ins Co		30104
	INSURER B: Hartford Fire Insurance Co		19682
	INSURER C: Beazley Insurance Company		37540
	INSURER D:		
	INSURER E:		
	INSURER F:		

INSURED
Tripepi Smith And Associates, Inc
P.O. Box 52152
Ladera Ranch, CA 92694

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			84SBABG4S3U	6/20/2024	6/20/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: Business Liability General Aggre							
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>			84SBABG4S3U	6/20/2024	6/20/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR			84SBABG4S3U	6/20/2024	6/20/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 DED <input checked="" type="checkbox"/> RETENTION \$ 10,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A			84WECBG4S68	6/20/2024	6/20/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	E&O Liability			W226EE230701	4/1/2024	4/1/2025	Each Loss 2,000,000
C	E&O Liability			W226EE230701	4/1/2024	4/1/2025	Aggregate Limit 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City and its officers, officials, employees, attorneys and agents Holder is included as Additional Insured as respects to General Liability Insurance in regards to the operations of the named insured and as required by written contract, per form SS00080405 (pages 11-13 of 24) attached to the policy. The General Liability is Primary and Non-Contributory where required by written contract, per form SS00080405 (page 17 of 24). Waiver of Subrogation applies to the General Liability per form SS00080405 (age 17 of 24). Waiver of Subrogation applies to the Workers' Compensation, per form WC040306.

CERTIFICATE HOLDER

City of American Canyon
4381 Broadway
Suite 201
American Canyon, CA 94503

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Michael F. Shender Jr

ACORD 25 (2016/03)

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TITLE

American Canyon Municipal Code Chapter 12.04.051 Skatepark Use

RECOMMENDATION

Waive the second reading, read by title only, and adopt an Ordinance of the City of American Canyon to repeal and replace Chapter 12.04.051 "Skatepark Use" to the American Canyon Municipal Code.

CONTACT

Alexandra Ikeda, Parks and Recreation Director

BACKGROUND & ANALYSIS

The City of American Canyon plans to adopt an ordinance to repeal and replace Chapter 12.04.051 of the Municipal Code, which governs Skatepark Use. This update will establish clear, comprehensive regulations to ensure the Skatepark operates in accordance with current risk management best practices and industry standards.

In collaboration with the City's Risk Management team, City staff recommend this update to modernize the existing rules and ensure the regulations reflect current standards (Attachment 1).

By adopting this ordinance, the City will replace the existing rules and regulations, ensuring the Skatepark's guidelines align with current risk management expectations.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

This fiscal impact will be \$3,500 to replace and update the Skatepark signage, which will be funded through the Parks and Facility Maintenance budget, 100-50-540-42310 and was included in the Mid-Year 2024/25 Budget Update.

ENVIRONMENTAL REVIEW

Not Applicable

ATTACHMENTS:

1. [Ordinance 12.04.051 Skatepark Use](#)

ORDINANCE NO. 2025-

AN ORDINANCE OF THE CITY OF AMERICAN CANYON TO REPEAL AND REPLACE CHAPTER 12.04.051 "SKATEPARK USE" TO THE AMERICAN CANYON MUNICIPAL CODE

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

SECTION 1. Chapter 12.04.051 "Skatepark Use" of the City of American Canyon's Municipal Code is hereby repealed and replaced with the following:

CHAPTER 12.04.051 SKATEPARK USE

- (A) For the purpose of this section, the term "skatepark" means the designated concrete recreational skating facility at Veterans Memorial Park that contains ramps, obstacles, and structures such as half-pipe, bowls, rails, ledges, and stairs, which allow participants to perform tricks and practiced skills.
- (B) This section does not apply to any duly authorized City employees.
- (C) Any person who violates this section is guilty of an infraction and upon conviction thereof shall be punished as provided by law.
- (D) The City of American Canyon reserves the right to eject anyone from the skatepark for any reason and reserves the right to close the facility without notice.
- (E) The skatepark is open daily from sunrise to sunset unless otherwise posted. Use of the skatepark before sunrise, after sunset, or outside of posted hours is prohibited.
- (F) Anyone under the age of 14 must be accompanied by a parent or guardian.
- (G) No camping or overnight or extended use.
- (H) No loitering or trespassing.
- (I) Disorderly conduct, excessive noise, rioting, or any actions that disturb the peace is strictly prohibited.
- (J) No person shall ride a skateboard or inline skate in the skatepark except while wearing a helmet, kneepads, and elbow pads.
- (K) No person shall use the skatepark for any purpose other than skateboarding. Inline skating, bicycles, scooters, and motorized equipment are prohibited unless expressly authorized by the City of American Canyon.
- (L) Unauthorized ramps, jumps, equipment or obstacles may not be brought to the skatepark or used at the skatepark.
- (M) Fighting, intimidation, hazing, abusive/foul/offensive language and behavior, and profanity are not permitted.
- (N) Keep food and drink off the skating surface and ramps.
- (O) The use of drugs, alcohol, or being under the influence of such substances is strictly prohibited at the skatepark. Alcoholic beverages are not permitted on the premises.
- (P) The use of tobacco products is strictly prohibited, including but not limited to cigarette smoking, electronic cigarettes or other vaping devices, nicotine delivery systems, smokeless tobacco, and any other paraphernalia.

- (Q) No glass, stones, or similar items in or around the skating area.
- (R) No fires or barbeques.
- (S) No amplified music without prior approval from the City of American Canyon.
- (T) Animals are not permitted within the skatepark.
- (U) Organized events, commercialized lessons, and contests require express written authorization from the City of American Canyon.
- (V) Vendors are prohibited unless approved by the City of American Canyon.
- (W) Dispose of trash into designated trash receptacles.
- (X) No graffiti or tagging.
- (Y) Activity is not permitted when the surface is wet or icy.

SECTION 2. EFFECTIVE DATES. 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 provisions 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 valid provision or application. To this end, the provisions of this ordinance are declared to be severable 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 4th day of March 2025, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

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 18th day of March 2025, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Pierre Washington, Mayor

ATTEST:

APPROVED AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney



TITLE

2024 Calendar Year General Plan and Housing Element Annual Progress Report

RECOMMENDATION

Receive and file annual 2024 Calendar Year General Plan and Housing Element Annual Progress Report

CONTACT

Brent Cooper, AICP, Community Development Director
William He, AICP, Senior Planner

BACKGROUND & ANALYSIS

General Plan Annual Report

California law requires every city and county to adopt a long-term General Plan that expresses a long-term shared vision of a Healthy, Equitable, Resilient, and Economically Vibrant community. As the constitution of development, General Plan policies are fulfilled through City functions related to land use decisions, municipal service delivery, capital improvement projects, and funding priorities for a variety of municipal services.

Section 65400(b) of the State of California Government Code requires planning agencies to report every year to the legislative body (i.e.: City Council) and the Governor's Office of Planning and Research (OPR) on the status of the General Plan and implementation progress. The four basic purposes of the Annual Progress Report (APR) are as follows:

- Assess General Plan progress toward fulfilling goals, policies and implementation measures.
- Provide information to improve implementation or consider General Plan modifications.
- Correlate land use decisions made during the reporting period, and General Plan goals, policies and implementation measures.
- Inform local agency progress in meeting its share of regional housing needs and local efforts to remove governmental constraints to housing development.

A copy of the 2024 General Plan Annual Report is included as Attachment 1.

Housing Element Annual Report

To address housing needs in California, state law mandates that each jurisdiction adopt a Housing

Element as part of the General Plan. The Housing Element outlines the City's strategy to meet current and future housing demand, identifies adequate sites for regional housing needs, and evaluates local policies that may hinder housing development for all income levels.

Cities must provide an Annual Housing Element report on progress toward meeting the RHNA allocation and implementing Housing Element policies. After review by the Planning Commission and City Council, the report will be submitted to the California Housing and Community Development Department (HCD) and the Governor's Office of Planning and Research (OPR) as required by state regulations.

On January 31, 2023, the City Council approved the 6th Cycle Housing Element, which was certified by the Department of Housing and Community Development (HCD) on June 30, 2023. This cycle covers housing policy from 2023 to 2031, with 2024 being the second year. State law mandates an Annual Housing Element Progress Report (APR) to detail progress on the General Plan Housing Element. Each jurisdiction must submit its APR to HCD and OPR by April 1 each year. The 2024 APR is attached as Attachment 2.

The HCD mandated requirements include tracking housing units in all its approval stages:

- Entitlement,
- Building permit issuance, and
- Certificate of occupancy.

AB 1743 (2022) added a requirement to report whether housing developments were subject to a ministerial or discretionary approval process. This requirement has been added as an additional column on Table A of APR. SB 6 (2022) and AB 2011(2002) have added provisions that require reporting on any housing development that utilized these streamlining provisions. HCD has consolidated streamlining requirements onto a single column in Table A and Table A2.

Lastly, the report requires an accounting of affordable housing projects pursuant to SB 35 (now referred to as AB 423). In 2024, American Canyon was among 47 California jurisdictions exempt from SB 35 streamlining provisions due to their good standing in 2023 reporting. As can be seen from the 2024 APR Table A2, there were no projects submitted through SB 35.

1. 2024 Housing Approvals and Construction

In 2024, the City approved entitlements for 167 dwelling units, building permits for 265 dwelling units, and certificates of occupancy for 337 dwelling units.

Units entitled: "Entitled" refers to a land use approval, such as a Design Permit or Planning review of a building permit. In 2024, the City entitled 167 dwelling units. These included 25 single-family homes for Watson Ranch Lot 8 in September, 136 single-family homes for Watson Ranch Lot 7 in November, and 6 ADUs throughout the year.

Units Permitted: The City issued building permits for 265 dwelling units in 2024. The Oat Hill / Domaine project began construction of 189 multi-family units (11 buildings), the Harvest Subdivision added the construction of 68 single-family dwelling units, and Artisan added 2 construction permits to complete the subdivision. The Building Division also issued 6 ADU permits.

Although the Annual Housing Element Progress Report requires an accounting of the number of housing units entitled and completed, it is the number of units permitted that count toward satisfying the City's Regional Housing Needs Assessment (RHNA). See Section III below, 2024 Regional Housing Needs Allocation Status.

Units Completed: The City issued Certificates of Use and Occupancy for 337 dwelling units in 2024. The Napa Cove apartments completed 66 affordable units (3 buildings) and the Lemos Pointe Apartments completed 186 affordable units (8 buildings). The Artisan Subdivision completed 27 single-family homes and the Harvest Subdivision completed 53 single-family homes. The City also completed final inspections on 5 ADUs.

As discussed below, units completed do not count toward our current Regional Housing Needs Allocation (RHNA) unless the units received a building permit during this period. The Napa Cove and Lemos Pointe Apartments received their permits during the last Housing Element cycle. So, unfortunately, they do not count toward meeting our current Housing Element RHNA allocation.

II. Regional Housing Needs Allocation (RHNA)

The City's Regional Housing Needs Allocation (RHNA) is assigned by the Association of Bay Area Governments (ABAG). This allocation is intended to accommodate American Canyon's "fair share" of the regional housing demand in the Bay Area. Our RHNA allocation for the period between 2023 – 2031 is 622 dwelling units allocated among these income groups:

- 169 very low-income dwelling units; and
- 109 low-income dwelling units; and
- 95 moderate income dwelling units; and
- 249 above moderate dwelling units.

The income groups are defined by HCD.

- "Very low" consists of 0 to 50% of the Napa County Area Median Income (AMI),
- "Low" consists of 51 to 80% AMI,
- "Moderate" consists of 81 to 120% AMI, and
- "Above Moderate" consists of over 120% AMI.

HCD provides each county's AMI information in April annually. For 2024 Napa County AMI information, see Attachment 2.

III. 2024 RHNA Status

The HCD Annual Housing Element Progress Report forms must be used to report building permits

issued. Progress toward target allocations is measured by the number of permits each jurisdiction has issued for housing units at each income level during the planning period. In 2024, the City issued building permits for 261 dwelling units. The City’s progress towards completing the RHNA requirements are shown in Table 1 below.

**Table 1
2023-2031 RHNA Allocation Status for Permits Issued**

Income Level	Napa County (AMI)	2023-2031 RHNA Dwelling Units	Projection Period (6/30/22 - 1/30/23)	2024 Dwelling Units Issued	Total Units to Date for 6th Cycle	Total Remaining for RHNA	Percent Complete
Very Low Income	(0-50% of AMI)	169	1	2	7	162	4%
Low Income	(51-80% of AMI)	109	0	4	4	105	4%
Moderate Income	(81-120% of AMI)	95	0	2	2	93	2%
Above Moderate Income	(over 120% of AMI)	249	88	259	425	Exceeded	170% over
	Total	622	89	265	438	360	

As shown on the table above, during the past 2 years, the City has far exceeded its RHNA allocation of Above Moderate Income housing units. Comparatively few units were issued permits for housing affordable to Very-Low, Low- and Moderate-Income households. Judging from upcoming entitled and proposed development, there are few homes proposed today that will fulfill the City's RHNA allocation for lower income households.

IV. Housing Element Policy Implementation

In addition to accommodating the RHNA allocation, the City is required to adopt policies that facilitate housing for all incomes and special needs groups. Table D of the APR lists Housing Element policies and explains the status of City implementation of each policy during 2024. In the 6th Cycle Housing Element programs are designated A through NN. This year’s standouts include:

Program C: Municipal Code Updates

In April 2024, the City Council approved several revisions and updates to the Municipal Code:

1. Allow low barrier navigation center as a permitted use in the Community Commercial (CC) zoning district,
2. Allow small residential care facilities as a permitted use in the Rural Residential Estate Hillside (RRH) zoning district,
3. Allow manufactured housing subject only to the restrictions of single-family uses,
4. Update floor-area-ratio (FAR) standards in the Neighborhood (CN) and Community

Commercial (CC) zoning districts to allow a minimum FAR of 1.0 for projects with 3 to 7 or 1.25 for projects with 8 to 10 units,

5. Remove the conditional use permit (CUP) requirement for large farm employee housing in the Community Commercial (CC) zoning district, and
6. Update the Accessory Dwelling Unit (ADU) Ordinance consistent with an October 4, 2023 HCD letter.

Program E: Missing Middle/Workforce Housing

In October 2024, the Planning commission approved a Specific Plan Amendment to increase the floor-area-ratio from 0.70 to 0.77 for alleyway homes in the Watson Ranch Lot 7 project in the WRSP MDR-16 Zone. The amendment allowed the development of larger alley way homes. The alleyway homes are considered “missing middle housing” because they fill the gap between detached houses and larger apartment complexes. The WR Lot 7 project consists of 66 alley way homes and 70 traditional single-family homes.

Program F: Accessory Dwelling Units

In 2024, the City issued 6 ADU building permits and approved occupancy for 5 ADU permits. In March 2024, the City updated their ADU development guide. Working with the Napa Sonoma ADU Center, the City plans to provide pre-approved standard ADU plans in 2025.

Program J: Evaluate Parking Standards

In October 2024, the Planning Commission approved a Specific Plan Amendment to reduce the garage setback from 20’ to 18.5’ for single-family homes in the Watson Ranch Lot 7 project in the WRSP MDR-16 Zone. The amendment enabled the project to proceed without the reconfiguration of the site plan or reduction in dwelling units.

Program N. Identification and Application for Funding

In May of 2024, the City resolved to participate in the State Prohousing Designation program and apply for the Prohousing Incentive Program (PIP) grant. City staff and HACN also conducted 3 "meet me in the streets" events that provided housing information to the public in 2024.

Program Q. Planned Development Process

In August of 2024, the City conducted a workshop to evaluate Objective Design Standards (ODS) for housing development. Informational flyers for Planned Development are scheduled to be completed by 2025.

Program S. Partner with the Housing Authority

In 2024 City staff and the Housing Authority hosted 3 "Meet me in the streets" events, which brought housing information to the public.

Program II. Maintain Adequate Staffing

In 2024, the Community Development Department has purchased new state-of-the-art permitting

software that will help streamline permits and entitlements. The new software decreases processing times and provides more transparency for the users. Staff is being trained on the new software, which is scheduled to be deployed in 2025.

Program MM. Adopt Streamlined Application Approval Procedures

The City was determined as one of the cities exempt from SB 35 (now SB423) applications in 2024. The City did not receive any SB-35 applications in 2024. For more information on this determination, see Attachment 3.

V. Housing in 2025

Looking ahead to 2025, there are several housing projects that have been submitted and are proceeding to construction.

Oat Hill / Domaine Apartments: The project consists of 291 apartment units on 17 three-story buildings on 20.8 acres on Oat Hill. The site is at the west end of Napa Junction Rd. The apartment units range from one to three-bedrooms, and from 737 square feet to 1,321 square feet. The City Council approved the design permits in September 2021 and the applicant obtained construction permits in 2024. The applicant began construction in early 2024 and anticipates some phases to be completed in 2025.

Sun Square Mixed Use: The project consists of 20 one-bedroom apartments above 9,820 SF of office space on a one-acre lot in the Community Commercial (CC) zoning district in the Broadway District. The project consists of five buildings that are two-stories high each. The Planning Commission approved the Design Permit in April 2023, and the applicant submitted their building permit applications for their Phase 1 in 2024. Construction is anticipated in 2025.

Watson Ranch Lot 7: The project consists of 136 single-family homes on a 12.86-lot in Watson Ranch. The project is north of the Lemos Pointe Apartments and features 66 Alleyway style homes. The Planning Commission approved the Design Permit in October 2024, and the City Council approved the Tentative Subdivision Map in November 2024. The applicant anticipates submitting building permit applications in 2025.

Watson Ranch Lot 8: The project consists of 25 single-family homes on a 2.17-acre lot in Watson Ranch. The project is adjacent of the Harvest Subdivision (Watson Ranch Lot 10). The City Council approved the Tentative Subdivision Map in April 2024 and the Planning Commission approved the Design Permit in September 2024. The applicant anticipates building permit applications to be submitted in 2025.

Promontory Subdivision: The project consists of 216 single-family homes and a 6-acre park on 23 acres in the Watson Ranch Specific Plan. The homes range from 2,200 SF to over 3,100 SF and are all two-stories tall. The project plans to provide at least 54 units (or 25%) with attached ADUs. The Planning Commission approved the project in July 2023. The applicant submitted their site

improvement plans for review in December 2023 and construction permits are anticipated in 2025.

Crawford Way Multifamily: The project consists of 100 townhome-style multifamily units on a 4.27-acre site in the Local Serving Mixed-Use (LSMU) zone in the BDSP. The project proposes 16 three-story buildings with garages and private open space. The project includes 10 to 15 low-income units. The project is scheduled for the Planning Commission public hearing March 2025.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

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

FISCAL IMPACT

The City is required to complete the annual General Plan and Housing Element Progress Report to comply with State Law. The completion of the annual report also enables the City to participate in many housing-related grant programs.

ENVIRONMENTAL REVIEW

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

ATTACHMENTS:

- [1. General Plan Annual Progress Report 2024](#)
- [2. Housing Element Annual Progress Report - AC2024](#)
- [3. 2024 Affordable Rent and Income Limit Chart](#)
- [4. SB423 Determination- Summary 2024](#)



Photo Credit: Bob McLenahan

City of American Canyon 2024 General Plan Annual Progress Report

February 27, 2025



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Purpose of this Document

California law requires every city and county adopt a long-term General Plan that expresses a long-term shared vision of a Healthy, Equitable, Resilient, and Economically Vibrant community. As the constitution of development, General Plan policies are fulfilled through City functions related to land use decisions, municipal service delivery, capital improvement projects, and consideration of funding priorities including potential service level changes.

Section 65400(b) of the State of California Government Code requires planning agencies to provide an annual report to their legislative body and the Governor's Office of Planning and Research (OPR) on the status of the General Plan and progress in its implementation. The four basic purposes of the annual report are as follows:

- Assess General Plan implementation progress consistent with the goals, policies and implementation measures.
- Provide information that may lead to needed General Plan modifications to improve implementation.
- Correlate land use decisions made during the reporting period, and General Plan goals, policies and implementation measures.
- Inform local agency progress in meeting its share of regional housing needs and local efforts to remove governmental constraints to housing development.

This APR draws significantly on published annual reports, such as the State of the City, Community Development published monthly status reports, the American Canyon Police Annual Report, and the Fire District monthly newsletter. All these reports reflect priorities that fulfill General Plan policies. This year's General Plan Annual Report looks back at 2024 and the City's progress toward implementing the General Plan.

A copy of the Housing Element Annual Progress Report is included in this report as "Appendix A" to complete the General Plan review. The 2024 Calendar Year Housing Element and General Plan Annual Progress Report was presented to the Planning Commission on February 22, 2024 and the City Council.

General Plan Background/Element Status

Following incorporation in January 1992, the City adopted a General Plan in 1994. The General Plan includes the following elements: 1) Land Use, 2) Housing, 3) Economic Development, 4) Circulation, 5) Utilities, 6) Public Services-Facilities, 7) Parks- Recreation, 8) Natural – Historic – Cultural, 9) Geology, 10) Flood Hazards, and 11) Noise. The General Plan also includes a Bicycle Plan and Pedestrian Plan as Appendix 1 and 2 to the Circulation Element.

Since the original General Plan adoption, the City has incrementally amended the Land Use Element many times, the most recent was November 7, 2023. This most recent amendment amended land uses in the City's northeast sphere of influence in preparation of an annexation application.

The Circulation Element was comprehensively updated in 2013 with incremental amendments since that time, the most recent was June 4, 2019. The 2019 Circulation Element amendment reflected changes needed to the Circulation plan to accommodate the Watson Ranch Specific Plan.

The Housing Element has been comprehensively updated consistent with State mandates, the most recent

was January 31, 2023 and certified by the State Department of Housing and Community Development (HCD) in May 2023.

Since 2020, the City has been preparing a comprehensive Technical update to the General Plan. In 2024, we completed public review for the General Plan Update Program Environmental Impact Report (PEIR). Following completion of response to EIR comments, we will begin adoption hearings in 2025.

In 2024, the Napa County Airport Land Use Commission updated its Napa County Airport Land Use Compatibility Plan. By State Law, the City is required to amend our General Plan and implementing ordinances to become consistent with the Napa County Airport Plan by June 2, 2025. To meet the State-imposed deadline, this task will be accomplished in conjunction with or in advance of the Comprehensive General Plan update.

City's Responsibility

The effectiveness of the General Plan ultimately depends on how it is implemented and maintained over time. The General Plan is a fundamental document that provides local control over the physical development of our City. All Capital Improvement Projects, Land Use Ordinances, Development Approvals, Impact Fees, Infrastructure dedications and Conditions of Approvals must be consistent with the General Plan.

General Plan Amendments

State law allows the City to amend its General Plan no more than four times per year. Amendments may be proposed and acted upon at any time during the year and one action may include multiple amendments. Any changes to the General Plan require public hearing by the City Council and evaluation of the environmental impacts as required by the California Environmental Quality Act. In 2024, the City did not amend the General Plan.

Monitoring Long-Term Growth

The City monitors long-term growth through consistency among General Plan Elements working together to connect future growth with needed infrastructure. Implementing actions, such as traffic, water, parks, and other impact fees helps pay for the impacts of new development. Master Plans, such as the Urban Water Master Plan, the 5- Year Capital Improvement Plan (CIP), and other long-range infrastructure plans address impacts of land use growth.

Specific Plans, such as the Broadway District Specific Plan and Watson Ranch Specific Plan tie future growth to infrastructure needs. The California Environmental Quality Act (CEQA) also plays an important role in evaluating proposed development with infrastructure needs.

Major Development Applications

The City processed the following major development applications during Calendar Year 2024. A current list of projects and status is available on the City's website at this link address:

<https://www.cityofamericancanyon.org/government/community-development/development-projects>

Napa River Ecology Center - A Design Permit application submitted by the American Canyon Community & Parks Foundation to create an Ecology Center by repurposing the 5,000 square foot City Corporation Yard and 3-acre parcel located at 205 Wetlands Edge Road. The project will provide indoor and outdoor instructional uses and community activities that focus on conservation and environmental science, nature art, and wellness programs. This application was approved by the Planning Commission in January 2024.

Crawford Way Multifamily Project – A Design Permit application for development of 100 townhome-style apartments at a 4.27-acre site at the SW corner of the Crawford Way and Hwy 29 Intersection. This application is scheduled to be reviewed by the Planning Commission in early 2025.

Napa Junction Solar Project – A Design Permit for a 3 megawatt solar utility facility at a 6.6-acre site at 5381 Broadway St. The project includes a 1,000 SF office and approximately 253 parking stalls for RV and boat storage. This application was approved by the Planning Commission in July 2024.

SDG 220 Distribution Center Conditional Use Permit - A Conditional Use Permit (CUP) application for a new 219,834 square foot single-story wine storage and distribution center on a 10.17-acre parcel 1055 Commerce Court. This project was approved by the City Council in November 2024.

Residences at Napa Junction – A Design Permit for 453 multi-family rental dwellings with 15% affordable housing. This application is under review.

Watson Ranch Lot 8 Subdivision – A Final Subdivision map for 25 single family homes was approved by the City Council in May 2024. The Design Permit for home floorplans and landscaping was approved by the Planning Commission in September 2024.

Watson Ranch Lot 7 Subdivision – A Tentative Subdivision map for 136 single family homes was approved by the City Council in November 2024. The Design Permit for home floorplans and landscaping was approved by the Planning Commission in October 2024.

Major Development Construction

Construction was approved, initiated or completed within American Canyon for the following major projects during the Calendar Year 2024:

Pacific Gas and Electric Regional Center – This project consists of a 100,000 square foot regional center for maintenance operations on 12 acres. The project received site plan approval in 2021 and construction was completed in April 2024.

Lemos Pointe Apartments - This project consists of 186 affordable apartments on a 6.77-acre site within the Watson Ranch Specific Plan (WRSP). The project received building permits in 2021 and occupied in June 2024.

Watson Ranch Harvest (Lot 10) – This project consists of 216 single family homes on a 27-acre site. The project received site plan and subdivision approval in 2021. By the end of 2024, 94 homes were completed and building permits for 24 more were under construction.

SDG Commerce 217 Distribution Center – A Conditional Use Permit for a new 217,000 sqft distribution warehouse. Construction was completed in October 2024.

Napa Cove Affordable Apartments – This project consists of 66 affordable apartments on 3.5 acres. The 3-building project received occupancy in September through November 2024.

Chicken Guy Restaurant – Construction of a 2,818 sqft quick serve drive-thru restaurant was open for business in November 2024.

Watson Ranch Artisan (Lot 14/15) – This project consists of 98 single family homes on a 12-acre site. All construction permits were issued and completed by December 2024.

Home2Suites Hotel – This project consists of 102 hotel rooms on 2 acres. The building received site plan approval in 2020, construction permits in 2022, and is now under construction. Occupancy is expected in mid-2025.

Oat Hill Residential Project – The Oat Hill Residential project includes 291 multifamily residential units on 20 acres. By the end of 2024, permits were issued for 231 dwelling units. Occupancy is expected in mid-2025.

Major 2024 Planning Activities that Support General Plan Goals

Comprehensive General Plan Update – The City issued a Notice of Preparation of a Program EIR for the Comprehensive General Plan update in 2022. In 2024, the City completed public review of the Program EIR. In 2025, the city anticipates approval of the General Plan Update and Program EIR by mid-year.

General Plan Environmental Impact Report Workshop – the Planning Commission conducted a workshop to discuss the proposed updated General Plan Land Use plan in October 2024.

6th Cycle Housing Element Update – The City Council approved the Housing Element in January 2023 and the State Department of Housing and Community Development (HCD) certified the Housing Element in May 2023. In 2024, the City completed numerous implementation measures. Please see the attached Annual Housing Element report in Appendix A.

Paoli/Watson Annexation – The City Council conducted the final Rezoning reading for the 80-acre Paoli/Watson Annexation area in February 2024.

Industrial Greenhouse Gas Standards and Industrial Sustainability Standards Ordinance - the City Council adopted a Bay Area first-of-its-kind industrial sustainability standards ordinance for warehouse development in February 2024.

Updated Utility Connection Fees – The City Council adopted "Water Rates and Connection Fees", Chapter 13.14 "Water Conservation Plan", and Chapter 14.04: "Wastewater Rates and Charges" to establish new potable water, recycled water and wastewater property related fees and charges in April 2024.

Environmental Sustainability Goal – The City Council adopted an Environmental Sustainability Goal resolution in April 2024.

Annual Housing Element Report - The Planning Commission and City Council each conducted a public hearing to review the Housing Element Annual Report prior to the April 1 deadline in 2024.

Annual General Plan Report - The Planning Commission and City Council reviewed the General Plan Element Annual Report prior to April 2024.

Accessory Dwelling Unit Ordinance - The City Council updated the Accessory Dwelling Unit and Emergency Shelter Ordinance to current standards in April 2024.

5-Year Capital Improvement Program - In May 2024, the Planning Commission confirmed that the 5-Year Capital Improvement Program is consistent with the General Plan. In June 2024, the City Council approved the plan.

Fair Housing Napa Valley - In June 2024, the City Council received an Annual Report from Fair Housing Napa Valley on work accomplished in American Canyon during Calendar Year 2023.

City of Napa Housing Authority - In June 2024, the City Council received an Annual Report from the City of Napa Housing Authority on affordable housing monitoring and grant allocation work accomplished in American Canyon during Calendar Year 2023.

Proposed FY 24/25 Budget – The City Council adopted a balanced annual citywide budget in June 2024.

Community Development Permitting Software – In June 2024, the City Council approved a contract with OpenGov to update the Building, Planning, and Code Enforcement permitting software. The update will provide greater transparency to customers’ ability to access the status of their projects and enable field staff to update project status outside the office

National Night Out - The City Council and Department Management Team visited approximately 15 block parties throughout American Canyon during the annual National Night Out event in August 2024.

Architecture Standards in American Canyon - The City Council conducted a moderated workshop with the Planning Commission to discuss desirable architecture in the City that is consistent with objective standards in August 2024.

Green Island Road Reconstruction Financing – In August 2024, the City Council approved issuance of bond financing to reconstruct Green Island Road.

National Community Planning Month – the City Council celebrated National Community Planning Month by adopting a Proclamation to commemorate the event in October 2024.

National Code Enforcement Month – the City Council celebrated National Code Enforcement Month by adopting a Proclamation to commemorate the event in October 2024.

Impact Fee Inflation Adjustment – To maintain the buying power of impact fees over time, the City Council approved an annual inflation adjustment to impact fees in November 2024.

Active Transportation Development Standards Workshop – The Planning Commission and the Open Space, Active Transportation, and Sustainability Commission conducted a joint workshop to discuss the status of Federal, State, and Local Active Transportation Standards and the process to update and adopt new local standards in December 2023.

Napa Valley Transportation Authority (NVTA) Project Initiation Document - In 2022, the City continued its support to NVTA’s efforts to complete a “Project Initiation Document” for Highway 29 beautification, functionality, and operational improvements. In 2022, the NVTA Board approved the plan and authorized environmental review.

Status of General Plan Implementation Actions

The table below analyzes selected General Plan policies and action items that made notable progress in 2024. The table is not a comprehensive list of all policies and action items in the General Plan; many policies/actions are under ongoing implementation and may not be listed here.

A majority of the General Plan policies and related action items have been implemented through the adoption of ordinances or resolutions, incorporated into the regular governmental activities, or considered during the review of development proposals. The policy implementations below provide a snapshot to highlight annual progress.

Land Use Element
<p><i>Goal 1E: Develop residential neighborhoods that provide a range of housing opportunities.</i></p> <p>In 2024,</p> <ul style="list-style-type: none"> • the City issued and inspected construction permits for a wide range of housing types: the Oat Hill multifamily project (291 units), the Lemos Pointe affordable apartments (186 units), the Napa Cove affordable apartments (66 units), the Watson Ranch Artisan single family homes (98 units), the Watson Ranch single family homes (216 units). • The City processed an application for 100 townhomes at Crawford Way/SR-29
<p><i>Goal 1F: Develop high quality commercial uses.</i></p> <p>In 2024,</p> <ul style="list-style-type: none"> • The city inspected the Home2Suites hotel which is under construction. • The City approved two outdoor amphitheatres in Watson Ranch. • The City completed the Chicken Guy Quick Serve restaurant. • Conducted plan check review for the Hampton Inn Hotel
<p><i>Goal 1I: and Economic Development Element Goal 3 Develop industrial uses that provide employment for residents and revenue for the City.</i></p> <p>In 2024,</p> <ul style="list-style-type: none"> • Processed grading permits for the Phase 1 Giovannoni Logistics Center. • Completed construction permits for the Pacific Gas & Electric Regional Center. • Completed a 217,000 square foot warehouse on Commerce Court. • Completed an entitlement for a 220,000 square foot warehouse on Commerce Court. • Approved a Solar Farm and RV storage at 5381 Broadway and approved grading permits.
<p><i>Goal 1L: Study potential development of lands between Newell Drive and the City Urban Limit Line.</i></p> <p>In 2024, the City continued to see progress in Canyon Estates – a custom home neighborhood in the former Special Study area. The homebuilder Richmond American has purchased 33 lots and is processing entitlements for the revised project.</p>

Goal 1Q: Expand American Canyon’s jurisdictional boundaries to establish a logical pattern of growth and services.

This project would add approximately 80 acres into the City limits consistent with the General Plan Sphere of Influence and Urban Limit Line. In 2024, the City issued a Notice of Preparation of an Environmental Impact Report (EIR) for the Paoli/Watson Lane Annexation. The City Council approved final reading for the Rezoning.

Goal 1U: Conduct decisive near-term action to reduce greenhouse gas emissions in American Canyon.

- Adopted a resolution approving a new environmental sustainability goal: “Demonstrate Leadership in Environmental sustainability.”
- The City Council adopted a Bay Area first-of-its-kind industrial sustainability standards ordinance for warehouse development in February 2024.
- The City continues to participate in the Napa County Regional Climate Action and Adaptation Plan.
- Added 3 new Level 2 dual port charging stations: City Hall, Napa Junction Community Center, and the Philips West Aquatics Center.

Economic Development Element

Goal 3B Improve the appearance and functionality of the Highway 29 corridor and establish a Town Center to provide for economically sound local-serving commercial development.

In 2024, the city continued to issue construction permits for new commercial and residential development in the Broadway District along Highway 29 and in Watson Ranch which will provide a new Town Center, known as the Napa Valley Ruins & Gardens. These include completion of the Lemos Pointe apartments, Napa Cove Apartments, Artisan and Harvest single family neighborhoods. The City is inspecting a new a hotel, and reviewing construction permits for a second new hotel in the Broadway District. Also, the City welcomed construction completion and business opening for Chicken Guy restaurant and renovation of the Canyon Café into the new Birria Spot.

Circulation Element

Guiding Policy 1: Safe and convenient access to activities in the community.

- Highlights during 2024:
- City Council approved a Five-Year Road Maintenance Expenditure Plan for FY 2024/25 through FY 2028/29 using Measure T tax funds (Napa Countywide Road Maintenance Act.)
 - Installed two new Radar Speed Signs. The first sign was a replacement for the existing sign on west bound Benton Way. The second sign was installed in a new location on north bound Newell Dr. in front of the American Canyon High School.
 - Completed design for the Melvin Road Sidewalk and Drainage Improvements project.
 - Completed design to close sidewalk gaps and provide for drainage improvements between Melvin from Cassayre to James Road as well as close a couple of short sidewalk gaps on James Road to Donaldson.

Guiding Policy 2: Implement Planned Roadway Improvements.

- Relocated overhead utility lines and poles to a new underground system across the Napa Cove apartment site.
- Extended Wetlands Edge Court to improve storm drainage flow and provide a paved cul-de-sac north of Eucalyptus Drive.
- Completed the joint trench utility undergrounding work on Green Island Road.
- Completed Benton Way pavement rehabilitation from Wetlands Edge to Elliott Drive.

- Completed Rio Del Mar East, extension of Rolling Hills Drive, Mallen Way connecting to the northern terminus of Newell Drive, Marcus Road and installing public utilities to serve all the developments within Watson Ranch. Also include in this phase are offsite utilities.
- Completed design for ADA ramp upgrades, pavement, striping, and crosswalk improvements on Knightsbridge between Danrose and Elliott, Regent Court, Park Lane, Lansford Court, Arden Court, Linwood Lane.
- Completed design for ADA curb ramp upgrades, various pavement treatments, sewer CIPP and water main upgrades, striping and pavement marking upgrades for Rio Del Mar from Highway 29 to Carolyn Drive, all of Los Altos Place east of Carolyn Drive, Cassayre Drive, Flamingo Court, Del Rey Court, Alta Loma Drive, Joan Drive from Carolyn Drive to Los Altos Place, and Carolyn Drive from Rio Del Mar to Los Altos Place.

Guiding Policy 3: Design circulation system to focus regional travel on SR 29.

In 2024, the City continued to support the Napa Valley Transportation Authority efforts to develop a “Project Initiation Document” for Highway 29 beautification, functionality, and operational improvements.

Natural Resources Element

Goal 8: Protect and preserve the significant habitats, plants and wildlife that exist in the City and its Planning Area.

- Highlights during 2024:
- Received a \$246,000 California State Parks Outdoor Environmental Education Facilities Grant to construct an outdoor education area (open-air seating for up to 40 people), install 20 interpretive signs and elements, and construct a gender-neutral restroom at Wetlands Edge Preserve. This project was identified and adopted as part of the Five-Year Capital Improvement Project Budget for FY 23/27.
 - Began to develop a Wetlands Restoration Plan to guide restoration, protection, and improvement of the North Slough and Lower Napa River wetlands and uplands along the City’s shoreline.

Park and Recreation Element

Objective 7.3: Ensure that American Canyon provides both active and passive recreational activities in a variety of park and trail settings

- Highlights during 2024:
- Completed renovation of the Adult Activity Center.
 - Completed the Veterans Memorial Park skatepark.
 - Replaced playground equipment and a fully accessible surface at Via Bellagio Park.
 - Provide ADA accessible improvements to the Newell Open Space parking lot and improved trail access up to the fenced woodland area. Project scope includes design, right of way acquisition and construction.
 - Completed design for the Wetlands Edge enhancement project consisting of an outdoor educational area (open air seating area), landscape area and bathroom.
 - Contributed \$1 million toward funding for the Napa River Ecology Center in partnership with the American Canyon Community and Parks Foundation.

Policy 7.8.4: Promote the establishment of a volunteer services program to assist City park and recreation staff, thereby stimulating more direct community involvement and reducing future staffing costs.

- Received assistance from 122 volunteers, equating to 455 volunteer hours.
- Conducted a Citizens Academy to help residents understand the workings at City Hall. This year's graduation class beautified the picnic table area near City hall.
- Works with over 21 American Canyon community nonprofit organizations and partners that provide staff support, supplies, and facilities at no cost, that support the success of their programs, services, and events.
- Support several community sports organizations that provide an advanced competitive sports experience with over 3,771 rental hours at no cost to these organizations.
- Newell Open Space invasive plant species removal in February.
- Community Garden maintenance in March.
- Earth Day volunteer wetland enhancement with native plants in April
- American Canyon hosted the 2024 volunteer recognition event in April. This event celebrates key contributors to our community, recognizing our community groups and members who invest in impactful and meaningful philanthropic work.

Public Services-Facilities Element

Goal 6A: Ensure a high level of fire protection and emergency services for the City's residents, businesses and visitors.

Highlights during 2024:

- Deployed sheep as an eco-friendly method for fire and weed abatement in our parks and open spaces in partnership with the City, Napa Firewise, and Napa County.
- Responded to 2,139 incidents
- Provided mutual aid for 191 incidents.
- Promoted two Fire Captains to Battalion Chiefs
- Hired three firefighter paramedics.
- Received a total of \$177,000 in grant funds for two sets of "Jaws of Life" hydraulic tools, obtained a patrol rescue boat and trailer and obtained nine sets of personal protective gear.
- for firefighting equipment from the Firehouse Subs Public Safety Foundation.
- Supports and trains the voluntary American Canyon Community Emergency Response Team (ACCERT)
- Supports and trains the Explorer Program which offers young adults 14-21 a hands-on experience in firefighting under the guidance of professional firefighters.
- Participated in a Health Fair at the American Canyon fire District in April.
- September 11th Ceremony.

Goal 6B: Ensure a high level of police protection for the City's residents, businesses and visitors.

Highlights during 2024:

- Over 4,100 Neighborhood Watch Sign Ups (up from >3,600 in 2022).
- A slight decrease in vehicle theft (65) and in burglaries (24) (from 70 and 29 in 2022 respectively)
- Zero (0) homicides
- One (1) fatal traffic accident
- Total collisions on local roads (67) were down significantly in 2023 (from 107 in 2022).
- Responded to 15,294 calls for service, booked 607 people into jail and booked 60 firearms into property.

- ACPD’s clearance rate for violent crimes was 76% and property crimes was 43%. This is significantly higher than the Statewide average of 41% for violent crime and 7.2% for property crime.
- Organized the 40th American Canyon National Night Out held on the first Tuesday in August. This year, there were 12 neighborhood hosted parties.

Natural-Historic-Cultural Element

Goal 8F: Reduce consumption of nonrenewable energy sources.

- The City partnered with Recology to provide food waste composting throughout the city.

Utilities Element

Goal 5: Establish and maintain a secure water supply and treatment, distribution and storage system.

Highlights during 2024:

- Constructed a new a 24’x60’ Modular Building with individual cubicles for all staff, a conference meeting area and a lunch breakroom area. In-kind work by staff (water/electrical) saved approximately \$15,000.
- Staff continued to improve their skills. Fidel Lopez received a Cross-connection Specialist Certification. William Harder received a Distribution Garde 2 Certification, Jonathan Wood received a Distribution Grade 1 Certification.
- Completed 9,162 LF of new recycled water mains and includes the conversion of existing irrigation services from the domestic water system to the new recycled water system.
- Completed design for water main improvements on Knightsbridge between Danrose and Elliott, Regent Court, Park Lane, Lansford Court, Arden Court, Linwood Lane.

Goal 5A: Provide a high-quality water supply to American Canyon water users.

In 2024,

- Responded to 1,503 service calls
- Identified and repaired 215 water meter leaks
- Replaced 36 water meters
- Replaced 33 service connections
- Repaired 7 water mains
- 800 water meter lids were refurbished and repaired, estimated cost savings approximately \$92,000.00
- Participated in the Low-Income Household Water Assistance Program (LIHWAP) that provides financial assistance to low-income Californians to help manage their residential water utility costs. The program began in the summer 2022, the City of American Canyon received a total of \$49,507.00 in the grant fund on behalf or residents in need of assistance.
- The City continued to participate in development of the Sites Reservoir, which is an environmentally sensitive reservoir that stores excess winter runoff water for use when demands are high. This facility is anticipated to be completed in early 2030’s.

Objective 5.10: Ensure that adequate storm drain and flood control facilities are provided and properly maintained to protect life and property from flood hazards.

Replaced approximately 500 feet of compromised clay sewer main on Andrew Road between Thayer and Crawford Way.

Objective 5.14: Provide a system of wastewater collection and treatment facilities which will adequately convey and treat wastewater generated by existing and future development in the City's service area.

In 2024, completed design of a project to upsize the existing sewer main on Broadway between Crawford and Donaldson through a trenchless method.
Completed design of sewer and water main upgrades for Rio Del Mar from Highway 29 to Carolyn Drive, all of Los Altos Place east of Carolyn Drive, Cassayre Drive, Flamingo Court, Del Rey Court, Alta Loma Drive, Joan Drive from Carolyn Drive to Los Altos Place, and Carolyn Drive from Rio Del Mar to Los Altos Place.

Housing Element Annual Progress Report Overview (Appendix A)

Preserving and enhancing the range and affordability of housing is an important goal of the General Plan. Attached to this report is the Annual Housing Element Progress Report. This report was presented to the Planning Commission on February 27, 2025 and the City Council on March 18, 2025.

Please Start Here

General Information	
Jurisdiction Name	American Canyon
Reporting Calendar Year	2024
Contact Information	
First Name	William
Last Name	He
Title	Senior Planner
Email	whe@cityofamericancanyon.org
Phone	7076474337
Mailing Address	
Street Address	4381 Broadway St - Suite 201
City	American Canyon
Zipcode	94503

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

v_01_23_25

Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

Optional: Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: <https://hcd.my.site.com/hcdconnect>

Toggles formatting that turns cells green/yellow/red based on data validation rules.

Submittal Instructions
<p>Please save your file as Jurisdictionname2024 (no spaces). Example: the city of San Luis Obispo would save their file as SanLuisObispo2024</p> <p>Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:</p> <ol style="list-style-type: none">1. Online Annual Progress Reporting System - Please see the link to the online system to the left. This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. <i>Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.</i>2. Email - If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

Data is auto-populated based on data entered in Tables A, A2, C, and D

Jurisdiction	American Canyon	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	01/31/2023 - 01/31/2031

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	2
Low	Deed Restricted	0
	Non-Deed Restricted	4
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		259
Total Units		265

Note: Units serving extremely low-income households are included in the very low-income

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	161	70	80
2 to 4 units per structure	0	0	0
5+ units per structure	0	189	252
Accessory Dwelling Unit	6	6	5
Mobile/Manufactured Home	0	0	0
Total	167	265	337

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	10	265
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	8
Number of Proposed Units in All Applications Received:	167
Total Housing Units Approved:	167
Total Housing Units Disapproved:	0

Use of SB 423 Streamlining Provisions - Applications	
Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	# of	Units
Ministerial	6	6
Discretionary	2	161

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	40
Sites Rezoned to Accommodate the RHNA	0

Cells in grey contain auto-calculation formulas

Jurisdiction	American Canyon
Reporting Year	2024 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes							Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications		Application Status	Project Type	Notes	
1					2	3	4	5							6	7	8	9	10		11	12	13
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select state streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes*
Summary Row: Start Data Entry Below																							
	59460035	TBD	Watson Ranch Lot 7	PL24-0012	SFD	O	6/25/2024	0	1	0	3	0	2	161	167	136	0	NONE	No	No	Approved	Ministerial	
	058-122-011	318 Los Altos	318 Los Altos ADU	BP24-0011	ADU	R	1/16/2024						1		1	1		NONE	No	No	Approved	Ministerial	
	058-573-023	122 Wetlands Edge	122 Wetlands Edge ADU	BP24-0614	ADU	R	10/28/2024			1					1	1		NONE	No	No	Approved	Ministerial	
	058-591-010	43 Peacock	43 Peacock ADU	BP24-0669	ADU	R	10/28/2024						1		1	1		NONE	No	No	Approved	Ministerial	
	058-123-010	26 Amarillo	26 Amarillo ADU	BP24-0216	ADU	R	4/17/2024			1					1	1		NONE	No	No	Approved	Ministerial	
	059-361-019	299 Cantada	299 Cantada ADU	BP24-0166	ADU	R	4/2/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	058-202-003	239 Andrew	239 Andrew ADU	BP24-0275	ADU	R	5/20/2024		1						1	1		NONE	No	No	Approved	Ministerial	
	059-430-044	80 Cartier	WRSP Lot 8	PL24-0022	SFD	O	8/13/2024							25	25	25		NONE	No	No	Approved	Ministerial	
															0								
															0								

Jurisdiction	American Canyon	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement								
1					2	3	4							5	6
Prior APN ⁺	Current APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units issued Entitlements
Summary Row: Start Data Entry Below							0	1	0	3	0	2	161		167
	059-430-017	101 Frontier	WRSP Lot 14 and 15: Artisan	PL20-0032	SFD	O							98	12/15/2020	98
	059-430-015	101 Goldback	WRSP Lot 10: Harvest	PL21-0014	SFD	O							219	9/21/2021	219
	058-380-008	99 Opus Ln	Oat Hill Parcel A	PL20-0022	5+	R							210	9/21/2021	210
	58-320-001	99 Chennault Way	Oat Hill Parcel B	PL20-0023	5+	R							81	9/21/2021	81
	059-460-035	TBD	WRSP Lot 7	PL24-0012	SFD	O							136	11/19/2024	136
	058-362-021	100 Roja	Napa Cove Apts	PL21-0027	5+	R	26		39			1		12/16/2021	66
	059-430-017	100 Fran Lemos	WRSP: Lemos Point	PL21-0004	5+	R	122		62		2			2/25/2021	186
	058-122-011	318 Los Altos	318 Los Altos ADU	BP24-0011	ADU	R						1		1/16/2024	1
	058-573-023	122 Wetlands Edge	122 Wetlands Edge ADU	BP24-0614	ADU	R				1				10/28/2024	1
	058-591-010	43 Peacock	43 Peacock ADU	BP24-0669	ADU	R						1		11/19/2024	1
	058-115-024	15 Joan	15 Joan ADU	BP22-0431	ADU	R				1				8/15/2022	1
	058-123-010	26 Amarillo	26 Amarillo ADU	BP24-0216	ADU	R				1				4/17/2024	1
	058-201-003	230 Andrew	230 Andrew ADU	BP24-0216	ADU	R				1				6/1/2022	1
	059-361-019	299 Cantada	299 Cantada ADU	BP24-0166	ADU	R				1				4/2/2024	1
	058-202-003	239 Andrew	239 Andrew ADU	BP24-0275	ADU	R		1						5/20/2024	1
	058-571-002	427 Northrup	427 Northrup ADU	BP23-0688	ADU	R		1						9/19/2023	1
	058-413-009	262 Sheffield	262 Sheffield ADU	BP22-0112	ADU	R		1						3/9/2022	1
	059-171-051	31 Hillcrest	31 Hillcrest ADU	BP23-0444	ADU	R		1						6/2/2023	1
	058-040-008	4115 Broadway	4115 Broadway ADU	BP20-0346	ADU	R				1				8/27/2020	1
	058-117-023	20 Del Rey	20 Del Rey ADU	BP23-0693	ADU	R				1				9/25/2023	1
	058-544-010	209 Jana	209 Jana ADU	BP22-0732	ADU	R		1						12/14/2022	1
	059-430-044	80 Cartier	WRSP Lot 8	PL24-0022	SFD	O							25	9/26/2024	25
															0

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Affordability by Household Incomes - Building Permits									Affordability by Household Incomes - Certificates of Occupancy									
7							8	9	10							11	12	
Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Building Permits <u>Date</u> <u>Issued</u>	# of Units Issued Building Permits	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Certificates of Occupancy or other forms of readiness (see instructions) <u>Date Issued</u>	# of Units issued Certificates of Occupancy or other forms of readiness	
0	2	0	4	0	0	259		265	148	3	101	2	2	1	80		337	
						2	2/1/2024	2							27	6/25/2024	27	
						68	12/12/2024	68							53	12/17/2024	53	
						108	11/22/2024	108									0	
						81	6/17/2024	81									0	
								0									0	
26		39			1		3/23/2022	66	26		39			1		11/6/2024	66	
122		62		2			11/23/2021	186	122		62		2			7/1/2024	186	
								0									0	
								0									0	
								0									0	
			1				3/28/2024	1									0	
			1				6/21/2024	1									0	
			1				7/2/2024	1									0	
			1				8/16/2024	1									0	
	1						9/24/2024	1									0	
	1						12/18/2024	1									0	
	1						6/9/2022	1		1						1/25/2024	1	
	1						9/19/2023	1		1						1/26/2024	1	
			1				9/24/2020	1				1				4/11/2024	1	
			1				10/18/2023	1				1				5/31/2024	1	
	1						9/21/2023	1		1						7/30/2024	1	
								0									0	
								0									0	

13	Streamlining	Infill	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Density Bonus				Notes
	14	15	16	17	18	19	20			21	22	23	24	25
How many of the units were Extremely Low Income?	Please select the state streamlining provision the project was APPROVED pursuant to. (may select multiple)	Infill Units? Y/N*	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)*	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/Destroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)	Notes*
13							0							
0	NONE	Y												
0	NONE	Y												
0	NONE	Y												
0	NONE	Y												
0	NONE	Y												
13	NONE	Y	LIHTC	INC	Deed Restricted	55	0					Development Standards Modification	Yes	
0	NONE	Y	Other	INC	Deed Restricted	55	0					Development Standards Modification	Yes	
0	NONE	Y			Self-certified income survey									
0	NONE	Y			Self-certified income survey									
0	NONE	Y			Self-certified income survey									
0	NONE	Y			Self-certified income survey									
0	NONE	Y			Self-certified income survey									
0	NONE	Y			Self-certified income survey									
0	NONE	Y			Self-certified income survey									
0	NONE	Y			Self-certified income survey									
0	NONE	Y			Self-certified income survey									
0	NONE	Y			Self-certified income survey									
0	NONE	Y			Self-certified income survey									
0	NONE	Y			Self-certified income survey									
0	NONE	Y			Self-certified income survey									
0	NONE	Y			Self-certified income survey									
0	NONE	Y			Self-certified income survey									
0	NONE	Y			Self-certified income survey									
0	NONE	Y			Self-certified income survey									

Jurisdiction	American Canyon	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1	Projection Period	2									3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2022-01/30/2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	169	-	-	-	-	-	-	-	-	-	-	7	162
	Non-Deed Restricted		1	4	2	-	-	-	-	-	-	-		
Low	Deed Restricted	109	-	-	4	-	-	-	-	-	-	-	4	105
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Moderate	Deed Restricted	95	-	-	-	-	-	-	-	-	-	-	2	93
	Non-Deed Restricted		-	2	-	-	-	-	-	-	-	-		
Above Moderate		249	88	78	259	-	-	-	-	-	-	-	425	-
Total RHNA		622												
Total Units			89	84	265	-	-	-	-	-	-	-	438	360
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5										6	7	
		Extremely low-Income Need	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date	Total Units Remaining	
Extremely Low-Income Units*		85	-	-	-	-	-	-	-	-	-	-	85	

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction		American Canyon	
Reporting Year		2024	(Jan. 1 - Dec. 31)
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
A. No-Net-Loss Evaluation Procedure	Maintain a supply of developable land adequate to accommodate the RHNA.	Annually	In 2024, there were no net reductions to the supply of developable land for residential units.
B. Available Sites Inventory	Identify housing sites suitable to accommodate 622 housing units: <ul style="list-style-type: none"> •Very low income: 169 units •Low-income: 109 units •Moderate-income: 95 units •Above moderate-income: 249 units Maintain a publicly available inventory of parcels on the City website that meet the requirements of Government Code Section 65583.2(c). Provide sites appropriate for affordable housing in low density and higher income areas to proactively work to overcome concentrations of lower- and moderate-income earning populations.	Publicly available inventory on City website: 2023 Update sites inventory: annual	Sites Inventory and map is updated annually.
C. Municipal Code Updates	Provide zoning for a variety of housing types. Identify and remove constraints to housing production. Evaluate and update existing zoning to ensure compliance with State-mandated streamlining requirements (ADUs, area planning, and objective design standards) to address disproportionate housing needs and disparities in access to opportunity related to land use and zoning issues.	Update Municipal Code within three years of Housing Element adoption (by January 2026). Emergency Shelter resident parking requirements deleted on April 18, 2023 (Ordinance 2023-03)	Revisions to Residential Care Home in RRH Zone, update to Large Residential Care Home processes, Update Ch. 19.27 "Density Bonuses", Update to Manufactured Housing, and Revise Ch. 19.41 "Design Permits", are completed in April 2024. Update to FAR standards for CN/CC districts, and Farm Employee Housing in CC districts are also completed April of 2024. Updates to add low-barrier navigation center uses and updates to transitional and supportive housing scheduled for 2026.
D. General Plan Update	Compliance with State law. Identify and remove constraints to housing production.	Growth limits were removed on April 2023 (Resolution 2023-05).	Growth limits were removed on April 2023 (Resolution 2023-05).

E. Missing Middle/Workforce Housing	<p>Revise zoning standards to encourage missing middle housing by 2026.</p> <p>Provide informational materials about missing middle housing development and related zoning code revisions in multiple languages on the City website.</p> <p>Enhance housing mobility and housing choice, encourage development of a variety of missing middle housing types in infill projects.</p> <p>Through revised zoning standards, support development of four missing middle housing developments between 3 and 20 units and 15 moderate-income units in moderate and high-resource areas.</p>	<p>Review and revise zoning ordinance and development standards, as necessary, by 2026.</p> <p>Support development of at least four missing middle-density housing developments by 2031.</p> <p>Support development of at least 15 moderate-income units in moderate and high resource areas by 2031.</p>	<p>Staff processed an application for 100 apartment units (Crawford Way Apts) that provides opportunities for Missing Middle housing in 2023. The project is scheduled for a public hearing on February 27, 2025. In October 2024, the Planning commission approved a Specific Plan Amendment to increase the FAR from 0.70 to 0.77 for alleyway homes in the Watson Ranch Lot 7 project in the WRSP MDR-16 Zone. The amendment allowed the development of larger alley way homes. The alleyway homes are considered “missing middle housing” because they fill the gap between detached houses and larger apartment complexes. The WR Lot 7 project consists of 66 alley way homes and 70 traditional single-family homes. Informational materials about Missing Middle Housing and the application process is scheduled for 2025. Review of zoning ordinance and standards to make development of Missing Middle housing scheduled for 2025.</p>
F. Accessory Dwelling Units	<p>Update the Accessory Dwelling Unit Ordinance by 2025</p> <p>Encourage development of 26 ADUs in the planning period across all income categories</p> <p>Encourage development of the following number of ADUs affordable to low-income households in low-density or high resource areas:</p> <ul style="list-style-type: none"> •5 ADUs by 2025 •10 ADUs by 2028 •15 ADUs by 2031 <p>Provide informational materials about ADUs and ADU development in multiple languages on the City website.</p>	<p>ADU Ordinance was updated on April 18, 2023 (Ordinance 2023-03).</p> <p>Create informational guides and have available on the City’s website by 2025.</p> <p>Support development of 26 ADUs in the city by 2031; including 3 ADUs affordable to low-income households.</p>	<p>In 2024, the City issued 6 ADU building permits and approved occupancy for 5 ADU permits. In March 2024, the City updated their ADU ordinance regarding JADUs and Manufactured homes. Pre-approved / Standard ADU plans have been made available through the Napa Sonoma ADU Center in 2024. Another update to ADU ordinance and guidelines are scheduled for 2025.</p>
G. Neighborhood Preservation Program	<p>Continue to maintain high-quality neighborhoods and minimize impacts to public health, safety, and welfare through active code enforcement.</p>	<p>Active program Ongoing</p>	<p>Code Enforcement Division received 73 neighborhood preservation cases in 2024. 58 of those cases (79%) were resolved and came into compliance.</p>

<p>H. Residential Rehabilitation Loan Program</p>	<p>Apply for additional funding annually and as notices of funding available are released. Support the City of Napa Housing Authority to provide funding to repair or replace deficiencies to residential structural, mechanical, plumbing, and electrical systems, roofing, water damage, energy conservation, correction of health and safety issues and accessibility/mobility modifications.</p> <p>Pursue rehabilitation financing assistance for at least 5 households annually during the 2023- 2031 planning period to address disproportionate housing needs and disparities in access to opportunity related to housing cost factors.</p> <p>Provide informational materials in multiple languages on the City website.</p> <p>Concentrate program outreach in areas where rehabilitation needs are greatest (e.g., east of Highway 29, neighborhoods in the southern part of the city).</p>	<p>Annually apply for CDBG funding.</p> <p>Translated materials on City website: within six weeks of English-version release.</p> <p>Provide support to ensure that at least 40 households in the city participate in the Residential Rehabilitation Loan Program by 2031.</p>	<p>City and HACN will seek additional funding opportunities in 2025. NOFAs were delayed for 2024, we will seek the 2024 NOFA when released.</p>
<p>I. Code Enforcement</p>	<p>Provide direct technical assistance on the Residential Rehabilitation Loan Program to at least 60 households with substandard housing issues that led to code compliance, including:</p> <ul style="list-style-type: none"> •15 extremely low-income households •15 very low-income households, and •30 low-income households 	<p>Provide technical assistance on applying for the Residential Rehabilitation Loan Program to at least 60 households with substandard housing identified through code compliance program by 2031.</p>	<p>Guidelines for Residential Rehab Loan Program is scheduled for 2025.</p>
<p>J. Evaluate Parking Standards</p>	<p>In 2023, engage housing developers to discuss parking standards and any constraints posed by existing standards. Evaluate parking requirements by 2024, and revise, as necessary, by 2025. Removing unnecessary requirements and constraints posed by parking restrictions will incentivize development of 50 units in the planning period.</p>	<p>Evaluate parking requirements by 2024, and revise, as necessary, by 2025.</p>	<p>In October 2024, the Planning Commission approved a Specific Plan Amendment to reduce the garage setback from 20' to 18.5' for single-family homes in the Watson Ranch Lot 7 project in the WRSP MDR-16 Zone. The amendment enabled the project to proceed without the reconfiguration of the site plan or reduction in dwelling units. Evaluation of parking requirements will also be conducted in 2025.</p>

K. City-owned Land for Affordable Housing	<p>Encourage development of affordable housing on City-owned land.</p> <p>Regularly maintain an inventory of publicly owned surplus or excess land on the City website. Annually release information regarding publicly owned sites that have been sold, leased, or disposed.</p> <p>Notify non-profit affordable housing developers via email as City-owned land becomes available for sale and as the public-facing inventory is revised.</p> <p>Reduce disproportionate housing needs and disparities by evaluating sources of additional public sites for affordable housing.</p>	<p>Annually identify and inventory sites owned by the City that are available for affordable housing development, and sites that have been sold, leased, or otherwise disposed of in the prior year.</p>	<p>There were no city-owned land available for affordable housing opportunities in 2024.</p>
L. Affordable Housing Fund	<p>Provide financial assistance for development of at least 65 moderate and lower-income housing units:</p> <ul style="list-style-type: none"> •10 extremely low-income units •15 very low-income units •15 low-income units •25 moderate-income units <p>Hold bi-annual coordination meetings with local affordable housing providers.</p> <p>Prioritize affordable projects in moderate- and high-resource areas with convenient access to transportation, services, and recreation opportunities.</p> <p>Identify additional sources of public funds for affordable housing.</p>	<p>Evaluate opportunities and meeting with developers: biannually.</p> <p>Provide financial assistance for development of at least 65 moderate and lower-income housing units by 2031.</p>	<p>City received \$578,075.72 in affordable housing nexus fees for 2024. Staff meets with developers regularly through their Project Review Committee (PRC) meetings.</p>
M. Incentives for Affordable Housing	<p>During the planning period, support development of at least 115 lower- and moderate-income units:</p> <ul style="list-style-type: none"> •81 extremely low-income units •88 very low-income units •109 low-income units •95 moderate-income units <p>Provide accessible information on incentives for affordable housing development on City website.</p> <p>Meet with at least one established and bona fide developer annually to provide information on density bonus programs and other available incentives.</p>	<p>Information on incentives in multiple languages: published on City website by 2024.</p> <p>Support development of at least 115 lower- and moderate-income units by 2031.</p> <p>Meet with developers annually.</p> <p>Monitor progress annually and implement changes as needed.</p>	<p>The City receives housing services from the City of Napa Housing Authority (HACN). The HACN website has been updated to allow for multiple languages in 2024. Affordable housing efforts are monitored annually.</p>

<p>N. Identification and Application for Funding</p>	<p>Partner with affordable housing developers or non-profit agencies in the pursuit of four project-based funding opportunities in the planning period. Create an inventory of funding opportunities available to the City and local developers within six month of the adoption deadline. Provide information regarding identified funding opportunities on the City website in 2023 with annual updates thereafter. Contact affordable housing developers and non-profit housing agencies to explore potential funding opportunities and public-private partnerships.</p>	<p>Funding applications: four in the planning period, including two by 2026 Inventory of funding opportunities: within six months of the housing element deadline Information to website: 2023 with annual updates Engage developers/non-profits: annually</p>	<p>In May of 2024, the City resolved to participate in the State Prohousing Designation program and apply for the Prohousing Incentive Program (PIP) grant. City staff and HACN also conducted 3 "meet me in the streets" events that provided housing information to the public in 2024. Meeting with developers and non-profit organizations is ongoing.</p>
<p>O. Funding to Address Nongovernmental Constraints</p>	<p>During the planning period, submit competitive CDBG grant applications funds to support development of: •10 very low-income units •10 low-income units •20 moderate-income units Improve public funds invested in development of affordable housing that contributes to disproportionate housing needs and disparities in access to opportunity.</p>	<p>Facilitate CDBG funds for improvements to support development of 40 lower- and moderate-income housing units by 2031</p>	<p>City is actively pursuing CDBG funding opportunities. The 2024 NOFA was delayed. We will pursue funding opportunities when available.</p>
<p>P. Density Bonus Program</p>	<p>Ensure density bonus information is easily available to the public and housing developers. During the planning period, implement density bonus regulations for development of: •15 extremely low-income units •45 very low-income units •65 low-income units Provide informational materials on the City website and at the planning counter Work to overcome lack of language access by providing informational materials in multiple languages on the City website.</p>	<p>Annually Translated materials: by 2024 Update Municipal Code within three years of Housing Element adoption (by January 2026)</p>	<p>Density Bonus Program brochure updated in 2023, link here: https://bit.ly/3TFKaNH . Update to Density Bonus Chapter in Municipal Code is on track to be completed by January of 2026.</p>
<p>Q. Planned Development Process</p>	<p>Consistent with State Law, evaluate proposed alternative development standards to support development of: •6 very low-income units •10 low-income units •40 units accessible to seniors or persons with a disability Provide informational materials in on the City website by 2024.</p>	<p>15 units by 2026. 30 units by 2028. 56 units within the planning period. Reporting: Annually. Information on the City website: by 2024.</p>	<p>In August of 2024, the City conducted a workshop to evaluate Objective Design Standards for housing development. Informational flyers for Planned Development are scheduled to be completed by 2025.</p>

R. Assist in Accessing Grant Funding	Partner with, or provide technical assistance to, affordable housing developers in the pursuit of funding to assist in development of: •20 very-low income units •20 low-income units •60 units accessible to seniors or persons with a disability Address the shortage of public funds invested in development of affordable housing that contributes to disproportionate housing needs and disparities in access to opportunity	Annually On-going	There were no affordable-housing projects that utilized local, State, or Federal funding in 2024.
S. Partner with the Housing Authority	Meet with the Housing Authority to explore potential partnership opportunities at least once a year. Obtain additional funding to address the shortage of public funds invested in development of affordable housing that contributes to disproportionate housing needs and disparities in access to opportunity.	Currently active program Meet with Housing Authority: annually	City corresponds with Housing Authority regularly. In 2023, staff worked with the Housing Authority to administer lotteries for 2 affordable housing apartment projects: the Lemos Pointe Apts and Napa Cove Apts. In 2024 City staff and the Housing Authority hosted 3 "Meet me in the streets" events, which brought housing information to the public.
T. Homebuyer Assistance Program	Identify and apply for two funding opportunities. Depending on funding availability, provide direct assistance to eight first-time homebuyers. Increase opportunities for housing mobility by providing direct assistance to first-time and lower-income homebuyers. Work to overcome lack of language access by providing informational materials in multiple languages on the City website.	Establish homebuyer assistance program by 2026. Identify and apply for potential funding at least twice by 2031. Depending on funding availability provide direct assistance to eight first-time homebuyers by 2031. Provide materials in multiple languages on City website within six weeks of program initiation.	Homebuyer Assistance Program is on track for 2026. We are hopeful a funding source will be available by 2026 for Homebuyer Assistance. No additional funding opportunities were available in 2024.
U. Incentives for Lot Consolidation	Through a lot consolidation program, incentivize development of: •10 units affordable to lower incomes •10 units accessible to seniors or persons with a disability Engage developers to identify and discuss potential sites annually and as new lots are identified.	Establish incentive policy/program: by 2025 Engage developers: annually and as new lots are identified.	Lot Consolidation Incentives program is on schedule for 2025. Meeting with developers is scheduled for 2025.

V. Inclusionary Housing Program	<p>Encourage development of:</p> <ul style="list-style-type: none"> •20 very low-income units •20 low-income units •20 moderate-income units •20 units accessible to seniors and persons with a disability <p>At least once annually during the planning period, review and propose updates to the City's existing inclusionary zoning ordinance to address disproportionate housing needs and disparities in access to opportunity related to housing cost factors. Engage with market-rate developers and organizations that represent low-income households to discuss constraints and potential revisions to the Inclusionary Housing Program annually.</p>	Annually	<p>In 2023, the City worked with the Promontory Subdivision, that brought in 54 JADU units to their 216 SFD's. The JADUs were all designed to be on the first floor, which helps with accessibility for seniors or persons with a disability. Staff met with developers for the Crawford Way Multifamily Project in 2024.</p>
W. Preserve At-Risk Housing	<p>Preserve all affordable units during the planning period. Monitor at-risk status of assisted affordable housing units annually.</p>	<p>Monitor At-Risk Status: annually and with changes in ownership Engage property owners: two years from affordability expiration</p>	<p>City does not show any regulatory agreements at risk in the next two years.</p>
X. Mobilehome Park Rent Stabilization Program	<p>Enforce the Mobilehome Park Rent Stabilization Program. Retain all affordable mobilehome park units</p>	Annual enforcement.	<p>City continued to enforce the Mobilehome Park Rent Stabilization Program in 2024.</p>
Y. Rental Assistance Programs	<p>Address the high cost of rent for lower income households by partnering with the Housing Authority in the administration of at least 140 housing choice vouchers regionally, including 34 at the Valley View Senior Apartments in American Canyon. Engage with the Housing Authority annually to discuss opportunities to pursue additional funds for rental assistance programs. Provide informational materials detailing existing rental assistance programs and available resources on the City website by 2024.</p>	<p>Engage with the Housing Authority: Annually. Apply for funding: as available. Information on City website: by 2024.</p>	<p>The City partners with the Napa City Housing Authority, and rental assistance programs are available at this link: https://www.cityofnapa.org/209/Rental-Assistance-Section-8 . Rental Assistance Programs are all operating normally.</p>

Z. Senior Homeowner Assistance	Inform seniors about City programs that assist with rehabilitation costs by providing information on the City website by 2024. Outreach directly with 100 senior homeowners during the planning period, including 50 in the first three years of the planning period. Provide technical assistance to assist 10 senior households with funding applications.	Release information: by 2024. Outreach to 50 homeowners by 2026 and 100 homeowners by 2031.	HACN has updated flyers for programs that assist with rehabilitation costs in 2024. City staff and HACN conducted 3 "meet me in the streets" events that provided information and applications to the public in 2024. Meeting with Housing Authority and Senior Community also scheduled for 2025.
AA. Housing for Persons with Disabilities	Encourage development of 40 affordable units accessible to persons with a disability, including 25 by 2028. Provide information on financial and regulatory incentives to prospective developers directly and on the City website.	Engage with developers: annually. Encourage development of 40 affordable units accessible to persons with a disability, including 25 by 2028.	Informational flyers are scheduled to be completed by 2025.
BB. Outreach to Developmentally Disabled	Provide direct outreach to 20 households with persons with a developmental disability. Provide information on available resources and the North Bay Regional Center on the City website.	Annually	North Bay Regional Center contact information is on the City's Housing Resources Website.
CC. Facilitate Construction of Large Units	Encourage development of 40 large housing units, including 20 available to lower income households. Review and revise the informational materials provided on the City website and at the planning division counter by 2024.	Encourage development of 40 large housing units, including 20 available to lower income households, by 2031. Update materials: by 2024.	Construction of Large Units brochure is updated in 2023, link here: https://bit.ly/3Rw4UEF . The Crawford Way Multifamily project is scheduled to provide 32 large units, in which 3 are considered to be low-income units. The project is scheduled for public review in 2025.
DD. Farmworker Housing	Provide incentives to encourage development of 25 units intended as farmworker housing. Meet bi-annually with regional partners and neighboring jurisdictions to coordinate regional efforts.	Regional coordination: biannually. Encourage development of 25 units intended as farmworker housing by 2031.	In April of 2024, the City Council revised the Zoning Code to remove the conditional use permit (CUP) requirement for large farm employee housing in the Community Commercial Zone.
EE. Distribute Homeless Shelter Information	Provide information on resources to those in need of shelter, with a goal to directly connect with 50 households in the planning period, including 30 by 2028. Provide information and training, as necessary, to City staff in direct contact with residents experiencing homelessness.	Connect with 30 households by 2028; 50 households by 2031.	Homeless Shelter Information is available from Napa County, which is updated annually.

<p>FF. Affirmatively Furthering Fair Housing</p>	<p>a) Identify private programs for shared living that connect those with a home and are willing to share living accommodations with those that are seeking housing, particularly persons with disabilities, seniors, students, and single person households, and provide information and links to the programs on the City website by 2024.</p> <p>b) Invest and encourage outside investment in infrastructure improvements throughout the city, particularly to increase connectivity and fill gaps. Investigate investment opportunities annually and with each update to the Capital Improvement Program.</p> <p>c) Participate in Napa Valley Transportation Authority Transit Route Updates as they occur to encourage transit improvements to VineGo and American Canyon Transit in neighborhoods with below average walkability scores (Figure C21) and areas that are not within 0.5 miles of a transit stop.</p> <p>d) Expand the bicycle and pedestrian infrastructure network throughout the city to improve bikeability and walkability, especially in areas with below-average walkability scores, as shown on Figure C21.</p> <p>e) By 2026, update the City's accessibility program with emphasis on improving</p>	<p>a: by 2024 b: annually and through the CIP process d: annually e: by 2026</p>	<p>The City's CIP progress for 2024 is available at this link: https://stories.opengov.com/americancañonca/3722074c-0e48-4ced-bcce-4e89adaa7cbf/published/pJP-sRGcH?currentPageId=6642994c0e5d610f8fd11ee4</p>
<p>GG. Distribute Fair Housing Information</p>	<p>Provide information to City staff immediately.</p> <p>Update informational materials and website content related to Housing Authority services by 2024 and annually thereafter. Provide these materials in multiple languages.</p> <p>Increase fair housing outreach through staff training, updated resource materials, and multi-language outreach (in particular, Spanish and Tagalog). Ensure materials are available at mobilehome parks.</p>	<p>Update materials and website: by 2024. Translated materials: by 2024.</p>	<p>City contracts fair housing services with Fair Housing Napa Valley (FHNV). The FHNV site has been updated to include multiple languages in 2024, including Arabic, Chinese, Spanish, Tagalog, and Vietnamese.</p>

<p>HH. Fair Housing Enforcement and Outreach</p>	<ul style="list-style-type: none"> • Participate in FHNV meetings, at least once annually, to coordinate regional responses to housing discrimination issues. • At least once annually, work with FHNV to obtain feedback through a multimedia campaign, including public surveys, focused discussions, and in-person to obtain public input and feedback on fair housing issues. With FHNV, modify approach to outreach or provide information to the community as needed. • Work with the FHNV to conduct random testing at least once every five years. Specifically, with the release of the 2020 Census, determine the appropriate biases to be tested in the city. • At least once a year during the 2023 – 2031 planning period, ensure the City’s contract with FHNV continues to mutually resolve rent disputes and provide education to tenants and landlords on their rights. • Conduct at least one fair housing workshop annually with targeted populations, including residents of mobilehome parks, people who speak English as a second language, seniors, and people with disabilities. • Partner with neighborhood groups and other community organizations to conduct outreach and education activities. 	<p>Hold workshops at least annually Evaluate outreach methods annually Establish partnerships with community groups on an ongoing basis</p>	<p>On 6/4/2024, FHNV provided their annual report to the City Council.</p>
<p>II. Maintain Adequate Staffing</p>	<p>Maintain adequate staffing levels. Recruit a diverse and multilingual staff by considering diversity in hiring decisions and by promoting job postings in a variety of languages and on a variety of platforms.</p>	<p>Translated job postings: by 2024.</p>	<p>There were no job postings for the Community Development Department or housing-related positions in 2024. However, the Community Development Department has purchased a new state-of-the-art permitting software that will help streamline permits and entitlements. The new software decreases processing times and provides more transparency for the users. The new software is scheduled to be deployed in 2025.</p>
<p>JJ. Encourage Sustainable Building</p>	<p>Encourage sustainable building design in all residential development. Update the Building Code as necessary for compliance with periodic updates to State building code and CalGreen requirements. Provide information on resources and incentives on the City website.</p>	<p>Ongoing, with code updates, as necessary.</p>	<p>Staff provided a presentation to the City Council regarding Calgreen and tiers of energy requirements in May of 2024. Information on Sustainable Building resources will be added to the City website by 2025.</p>
<p>KK. Energy Conservation Fact Sheet</p>	<p>Provide and update, as necessary, information fact sheets on energy conservation measures on the City website and at the planning counter.</p>	<p>2024 Updated: Annually</p>	<p>The Energy Conservation Fact Sheet is scheduled to be updated in 2025.</p>

LL. Adjust Utility Allowances for Green Affordable Housing Units	Incentivize green affordable housing projects. Review and update utility allowances annually.	Annually	The Utility Allowances were updated in 2024.
MM. Adopt Streamlined Application Approval Procedures	Create a process to facilitate review of applications submitted pursuant to SB 35.	Within one year of Housing Element adoption	The City was determined as one of the cities exempt from SB 35 (now SB423) applications in 2024. City did not receive any SB-35 applications in 2024. City is planning written procedures for SB 35 applications in 2025.
NN. Pipeline Projects	Facilitate the development of all 1,539 units anticipated to be developed in the 12 pending and approved projects in sites inventory.	As needed	Pipeline Projects have been updated in 2024, and the total units anticipated has is 1,935 units.

Jurisdiction	Canyon	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table E									
Commercial Development Bonus Approved pursuant to GC Section 65915.7									
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	Canyon	
Reporting Period	2024	31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the chcklist here :
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	American Canyon
Reporting Period	(Jan. 1 - Dec. 31) 2024
Period	6th Cycle 01/31/2023 - 01/31/2031

NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

Table G						
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of						
Project Identifier						
1				2	3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Realistic Capacity Identified in the Housing Element	Entity to whom the site transferred	Intended Use for Site
Summary Row: Start Data Entry Below						

Jurisdiction	American Canyon	NOTE: This table must contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns	Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas
Reporting Period	(Jan. 1 - Dec. 31) 2024		

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

For Napa County jurisdictions, please format the APN's as follows:999-999-999-999

Table H Locally Owned Surplus Sites						
Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	Street Address/Intersection	Existing Use	Number of Units	Surplus Designation	Parcel Size (in acres)	Notes
Summary Row: Start Data Entry Below						

Jurisdiction	American Canyon
Reporting Period	(Jan. 1 - Dec. 31) 2024
Planning Period	6th Cycle 01/31/2023 - 01/31/2031

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code 65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table J

Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915

Project Identifier			Project Type	Date	Units (Beds/Student Capacity) Approved								Units (Beds/Student Capacity) Granted	Notes
1			2	3	4								5	6
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SH - Student Housing)	Date	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total Additional Beds Created Due to Density Bonus	Notes
Summary Row: Start Data Entry Below														

Jurisdiction	American Canyon
Reporting Period	2024 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

**Table K
Tenant Preference Policy**

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No	
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.		
Notes		

**2024 NAPA COUNTY ANNUAL INCOME LIMITS
AFFORDABLE RENTAL LIMITS**

INCOME LIMITS ALL RENTAL UNITS

Persons Per Household	15% Median Income	20% Median Income	30% Median Income	35% Median Income	50% Median Income	60% Median Income	70% Median Income	80% Median Income	90% Median Income	100% Median Income	120% Median Income
1	13,600	18,140	30,850	31,745	51,400	61,680	63,490	82,150	81,630	90,700	108,850
2	15,550	20,740	35,250	36,295	58,700	70,440	72,590	93,900	93,330	103,700	124,400
3	17,500	23,330	39,650	40,828	66,100	79,320	81,655	105,650	104,985	116,650	139,950
4	19,450	25,920	44,050	45,360	73,400	88,080	90,720	117,350	116,640	129,600	155,500
5	21,000	27,990	47,600	48,983	79,300	91,560	97,965	126,750	125,955	139,950	167,950
6	22,550	30,070	51,100	52,623	85,150	102,180	105,245	136,150	135,315	150,350	180,400
7	24,100	32,141	54,650	56,246	91,050	109,260	112,493	145,550	144,634	160,704	192,800
8	25,650	34,210	58,150	59,868	96,900	116,280	119,735	154,900	153,945	171,050	205,250

Source: U.S. Department of Housing and Urban Development Effective: 4/01/2024
and State Housing and Community Development Effective: 6/1/2024

****DENSITY BONUS AND/OR CITY FINANCED RENTAL UNITS****

MONTHLY AFFORDABLE RENTS

Number Of Bedrooms**	50% Median Income	60-80% Median Income	100% Median Income	120% Median Income
Studio	1,285	1,542	2,268	2,721
1	1,468	1,761	2,593	3,110
2	1,653	1,983	2,916	3,499
3	1,835	2,202	3,240	3,888
4	1,983	2,289	3,499	4,199
5	2,129	2,555	3,759	4,510



****CITY INCLUSIONARY RENTAL UNITS****

MONTHLY AFFORDABLE RENTS

Number Of Bedrooms**	30% Median Income	35% Median Income	50% Median Income	60% Median Income	70% Median Income	80% Median Income	90% Median Income	100% Median Income	120% Median Income
Studio	771	794	1,285	1,542	1,587	2,054	2,041	2,268	2,721
1	881	907	1,468	1,761	1,815	2,348	2,333	2,593	3,110
2	991	1,021	1,653	1,983	2,041	2,641	2,625	2,916	3,499
3	1,101	1,134	1,835	2,202	2,268	2,934	2,916	3,240	3,888
4	1,190	1,225	1,983	2,289	2,449	3,169	3,149	3,499	4,199
5	1,278	1,316	2,129	2,555	2,631	3,404	3,383	3,759	4,510

Total housing cost includes rent and all utilities except for phone service, and cannot exceed 30% of tenant's monthly gross income.

If utilities are paid by tenant, the maximum monthly rent is reduced by the Utility Allowance. The current Utility Allowance Chart can be found on the Housing Authority's webpage

**** Presumed Occupancy Levels:**

Two Persons	1 Bedroom
Three Persons	2 Bedroom
Four Persons	3 Bedroom
Five Persons	4 Bedroom
Six Persons	5 Bedroom

**SB 423 Streamlined Ministerial Approval
Process (SMAP) Statewide Determination
Summary**

**Cities and Counties Not Currently Subject to
SB 423 SMAP Provisions**

This determination represents Housing Element Annual Progress Report (APR) data received as of June 3, 2024.

Please note, pursuant to SB 423 (Chapter 778, Statutes of 2023), any jurisdiction that did not adopt a housing element that has been found in substantial compliance with housing element law is subject to streamlined ministerial approval for qualifying proposed developments with at least 10% affordability. To confirm current housing element compliance status, visit the [Housing Element Compliance Report](#).

The following 47 jurisdictions have met their prorated Lower (Very-Low and Low) and Above-Moderate Income Regional Housing Needs Assessment (RHNA) for the Reporting Period and submitted their latest APR (2023).

Provided that these 47 jurisdictions have adopted a compliant housing element, they are not currently subject to the SB 423 (SB 423 (Chapter 778, Statutes of 2023) Streamlined Ministerial Approval Process (SMAP), but all jurisdictions are still encouraged to promote streamlining. **All other jurisdictions beyond these 47 are subject to at least some form of SB 423 SMAP streamlining, as indicated on the following pages.**

For more detail on the SB 423 SMAP Determination, please see the SB 423 Streamlined Ministerial Approval Process Determination Methodology and Background Data.

**SB 423 SMAP
Determination Summary**

These jurisdictions are not currently subject to the SB 423 SMAP, but the jurisdictions are still encouraged to promote streamlining. **All other cities and counties beyond these 47 are subject to at least some form of SB 423 SMAP streamlining, as indicated on the following pages.**

#	JURISDICTION
1	AMERICAN CANYON
2	ATHERTON
3	BELL
4	BELLFLOWER
5	BEVERLY HILLS
6	BUENA PARK
7	CALISTOGA
8	CARPINTERIA
9	CORTE MADERA
10	COSTA MESA
11	FOUNTAIN VALLEY
12	GUADALUPE
13	HEALDSBURG
14	HILLSBOROUGH
15	INDUSTRY
16	LA HABRA
17	LA QUINTA
18	LAGUNA NIGUEL
19	LARKSPUR
20	LOS ALTOS HILLS
21	MAMMOTH LAKES
22	MARIN COUNTY
23	MENLO PARK
24	MILL VALLEY
25	MONTE SERENO
26	MORGAN HILL
27	NEWPORT BEACH
28	NORWALK
29	PLUMAS COUNTY
30	ROHNERT PARK
31	ROLLING HILLS ESTATES
32	ROSS
33	SAN BERNARDINO COUNTY
34	SAN MARINO
35	SANTA ANA
36	SANTA CLARA COUNTY

**SB 423 SMAP
Determination Summary**

These jurisdictions are not currently subject to the SB 423 SMAP, but the jurisdictions are still encouraged to promote streamlining. **All other cities and counties beyond these 47 are subject to at least some form of SB 423 SMAP streamlining, as indicated on the following pages.**

#	JURISDICTION
37	SANTA CRUZ
38	SANTA MONICA
39	SEBASTOPOL
40	SIERRA COUNTY
41	SONOMA
42	SONOMA COUNTY
43	UKIAH
44	VILLA PARK
45	WEST HOLLYWOOD
46	WESTMINSTER
47	WOODSIDE

SB 423 SMAP Determination Summary

Cities and Counties Subject to SB 423 SMAP Provisions When Proposed Developments Include ≥10% Affordability

These 254 jurisdictions have insufficient progress toward their Above Moderate income RHNA OR Above Moderate and Lower Income RHNA and/or have not submitted the latest Housing Element Annual Progress Report (APR) (2023) and therefore are subject to the SB 423 SMAP for proposed developments with at least 10% affordability.

Jurisdictions with insufficient progress toward Above-Moderate RHNA are subject to SB 423 SMAP provisions for developments with 10% affordability or above or the 20% moderate income option if the site is located in the San Francisco Bay Area as defined in Section 102(y) of the SB 35 Guidelines. Jurisdictions with insufficient progress toward Lower RHNA (Very Low and Low income) are subject to SB 423 SMAP provisions for developments with 50% affordability or above.

Please note, pursuant to SB 423 (Chapter 778, Statutes of 2023), any jurisdiction that did not adopt a housing element that has been found in substantial compliance with housing element law are subject to streamlined ministerial approval for qualifying proposed developments with at least 10% affordability. As such, additional jurisdictions may be required to provide streamlined ministerial approval if they have not adopted a housing element that has been found in compliance by HCD. To confirm housing element compliance, visit the [Housing Element Compliance Report](#).

**SB 423 SMAP
Determination Summary**

These 254 jurisdictions have insufficient progress toward their Above Moderate income RHNA OR Above Moderate and Lower Income RHNA and/or have not submitted the latest Housing Element Annual Progress Report (APR) (2023) and therefore are subject to the SB 423 SMAP for proposed developments with at least 10% affordability or the 20% moderate income option if the site is located in the San Francisco Bay Area as defined in Section 102(y) of the SB 35 Guidelines.

#	JURISDICTION
1	ADELANTO
2	ALAMEDA COUNTY
3	ALHAMBRA
4	ALISO VIEJO
5	ALTURAS
6	AMADOR COUNTY
7	ANGELS CAMP
8	APPLE VALLEY
9	ARCATA
10	ARROYO GRANDE
11	ARVIN
12	ATWATER
13	AUBURN
14	AVALON
15	AVENAL
16	AZUSA
17	BAKERSFIELD
18	BANNING
19	BARSTOW
20	BEAUMONT
21	BELVEDERE
22	BENICIA
23	BIGGS
24	BISHOP
25	BLYTHE
26	BRAWLEY
27	BURBANK
28	BUTTE COUNTY
29	CALAVERAS COUNTY
30	CALEXICO
31	CALIFORNIA CITY
32	CALIPATRIA
33	CAPITOLA

**SB 423 SMAP
Determination Summary**

These 254 jurisdictions have insufficient progress toward their Above Moderate income RHNA OR Above Moderate and Lower Income RHNA and/or have not submitted the latest Housing Element Annual Progress Report (APR) (2023) and therefore are subject to the SB 423 SMAP for proposed developments with at least 10% affordability or the 20% moderate income option if the site is located in the San Francisco Bay Area as defined in Section 102(y) of the SB 35 Guidelines.

#	JURISDICTION
34	CARMEL
35	CARSON
36	CERES
37	CHOWCHILLA
38	CITRUS HEIGHTS
39	CLAYTON
40	CLEARLAKE
41	CLOVERDALE
42	COACHELLA
43	COALINGA
44	COLMA
45	COLTON
46	COLUSA
47	COLUSA COUNTY
48	CONCORD
49	CORCORAN
50	CORNING
51	CRESCENT CITY
52	CUDAHY
53	DEL NORTE COUNTY
54	DEL REY OAKS
55	DELANO
56	DESERT HOT SPRINGS
57	DIAMOND BAR
58	DINUBA
59	DORRIS
60	DOS PALOS
61	DUNSMUIR
62	EAST PALO ALTO
63	EL CAJON
64	EL CENTRO
65	EL MONTE

**SB 423 SMAP
Determination Summary**

These 254 jurisdictions have insufficient progress toward their Above Moderate income RHNA OR Above Moderate and Lower Income RHNA and/or have not submitted the latest Housing Element Annual Progress Report (APR) (2023) and therefore are subject to the SB 423 SMAP for proposed developments with at least 10% affordability or the 20% moderate income option if the site is located in the San Francisco Bay Area as defined in Section 102(y) of the SB 35 Guidelines.

#	JURISDICTION
66	ESCALON
67	ESCONDIDO
68	ETNA
69	EUREKA
70	EXETER
71	FAIRFAX
72	FARMERSVILLE
73	FILLMORE
74	FIREBAUGH
75	FORT JONES
76	FRESNO COUNTY
77	GLENN COUNTY
78	GONZALES
79	GRASS VALLEY
80	GREENFIELD
81	GRIDLEY
82	GUSTINE
83	HALF MOON BAY
84	HANFORD
85	HAWAIIAN GARDENS
86	HIGHLAND
87	HOLTVILLE
88	HUMBOLDT COUNTY
89	HUNTINGTON BEACH
90	HUNTINGTON PARK
91	HURON
92	IMPERIAL
93	IMPERIAL COUNTY
94	INGLEWOOD
95	INYO COUNTY
96	IRWINDALE
97	ISLETON

**SB 423 SMAP
Determination Summary**

These 254 jurisdictions have insufficient progress toward their Above Moderate income RHNA OR Above Moderate and Lower Income RHNA and/or have not submitted the latest Housing Element Annual Progress Report (APR) (2023) and therefore are subject to the SB 423 SMAP for proposed developments with at least 10% affordability or the 20% moderate income option if the site is located in the San Francisco Bay Area as defined in Section 102(y) of the SB 35 Guidelines.

#	JURISDICTION
98	KERMAN
99	KERN COUNTY
100	KINGS COUNTY
101	LA HABRA HEIGHTS
102	LA MIRADA
103	LA PUENTE
104	LAKE COUNTY
105	LAKE ELSINORE
106	LAKEPORT
107	LAKESWOOD
108	LANCASTER
109	LASSEN COUNTY
110	LAWNDALE
111	LEMON GROVE
112	LEMOORE
113	LINCOLN
114	LINDSAY
115	LIVINGSTON
116	LOMA LINDA
117	LOMPOC
118	LOOMIS
119	LOS ANGELES COUNTY
120	LYNWOOD
121	MADERA
122	MARICOPA
123	MARTINEZ
124	MARYSVILLE
125	MAYWOOD
126	MCFARLAND
127	MENDOCINO COUNTY
128	MENDOTA
129	MERCED COUNTY

**SB 423 SMAP
Determination Summary**

These 254 jurisdictions have insufficient progress toward their Above Moderate income RHNA OR Above Moderate and Lower Income RHNA and/or have not submitted the latest Housing Element Annual Progress Report (APR) (2023) and therefore are subject to the SB 423 SMAP for proposed developments with at least 10% affordability or the 20% moderate income option if the site is located in the San Francisco Bay Area as defined in Section 102(y) of the SB 35 Guidelines.

#	JURISDICTION
130	MODESTO
131	MONTAGUE
132	MONTEBELLO
133	MONTEREY
134	MONTEREY PARK
135	MORENO VALLEY
136	MORRO BAY
137	MOUNT SHASTA
138	NATIONAL CITY
139	NEEDLES
140	NEVADA CITY
141	NEVADA COUNTY
142	NEWMAN
143	NORCO
144	OAKDALE
145	OCEANSIDE
146	OJAI
147	ORANGE COVE
148	ORLAND
149	OROVILLE
150	OXNARD
151	PACIFICA
152	PALMDALE
153	PARLIER
154	PASO ROBLES
155	PATTERSON
156	PERRIS
157	PICO RIVERA
158	PINOLE
159	PLACERVILLE
160	PLEASANT HILL
161	POINT ARENA

**SB 423 SMAP
Determination Summary**

These 254 jurisdictions have insufficient progress toward their Above Moderate income RHNA OR Above Moderate and Lower Income RHNA and/or have not submitted the latest Housing Element Annual Progress Report (APR) (2023) and therefore are subject to the SB 423 SMAP for proposed developments with at least 10% affordability or the 20% moderate income option if the site is located in the San Francisco Bay Area as defined in Section 102(y) of the SB 35 Guidelines.

#	JURISDICTION
162	POMONA
163	PORTERVILLE
164	POWAY
165	RANCHO CORDOVA
166	RED BLUFF
167	REDDING
168	REDLANDS
169	REDONDO BEACH
170	REEDLEY
171	RIALTO
172	RICHMOND
173	RIDGECREST
174	RIO DELL
175	RIPON
176	RIVERBANK
177	RIVERSIDE
178	RIVERSIDE COUNTY
179	SACRAMENTO
180	SACRAMENTO COUNTY
181	SAN BERNARDINO
182	SAN BRUNO
183	SAN DIEGO COUNTY
184	SAN DIMAS
185	SAN FERNANDO
186	SAN FRANCISCO
187	SAN GABRIEL
188	SAN JACINTO
189	SAN JOAQUIN
190	SAN JOAQUIN COUNTY
191	SAN JUAN BAUTISTA
192	SAN LEANDRO
193	SAN PABLO

**SB 423 SMAP
Determination Summary**

These 254 jurisdictions have insufficient progress toward their Above Moderate income RHNA OR Above Moderate and Lower Income RHNA and/or have not submitted the latest Housing Element Annual Progress Report (APR) (2023) and therefore are subject to the SB 423 SMAP for proposed developments with at least 10% affordability or the 20% moderate income option if the site is located in the San Francisco Bay Area as defined in Section 102(y) of the SB 35 Guidelines.

#	JURISDICTION
194	SAN RAFAEL
195	SAND CITY
196	SANGER
197	SANTA BARBARA
198	SANTA CLARITA
199	SANTA CRUZ COUNTY
200	SANTA MARIA
201	SANTA PAULA
202	SANTEE
203	SAUSALITO
204	SEASIDE
205	SELMA
206	SHASTA LAKE
207	SIGNAL HILL
208	SISKIYOU COUNTY
209	SOLANA BEACH
210	SONORA
211	SOUTH GATE
212	SOUTH LAKE TAHOE
213	STANISLAUS COUNTY
214	STOCKTON
215	SUISUN CITY
216	SUSANVILLE
217	SUTTER COUNTY
218	TAFT
219	TEHACHAPI
220	TEHAMA
221	TEHAMA COUNTY
222	TORRANCE
223	TRINIDAD
224	TRINITY COUNTY
225	TULARE COUNTY

**SB 423 SMAP
Determination Summary**

These 254 jurisdictions have insufficient progress toward their Above Moderate income RHNA OR Above Moderate and Lower Income RHNA and/or have not submitted the latest Housing Element Annual Progress Report (APR) (2023) and therefore are subject to the SB 423 SMAP for proposed developments with at least 10% affordability or the 20% moderate income option if the site is located in the San Francisco Bay Area as defined in Section 102(y) of the SB 35 Guidelines.

#	JURISDICTION
226	TULELAKE
227	TUOLUMNE COUNTY
228	TURLOCK
229	TWENTYNINE PALMS
230	UNION CITY
231	VALLEJO
232	VENTURA COUNTY
233	VICTORVILLE
234	VISALIA
235	WASCO
236	WATERFORD
237	WATSONVILLE
238	WEED
239	WEST SACRAMENTO
240	WESTLAKE VILLAGE
241	WESTMORLAND
242	WHEATLAND
243	WILDOMAR
244	WILLIAMS
245	WILLITS
246	WILLOWS
247	WINDSOR
248	WINTERS
249	WOODLAKE
250	YOLO COUNTY
251	YREKA
252	YUBA CITY
253	YUCAIPA
254	YUCCA VALLEY

SB 423 SMAP Determination Summary

Cities and Counties Subject to SB 423 SMAP Provisions When Proposed Developments Include \geq 50% Affordability

These 238 jurisdictions have insufficient progress toward their Lower income RHNA (Very-Low and Low income) and are therefore subject to the SB 423 SMAP for proposed developments with at least 50% affordability. If the jurisdiction also has insufficient progress toward their Above Moderate income RHNA, then they are subject to the more inclusive streamlining for developments with at least 10% affordability.

Please note, pursuant to SB 423 (Chapter 778, Statutes of 2023), any jurisdiction that did not adopt a housing element that has been found in substantial compliance with housing element law are subject to streamlined ministerial approval for qualifying proposed developments with at least 10% affordability. As such, these jurisdictions may be required to provide streamlined ministerial approval if they have not adopted a housing element that has been found in compliance by HCD. To confirm housing element compliance, visit the [Housing Element Compliance Report](#).

**SB 423 SMAP
Determination Summary**

These 238 jurisdictions have insufficient progress toward their Lower income RHNA (Very-Low and Low income) and are therefore subject to the SB 423 SMAP for proposed developments with at least 50% affordability. If the jurisdiction also has insufficient progress toward their Above Moderate income RHNA, then they are subject to the more inclusive streamlining for developments with at least 10% affordability.

#	JURISDICTION
1	AGOURA HILLS
2	ALAMEDA
3	ALBANY
4	ALPINE COUNTY
5	AMADOR
6	ANAHEIM
7	ANDERSON
8	ANTIOCH
9	ARCADIA
10	ARTESIA
11	ATASCADERO
12	BALDWIN PARK
13	BELL GARDENS
14	BELMONT
15	BERKELEY
16	BIG BEAR LAKE
17	BLUE LAKE
18	BRADBURY
19	BREA
20	BRENTWOOD
21	BRISBANE
22	BUELLTON
23	BURLINGAME
24	CALABASAS
25	CALIMESA
26	CAMARILLO
27	CAMPBELL
28	CANYON LAKE
29	CARLSBAD
30	CATHEDRAL
31	CERRITOS
32	CHICO
33	CHINO

**SB 423 SMAP
Determination Summary**

These 238 jurisdictions have insufficient progress toward their Lower income RHNA (Very-Low and Low income) and are therefore subject to the SB 423 SMAP for proposed developments with at least 50% affordability. If the jurisdiction also has insufficient progress toward their Above Moderate income RHNA, then they are subject to the more inclusive streamlining for developments with at least 10% affordability.

#	JURISDICTION
34	CHINO HILLS
35	CHULA VISTA
36	CLAREMONT
37	CLOVIS
38	COLFAX
39	COMMERCE
40	COMPTON
41	CONTRA COSTA COUNTY
42	CORONA
43	CORONADO
44	COTATI
45	COVINA
46	CULVER CITY
47	CUPERTINO
48	CYPRESS
49	DALY CITY
50	DANA POINT
51	DANVILLE
52	DAVIS
53	DEL MAR
54	DIXON
55	DOWNEY
56	DUARTE
57	DUBLIN
58	EASTVALE
59	EL CERRITO
60	EL DORADO COUNTY
61	EL SEGUNDO
62	ELK GROVE
63	EMERYVILLE
64	ENCINITAS
65	FAIRFIELD
66	FERNDALE

**SB 423 SMAP
Determination Summary**

These 238 jurisdictions have insufficient progress toward their Lower income RHNA (Very-Low and Low income) and are therefore subject to the SB 423 SMAP for proposed developments with at least 50% affordability. If the jurisdiction also has insufficient progress toward their Above Moderate income RHNA, then they are subject to the more inclusive streamlining for developments with at least 10% affordability.

#	JURISDICTION
67	FOLSOM
68	FONTANA
69	FORT BRAGG
70	FORTUNA
71	FOSTER CITY
72	FOWLER
73	FREMONT
74	FRESNO
75	FULLERTON
76	GALT
77	GARDEN GROVE
78	GARDENA
79	GILROY
80	GLENDALE
81	GLENDORA
82	GOLETA
83	GRAND TERRACE
84	GROVER BEACH
85	HAWTHORNE
86	HAYWARD
87	HEMET
88	HERCULES
89	HERMOSA BEACH
90	HESPERIA
91	HIDDEN HILLS
92	HOLLISTER
93	HUGHSON
94	IMPERIAL BEACH
95	INDIAN WELLS
96	INDIO
97	IONE
98	IRVINE
99	JACKSON

**SB 423 SMAP
Determination Summary**

These 238 jurisdictions have insufficient progress toward their Lower income RHNA (Very-Low and Low income) and are therefore subject to the SB 423 SMAP for proposed developments with at least 50% affordability. If the jurisdiction also has insufficient progress toward their Above Moderate income RHNA, then they are subject to the more inclusive streamlining for developments with at least 10% affordability.

#	JURISDICTION
100	JURUPA VALLEY
101	KING CITY
102	KINGSBURG
103	LA CANADA FLINTRIDGE
104	LA MESA
105	LA PALMA
106	LA VERNE
107	LAFAYETTE
108	LAGUNA BEACH
109	LAGUNA HILLS
110	LAGUNA WOODS
111	LAKE FOREST
112	LATHROP
113	LIVE OAK
114	LIVERMORE
115	LODI
116	LOMITA
117	LONG BEACH
118	LOS ALAMITOS
119	LOS ALTOS
120	LOS ANGELES
121	LOS BANOS
122	LOS GATOS
123	LOYALTON
124	MADERA COUNTY
125	MALIBU
126	MANHATTAN BEACH
127	MANTECA
128	MARINA
129	MARIPOSA COUNTY
130	MENIFEE
131	MERCED
132	MILLBRAE

**SB 423 SMAP
Determination Summary**

These 238 jurisdictions have insufficient progress toward their Lower income RHNA (Very-Low and Low income) and are therefore subject to the SB 423 SMAP proposed developments with at least 50% affordability. If the jurisdiction also has insufficient progress toward their Above Moderate income RHNA, then they are subject to the more inclusive streamlining for developments with at least 10% affordability.

#	JURISDICTION
133	MILPITAS
134	MISSION VIEJO
135	MODOC COUNTY
136	MONO COUNTY
137	MONROVIA
138	MONTCLAIR
139	MONTEREY COUNTY
140	MOORPARK
141	MORAGA
142	MOUNTAIN VIEW
143	MURRIETA
144	NAPA
145	NAPA COUNTY
146	NEWARK
147	NOVATO
148	OAKLAND
149	OAKLEY
150	ONTARIO
151	ORANGE
152	ORANGE COUNTY
153	ORINDA
154	PACIFIC GROVE
155	PALM DESERT
156	PALM SPRINGS
157	PALO ALTO
158	PALOS VERDES ESTATES
159	PARADISE
160	PARAMOUNT
161	PASADENA
162	PETALUMA
163	PIEDMONT
164	PISMO BEACH
165	PITTSBURG

**SB 423 SMAP
Determination Summary**

These 238 jurisdictions have insufficient progress toward their Lower income RHNA (Very-Low and Low income) and are therefore subject to the SB 423 SMAP for proposed developments with at least 50% affordability. If the jurisdiction also has insufficient progress toward their Above Moderate income RHNA, then they are subject to the more inclusive streamlining for developments with at least 10% affordability.

#	JURISDICTION
166	PLACENTIA
167	PLACER COUNTY
168	PLEASANTON
169	PLYMOUTH
170	PORT HUENEME
171	PORTOLA
172	PORTOLA VALLEY
173	RANCHO CUCAMONGA
174	RANCHO MIRAGE
175	RANCHO PALOS VERDES
176	RANCHO SANTA MARGARITA
177	REDWOOD CITY
178	RIO VISTA
179	ROCKLIN
180	ROLLING HILLS
181	ROSEMEAD
182	ROSEVILLE
183	SAINT HELENA
184	SALINAS
185	SAN ANSELMO
186	SAN BENITO COUNTY
187	SAN CARLOS
188	SAN CLEMENTE
189	SAN DIEGO
190	SAN JOSE
191	SAN JUAN CAPISTRANO
192	SAN LUIS OBISPO
193	SAN LUIS OBISPO COUNTY
194	SAN MARCOS
195	SAN MATEO
196	SAN MATEO COUNTY
197	SAN RAMON
198	SANTA BARBARA COUNTY

**SB 423 SMAP
Determination Summary**

These 238 jurisdictions have insufficient progress toward their Lower income RHNA (Very-Low and Low income) and are therefore subject to the SB 423 SMAP for proposed developments with at least 50% affordability. If the jurisdiction also has insufficient progress toward their Above Moderate income RHNA, then they are subject to the more inclusive streamlining for developments with at least 10% affordability.

#	JURISDICTION
199	SANTA CLARA
200	SANTA FE SPRINGS
201	SANTA ROSA
202	SARATOGA
203	SCOTTS VALLEY
204	SEAL BEACH
205	SHAFTER
206	SHASTA COUNTY
207	SIERRA MADRE
208	SIMI VALLEY
209	SOLANO COUNTY
210	SOLEDAD
211	SOLVANG
212	SOUTH EL MONTE
213	SOUTH PASADENA
214	SOUTH SAN FRANCISCO
215	STANTON
216	SUNNYVALE
217	SUTTER CREEK
218	TEMECULA
219	TEMPLE CITY
220	THOUSAND OAKS
221	TIBURON
222	TRACY
223	TRUCKEE
224	TULARE
225	TUSTIN
226	UPLAND
227	VACAVILLE
228	VENTURA
229	VERNON
230	VISTA
231	WALNUT

**SB 423 SMAP
Determination Summary**

These 238 jurisdictions have insufficient progress toward their Lower income RHNA (Very-Low and Low income) and are therefore subject to the SB 423 SMAP for proposed developments with at least 50% affordability. If the jurisdiction also has insufficient progress toward their Above Moderate income RHNA, then they are subject to the more inclusive streamlining for developments with at least 10% affordability.

#	JURISDICTION
232	WALNUT CREEK
233	WEST COVINA
234	WHITTIER
235	WOODLAND
236	YORBA LINDA
237	YOUNTVILLE
238	YUBA COUNTY



TITLE

American Canyon Police Department 2024 Annual Report

RECOMMENDATION

Receive and file the American Canyon Police Department's 2024 Annual Report

CONTACT

Rick Greenberg, Police Chief

BACKGROUND & ANALYSIS

The American Canyon Police Department – a division of the Napa Sheriff's Office – provides high-quality law enforcement services to community needs

Statistics

The annual report (Attachment A) showcases all of the services provided. A summary of 2024 is below:

- A slight decrease in vehicle theft (50), and in burglaries (11) (from 65 and 24 in 2023 respectively)
- One (1) homicide, which was our first in three years
- Zero (0) fatal traffic accidents
- Total collisions on local roads were up slightly in 2024 (74) from (63) in 2023.
- Responded to 14,776 calls for service, booked 516 people into jail, and booked 50 firearms into property

The California Department of Justice lists the 2023 clearance rate for violent crime at 40% and property crime at 7.8%. In 2024 ACPD's clearance rate for violent crimes 54.7% and property crimes is 30.1%.

(Note: 2024 DOJ statistics are not available at the time of this report)

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Public Safety: "Ensure American Canyon remains a safe community."

FISCAL IMPACT

In 2024, the City and County entered into a new three-year agreement to continue this service. The 2024/25 contract with Napa County is \$9,393,388.

The current 3-year agreement expires on June 30, 2027. The City of American Canyon and the Napa County Sheriff's Office plan for cost projections and anticipated future expenses when drafting these agreements. In the event of significant changes during the term of the agreement, an amendment may be done to reduce or expand the agreement.

ENVIRONMENTAL REVIEW

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

ATTACHMENTS:

1. [2024 ACPD Annual Report](#)



AMERICAN CANYON POLICE DEPARTMENT

2024 ANNUAL REPORT

Published March 2025

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- 21 Animal Services

MESSAGE FROM THE CHIEF

In 2024, we had the privilege of recognizing officers whose outstanding service and bravery made a lasting impact. In one of the most heroic acts of the year, five officers—Adam LeCount, Keoni Piceno, Maureen Patterson, Josh Coleman, and Ryan Proctor—were awarded the prestigious Medal of Valor by Sheriff Oscar Ortiz. These officers demonstrated extraordinary courage during a shooting at the Safeway parking lot in April, saving lives and swiftly detaining multiple suspects.

Additionally, Officer Cassie Fallon and Officer Keoni Piceno were named Officers of the Year, a well-deserved recognition of their dedication, professionalism, and service to our community. Officer Fallon also received the prestigious Mothers Against Drunk Driving (MADD) Award, honoring her relentless efforts to keep our roads safe.

Beyond these remarkable achievements, the ACPD Explorers Program resumed its mission to inspire the next generation of law enforcement professionals by offering mentorship and leadership opportunities. We also launched our Bicycle Patrol Team to enhance visibility, improve access to hard-to-reach areas, and build trust with residents.

In addition to these successes, 2024 also presented significant challenges. I want to recognize our team's remarkable investigative work and response to several notable cases in our community. These included the arrest of Brad Rowell, a former cross-country coach at American Canyon High School, whose actions deeply impacted the community. Following a meticulous investigation, he pleaded

guilty to 10 counts of sexually abusing two students and was sentenced to 15 years in state prison. We also successfully arrested Bhupinder Singh, a Fremont resident, for the extortion of \$95,000 from one of our residents. Additionally, our officers' swift response and commendable life-saving efforts during the tragic shooting that claimed the life of Omari Lyles—marking the first homicide in American Canyon since 2020—exemplified their dedication to protecting lives and ensuring justice, even in the most challenging circumstances.

These cases highlight the critical role of our officers in upholding justice and protecting our residents. Their dedication, professionalism, and commitment to thorough investigations stand as a testament to the high standards we hold at ACPD.

None of these achievements would be possible without the dedication of our officers and staff, as well as the support of our community.

I am incredibly proud to lead this team and grateful for the partnerships that enable us to keep American Canyon safe.

– *Chief Rick Greenberg*



DEPARTMENT OVERVIEW

The City of American Canyon was incorporated in 1992. Prior to that, as an unincorporated area of Napa County, the area was policed by Napa County Sheriff's deputies and California Highway Patrol (for traffic enforcement). In 1992, when the area became an incorporated city, the new City elected to contract with the Napa County Sheriff's Office for all municipal police services.

In 2024, the City of American Canyon and the Napa County Sheriff's Office entered into a new three-year agreement to continue their partnership. The contract for fiscal year 2024/25 is valued at \$9,393,388. This agreement extends through June 30, 2027. When drafting these contracts, both the city and county account for cost projections and anticipated future expenses to ensure sustainable service delivery.

COMMUNICATIONS

AMERICAN CANYON POLICE DEPARTMENT

911 Donaldson Way East
American Canyon, CA 94503

Our lobby is open Monday – Friday, from 8:30am – 5pm

In Case of an Emergency: Dial 911
Report Suspicious Activity: (707) 253-4451
Business Office: (707) 551-0600

AmericanCanyon.gov/Police

Subscribe to receive our monthly Neighborhood Watch newsletters at AmericanCanyon.gov/Email

FOLLOW US ON SOCIAL MEDIA

 [@AmericanCanyonPoliceDepartment](https://www.facebook.com/AmericanCanyonPoliceDepartment)

 [@amcanpd](https://www.instagram.com/amcanpd)

SOCIAL MEDIA	2024	2023	2022
Facebook # of Followers	11, 276	10,432	9,533
Instagram # of Followers	1,553	1,263	-

DURING EMERGENCIES

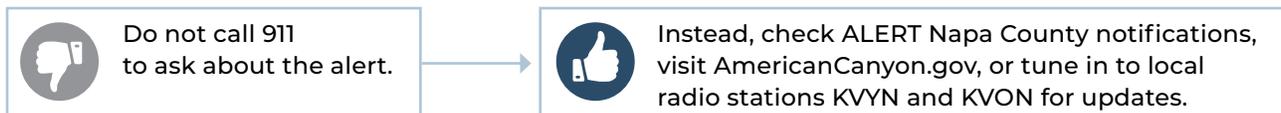
ALERT Napa County is a notification system used by agencies across Napa County to provide critical and non-critical information during a variety of situations. These may include severe weather, planned or unexpected road closures, missing persons, evacuations, natural disasters, and public health concerns. Many local agencies, including the American Canyon Police Department, rely on ALERT Napa County to keep the public informed.

To sign up or learn more about ALERT Napa County, visit <https://ReadyNapaCounty.org/>.

SIRENS AS EMERGENCY ALERTS

In addition to digital alerts, sirens are an important part of our emergency alert system. During emergencies, officers may drive through neighborhoods, activating sirens to signal an alert.

IF YOU HEAR A SIREN



Sirens may indicate various emergency situations, such as the need to evacuate or shelter in place. Stay informed and be prepared.

A NOTE ABOUT REACHING US

Nextdoor is a popular site for local residents, but the Police Department is not able to monitor it. We cannot see the messages you post. If you are reporting a crime or want to get a message to us, Nextdoor is not the way to do that! The phone is still the best way to contact the police department. Call us at (707) 253-445. If you would like to sign up to connect with your neighbors, visit www.Nextdoor.com.

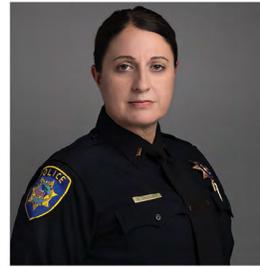
AMERICAN CANYON POLICE DEPARTMENT



911 Donaldson Way East,
American Canyon, CA 94503
AmericanCanyon.gov/Police



Chief R. Greenberg



Lt. N. Dudley



Sgt. T. Kvamme



Sgt. R. Proctor



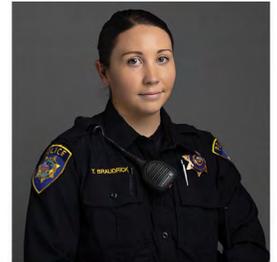
Sgt. C. Schneider



Sgt. J. Scott



Sgt. K. Van Dyke



T. Braudrick



J. Coleman



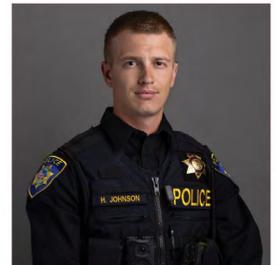
C. Fallon



T. Heuschel



M. Hudson



H. Johnson



I. Kuntz



A. Lecount



C. Madueno



J. McLeod



E. Mijares



M. Morgan



M. Patterson



K. Piceno



A. Riddles



S. Romero



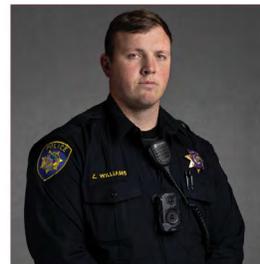
C. Roberts



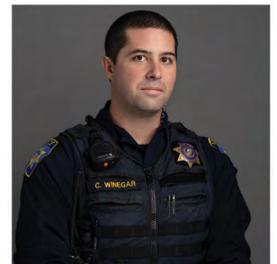
M. Samida



A. Srinivas



Z. Williams



C. Winegar

COMMUNITY RESOURCE OFFICER

ACPD features a dedicated Community Resource Officer (CRO), Maureen Patterson, whose efforts significantly contribute to fostering community connections, proactively preventing crime and providing numerous other benefits to the community.

In addition to supporting her partner, Lobo, in various engagements and fanfare, the CRO oversees the following responsibilities:



CRO Maureen Patterson and "Lobo," the Weapon of Crime Destruction!

**Join Neighborhood Watch at
AmericanCanyon.gov/LobosPack**



4,300+

**Neighborhood Watch
Sign Ups**

- Coordinating American Canyon's Neighborhood Watch (NW) Program.
- Coordinating the Home Surveillance Camera Registry Program: Residents can register their home video surveillance through the city website, enabling the police department to be aware of addresses with cameras. This database facilitates officers in contacting homeowners to see if their footage could aid in solving crimes. Visit AmericanCanyon.gov/Police to register your camera.
- Reviewing new housing and commercial development plans with a Crime Prevention through Environmental Design lens.
- Educating the public about crime trends, offering tips on securing homes or businesses and assisting neighborhoods in setting up their NW groups.
- Conducting monthly meetings with managers of multifamily housing complexes to share information on property-related crime and suggest improvements.
- Facilitating the Crime-Free Multi-Housing Program, allowing property managers to add a crime-free addendum to leases, simplifying the eviction process for tenants engaged in criminal activities.
- Collaborating with local businesses to access and utilize their security surveillance cameras for crime resolution and business protection. Providing crime prevention strategies and tips to discourage criminal activities at their establishments.
- Working with probation to identify gang members, conducting probation searches to reduce gang activity and collaborating with the Public Works Department and property owners to swiftly remove gang-related graffiti.
- Identifying homeless individuals and connecting them to available services.
- Participating in local events, parades and festivals.
- Presenting to community and school groups.
- Maintaining ongoing communication through social media and monthly NW newsletters.



COMMUNITY ENGAGEMENT

The American Canyon Police Department (ACPD) is committed to community-focused policing, fostering strong relationships with residents through a variety of engagement initiatives.

Each year, ACPD proudly participates in **National Night Out**, a nationwide event where neighborhood block parties every first Tuesday in August strengthen police-community partnerships. Additionally, ACPD collaborates with Special Olympics athletes in the annual Law Enforcement Torch Run, highlighting its support for inclusive community events.

In informal settings, ACPD hosts "**Coffee with the Cops**" at local coffee shops, offering residents a relaxed environment to connect with officers, share concerns, and build stronger bonds. In 2024, ACPD introduced "**Chill with the Cops**", a casual summer event featuring free slurpees, generously provided by partners at the W. American Canyon Road 7-Eleven. This fun-filled afternoon drew in hundreds of locals of all ages.

The department also opens its doors to residents through its **Citizens Academy**, offering an in-depth look at law enforcement operations and fostering transparency.

ACPD's commitment extends to beloved citywide events like **Meet Me in the Street** and the **4th of July celebrations**, showcasing its comprehensive approach to community involvement. These initiatives reflect ACPD's steadfast dedication to creating a safer, more united American Canyon.

AmericanCanyon.gov/NNO



SAVE THE DATE
National Night Out
2025

Tuesday, August 5, 2025



COMMUNITY ENGAGEMENT



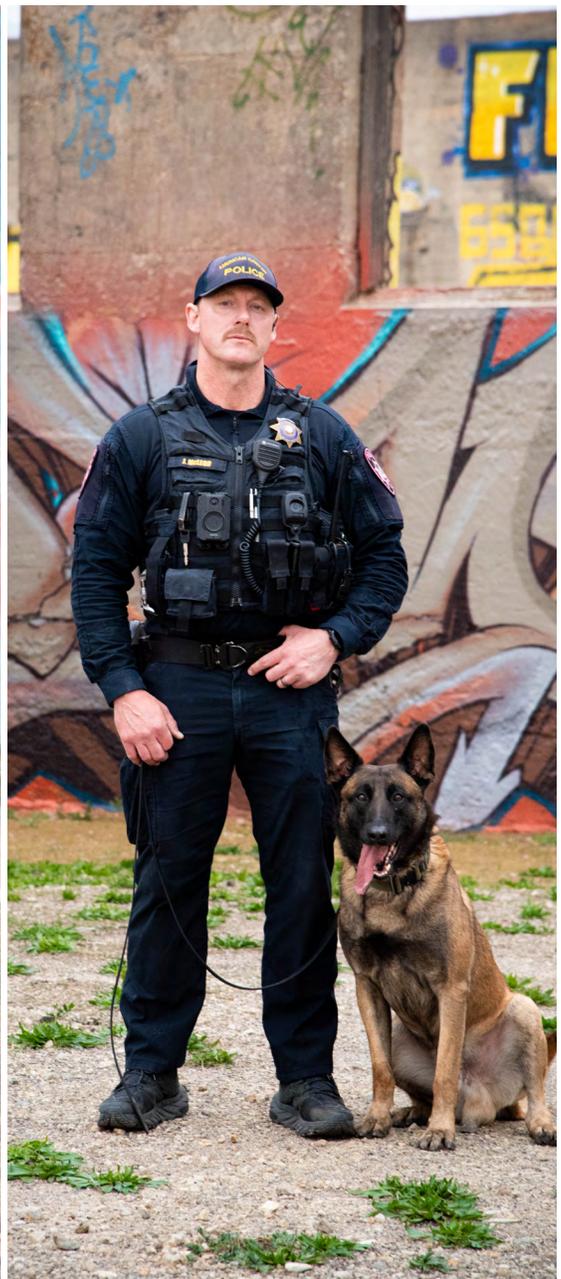
K-9 UNIT: OFFICER MCLEOD & BRODY

Officer Jade McLeod has been with the Napa County Sheriff's Office since January 2019, following five years of service with the Vallejo Police Department. In June 2021, he was paired with his K-9 partner, Brody, a Belgian Malinois who turned 6 in October 2024.

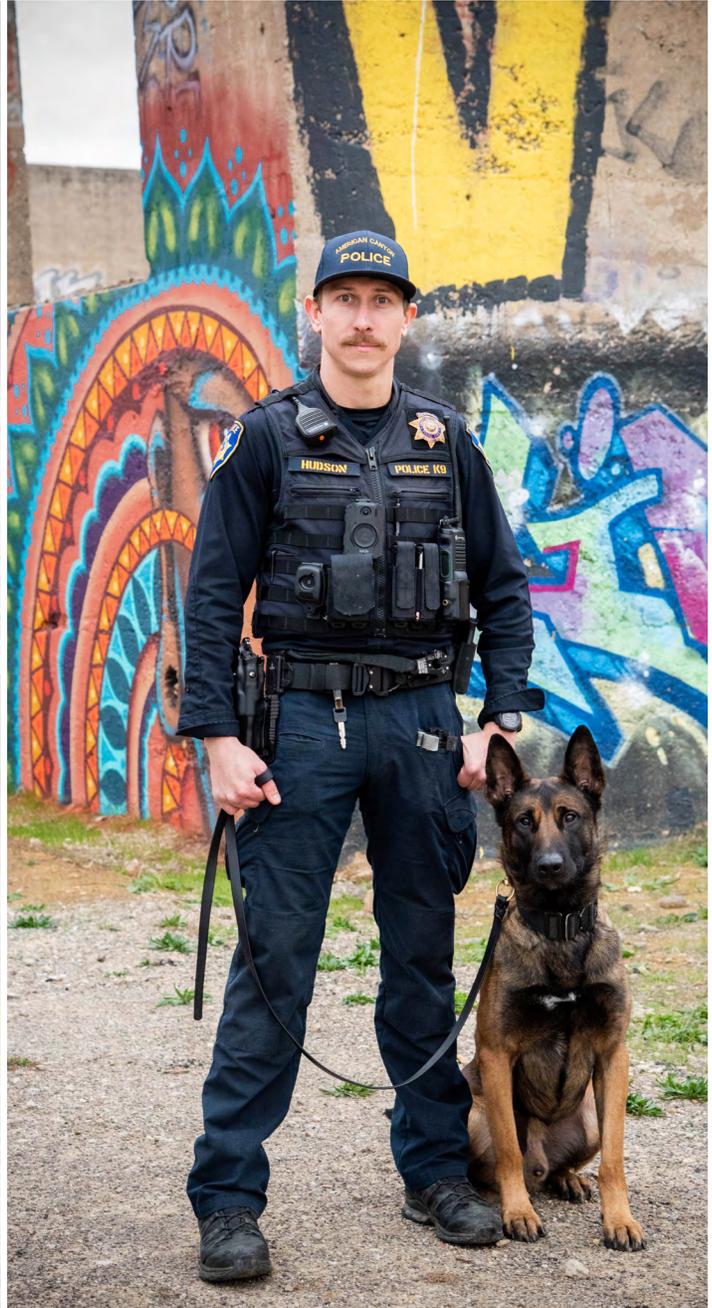
Weighing 84 pounds, Brody has been serving the citizens of American Canyon since their partnership began in 2021. Brody is expertly trained in handler protection, suspect apprehension, explosives detection, and human detection, making him a vital member of the team and a trusted protector of the community.

Off duty, Brody enjoys his free time at home with the McLeod family, relaxing and playing in the yard.

Brody is trained in handler protection, suspect apprehension, explosives and human detection.



K-9 UNIT: OFFICER HUDSON & BRICK



Officer Mike Hudson has been with the Napa County Sheriff's Office since January 2017. In June 2021, he was paired with his K-9 partner, Brick, a 5-year-old, 90-pound Belgian Malinois. Over the past three and a half years, Brick has proudly served the citizens of American Canyon alongside Officer Hudson. Brick is highly trained in handler protection, suspect apprehension, narcotics detection, and human detection, making him a vital member of the team and a trusted protector of the community.

When not on duty, Brick is an integral part of Officer Hudson's family, heading home with him at the end of every shift.

SCHOOL RESOURCE OFFICERS

School Resource Officers (SROs) are on both the American Canyon High (ACHS) and Middle School (ACMS) campuses to provide a safe school community and help youth through some difficult challenges. They work with the schools to help provide kids with the tools and understanding they need to grow into successful adults. With young residents of our city, ACPD SROs truly become the “friendly neighborhood cop.” The SRO program is a great example of a Community Policing strategy at work.



OFFICER JOSH COLEMAN
ACHS RESOURCE OFFICER

Total Calls for Service at ACHS: 67
Total Police Reports Taken at ACHS: 20

OFFICER TONY HEUSCHEL
ACMS RESOURCE OFFICER

Total Calls for Service at ACMS: 32
Total Police Reports Taken at ACMS: 10

2024/25 CONTRACT'S COST-SHARE

**Napa Valley
Unified School
District**

\$184,529

**City of
American Canyon**

\$184,529



The D.A.R.E. (Drug Abuse Resistance Education) program educates youth on resisting drug use, violence and risky behaviors through decision-making and life skills training. American Canyon Police Officers Penny and Piceno taught D.A.R.E. curriculum to more than 300 elementary school students in 2024.



POLICE & RECORD TECHNICIANS

In addition to the sworn officers in American Canyon, ACPD also has one other Napa County employee, a Records Technician, who supports front office tasks, including phone and lobby reception, the release of police reports, processing of accounts payable, etc.

ACPD also has two civilian staff positions: City of American Canyon employees, Police Technicians.

ACPD Police Technicians provide parking enforcement, abandoned vehicle towing, property and evidence processing, assistance with traffic at schools, traffic controls during large incidents, community outreach and other special projects that may come up.

They are also specially trained to be Child Safety Seat Technicians and assist residents with properly fitting and installing their child seats.



TRAFFIC DATA

Prioritizing Traffic Safety

The safety of pedestrians, bicyclists, and drivers on our neighborhood streets—particularly in school zones—is a top priority for the ACPD. Our officers and Police Technicians dedicate time to managing school traffic during morning drop-off and afternoon pick-up times. The remainder of their day is focused on broader community safety efforts, informed by their observations, resident complaints, and accident history.

Through the American Canyon Traffic Calming Program, we take a data-driven approach to improve safety. This includes infrastructure design, public education, and targeted enforcement, all aligned with our goal of achieving zero traffic fatalities or severe injuries.

Community involvement is key to our success. Each of us plays a vital role in ensuring American Canyon remains a safe place to live, work, and play. We encourage everyone to contribute to creating a culture of safety in our community.

TRAFFIC	2024	2023	2022
Traffic Citations			
Traffic Citations - Local Roads	573	493	806
Traffic Citations - SR29	193	205	360
Stop Sign Violations	192	140	258
Speeding	223	146	352
School Bus Stop	100	95	167
Driving with Cell Phone	24	41	136
DUI Arrests (All)	41	50	63
DUI Cases Involving Drugs	9	10	11
Total Collisions	127	122	170
Collisions - Local Roads	75	63	107
Collisions - SR29	52	59	63
Fatal	0	1	0
Injury	35	32	37
Non-Injury	92	90	133



Report Traffic Safety Concerns, learn more and take the We ♥ Safe Streets pledge at AmericanCanyon.gov/SafeStreets or scan the QR Code.



CRIME STATISTICS

The California Department of Justice lists the 2023 clearance rate for violent crime at 40% and property crime at 7.8%. In 2023 ACPD's clearance rate for violent crimes 54.7% and property crimes is 30.1%.

- 23 incidents required the use of force.
- 2 individuals were taken into temporary custody for mental health evaluations.
- 50 illegally possessed firearms were seized by ACPD.

STATISTICS	2024	2023	2022
Crimes			
Homicide	1	0	0
Rape	9	13	7
Robbery	16	11	16
Assault	94	98	147
Burglary	11	24	29
Larceny	224	256	290
Auto Theft	50	65	70
Recovered Stolen Vehicles	37	25	24
Other Data			
Calls for Service	14,776	15,294	16,702
Reports	1,234	1,173	1,814
Arrests	516	607	517
Misdemeanor Citations	133	172	344
Pursuits	39	42	67
Terminated Pursuits	11	14	15



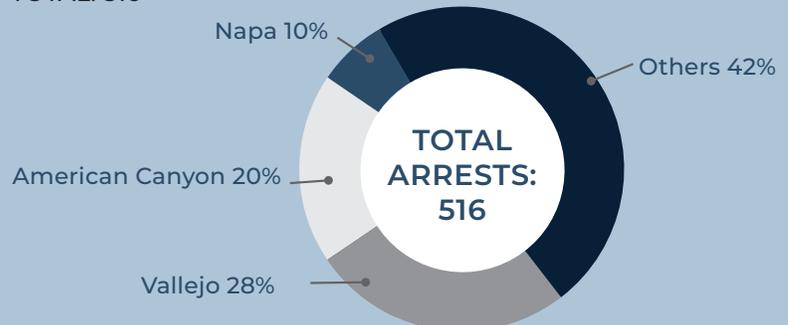
CALLS FOR SERVICE

NSO - 24,073

ACPD - 14,776

ARRESTS BY HOME CITY

TOTAL: 516





ADDITIONAL RESOURCES



In addition to the services provided by the personnel in American Canyon, the Napa County Sheriff's Office offers a wide range of additional services, including hiring, training, worker's compensation, Honor Guard, Special Weapons and Tactics, crisis negotiation, civil process, the Coroner's Office, investigations, records, the Napa Special Investigations Bureau, Small Unmanned Aircraft System Team, Mobile Field Force, and problem-oriented policing. The following are descriptions of many of these services.

SPECIAL WEAPONS AND TACTICS

The Special Weapons and Tactics (SWAT) team is deployed in critical incidents to minimize dangers to the public, law enforcement, and suspects. Critical incidents include hostage situations, armed barricades, sniper incidents, high-risk rescues, crowd control events, and any situation requiring specially trained personnel.

The SWAT team consists of 12 deputies trained in a variety of tactics, including anti-sniper operations, capturing armed suspects, hostage rescues, search and rescue, crowd control, and disaster response.

All members have patrol experience and must pass a rigorous interview, physical test, and a Basic SWAT Academy. Each team member receives around 144 hours of additional tactical training annually.

The SWAT team frequently trains with the Napa Police Department, and both teams respond together to the most critical incidents. The Crisis Negotiation Team, consisting of eight trained members, works alongside SWAT to resolve situations peacefully.

NAPA SPECIAL INVESTIGATIONS BUREAU (NSIB)

The Napa Special Investigations Bureau (NSIB) is a county-wide drug task force composed of personnel from the Napa County Sheriff's Office, Napa Police Department, California Highway Patrol, Napa County District Attorney's Office, and Napa County Probation Department. NSIB also specializes in investigating human sex trafficking cases.



ADDITIONAL RESOURCES

SMALL UNMANNED AIRCRAFT SYSTEM TEAM

The Napa Sheriff's Small Unmanned Aircraft System (sUAS) Team, also known as the Drone Team, plays a vital role in law enforcement operations, enhancing community safety and supporting our deputies. The team is made up of trained pilots who are certified by the Federal Aviation Administration (FAA). In addition to their initial training, the team participates in monthly departmental sessions focused on flight proficiency, legal and policy compliance, and scenario-based exercises.

Drones provide law enforcement with a unique advantage by allowing officers to assess situations from a safe distance, which can lead to safer resolutions in potentially volatile situations. Drones are also invaluable in searching areas that are difficult to access by foot or vehicle, offering aerial support for search and rescue operations.



EXPLOSIVES ORDNANCE DISPOSAL TEAM

The Napa County Sheriff's Office Explosives Ordnance Disposal Team (EOD), commonly known as the Bomb Squad, responds to incidents involving suspicious packages, unexploded ordnance, improvised explosive devices (IEDs), homemade devices, and labs throughout Napa County. In addition to serving Napa County, the team also provides support to Solano and Lake Counties.

EOD K-9s, from both Napa and Solano Counties, assist with explosives sweeps at large public events and for dignitaries visiting the Napa Valley.

The team also offers demonstrations and educational sessions to patrol deputies at both the agency and academy levels. Members of the team are also tasked with inspecting and ensuring compliance with blasting permits within Napa County.



HIGHLIGHTS

- 9 callouts for suspicious packages, military ordnance, hoax devices, assistance on search warrants, explosives recovery, and disposals. 5 of these calls were for out-of-county agencies, including Solano, and Lake Counties.
- 4 public events included explosives/suspicious package sweeps, with Explosive K-9s utilized during all sweeps.
- 4 public demonstrations and law enforcement education/training classes.
- 1 Homemade Explosive (HME) investigation

ADDITIONAL RESOURCES

HONOR GUARD

The Napa Sheriff's Office Honor Guard was established to conduct official remembrance ceremonies and funeral details for law enforcement officers who have passed away, whether in the line of duty or following their service. The Honor Guard also performs flag-raising duties at civic events, ensuring a dignified presentation of the national flag.

Members of the Honor Guard are specially trained in drill and ceremony, flag presentations, and funeral details. They provide a professional and symbolic display of respect and gratitude for officers who have died, whether while actively serving in the department or after their retirement.

To be part of the team, members undergo an intensive 6-week training course and are guided by FBI training and readiness standards. Each member is required to complete a minimum of 24 hours of related training per month and 40 hours of specialized training annually to maintain readiness.



MOBILE FIELD FORCE

The Napa Sheriff's Office trains and equips a Mobile Field Force.

Each team member completes a 40-hour training course through the Federal Emergency Management Agency (FEMA), with additional refresher training conducted throughout the year.

The MFF is also available to provide mutual aid during disasters. The team can be deployed to assist areas affected by earthquakes, floods, fires, or other major emergencies.

INVESTIGATIONS BUREAU

The Investigations Bureau is responsible for conducting all criminal investigations and works closely with the crime lab.

Investigators follow up on a wide range of criminal cases, including:

- Crimes against persons such as sexual assaults, child abuse and neglect, elder and dependent adult abuse, domestic violence, murder, manslaughter, questionable deaths, mayhem, and kidnapping.
- Major property crimes such as fraud, embezzlement, forgeries, computer crimes, and investigations involving runaway juveniles or missing persons.
- All investigators are part of the Napa County Major Crimes Task Force and contribute to collaborative efforts in handling significant criminal cases.

ADDITIONAL RESOURCES

HIRING & TRAINING

All American Canyon Police Officers are Napa County Sheriff's Deputies. Becoming a deputy is a rigorous process overseen by the Sheriff's Office Administrative Lieutenant to ensure only the most qualified candidates join the team.

It begins with an application, an oral interview, and the completion of background packets. A thorough background investigation follows, including interviews with personal and professional contacts and credit and criminal history reviews. Candidates must also pass a physical agility test and a polygraph exam and, if successful, receive a conditional offer contingent on physical and psychological exams and a final interview with the Sheriff. Those who pass all requirements undergo a 16-week field training program with experienced deputies.

Training doesn't stop after hiring. All personnel must meet California POST standards, including a 664-hour basic academy and continued professional development. Deputies complete 24 hours of perishable skills training every two years, covering driving, firearms, defensive tactics, First Aid/CPR, and Tactical Communication. An additional 24 hours of ongoing training ensures they stay sharp and prepared for any challenge. Through this intensive process, the Sheriff's Office maintains a highly trained and professional team, ready to serve the community with excellence.

To learn more about career opportunities, visit CountyofNapa.org/Sheriff.



ANIMAL SERVICES

American Canyon has a separate contract with the Napa County Sheriff's Office for Animal Services in the amount of \$66,824 for FY 24/25. Animal Services Officers operate out of the main Sheriff's Office on Airport Blvd and are supervised by a Napa Sheriff's Sergeant.

At least one Animal Services Officer is on duty 7 days a week, from 6 a.m. to 11 p.m. After 11 p.m., an officer is on call to respond to emergencies, primarily involving vicious or injured animals.

It's important to note that Animal Services Officers are separate from the Animal Shelter, which is managed by Napa County Environmental Management. Animal Services Officers do not investigate noise complaints, such as barking dogs—these are handled by ACPD. While Animal Services Officers focus on domestic animals, California Fish and Wildlife handles wild animals.

The primary mission of Animal Services Officers is to prevent the spread of rabies. Their duties include:

- Investigating dog bites and dangerous animal incidents
- Capturing stray or injured animals
- Investigating cases of animal abuse or neglect in unincorporated Napa County, as well as the cities of Napa, American Canyon, and Yountville

The team handles a wide variety of animals, including dogs, cats, cows, horses, roosters, llamas, emus, goats, rabbits, skunks, snakes, and bats.



Animal Services can be reached at:
(707) 253-4452

IN 2024,
ANIMAL SERVICE OFFICERS HANDLED:

4,320 INCIDENTS
625 IN AMERICAN CANYON.







AMERICAN CANYON POLICE DEPARTMENT

2024 ANNUAL REPORT

CONTACT US

Public Safety Building
911 Donaldson Way East
American Canyon, CA 94503
Emergency — 911
Dispatch — (707) 253-4451
Business office — (707) 551-0600
[AmericanCanyon.gov/Police](https://www.AmericanCanyon.gov/Police)

FOLLOW US

Facebook @American.Canyon.Police.Department
Instagram @amcanpd

YEAR-ROUND PRESCRIPTION DRUG DISPOSAL BIN



Our lobby houses a prescription drug disposal bin where you can safely and responsibly dispose of your expired or unused medications — it's entirely FREE. Simply secure your medications in a plastic bag before dropping them off. Remember to recycle your empty plastic bottles at home. Please note: NO NEEDLES and NO LIQUIDS are accepted.



TITLE

Brand and Editorial Style Guide Update and 2024 Annual Communications Report

RECOMMENDATION

Adopt a Resolution approving the updated Brand and Editorial Style Guide and receive and file the 2024 Annual Communications Report.

CONTACT

Jen Kansanback, Communications Manager

BACKGROUND & ANALYSIS

Effective communication and public engagement are essential to delivering high-quality services and programs in the City of American Canyon. Our efforts focus on strengthening the community's connection to city services and fostering meaningful relationships among residents. By coordinating communication across departments and community partners, we ensure a streamlined, collaborative approach that enhances engagement and maximizes the impact of our messaging.

The 2024 Annual Communications Report provides key data and analytics from the year, offering insights into the City's communication tools and their effectiveness. It also summarizes major projects and initiatives completed throughout the year. Embedded within the report is the 2024 Communications Dashboard, which features analytics on email delivery, Virtual City Hall (website) usage and accessibility, and social media engagement across platforms such as Facebook, Nextdoor, Instagram, and YouTube.

As part of this year's efforts, we are introducing an update to the Brand and Editorial Style Guide to maintain a consistent voice, tone, and visual identity across all City communications. This update enhances clarity, professionalism, and alignment with our broader engagement strategy, ensuring a cohesive and effective approach to public outreach. The City's branding efforts date back to 2013, following the Community Visioning Process that led to a new logo and Style Guide. A decade later, with evolving technology and shifting priorities, we have updated the Brand and Editorial Style Guide to better reflect the City's current needs. The March 2025 update formalizes our marketing and branding efforts, ensuring consistency across all communications moving forward.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

There is no fiscal impact associated with this item.

ENVIRONMENTAL REVIEW

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

ATTACHMENTS:

- [1. Resolution](#)
- [2. Exhibit A: March 2025 Brand and Editorial Style Guide](#)
- [3. 2024 Annual Communications Report](#)

RESOLUTION NO. 2025-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON
APPROVING THE UPDATED BRAND AND EDITORIAL STYLE GUIDE**

WHEREAS, in 2013, following a Community Visioning Process, the City of American Canyon implemented a new logo and style guide to create a consistent and representative brand for public-facing communications; and

WHEREAS, the new logo replaced the dual use of the City Seal as both an official seal and a logo; and

WHEREAS, the City Seal, as defined in the Municipal Code, was created by the city founders and holds historical significance, reserved for official use as approved by the City Manager; and

WHEREAS, the current City Logo, developed through the 2013 Community Visioning Process, reflects the community’s values and is used on letterhead, business cards, the City’s Virtual City Hall (website), and other communications materials; and

WHEREAS, the formalized adoption of the Brand and Editorial Style Guide establishes clear guidelines for the use of the City Logo and City Seal, ensuring their appropriate application in official communications, marketing materials, and public facing documents while preserving the historical significance of the City Seal for official use; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of American Canyon hereby formally adopts the March 2025 update to the Brand and Editorial Style Guide, which outlines the unified voice, tone, and visual identity for all City communications.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 18th day of March 2025, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Pierre Washington, Mayor

ATTEST:

APPROVED AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney

CITY OF
AMERICAN
CANYON



BRAND & EDITORIAL STYLE GUIDE

MARCH 2025 UPDATE

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INTRODUCTION

This Style Guide aims to ensure consistent communication and branding for the City of American Canyon. It provides guidelines for writing, visual identity, and web content, helping maintain professionalism and clarity across all platforms.

All public facing communications need to be reviewed and approved by the communications team before releasing to the public.

Our branding is a broader reflection of our mission and vision statements:

MISSION STATEMENT

The City of American Canyon is committed to fostering a vibrant community through transparent communication, effective governance, and the promotion of civic engagement

VISION STATEMENT

HOME to an engaged, diverse community

DESTINATION for outdoor recreation and natural beauty

HUB of economic opportunity and vitality



LOGO GUIDELINES

CITY LOGOS

CITY SEAL

The City Seal, as defined in the Municipal Code, is a circular emblem featuring the words “American Canyon” around its circumference and a ribbon banner bisecting the circle with “City Of” inscribed. The upper portion showcases a flowing American flag, symbolizing the city’s rolling hills, with two clusters of grapes and leaves representing its connection to Napa Valley. The lower portion displays “Incorporated 1992.” Created by the city founders, the seal holds historical significance and is reserved for official use as approved by the City Manager, typically in black and white at the lower left corner of documents, with exceptions for color or special uses. Originally presented on July 4, 1992, the seal previously served as both the city logo and seal.



CITY LOGO

The logo was developed out of the Community Visioning Process conducted in 2013. It was created to reflect the values of the community, expressed to us through the visioning process. These values include diversity, family and family-friendly, welcoming, open spaces, wetlands, engaged, small town feel, and professionalism. The logo was also produced for use in social media where images and logos are often used to represent the City without words.



PRIMARY LOGO



SECONDARY LOGO



SERVICE MARK



OTHER LOGOS

VIRTUAL CITY HALL

The logo was designed to represent the City’s vision of its website as a “virtual city hall” — a centralized platform where community members could access services just as they would in person at City Hall. It embodies American Canyon’s mission to deliver exemplary services that are responsive to community priorities, ensure a healthy and sustainable organization and drive community members toward a shared vision for the future. Specifically created for the website’s homepage, the logo serves as an anchor for this vision.



WE ♥ EVERYONE IN AMCAN

The logo was created to further reflect the City’s mission of being home to an engaged, diverse community. The logo was produced for use in social media where content displayed community and staff appreciation. The City also displays an iteration of this logo on the “Live” section of the website — assuring residents and future residents that American Canyon is a welcoming space to all.



LOVE WHERE YOU LIVE

This logo was developed based on the American Canyon General Plan, AmCan 2040, which serves as a long-term blueprint for the future that establishes goals, policies and actions to achieve the community’s vision over the next 20 years. A key factor was to showcase how American Canyon is both livable and desirable. The logo is used for materials related to the General Plan.



NEWELL OPEN SPACE

The logo represents the Newell Open Space Preserve, American Canyon’s premier destination for hikers, cyclists, walkers and outdoor enthusiasts. Spanning 620 acres east of the city, this scenic preserve is connected by a narrow corridor along Newell Creek. The logo is featured on materials related to Newell Open Space news and updates.



WETLANDS

The logo embodies American Canyon’s wetlands, a scenic area along the Napa River Bay Trail, best enjoyed at Wetlands Edge Park. Home to diverse wildlife and offering stunning natural beauty, the wetlands have become a beloved outdoor haven for residents and visitors alike. The logo appears on collateral covering wetlands information.



SORO

Soro appears in recreation-related communications only. He has various versions available through the communications team for design purposes primarily in the recreation activity guides.



PUBLIC SAFETY LOGOS

AMERICAN CANYON FIRE DISTRICT LOGO

From time to time, the Fire District Logo will be used on documents the City prepares, for example, the Annual Budget. When possible, the City logo should be placed on the bottom left of the cover page with the Fire District logo on the right. The two logos should be of similar size and placement. On all other documents or correspondence, if a City logo is used and the Fire District logo is needed, match the size and placement of both logos as much as possible to create a balanced look.



AMERICAN CANYON POLICE DEPARTMENT LOGO

The American Canyon Police Department (ACPD) logo will be used on materials that ACPD prepares. Similar to the Fire District logo, if a City logo is used and the ACPD logo is needed, match the size and placement of both logos as much as possible.



PARTNER LOGOS

PARTNER TYPES

Official City, County, State, Federal Partners; collaborators on local events and services, etc.

Chamber of Commerce

Napa County

Parks Make Life Better



Local Nonprofit Examples



LOGO SIZE AND SPACE REQUIREMENTS

LOGO PLACEMENT

The proper placement or treatment of the logo is very important. Using proper placement will help eliminate crowding and interference with the logo.

Avoid stretching or distorting the logo. It can be made bigger to suit the need as long as it is done uniformly and proportionally.

AREA OF ISOLATION

To insure its integrity and visibility, the City of American Canyon logo should be kept clear of competing text, images and graphics. It must be surrounded on all sides by an adequate clear space as shown. A general guideline is to make sure the area of isolation is at least as big as the word "Canyon" in the logo you are using.



MINIMUM SIZE REQUIREMENTS

To ensure that the logo is large enough to be easily recognized, it should not be reduced smaller 0.7" high by 1.525" wide.



IDEAL LOGO SIZE

For most print communication materials, the ideal logo size is 1" high by 2" wide.



LOGO FORMATS AND USAGE

Apply common sense to all logo usage. The City logo should be on all outgoing City communications. When possible, use the primary logo as it has the most visual balance and placement for mark and text. In places where width space is challenged, the secondary version (vertical) can be used. In certain circumstances, such as various social media applications, use of the service mark alone (without words) is most suitable.

Primary Logo	Secondary Logo	Service Mark
		

PLACEMENT RECOMMENDATIONS

On most applications, the recommended placement of the logo is either in the upper-left or bottom-right corner of the document. An exception will be made when both the City logo and the Fire District logo are used. In those cases, the City logo will be placed on the left and the Fire District logo will be placed on the right.



INCORRECT LOGO USAGE

In order to maintain the integrity of the City of American Canyon brand, it is important that the logo be used consistently and correctly as outlined on pages 9-10. Please do not do the following:



DO NOT

Alter proportions of the logo.



DO NOT

Use the logotype independently.



DO NOT

Distort the logo in any way.



DO NOT

Rearrange elements of the logo.



DO NOT

Breach the area of isolation.



DO NOT

Rotate or use the logo on an angle.



DO NOT

Scale below the minimum size requirements.



DO NOT

Use unapproved colors in the logo.



DO NOT

Put the logo on unapproved colors.

LOGO COMBINATIONS

- City and Public Safety logos can be used on their own. Joint City/public safety communications should have both logos.
- Partner logos cannot replace the City logo. When using a partner logo on City communications, the City logo should always also be used.
- Color Consistency: When using multiple logos together (e.g., City logo with Chamber logo), maintain consistency in color. Use the full color versions of both logos or, if necessary, use a white or black version for both logos. Always use the same color scheme when combining logos. Ensure that both logos are presented in full color or white, depending on the context.



- Size consistency: When using multiple logos together, use alternate logo variations as needed to create balance and ensure that the logos are the same height.



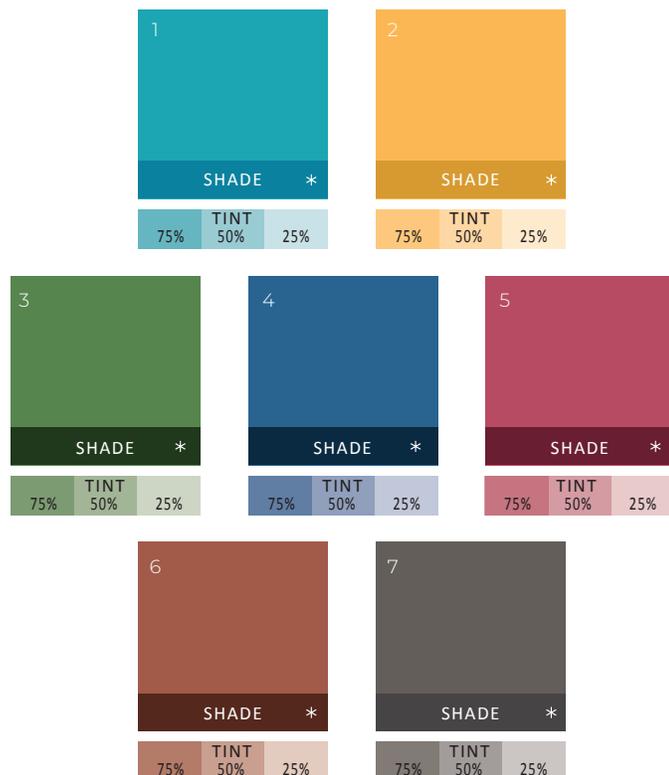
COLOR PALETTE STANDARDS

COLOR PALETTE TIPS

- Use a complementary color palette of City colors for brochures, reports, and marketing materials.
- Keep designs simple; don't overcrowd with colors or fonts.
- Emphasize white space for better legibility.

MAIN COLORS (LOGO COLOR PALETTE)

LOGO COLOR PALETTE



DIFFERENT APPLICATIONS USE DIFFERENT COLOR SYSTEMS:
RGB (DIGITAL), WEB/HEX (DIGITAL), CMYK (PRINT), PANTONE PMS (SPECIALTY INKS).

1	RGB HEX CMYK Pantone	0 / 165 / 178 #00A5B2 78 / 14 / 30 / 0 7467	*	RGB HEX CMYK	4 / 128 / 55 #04809E 58 / 14 / 93 / 30
2	RGB HEX CMYK Pantone	252 / 183 / 86 #FCB756 0 / 32 / 76 / 0 1225	*	RGB HEX CMYK	216 / 154 / 48 #D89A30 15 / 41 / 96 / 1
3	RGB HEX CMYK Pantone	88 / 133 / 78 #58854E 69 / 29 / 84 / 12 363	*	RGB HEX CMYK	35 / 56 / 30 #23381E 76 / 50 / 89 / 61
4	RGB HEX CMYK Pantone	40 / 98 / 143 #28628F 89 / 61 / 23 / 5 301	*	RGB HEX CMYK	10 / 43 / 66 #0A2B42 97 / 78 / 48 / 49
6	RGB HEX CMYK Pantone	182 / 75 / 100 #B64B64 25 / 83 / 47 / 5 207	*	RGB HEX CMYK	106 / 33 / 50 #6A2132 38 / 91 / 64 / 45
7	RGB HEX CMYK Pantone	161 / 91 / 73 #A15B49 29 / 69 / 71 / 16 174	*	RGB HEX CMYK	85 / 41 / 31 #55291F 41 / 78 / 79 / 57
8	RGB HEX CMYK Pantone	99 / 94 / 89 #635E59 58 / 53 / 57 / 26 BLACK U	*	RGB HEX CMYK	70 / 69 / 70 #464546 15 / 13 / 14 / 82

FULL 4 COLOR

Full color is suggested for any use that the color and quality can be reproduced. All electronic media and any offset or digital printing will fully support use of the full color logo.

Primary Logo	Secondary Logo	Service Mark
--------------	----------------	--------------



ONE COLOR - INDIVIDUAL PANTONE COLORS

Suggested usage for this version includes any process color like the examples below.

PANTONE 301



PANTONE 363



GRAYSCALE



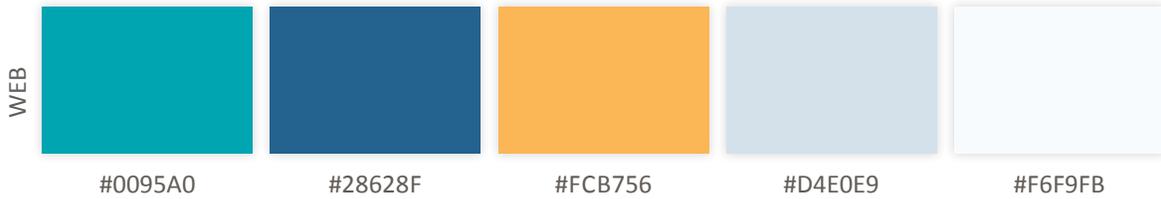
REVERSED WHITE

There will be times when the use of a reversed out white logo may be appropriate, especially when it comes to printing the logo on apparel or one-color marketing materials. In these special cases, the logo should appear completely white and placed over the one color as shown in the image at the right.



SUPPLEMENTAL & COMPLEMENTARY COLORS

WEBSITE COLOR PALETTE



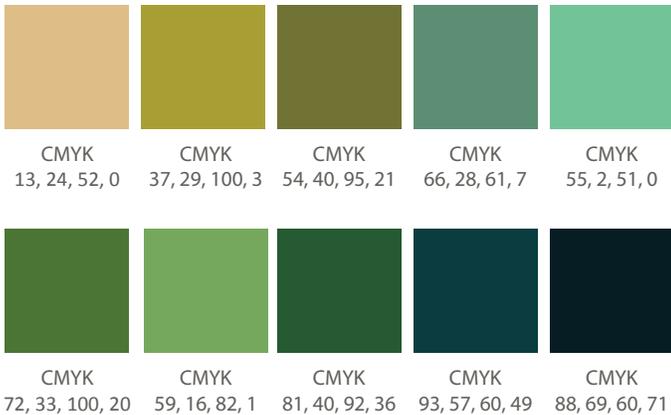
SECONDARY COLORS

These secondary colors can only be used in conjunction with the main palette colors, never by themselves.

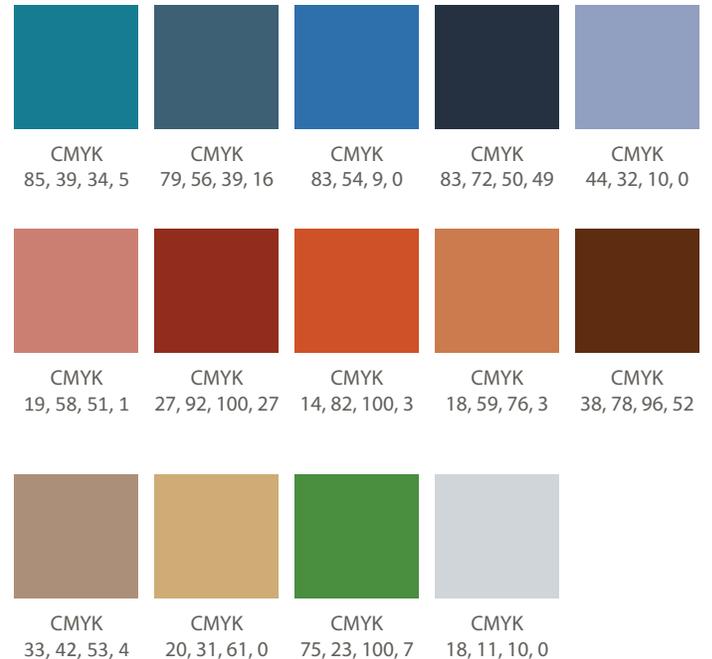
Tips:

- Use a complementary color palette of City colors for brochures, reports, and marketing materials.
- Keep designs simple; don't overcrowd with colors or fonts.
- Emphasize white space for better legibility.

NATURAL/ENVIRONMENTAL



HOMEY/WELCOMING



WRITING GUIDELINES

EFFECTIVE WRITING

1. **Avoid Jargon:** Eliminate acronyms, technical names, and company-specific names.
2. **Know Your Audience:** Focus on what the City can do for visitors.
3. **Be Concise:** Get to the point quickly to avoid information overload.
4. **Maintain Interest:** Use multiple heading levels, visual elements, and bulleted lists to engage readers.
5. **Use Plain Language:** Keep sentence structures simple.

CAPITALIZATION GUIDELINES

- **Press Release Titles:** Use sentence case.
 - ✓ **Correct:** American Canyon utilizes Measure T funding to further road improvements.
 - ✗ **Incorrect:** American Canyon Utilizes Measure T Funding to Further Road Improvements.
- **City References:** Use “the City of American Canyon” or “American Canyon.” Avoid using “the City.”
- **Department Names:** Capitalize all department names (e.g., Public Works Department), “City Council,” and names of boards, commissions, and committees (e.g., Planning Commission).

PUNCTUATION & FORMATTING

- **Oxford Comma:** Avoid.
 - ✓ **Correct:** Live, work and play.
 - ✗ **Incorrect:** Live, work, and play.
- **Numbers:** Write out numbers one through nine; use numerical figures for 10 and over.
- **Dates:** Use numerical figures without suffixes (st, nd, rd, th).
- **Times:** Use lowercase a.m. and p.m. with periods.
 - **Exact Hour:** Exclude :00 (e.g., 1 p.m.).
 - **Time Range:** Use a.m. or p.m. only once (e.g., 8-9 a.m.); use both if times differ (e.g., 9:30 p.m. - 1 a.m.).
- **Em Dash:** Use an em dash (—) to set off parenthetical phrases or indicate a break in a sentence, with spaces.
 - **Example:** Since passing Measure T — a ½ cent sales tax earmarked for road improvements — in 2012, American Canyon has made notable improvements.

TYPOGRAPHY CHOICES

The following fonts are approved for use in all written applications. In most cases, you may choose either of the fonts, with the exception of business cards and staff reports, which should use Calibri.

WRITTEN MATERIALS

LATO

AaBbCcDdEeFfGgHhIiJjKkLlMm
AaBbCcDdEeFfGgHhIiJjKkLlMm
AaBbCcDdEeFfGgHhIiJjKkLlMm
AaBbCcDdEeFfGgHhIiJjKkLlMm
1234567890

Freely available at Adobe, Canva, and Google Fonts.

CALIBRI

Can be used for anything but must be used for business cards and staff reports.

AaBbCcDdEeFfGgHhIiJjKkLlMm
AaBbCcDdEeFfGgHhIiJjKkLlMm
1234567890

Freely available at Adobe, Canva, and MS Office software.

FONTS USED IN LOGO

Mahlau EF Regular

Aldo Pro Bold

CITY OF
AMERICAN
CANYON



SOCIAL MEDIA DESIGNS

- Norwester
- Lato
- Sacramento

No more or less than two fonts can be utilized at a time. Additional fonts may be approved and used in City of American Canyon communications at the Communication Team's discretion.

NORWESTER

Headers and Subheaders

AABBCCDDEEFF
1234567890

LATO

Subheaders and Body

AaBbCcDdEeFf
AaBbCcDdEeFf
1234567890

SACRAMENTO

Headers or Subheaders

AaBbCcDdEeFf
1234567890



WEBSITE FONTS

- Jost Bold - for headings
- DM Sans Bold
- DM Sans Medium - for paragraphs
- DM Sans Regular - for small paragraphs

Aa
Jost Bold

Aa
DM Sans Bold

Aa
DM Sans Medium

Aa
DM Sans Regular

Heading 1 ————— **Jost Bold 38px**
#1D1D1F

Heading 2 ————— **Jost Bold 32px**
#1D1D1F

Heading 3 ————— **Jost Bold 26px**
#1D1D1F

Heading 4 ————— **Jost Bold 24px**
#1D1D1F

Heading 5 ————— **Jost Bold 22px**
#1D1D1F

Heading 6 ————— **Jost Bold 19px**
#1D1D1F

Paragraph ————— DM Sans Medium 18px
#424245

Paragraph Small ————— DM Sans Medium 14px
#424245

Page Title

Mountain Bike Destination design and consultation update

Published on 10 September 2030

We'd like to thank everyone who took the time to get involved and share their thoughts after a tough year for all in 2020. In response to the most recent consultation feedback and our design and specialist studies work, we're making a number of updates to the project.

[Related Articles](#)

Primary Button Default

Primary Button Hover

BUSINESS STATIONERY & MARKETING MATERIALS

OVERVIEW

To maintain consistency, department identifiers will be used on internal memos and business cards.

DEPARTMENT IDENTIFIERS

Use the following identifiers:

- City Clerk's Office
- City Council
- City Manager's Office
- Community Development Department
- Parks and Recreation Department
- Police Department
- Public Works Department

Note: Division names will not be used, except for Building Division and Code Enforcement on apparel.

EMAIL SIGNATURE BLOCK

The following email block shall be used by all staff. The last line in the signature can be used for focused, timely or relevant links to sections of our own website and must be hyper-linked.

The addition of other information or graphics to your email signature will need to be approved by the Communications Team in consult with the City's IT support provider.

Jane Doe

Administrative Assistant, City Manager's Office

City of American Canyon | 4381 Broadway Street, Suite 201 | American Canyon, CA 94503
707 647 5305 | jdoe@cityofamericancanyon.gov
www.cityofamericancanyon.gov | www.facebook.com/CityofAmericanCanyon

Want to know what's happening in the City of American Canyon?

Sign up now for the City Manager's Friday Update.

TEMPLATES FOR STATIONERY AND OUTREACH

All templates and city logo files, are available in the City's Shared Drive. Contact communications@americancanyon.gov.

For media advisory or press release support contact communications@americancanyon.gov. For staff report, ordinance, resolution, and agenda support, contact cityclerk@americancanyon.gov.

All communications should be in compliance with this Branding & Style Guide, and should include department identifiers (where applicable), the City website, and an email address as appropriate.

APPAREL AND SWAG/OUTREACH ITEMS

All new apparel orders shall feature the City logo. The white and black logos are preferred, but the full-color logo may be considered for specific colors where it complements the design. All apparel and swag/outreach orders need to be approved by the Communications Team prior to ordering.

Silk screening is preferred for t-shirts or large quantity orders. Embroidery is recommended for dress shirts, button-ups, polos, and similar apparel.





PHOTOGRAPHY GUIDELINES

OVERVIEW

We encourage the use of photographs whenever feasible. Vibrant photographs of City of American Canyon life are recommended, especially those using people, landmarks and other familiar places or sights.

In situations where full-color reproduction is not feasible, simple black and white photos using the same guidelines are appropriate.



A photo library has been set up via Google Photos. Contact communications@americancanyon.gov for an upload link or to request photos.

IMAGE QUALITY STANDARDS

The following are examples of good and bad photos and graphic selections. When selecting photos, please keep in mind the following:

- Choose photos with clear, in-focus subjects.
- Photos should not be too dark or too washed out.
- Colors should look natural, particularly skin tones.
- Keep photos in proportion when resizing; crop the photo if necessary to fit, but do not skew the image by stretching it.
- Photos should be high resolution; do not attempt to enlarge very small photos or they will become pixelated.
- Clip art is too impersonal and often does not deliver a professional feel; clip art should only be used as a last resort and in very limited situations.

PHOTOGRAPHY SAMPLES

✓ Clear subject, good composition, and crisp colors



✗ Out of focus, cropped too tight



✓ Clear subject, no harsh shadows, natural skin tones



✗ Pixilated, unnatural skin tone, cropped too high



✓ Shows activity. Photo is more relatable than clip art.



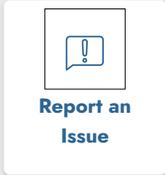
✗ Clip art is too impersonal, and does not deliver a professional feel



ADDITIONAL WEBSITE STYLE CONSIDERATIONS

ICONS

Max Icon Size:
80w by 80h px



▲
Homepage Buttons
Label: 2 Lines Max
Icon: #28628F
Background: #FFFFFF

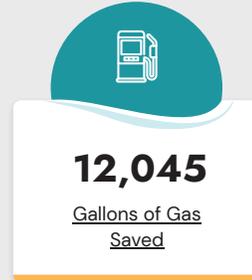


▲
Hover State
Label: 2 Lines Max
Icon: #FFFFFF
Background: #28628F

Max Icon Size:
104w by 104h px



▲
**City Highlights
(Data Visualization)**
Label: 2 Lines Max
Icon: #FFFFFF
Icon Background: #0095A0
Number: #000000
Title: #1F1F1F
Text Background: #FFF8EE



▲
Hover State
Text Background: #FFFFFF

Max Icon Size:
40w by 40h px



Background: #28628F
Hover: #0095A0

IMAGES



Homepage Hero Image
Recommended Size:
1920 x 700 px

WIDGETS

Primary Event Image
Recommended Size:
527w by 212h px



Northampton Park All-Inclusive Playground Ribbon Cutting

The much-anticipated event will mark a significant milestone in American Canyon's commitment to providing a welcoming and accessible environment for children of all abilities to come together and play.

▲
Primary Event

Young Adult Dating Violence Awareness and Prevention Seminar

September 20, 2030

Friends of the American Canyon Library Book Sale

September 20, 2030

If Given a Chance Reception & Dinner Honoring Local High School Seniors

September 20, 2030

▲
Secondary Events

Primary News Image
Recommended Size:
527w by 212h px



American Canyon Development to Bring 1,200 Housing Units Online Just Got Bigger

Published on September 20, 2030

American Canyon's Watson Ranch project, set to bring over 1,200 housing units, a hotel, parks, commercial space and more to a 309-acre site on the city.

▲
Primary News

Napa Valley Solar Facility With a Twist Wins American Canyon Approval

Published on September 20, 2030

American Canyon Memorial Day Ceremony

Published on September 20, 2030

American Canyon Coach Hudson Has a 'Wolves Versus Everybody' Mentality

Published on September 20, 2030

▲
Secondary News

Stay Informed

Sign up for updates and meeting agendas or to access your subscriber preferences

[Sign Up Now](#)

▲
Featured
Title: 1 lines max
Summary: 1 line max

INTERNAL WIDGETS

Clean Up Peninsula

10
DEC 2021

Get some friends together and join us this Sunday for our annual clean up Peninsula day. Pick a local park or beach and get cleaning – we'll supply all the materials, all you need to do is come along!



📍 Point Russell, 30 Peninsula Hwy, Melbourne, 3000

📅 33 more dates

Tagged as: Community events & fundraisers, Kids & family, Major events

▲
Internal Events
Title: 1 line max
Summary: 5 lines max

The business of council

📅 Published on 10 September 2030

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.



Tagged as: Announcements

▲
Internal News
Title: 1 line max
Summary: 5 lines max

Nav item, default >

Nav item, hover >

Second level nav item, focus >

Second level nav item, default >

Second level nav item, focus >

▲
Side-Navigation
Background: #F6F9FB
Current page background: #EBF1F7
Hover background: #FCB756

Careers Contact Us English ▼

CITY OF AMERICAN CANYON VIRTUAL CITY HALL

How can we help you? 🔍

Live ▼ **Work** ▼ **Play**

Development services	Rezoning & planning	Building & Development	Tree management
Development applications	Guideline for rezonings	Acceptable facilities	Tree works
Lodge an application	Rezoning application form	Asbestos awareness	Development apps
Track your application	A guide to preparing	Conversion of a shed	Report a fallen tree
ePlanning tools	The city's current planning	ePlanning tools	
Exempt development		Dividing or boundary fences	
Book an inspection			

▲
Mega Menu
Background: #EBF1F7
Subcategories: #1D1D1F
Page Titles: #424245

CLOSING

QUESTIONS & CONTACT INFORMATION

For questions or suggestions about the Branding & Style Guide, contact the City's Communications team at communications@americancanyon.gov.



Brand Guidelines 2025

City of America Canyon
4381 Broadway Street, Suite 201,
American Canyon, CA 94503

Communications@AmericanCanyon.gov

AmericanCanyon.gov



CITY OF AMERICAN CANYON

Annual Communications Report



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TEAM OVERVIEW

Communications Manager (Full-Time)

The Communications Manager develops and manages American Canyon's external communications. This role is responsible for the development of communications collateral and distribution through the City's communications channels, including website, social media and email. The manager is the primary contact for all communications-related work for the City.

Department Heads

Department heads and other key staff serve as content drivers, working with the communications team to identify community outreach needs.

Tripepi Smith (External Partner)

The City partners with Tripepi Smith, a marketing and communications consulting firm, to provide a wide range of regular communications support, including graphic design, written content, website support, social media and more. Principals at the firm are available to provide after-hours crisis communications support as necessary.

Operational Tactics

- Utilize the website as a central information source.

Empower departments to participate in the communications process through regular content planning sessions, structured processes and training/integration into tech tools.

- Utilize tools like Sprout Social and Canva to increase efficiency and elevate the quality of work product.
- Establish a content calendar to organize communications efforts and encourage cross-departmental feedback.
- Manage content calendar through quarterly communications strategy meetings with department heads.
- Provide guidelines and tools to create consistent communication.
- Solicit Council and community feedback.
- Monitor and respond (if appropriate) to community sentiments.
- Develop proactive content for storytelling.

COMMUNICATION THEMES

The following themes guide and influence the City's communications:

Help Us Help You

Objective: Increase resident engagement through digital communication channels.

Aligned with the City's core value of "Transparency and Accountability," this theme encourages residents to connect with the City through its primary digital communication channels. By actively participating on platforms such as GovDelivery, Alert Napa County and social media, residents can directly receive crucial information and updates straight from the source.

Live, Work, Play

Objective: Promote the city's vibrant lifestyle and offerings—including its beautiful open spaces and outdoor areas—for residents, businesses and visitors.

Aligned with the City Council's objective to showcase American Canyon's holistic offerings, this theme focuses on highlighting ongoing efforts and projects that make American Canyon an exceptional place to live, work and recreate. American Canyon takes pride in its residents, businesses, and staff, recognizing them as the heart and soul of the community. Through engaging narratives and profiles, the City celebrates the rich tapestry of experiences and contributions that define its identity. By amplifying the voices of local stakeholders, these stories not only foster a sense of belonging but also inspire civic pride and solidarity, reinforcing the bonds that unite the community.

Strategic Plan

Objective: Unite American Canyon residents around the City Council's goals and strategies while facilitating engagement in our shared future. Focus on communicating the key message that American Canyon is building a vibrant, sustainable and connected community.

City Council identified the following goals and strategies:

1. Public Safety
2. Community and Sense of Place
3. Economic Development and Vitality
4. Outdoors and Recreation
5. Transportation
6. Infrastructure
7. Quality Services and Organizational Effectiveness
8. Sustainability

Campaign Examples:

- **Public Safety:** Enhanced community safety engagement through coordinated multi-channel campaigns including the “We ❤️ Safe Streets” initiative, regular ACPD program highlights like Coffee with Cops and National Night Out and timely emergency communications during storms and other incidents via social media, GovDelivery and website alerts.
- **Community and Sense of Place:** Strengthened local identity through tailored State of the City roadshow presentations for different audiences, coverage of diverse cultural celebrations including Hispanic Heritage Month and Filipino Heritage Month and promotion of programs that drive civic engagement, including Citizens Academy.
- **Economic Development and Vitality:** Leveraged national recognition as Fortune Magazine’s “#1 Best Place to Affordably Retire” while promoting local business development through strategic coverage of new developments like Chicken Guy Restaurant, highlighting business achievements including “Best of Napa County” awards and promoting Tourism Business Improvement District funding opportunities.
- **Outdoors and Recreation:** Showcased American Canyon’s recreational opportunities through seasonal Activity Guides, coverage of park improvements like Newell Open Space enhancements, promotion of community events like Earth Day celebrations and highlighting trail access and wetlands programs.
- **Transportation & Road Improvements:** Provided comprehensive project communications about major improvements including Benton Way rehabilitation and SR-37 work while promoting alternative transportation through the “Safe Routes to School” campaign and American Canyon Transit shuttle service updates.
- **Infrastructure:** Educated community about essential services through coordinated campaigns across video, web and social media platforms on programs including annual hydrant flushing information and the Sites Reservoir Project partnership.
- **Quality Services and Organizational Effectiveness:** Enhanced service accessibility and civic engagement through the launch of a new website, regular City Manager Updates and Council meeting summaries, featured employee achievements and new leadership appointments and conducted a campaign to encourage National Community Survey participation to gather important resident feedback.
- **Sustainability:** Advanced environmental initiatives through strategic communications about the Regional Climate Action and Adaptation Plan (RCAAP), Clarke Ranch Fuel Reduction project and ongoing recycling education programs across multiple channels.

AUDIENCE

Target Audiences

While American Canyon is primarily interested in communicating with its residents, there are additional audiences that are also considered in the City's communications efforts. The following is a list of the various target audiences that staff has identified that make up our community:

Residents

The majority of American Canyon's communication efforts focus on residents. The age distribution includes:

- 12.9%: Seniors (65+)
- 75.1%: Adults and Children (Under 65)
- 24.9%: Children (Under 18)

To ensure effective outreach, the City also tailors communications efforts to specific, key resident populations, including:

- Registered Voters (13,69 registered voters in American Canyon)
- Non-English Speakers (43.3% speak a language other than English at home)

The City tailors communications to specific resident populations as appropriate to ensure effective outreach.

Local Business Owners and Employees

Local business owners and employees form another key audience for American Canyon. While these individuals may not be residents, certain actions — particularly those related to economic or community development — have a direct impact on them and necessitate active communication.

Napa Valley Unified School District (NVUSD) Students and Parents

Students and parents within NVUSD are also the focus of strategic outreach. American Canyon offers a variety of programs to local students and leverage tools like Peachjar to reach this population with targeted information.

Tourists

As American Canyon continues to grow its reputation as a wonderful place to Live, Work and Play, tourists are a growing audience for the City.

Potential New Residents

People who are considering and evaluating American Canyon as a home.

Demographics

American Canyon has a population of approximately 21,347 people with 5,897 total households and an average household size of 3.66 people. The City's population is composed of:

- 7,222 Asian residents (33.9%)
- 6,558 Hispanic residents (31.1%)
- 6,751 Caucasian residents (30.0%)
- 1,628 residents of another ethnicity (14.6%)

Approximately 43.3% of the population speaks a language other than English at home. The most common non-English languages spoken at home in American Canyon are Spanish and Tagalog.

The owner-occupied housing rate is 77.9%. The median household income is \$123,935 and the poverty rate is 7.5%, which is lower than the previously noted County rate of 8.9%. The average commute time for residents is 31.7 minutes.

TOOLSET AND USE CASES

Social Media

Social media is a powerful, flexible and cost-effective tool that can target specific segments of the community. Unlike traditional media, social media has the potential for enhanced connectivity and ongoing direct engagement through two-way communication. The City has established Facebook pages, Instagram profiles, a Nextdoor Agency Page and a YouTube channel.

Facebook

Nearly everyone who uses other social networks can also be reached on Facebook. According to a 2023 Pew Research report, 68% of Americans report using Facebook, making it a dominant player in the online landscape.

Facebook remains a critical social media platform for American Canyon. The City maintains several dedicated pages to reach different audience segments:

- City Facebook Page
- Parks & Recreation Page
- Police Department Page
- City Manager Jason Holley Page

The City's main Facebook page is leveraged to post a wide array of content, spanning educational messages, City highlights and accomplishments, staff spotlights, timely community updates, events and more.

The City Manager's page serves to enhance the City's communication strategy by reposting updates related to public meetings, newsletters, press releases, job openings, major construction developments and employee achievements. Additionally, the page works with external partners to share their content about news or recognition related to the city and its staff. The page also includes original content, selected by the City Manager, showcasing key events like the City Manager's notable speaking engagements and contributions to industry discussions.

Instagram

The City continues to maintain two primary Instagram profiles:

- Parks & Recreation Profile
- Police Department Profile

The Pew Research survey shows 47% of U.S. adults use Instagram, with usage varying by age and demographics. Parks & Recreation content is created and shared collaboratively, led by the Parks & Recreation Director. Police Department content follows a similar approach, with support from the Communications Department and Fire District partners.

Nextdoor

Managed by the Communications Manager, the City's Nextdoor Agency Page shares urgent updates rather than the more lighthearted, "feel-good" posts found on its Facebook and Instagram profiles. When a post is published, Nextdoor members receive notifications based on their preferences, either through an immediate email or a later "digest" email. This feature makes Nextdoor a highly effective communication tool for the City, as it does not use an algorithm to limit the visibility of content from the Agency Page, unlike other social platforms.

Email (GovDelivery)

The City uses Granicus' GovDelivery platform to send email messages to subscribers who self-select which topics they are interested in. The City collects email addresses primarily through a sign-up form on the City website, which is regularly promoted via social media, email blasts and flyers. Occasionally, staff will manually upload email address lists they've collected outside of GovDelivery from other City platforms.

As of December 2024, the City has collected 21,323 unique email addresses in its GovDelivery database. There are a total of 68,306 subscriptions across 28 topic lists, meaning the average subscriber has subscribed to 3.2 topic lists. The bi-weekly City Manager's Updates List is by far the most popular with 13,611 subscribers.

There are a number of recurring email newsletters:

1. **City Manager's Updates (Bi-weekly):** 13,611 subscribers
2. **Around Town Newsletter - Community Development (Monthly):** 3,904 subscribers
3. **Parks & Recreation Newsletter (Monthly):** 9,793 subscribers
4. **Rebates & Resources Newsletter (Monthly, only to new water customers):** Subscriber count varies
5. **American Canyon Neighborhood Watch Newsletter (Monthly):** 4,398 subscribers

In addition, emails are used to share agendas for Council and Commission meetings, distribute public notices and more. The City has the ability to design its own GovDelivery email templates with City-specific branding, which makes it easier for staff to generate individual email messages. By leveraging GovDelivery's analytics on subscribers and open rates, the City can use messages to strategically drive desired user behaviors. Examples: "welcoming" new subscribers on a monthly basis or encouraging users to self-select other Topic Lists that might be interesting to them.

Website – Transition from CityOfAmericanCanyon.org to AmericanCanyon.gov

A public agency's website is one of its most powerful tools for delivering information, ensuring transparency and connecting with the community. In 2023, the City of American Canyon embarked on an ambitious website transformation project to create a modern, user-friendly and accessible online hub designed to function as a "Virtual City Hall."

For much of the year, the City’s website operated on the Granicus govAccess content management system (CMS) at CityOfAmericanCanyon.org. While this platform provided key resources and services, feedback from residents and staff identified critical areas for improvement including accessibility, navigation and search functionality.

To address these challenges, the City launched a complete website redesign, transitioning to OpenCities as the new CMS. The redesigned site, unveiled on July 2, 2024, introduced a new domain — **AmericanCanyon.gov** — alongside a streamlined menu structure, improved search capabilities and enhanced visual elements that better reflect the City’s identity. The new site is organized under three main sections—Live, Work and Play—making it easier for users to find relevant information.

With the transition, the City’s News section became the primary source for announcements, notifications and updates. Social media and newsletter content now flow directly from this centralized hub ensuring consistent and efficient communication across all platforms.

The launch of AmericanCanyon.gov marked a significant step forward in the City’s commitment to digital accessibility, transparency and community engagement. With improved navigation, integrated tools and a modernized look and feel, the website now serves as a seamless and intuitive resource for residents, businesses and visitors alike.

Media Pitches and Media Releases

The City continues to enhance media visibility through a combination of press releases, targeted media pitches and organic media coverage. In 2024, American Canyon gained national recognition when Fortune Magazine ranked it the #1 place to retire in the U.S. This distinction significantly expanded coverage, drawing attention from both regional and national media.

To capitalize on this momentum, the Communications team issued a press release and promoted the recognition through platforms. The City emphasized key factors that contributed to the ranking, including affordability, natural amenities and strong community engagement.

Locally, the Napa Valley Register remains a key media partner, preferring formal press releases, while other outlets are more receptive to customized story pitches. The Communications team has increased check-ins with departments to ensure timely coverage of important initiatives, including the new website launch, public safety programs and community events.

City staff are encouraged to forward relevant news and story ideas to the Communications Manager.

Media Relations

Maintaining strong relationships with media outlets ensures that news reaches a broad audience. The Communications Manager serves as the primary contact for journalists and executes the City's media engagement strategy.

Key Media Partners in 2024:

- Napa Valley Register
- Vallejo Times-Herald
- Highway 29 Media
- The Press Democrat

Beyond local coverage, the Fortune Magazine ranking elevated American Canyon's visibility at a national level. The Communications team worked with Fortune's editorial staff to provide insights into the City's appeal for retirees, along with high-quality imagery of American Canyon, leading to additional coverage across digital and print publications. This recognition also fueled a broader storytelling effort, reinforcing the City's commitment to livability, economic development and quality of life.

To further expand media outreach, the City continues to identify opportunities for coverage in regional and industry publications, including those focused on sustainability, municipal innovation and community development. Efforts include developing ongoing relationships with reporters and tailored pitches on key City initiatives to ensure ongoing media interest and coverage.

Print Collateral

The City continues to use print collateral as a key communication tool, complementing digital outreach to engage residents. In 2024, the City maintained its use of traditional print materials to ensure broad accessibility, particularly for those who may not engage with online platforms.

Current print materials include:

- Annual Reports
- Door Hangers
- Bill Inserts
- Construction Signs
- Flyers
- Postcards

These materials continue to support public awareness campaigns, employment opportunities, emergency preparedness efforts and City program outreach.

Alert Napa County

As part of the Napa County Operational Area, emergency incident response in American Canyon is a collaboration between the City of American Canyon, American Canyon Fire Protection District, American Canyon Police Department (ACPD), Napa County Sheriff's Office (NCSO), and the Napa County Office of Emergency Services (OES). Personnel within these teams foster relationships year-round with the goal of keeping all residents informed during any situation that poses risk to the community.

Alert Napa County is an incredibly important tool for emergency notifications; in times of crisis, quickly distributing urgent messages can literally save resident lives and property. Through Alert Napa County, messages are sent by NCSO on behalf of ACPD for emergent or time-sensitive important information. Alert Napa County recipients must opt-in to receive alerts via email, robocall voice messages or SMS (text message).

Public Access Television: Napa Valley Media Audiovisual Productions

Local cable access television is a more traditional city communication platform, with anecdotal evidence suggesting the senior community values it as a medium from which to receive news and information. The City works with Napa Valley Media (NVM) to stream public meetings, feature slides/graphics on Channel 28 and broadcast special events — including State of the City and Veterans Day.

NVM receives a portion of the City's fees for cable TV, which covers public meetings. For special event broadcasts, the City has access to a reduced rate. There is no charge to showcase slides/graphics.

MEASURING RESULTS/METRICS

A Look at the Numbers

241.83

Posts/month
Across all FB/IG pages

24

Newsletters/month

13,998

Webpage visits/month

21,323

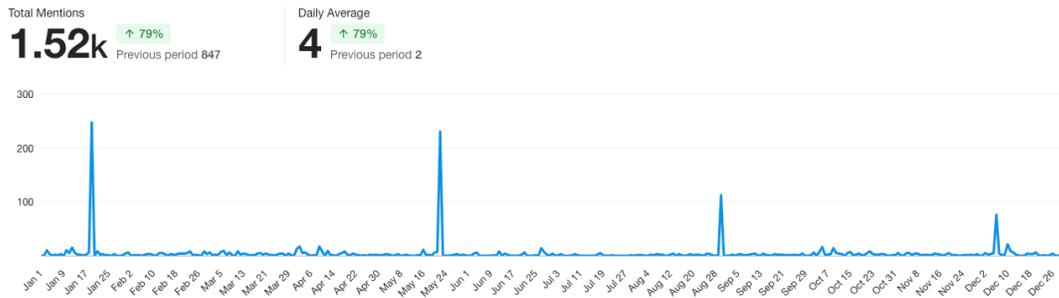
GovDelivery
Subscribers

66%

GovDelivery
Engagement Rate

Media Mentions — Trending Themes: 2024 Media Mentions Word Cloud

Mentions Trend



January 1, 2024 - December 31, 2024

The aggregate trend of mention activity across sources. The total and average volume of mentions per day and the percentage change compared to the previous period.

YouTube data is excluded from this visualization per their policies.

The significant peak in January is from the Clemmons Courier article "[Napa County Supervisor Belia Ramos Assumes ABAG Helm](#)" which was also picked up by Yahoo Finance. The other significant spike (in May) is from the Yahoo Finance article "[30th Anniversary of Bike to Work/Wherever Day Unprecedented Success](#)" which mentions Council Member Mark Joseph.

Top Keywords and Entities



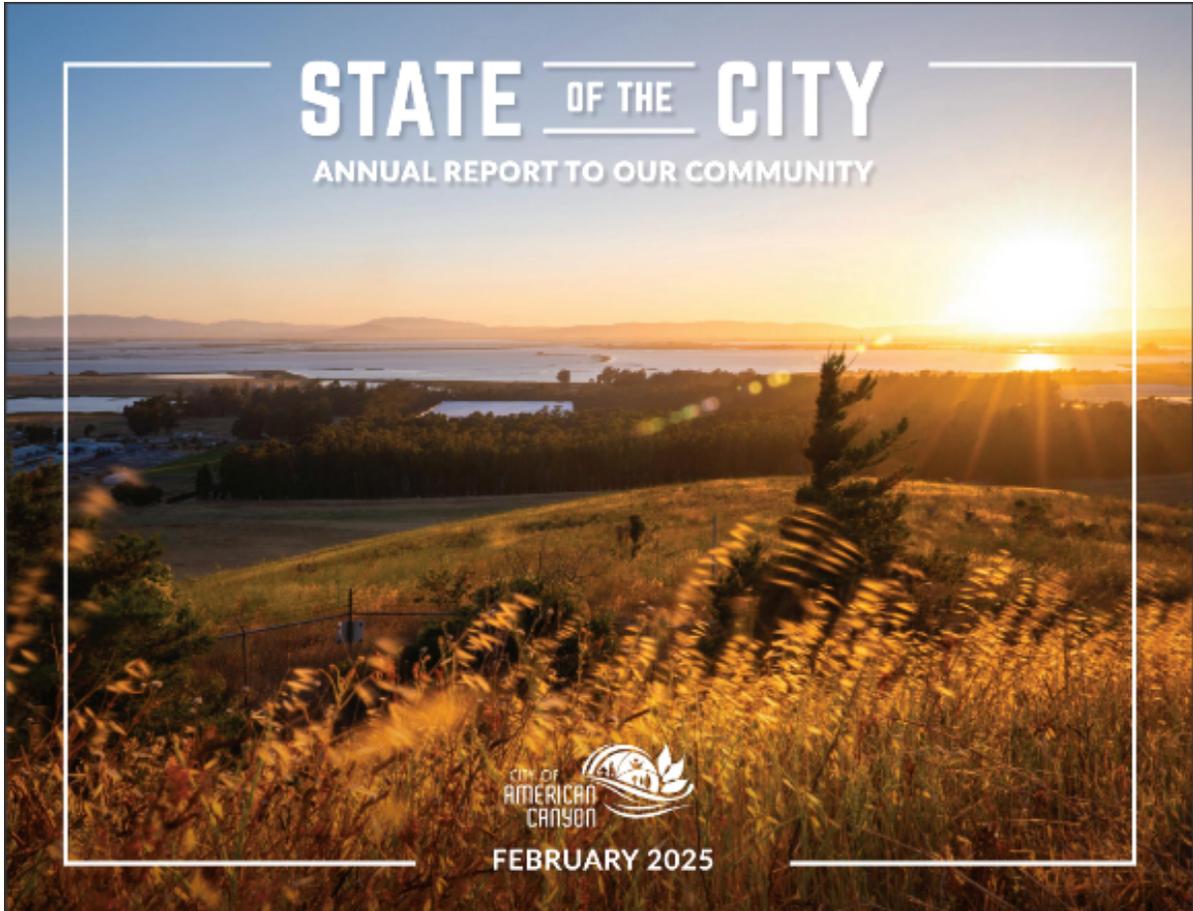
● Keyword
 ● Hashtag
 ● Product
 ● Person
 ● Organization
 ● Location
 ● Emoji

January 1, 2024 - December 31, 2024

Keywords, hashtags, emojis, people, products, places, or organizations that appear most frequently.

KEY ACCOMPLISHMENTS/PROJECTS

State of the City Booklet



State of the City Passport

INSTRUCTIONS

To complete your passport, collect all the stickers by visiting the stations around City Hall. Submit your completed passport in the Council Chambers to enter the State of the City raffle! Don't forget to write your name below.

Facebook live (@CityOfAmericanCanyon) will be tomorrow, February 19, between 1-2 PM — tune in to see if you're a lucky winner! No need to be present to win, we'll call you!

NAME

PHONE

STATE OF THE CITY PASSPORT

Second floor stations

MAYOR PIERRE WASHINGTON	COUNCIL MEMBER BRANDO CRUZ
COUNCIL MEMBER DAVID ORO	<i>Live</i>

Visit each station and collect a sticker to complete your event passport!

First floor stations

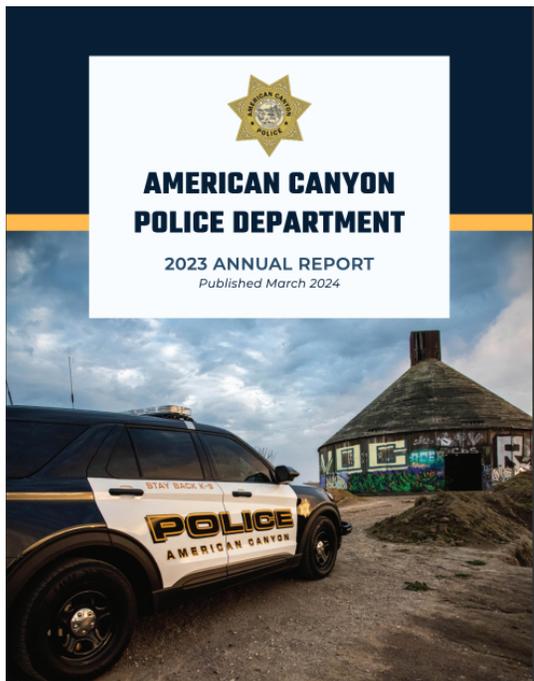
VICE MAYOR MARK JOSEPH	COUNCIL MEMBER MELISSA LAMATTINA
<i>Work</i>	<i>Play</i>

Submit completed passport in Council chambers to enter raffle!

State of the City Videos (Live, Work, Play and Compiled)



American Canyon Police Department Annual Report



MESSAGE FROM THE CHIEF

As we reflect on the past year, I am pleased to present the 2023 American Canyon Police Department Annual Report. It is with great pride that I share the accomplishments and initiatives undertaken by our dedicated officers and staff to ensure the safety and well-being of our community.

One of our primary focuses in 2023 was strengthening our bond with the community through robust community policing efforts. We believe that fostering positive relationships and open lines of communication between law enforcement and the public is essential for creating a safer and more secure environment for all. We actively participated in various local events throughout the year, reinforcing our presence and accessibility. Through consistent involvement in community activities, we aim to break down barriers and create an environment where everyone feels comfortable approaching us. We believe that a collaborative approach is key to addressing the challenges and opportunities our community faces. Your input and perspectives play a crucial role in shaping our policing strategies to better serve our community's unique needs.

National Night Out, an annual community building initiative that promotes police-community partnerships and neighborhood camaraderie, was a resounding success. We also continued our "Coffee with the Cops" program, which provides an opportunity for informal conversations with our officers over a cup of coffee.



We recognize that effective policing goes hand in hand with strong community relationships and these gatherings allow us to engage with you on a personal level — addressing concerns, answering questions and building trust. I extend my deepest gratitude to each member of our community for your support, enthusiasm and commitment to making American Canyon a wonderful place to live, work and play! We look forward to the journey ahead, standing side by side as partners in the shared responsibility of community safety.

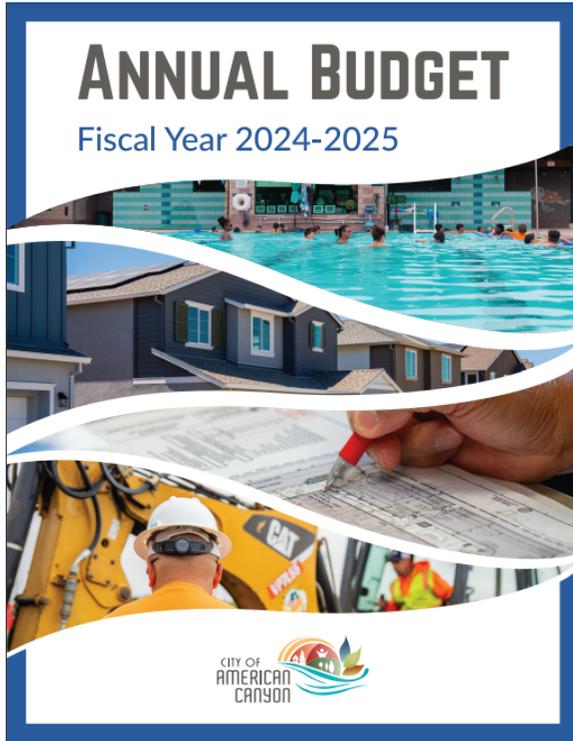
Thank you for entrusting ACPD with the privilege of serving you.

- Chief Rick Greenberg

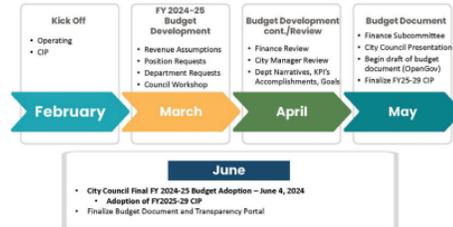
COMMUNITY SNAPS



Budget Book



Budget Calendar and Process



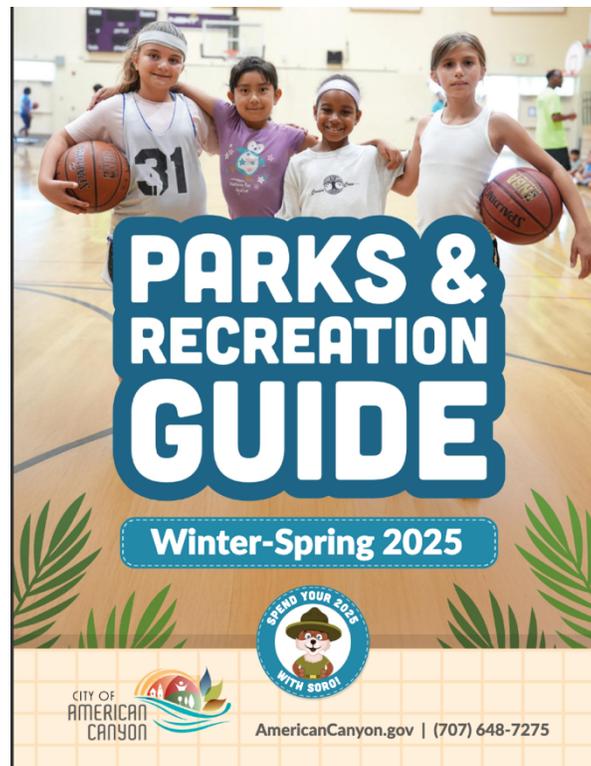
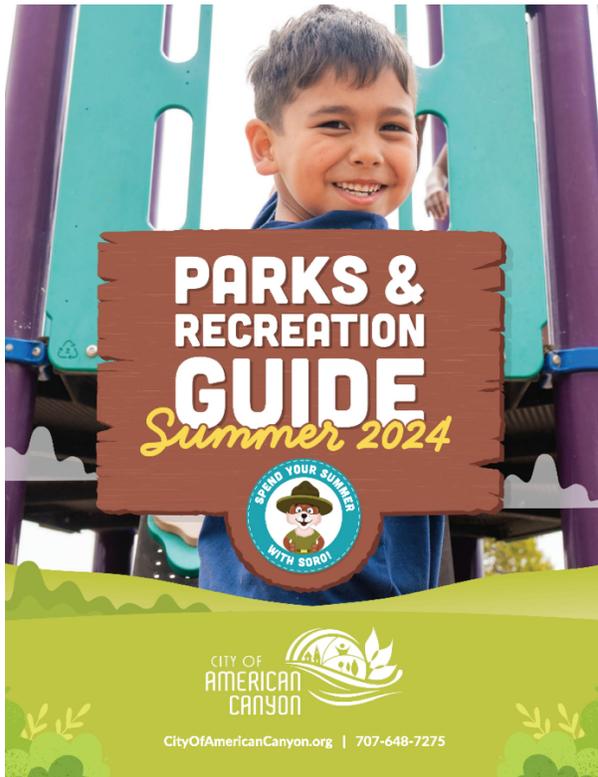
How the Process Works

The City's budget process began in February. Finance Staff runs the item budget reports, instructions, and a budget cycle calendar for presentation to Department Directors and other key staff involved in the budget process. During the annual budget kickoff meeting, the City Manager provides direction regarding City goals, department goals, and expectations for the coming year and beyond.

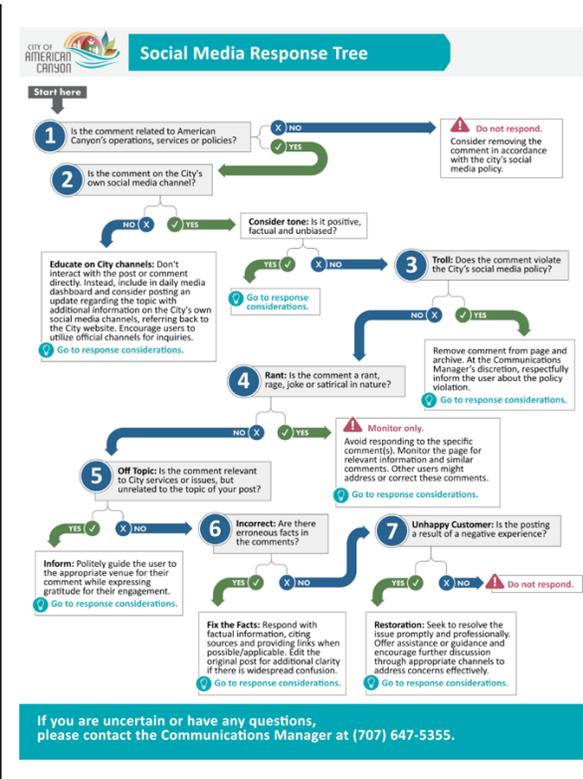
Department Directors project their revenue and expenditure line item balances through the end of the current fiscal year by entering their projections on the City's budgeting solution, OpenGov. This serves as the basis for determining the resources available at the beginning of the next fiscal year in each fund. Directors also enter their new fiscal year budget requests into OpenGov.

While Directors are completing their department's budget requests, Finance staff is calculating the salary and benefits for regular full-time staff for each department. Human Resources staff assists in the salary and benefit computations by estimating increases in benefit rates and any estimated cost of living increases. These amounts are then entered in the OpenGov budgeting module for each department after staff allocation percentages are determined and verified. Directors are responsible for entering their overtime and part-time or seasonal staff budgets as well.

Parks and Recreation Activity Guides



Social Media Decision Tree



Social Media Response Tree

RESPONSE CONSIDERATIONS

- Collective issue:** Does the comment represent a common concern shared by other residents? Address it to demonstrate responsiveness and provide information or reassurance. If it appears to be a collective issue/confusion, consider posting further information about the subject in addition to or in lieu of responding to individual concerns.
- Align with intended purpose and goals:** Ensure that responding to the comment aligns with American Canyon's strategic communication goals. If the comment contributes positively to the city's online presence and community relations efforts, respond to foster positive relationships and community engagement.
- Go by the book:** Ensure compliance with legal requirements and ethical standards. Where you reference a law, regulation, policy or other website, cite the source and provide a link when possible. Consult the City's legal counsel when appropriate.
- Build community:** If the commenter is a repeat visitor with a history of constructive engagement, acknowledge past interactions and respond accordingly. If not, respond based on the content of the comment and its relevance to city matters.
- Find the right venue for responding:** Can the issue raised in the comment be resolved adequately through social media? Is there potential for further engagement or dialogue on the topic? Consider whether it makes sense to redirect the user to contact the City directly through a specific department or by participating in a local public meeting, and encourage continued discussion off of social media. If similar questions continue to arise on the post, consider sharing additional content about the issue to educate the community.
- Leverage existing resources:** Has the comment been addressed previously and/or is it redundant? If so, refer users to previous responses and provide additional information if necessary.
- Respect your time:** Prioritize responses based on their significance and impact. Respond within a reasonable timeframe, considering the nature of the comment.
- Use a professional and empathetic tone:** Reflect American Canyon's commitment to serving the community with respect and understanding.
- Ignoring or taking no action:** Sometimes, it's best to not engage with certain comments, especially if they're potentially inflammatory. Assess whether responding directly would add value or escalate the situation before taking action. Consider indirectly addressing the comment through a post on the City's channel.

If you are uncertain or have any questions, please contact the Communications Manager at (707) 647-5355.

MMANC Annual Conference Presentation





Utility Rate Outreach

UTILITY RATE INCREASES

On January 1, 2025, new utility rates will take effect in American Canyon.

The updated rates will help cover the rising costs of providing essential services like drinking water, sewer treatment and recycled water. These adjustments ensure we can continue to maintain aging infrastructure, meet regulatory requirements and invest in water security and sustainability.

American Canyon continues to proactively safeguard our water supply and take steps to minimize the cost of service, including:

- Converting our landscaping to recycled water**
- Reducing energy costs**
- Reducing construction and maintenance costs**

Scan the QR code or visit AmericanCanyon.gov to learn more about utility rate increases.

UTILITY RATE UPDATE

NEW RATES STARTING JANUARY 2025

Why?
Like many public agencies, American Canyon is facing various challenges in its utility operations — including aging infrastructure, evolving and increasingly stringent regulatory measures, drought and more. As with all services, the expenses associated with utilities tend to increase over time.

Please keep in mind:

- American Canyon does *not* generate any profit from the rate increase. The city can only charge the actual cost of the services provided.**
- Simple conservation efforts can help lower your bill. Leveraging the City's Recycled Water Program is encouraged.**
- Financial assistance is available to qualifying customers to help with utility costs.**

AMERICANCANYON.GOV/RATES

Scan the QR code or visit our website to learn more about utility rate increases.

SOCIAL MEDIA

Here are our top 10 posts from 2024:

<p>City of American Can... Wed 7/31/2024 2:15 pm PDT</p> <p>Expect delays and intermittent lane closures on Thursday, Aug. 1, 2024, between 9:30 a.m. and 3 p.m., due...</p> <p>Total Engagements 3,006 Reactions 98 Comments 39 Shares 28 Post Link Clicks — Other Post Clicks 2,841</p>	<p>City of American Can... Fri 12/13/2024 9:30 am PST</p> <p>Meet Mayor Washington! At the Dec. 3 City Council meeting, Pierre Washington was appointed a...</p> <p>Total Engagements 1,709 Reactions 684 Comments 318 Shares 13 Post Link Clicks 2 Other Post Clicks 692</p>	<p>City of American Can... Thu 12/12/2024 3:45 pm PST</p> <p>Good luck to the American Canyon Wolves football team as they take on the Southern California...</p> <p>Total Engagements 1,039 Reactions 231 Comments 54 Shares 17 Post Link Clicks 9 Other Post Clicks 728</p>	<p>City of American Can... Wed 10/30/2024 9:00 am PDT</p> <p>American Canyon has been named the #1 Best Place to Affordably Retire by Fortune Magazine in their...</p> <p>Total Engagements 804 Reactions 115 Comments 20 Shares 21 Post Link Clicks 22 Other Post Clicks 626</p>	<p>City of American Can... Tue 11/26/2024 4:37 pm PST</p> <p>At the Nov. 19 City Council meeting, Member Mariam Aboudamous for her Member Aboudamous advocated for</p> <p>Total Engagements 764 Reactions 186 Comments 32 Shares 5 Post Link Clicks 2 Other Post Clicks 539</p>
<p>City of American Can... Tue 12/17/2024 8:45 am PST</p> <p>Meet Council Member Cruz! At the Dec. 3 City Council meeting, Council Member Brando Cruz was...</p> <p>Total Engagements 681 Reactions 320 Comments 96 Shares 7 Post Link Clicks — Other Post Clicks 258</p>	<p>City of American Can... Sun 8/25/2024 6:45 pm PDT</p> <p>Total Engagements 608 Reactions 46 Comments 7 Shares 4 Post Link Clicks — Other Post Clicks 551</p>	<p>City of American Can... Wed 4/17/2024 9:28 am PDT</p> <p>Napa Valley Unified School District is hosting a Community Meeting on Wednesday, April 17, at 7:15 pm, in...</p> <p>Total Engagements 564 Reactions 21 Comments 1 Shares 5 Post Link Clicks 81 Other Post Clicks 456</p>	<p>City of American Can... Wed 4/24/2024 1:04 pm PDT</p> <p>Exciting news! Liz Corey, our amazing 3rd-grade teacher at Canyon Oaks Elementary School, h...</p> <p>Total Engagements 507 Reactions 71 Comments 16 Shares 0 Post Link Clicks — Other Post Clicks 420</p>	<p>City of American Can... Sun 8/25/2024 6:20 pm PDT</p> <p>Total Engagements 485 Reactions 30 Comments 2 Shares 7 Post Link Clicks 1 Other Post Clicks 445</p>

NEWSLETTERS

City Manager’s Update



February 14, 2025

Hello,

It's now officially February, which means that our annual State of the City Roadshow is kicking off shortly! State of the City is more than just an update — it's a chance to come together, celebrate our community and look ahead to the future. Whether you want to explore what's happening in town, meet your City leaders or just enjoy an evening out, we've got something for you!

By now, you may have received our State of the City publication in the mail — we wanted to keep bringing our updates straight to you. This annual publication is filled with updates on city projects, services and community highlights, all designed to keep you informed and engaged. Haven't seen it yet? Check your mailbox or [read it online!](#)

To bring these updates to life, we're also hosting our annual State of the City roadshow events, including a NEW, fun and family-friendly event at City Hall. Be sure to join us next week for these events:

- **City Hall “Meet the Council” Open House - Tuesday, Feb. 18, 5:30-7:30 p.m.**
 This community-wide open house is a chance to step inside City Hall, meet your new City Council, interact with City staff on key updates and explore engaging “Live,” “Work” and “Play” stations. Each station will feature an exciting video highlighting key initiatives in that area — be among the first to see them before the full State of the City video is released! Plus, enjoy free food, kids' activities and a raffle!
- **Adult Activity Center Open House - Wednesday, Feb. 19, 11 a.m.**
 Designed with our active adult population in mind, this event offers a relaxed setting to watch the full-length State of the City video, which combines all three “Live, Work and Play” segments with remarks from Mayor Washington. Connect with Council Members and engage in meaningful conversations with city staff about issues that matter to you. All are welcome to attend!

Can't make the upcoming open house events? We'll release our full State of the City video, hosted by Mayor Washington, across our social platforms next Tuesday— be on the lookout!

Mark your calendar, invite a neighbor and join us as we celebrate everything that makes American Canyon a great place to live, work and play. See you next week!

Take care,
 Jason B. Holley
 City Manager

I hope you'll join me and my fellow City Council members at the State of the City Open House events next week! These gatherings are all about conversation, connection and community — a chance for us to hear directly from you in a relaxed, interactive setting.

We always encourage American Canyon residents to stay engaged by attending City Council meetings, but our annual State of the City events offer something special — a hands-on way to see what's happening around town and share your thoughts with us.

Whether you stop by the City Hall "Meet the Council" Open House or the Adult Activity Center Open House, the Council and I will be there, ready to listen and talk about what matters most to you.

I look forward to seeing you there!



UPCOMING PUBLIC MEETINGS

[City Council](#)
Feb. 18, 2025
6:30 p.m.

[Napa Valley Transportation Authority Board Meeting](#)
Feb. 19, 2025
1 p.m.

[American Canyon Fire Protection District Board](#)
Feb. 25, 2025
6:30 p.m.

[Planning Commission](#)
Feb. 27, 2025
6:30 p.m.

[Napa County Climate Action Committee](#)
Feb. 28, 2025
9:30 a.m.

 <p>FEEDBACK & INQUIRIES</p>	 <p>CONSTRUCTION UPDATES</p>	 <p>COMMUNITY CALENDAR</p>
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IN THE NEWS

View the latest news articles featuring American Canyon:

- February 12, 2025, *The City of American Canyon*
[American Canyon Invites Community to 2025 State of the City Events](#)

Read more on [American Canyon's News & Updates page](#).

Rebates & Resources



ENROLL IN AUTOPAY!

Streamline your utility billing payment by signing up for autopay on InvoiceCloud! By registering for autopay, users will save time and guarantee more on-time payments.

There is also NO fee if payment is made via check!

www.AmericanCanyon.gov/Autopay | (707) 647-4364

January 30, 2025



Rebate Programs - American Canyon offers several rebate programs to help you save water and money, including our [Cash for Grass](#) and [Toilet Rebate](#) programs. Visit AmericanCanyon.gov/Water to learn more.



My WaterPortal - With My Water Portal, you can track your water use with ease! You can even set up customized alerts, which can help you find leaks and identify times of over consumption. [Click here to register.](#)



Financial Assistance - We offer a variety of financial assistance programs to ensure that all residents have access to high-quality drinking water. [Click here to learn more.](#)

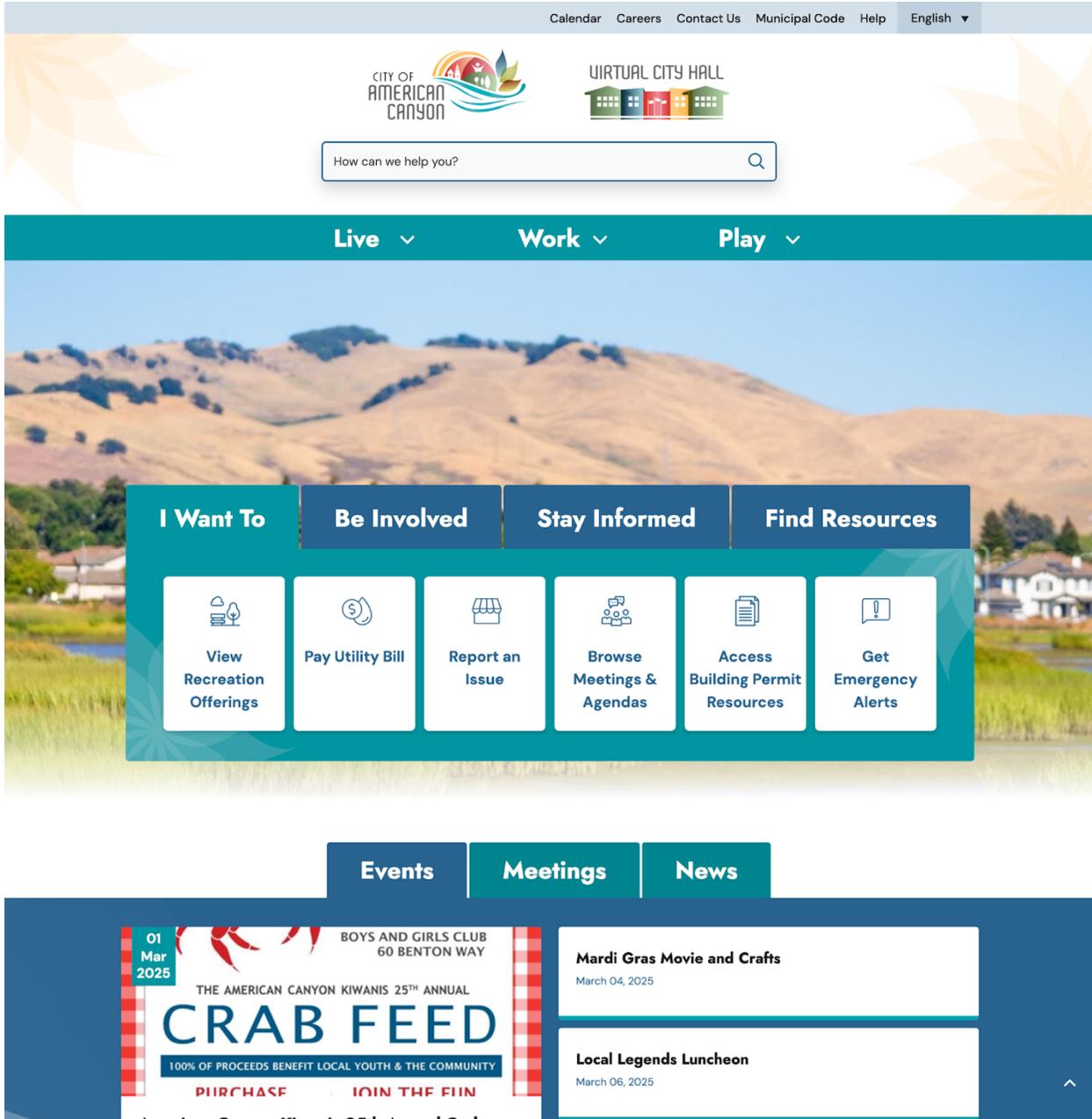
If you're new to the city or looking for ways to make the most of your experience here, we've got you covered. You can [subscribe to our City Manager's Update](#) to stay informed on current events, job opportunities and more. You can also check out American Canyon's [Community Calendar](#) for a list of fun community events.

Once again, welcome; we're glad you're here!

Stay Connected with City of American Canyon, California:

DRIVING CIVIC ENGAGEMENT

AmericanCanyon.gov Website (Virtual City Hall)



City Council Community Updates

City Council Community Update

OCTOBER 1, 2024 CITY COUNCIL MEETING

Proclamations

- **Filipino Heritage Month:** Proclamation received by Jodli Cruz, President of the Filipino-American Association of American Canyon (Fil-Am), along with other members of Fil-Am.
- **Code Compliance Appreciation Month:** Proclamation received by Community Development Director Brent Cooper and Code Enforcement Officer Tiffany Ford.
- **Community Planning Month:** Proclamation received by Planning Commissioner Brando Cruz, Planning Commissioner Davet Mohammed, Community Development Director Brent Cooper, Senior Planner William He, Deputy City Clerk Nicolle Hall, Code Enforcement Officer Tiffany Ford and Permit Technician Laura Welch.

Presentations

- Received a Wastewater Enterprise Update from the Water Reclamation, Wastewater Collection & Maintenance Divisions.

City Action

- Adopted a resolution approving a major modification to the Oat Hill Family Residential project.
- Provided feedback on a draft City Council Code of Conduct and Governance Protocols.

Next time...

Join our **October 15** meeting to learn more about:

- Special October observances
- Quarterly Investment Report
- FY 24/25 Capital Improvement Plan Q2 Update
- and more!

View presentations, agenda packets and meeting details:

AmericanCanyon.gov/Meetings

The City creates detailed, concise summaries following every council meeting, capturing essential decisions and City Council actions. These summaries function as valuable resources that promote transparency and help residents understand the legislative workings in a clear, simplified manner. By transforming complicated proceedings into accessible updates, the City helps cultivate an informed citizen population and promotes community engagement in municipal matters.

Citizens Academy and Government Education

The City’s innovative dual-track Citizens Academy drives civic engagement through tailored experiences for both adults and high school seniors. The program provides interactive, expert-led sessions on municipal operations, budgeting and public safety, giving participants direct insight into government functions. The traditional program for adults features site visits and hands-on experiences with city departments, while the specialized track integrates seamlessly into high school coursework for seniors. By creating accessible pathways to government understanding for diverse age groups, the Citizens Academy advances the city’s vision and facilitates an engaged community where residents of all ages actively participate in shaping their local governance.



INTERNAL INITIATIVES

Strategic Communications Plan

The City of American Canyon's Strategic Communications Plan, released in August 2024, enhances engagement, transparency and collaboration with its diverse community. The plan identifies key audiences, establishes measurement metrics, outlines communication themes and details the toolset for targeted communications. It serves as a framework for the Communications Manager and team, leveraging platforms like the city website, GovDelivery, social media and partnerships with local organizations. The plan emphasizes consistent messaging, proactive content development and interdepartmental collaboration to effectively deliver information that fosters community connection while supporting the City's mission of promoting a vibrant and inclusive community.

Quarterly Communications Strategy Meetings

These meetings provide an opportunity for the communications team to discuss the highlevel approach to communications with each department and the City Manager, which ensures that departmental initiatives are weaved into the broader communications strategy.

Advanced Media Monitoring

The City monitors media coverage through Meltwater, an enterprise-class media monitoring tool, with supplemental team insight to refine results. A daily dashboard is provided to the City with advanced analytics and results matching key terms including "American Canyon," the City Manager's name and the names of the City's council members. Staying up to date on media coverage enables the City to correct any misinformation, monitor sentiment and strategically shape future communications. The Communications team also adds relevant media coverage to the "In the News" page on the City's website and may share media coverage on its social media platforms as appropriate.

The City also monitors community-managed social media groups and pages, primarily to check for misinformation or future education needed. If staff sees posts with clear misinformation, the Communications Manager may choose to address it indirectly through a post on the City's social media platforms. The City does not directly respond to posts or comments on community-managed pages.

DASHBOARD REPORTS

The City regularly monitors the effectiveness of its social media outreach through dashboard reports, which feature in-depth metrics and identify key successes. The following reports display the 2024 metrics for the City, Parks & Recreation and Police Department social media accounts.



2024 Annual Report

1/1/2024 - 12/31/2024 vs. 1/1/2023 - 12/31/2023

sproutsocial

GovDelivery (Email)

Total Email Subscribers: 21,323

The City of American Canyon's total email subscribers decreased by 258 across all publications in 2024 and year-over-year growth is -0.43%.

Total Bulletins: 292

Total Delivered: 1,156,259

The City distributed 19 less bulletins in December than November, contributing to a 51.54% decrease in total delivered.

Engagement Rate: 66%

Each measurement considers bulletins sent over a 90-day time period. If a recipient opened the bulletin or clicked on a link, that recipient is considered Engaged. The Engagement Rate is the percentage of message recipients who are Engaged.

Subscribers to Email Publications:

- Around the Town Newsletter: 3,904 (+8.5% from previous year)
- City Manager's Updates: 13,611 (-2.03% from previous year)
- General Plan Updates: 2,799 (+6.06% from previous year)
- Neighborhood Watch Updates: 4,398 (+6.96 from previous year)
- Parks & Rec Newsletter: 9,793 (-2.81% from previous year)

SiteImprove (Website)

Accessibility Score: 85.8

The accessibility score fluctuates depending on new issues on the site and if old issues are resolved. The main issues pushing down the score are interactive element sizing and empty container elements.

Total Page Views: 298,963

Total Page Visits: 139,982

Note: Due to the transition to the OpenCities platform, website views and visits were not collected in June and July, leading to decreased yearly totals.

Top 3 Pages:

1. Home (17,430 page views / 13,991 page visits)
2. Utility Payments and Accounts (5,990 page views / 4,507 page visits)
3. Recreation (4,115 page views / 3,312 page visits)

Note: These numbers reflect the top 3 pages on the OpenCities site, following the integration of SiteImprove in September 2024.

There are additional page views and visits coming through to these pages that are not included in the total above, because the navigation URL may have various differences. For example, Virtual City Hall can be accessed by visiting www.CityofAmericanCanyon.org or www.CityofAmericanCanyon.org/home, among other short links to get to various pages throughout the site.

Facebook

Facebook Audience Growth

See how your audience grew during the selected time period.

 Profile  Reporting Period  City of American Canyon - Government

Annotation

- The total number of followers for the Facebook profile of the City of American Canyon - Government increased by 4.3% compared to the previous period, reaching 5,717 followers.
- The total net follower growth for the Facebook profile of the City of American Canyon - Government increased by 96.7% compared to the previous period, reaching 236 new followers.
- The maximum net follower growth for the Facebook network was higher than average on April 21 at 48 new followers.
- The maximum net follower growth for the Facebook network was higher than average on September 13 at 9 new followers.



Facebook Audience Growth

See how your audience grew during the selected time period.

Profile
Reporting Period
City of American Canyon - Government

Audience Metrics	Totals	% Change
Followers	5,717	↗4.3%
Net Follower Growth	236	↗96.7%

Facebook Publishing Behavior

View the different types of posts you published during the selected time period.

Profile
Reporting Period
City of American Canyon - Government

Annotation

- Total published posts for Facebook increased by 6.3% compared to the previous period, reaching 542 posts.
- Published links for Facebook increased by 14.8% compared to the previous period, reaching a total of 62 links. The maximum number of published links was 7 on January 1, February 1, and March 1.
- Published photos for Facebook increased by 2.1% compared to the previous period, reaching a total of 395 photos. The maximum number of published photos was 46 on March 1, 53 on May 1, and 48 on July 1.
- Published videos for Facebook increased by 31.7% compared to the previous period, reaching a total of 79 videos. The maximum number of published videos was 9 on July 1, 12 on August 1, and 9 on September 1.
- Published text for Facebook decreased by 33.3% compared to the previous period, reaching a total of 6 text posts.

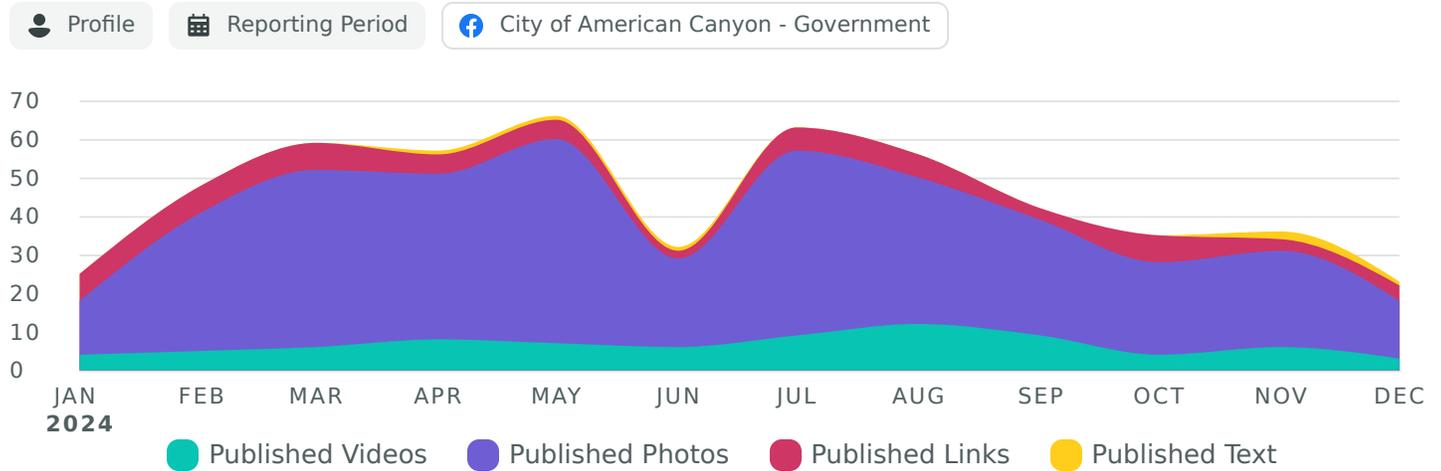


No Visualizations or Tables Enabled

Use the menu in the top right corner to add content to this widget.

Facebook Publishing Behavior

View the different types of posts you published during the selected time period.



Publishing Behavior by Content Type	Totals	% Change
Published Posts	542	↗ 6.3%
Published Videos	79	↗ 31.7%
Published Photos	395	↗ 2.1%
Published Links	62	↗ 14.8%
Published Text	6	↘ 33.3%

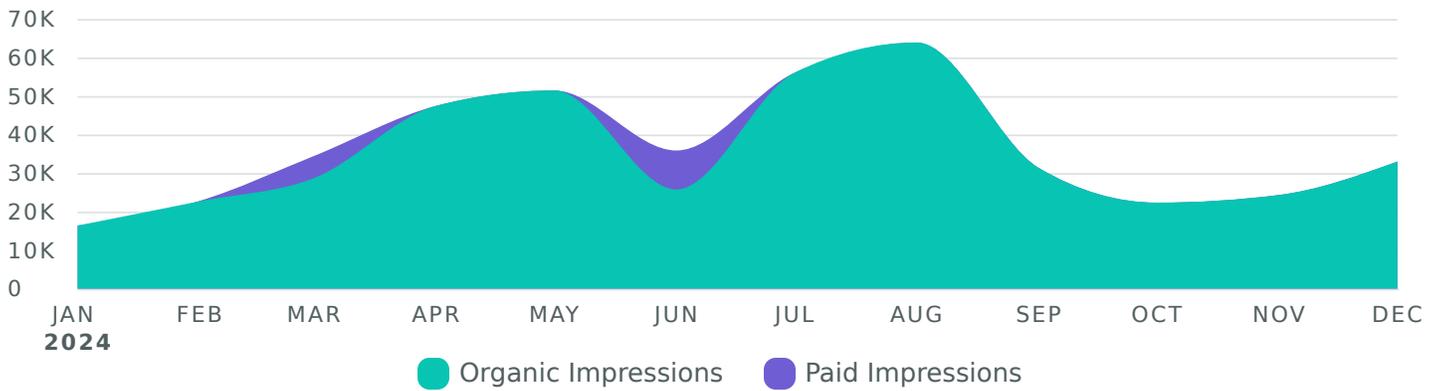
Facebook Impressions

Review how your content was seen during the selected time period.

Profile
Reporting Period
City of American Canyon - Government

Annotation

- The total impressions for the City of American Canyon - Government Facebook profile over the 12-month period was 439,168, representing a 5.2% increase compared to the previous period.
- The maximum paid impressions for the Facebook network were higher than average on June 10 (1,314), June 11 (1,443), and June 15 (865).
- The maximum organic impressions for the Facebook network were higher than average on July 31 (19,914), August 1 (19,831), and December 13 (5,311).



Impression Metrics	Organic	Paid	Totals	% Change
Impressions	423,165 ↗ 3%	16,003 ↗ —	439,168	↗ 5.2%

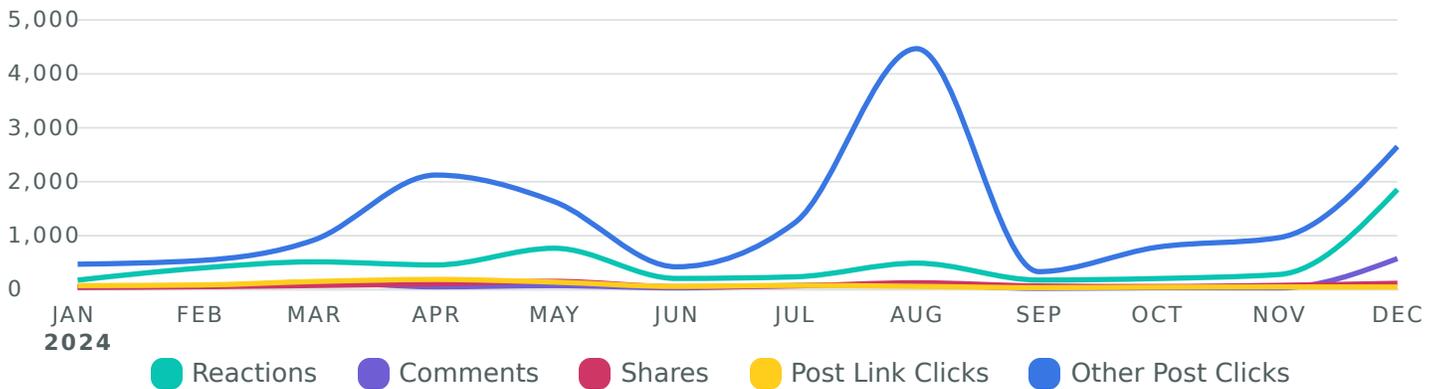
Facebook Engagements

See how people are engaging with your posts during the selected time period.

Profile
Reporting Period
City of American Canyon - Government

Annotation

- The City of American Canyon - Government Facebook profile saw a 115.7% increase in total comments compared to the previous period, reaching a maximum of 171 comments on December 15.
- The City of American Canyon - Government Facebook profile saw a 40.7% increase in total reactions compared to the previous period, reaching a maximum of 360 reactions on December 14.
- The City of American Canyon - Government Facebook profile saw a 42.9% increase in total shares compared to the previous period, reaching a maximum of 31 shares on August 1.
- The City of American Canyon - Government Facebook profile saw a 62.5% decrease in total post link clicks compared to the previous period, reaching a maximum of 74 clicks on April 18.
- The City of American Canyon - Government Facebook profile saw a 23.7% increase in total other post clicks compared to the previous period, reaching a maximum of 2,340 clicks on August 1.



Engagement Metrics	Totals	% Change
Engagements	24,600	↗ 20.5%
Reactions	5,572	↗ 40.7%
Comments	1,046	↗ 115.7%
Shares	809	↗ 42.9%

Facebook Engagements

See how people are engaging with your posts during the selected time period.

 Profile
 Reporting Period
 City of American Canyon - Government

Engagement Metrics	Totals	% Change
Post Link Clicks	819	↘62.5%
Other Post Clicks	16,354	↗23.7%

Facebook Post Performance

Review how your audience interacted with your posts.

Post
Lifetime
Descending by Engagements
City of American Canyon - Government

All Post Types
All Content Types
All Tags
All Published Statuses
All Authors

City of Americ...
Wed 7/31/2024 2:15 p...

Expect delays and intermittent lane closures on Thursday, Aug. 1, 2024,...



Total Engagements	3,006
Reactions	98
Comments	39
Shares	28
Post Link Clicks	—
Other Post Clicks	2,841

City of Americ...
Fri 12/13/2024 9:30 a...

☀️Meet Mayor Washington! ☀️
At the Dec. 3 City Council meeting, Pierre Washington...



Total Engagements	1,710
Reactions	684
Comments	318
Shares	13
Post Link Clicks	2
Other Post Clicks	693

City of Americ...
Thu 12/12/2024 3:45 p...

🏈☀️ Good luck to the American Canyon Wolves football team as they take ...



Total Engagements	1,041
Reactions	231
Comments	54
Shares	17
Post Link Clicks	9
Other Post Clicks	730

Facebook Post Performance

Review how your audience interacted with your posts.

Post
Lifetime
Descending by Engagements
City of American Canyon - Government

All Post Types
All Content Types
All Tags
All Published Statuses
All Authors


City of Americ...
 Wed 10/30/2024 9:00 ...

American Canyon has been named the #1 Best Place to Affordably Retire by Fortune Magazine in their...



Total Engagements	804
Reactions	115
Comments	20
Shares	21
Post Link Clicks	22
Other Post Clicks	626


City of Americ...
 Tue 11/26/2024 4:37 p...

At the Nov. 19 City Council meeting, Council Member Mariam Aboudamous and Council Member Aboudamous advocated for...



Total Engagements	764
Reactions	186
Comments	32
Shares	5
Post Link Clicks	2
Other Post Clicks	539


City of Americ...
 Tue 12/17/2024 8:45 a...

Meet Council Member Brando Cruz! At the Dec. 3 City Council meeting, Council Member Brando Cruz...



Total Engagements	681
Reactions	320
Comments	96
Shares	7
Post Link Clicks	—
Other Post Clicks	258

Facebook Post Performance

Review how your audience interacted with your posts.

Post
Lifetime
Descending by Engagements
City of American Canyon - Government

All Post Types
All Content Types
All Tags
All Published Statuses
All Authors


City of Americ...
 Sun 8/25/2024 6:45 p...

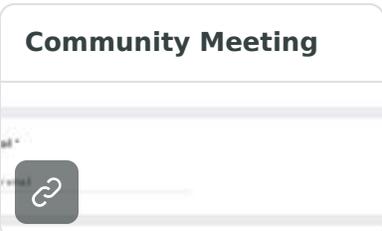


Total Engagements	608
Reactions	46
Comments	7
Shares	4
Post Link Clicks	—
Other Post Clicks	551


City of Americ...
 Wed 4/17/2024 9:28 a...

Napa Valley Unified School District is hosting a Community Meeting on...

Community Meeting



Total Engagements	564
Reactions	21
Comments	1
Shares	5
Post Link Clicks	81
Other Post Clicks	456


City of Americ...
 Wed 4/24/2024 1:04 p...

Exciting news! Liz Corey, our amazing 3rd-grade teacher at Canyon Oaks Elementar...



Total Engagements	507
Reactions	71
Comments	16
Shares	0
Post Link Clicks	—
Other Post Clicks	420

Facebook Post Performance

Review how your audience interacted with your posts.

Post
Lifetime
Descending by Engagements
City of American Canyon - Government

All Post Types
All Content Types
All Tags
All Published Statuses
All Authors

City of Americ...

Sun 8/25/2024 6:20 p...

Total Engagements	485
Reactions	30
Comments	2
Shares	7
Post Link Clicks	1
Other Post Clicks	445

Notes on Facebook Performance

Impressions and Engagement

Impressions and engagement increased in 2024 compared to 2023, despite having a similar number of published posts. 2024 had a total of 542 published posts, while 2023 had 510 published posts. The City saw several notable spikes in both impressions and engagement throughout the year.

The year's highest spike in both impressions and engagement occurred in July, with the July 31 post about lane closures receiving 3,006 total engagements. August also showed strong performance with higher-than-average impressions, particularly during community event announcements.

The year's second highest spike in engagement occurred in December, driven by the introduction of new City Council members, particularly the December 13 post introducing Mayor Washington which received 1,709 total engagements.

Top Posts*

1. Jul. 31 post announcing lane closures due to the oversized load transport, which included a map graphic. The post received 98 reactions, 39 comments, 28 shares and had a total of 3,006 engagements.
2. Dec. 13 post introducing Mayor Washington following the Dec. 3 City Council meeting. The post included a professional photo of the Mayor and received 684 reactions, 318 comments, 13 shares and had a total of 1,709 engagements.
3. Dec. 12 post supporting the American Canyon Wolves football team, which included a team photo. The post received 231 reactions, 54 comments, 17 shares and had a total of 1,039 engagements.

*Facebook's top posts displayed on Sprout Social have higher numbers compared to the numbers seen natively. Sprout's Facebook Insights tracks statistics not only on the original post but also across all shares of the post. If a shared post receives likes/comments, these engagements will also count toward the original post metrics.

The American Canyon community continues to respond well to posts that highlight community achievement, introduce civic leaders and provide important traffic and safety information. Community recognition posts, such as the elected official features and AC Wolves recognition, received the highest levels of engagement.

Content Themes

Community celebration, staff and Council Member recognition, traffic updates, community achievements and local sports achievements.

Youtube

Number of Subscribers: 565

This is an increase by 86 followers from December 2023 (+15.19%).

Number of Posts: 61

A bulk of the City's posts were livestreams of public meetings.

Total Views: 11,685

Watch Time: 1,101.7 hrs



2024 PD Annual Report

1/1/2024 - 12/31/2024 vs. 1/1/2023 - 12/31/2023

sproutsocial

Cross-Network Performance Summary

View your key profile performance metrics accrued during the selected time period.

Profile
Reporting Period
Facebook 1
Instagram 1

Impressions 1,435,741 ↘ 18.9%	Engagements 129,910 ↘ 39%	Post Link Clicks 3,127 ↗ 78.3%
Engagement Rate (per Impression) 9% ↘ 24.8%	Audience 12,919 ↗ 10.4%	

Analytics by Platform

Facebook

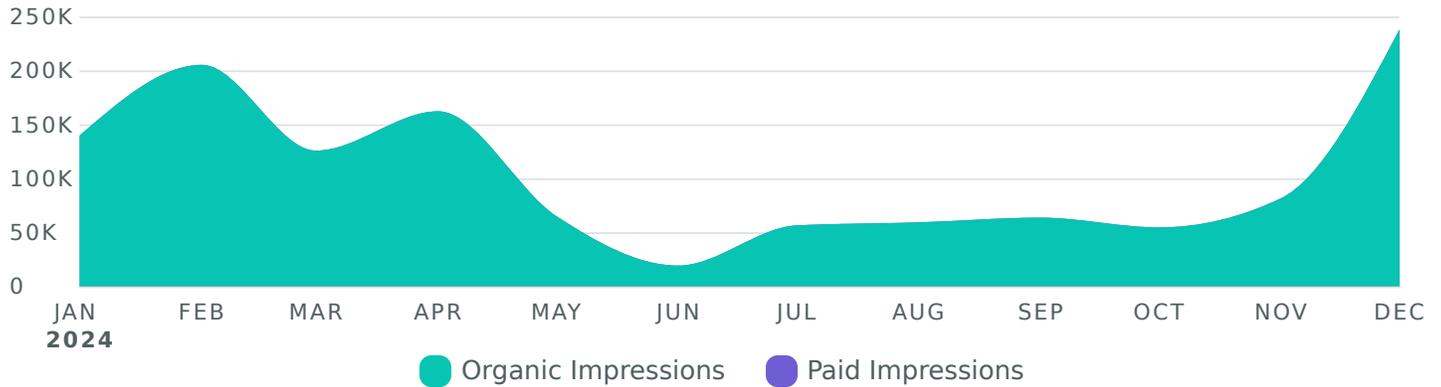
Total Facebook Followers: 11,277

This is an increase of 815 followers from December 2023, for a 7.79% increase from the previous year.

Facebook Impressions

Review how your content was seen during the selected time period.

Profile
Reporting Period
American Canyon Police Department

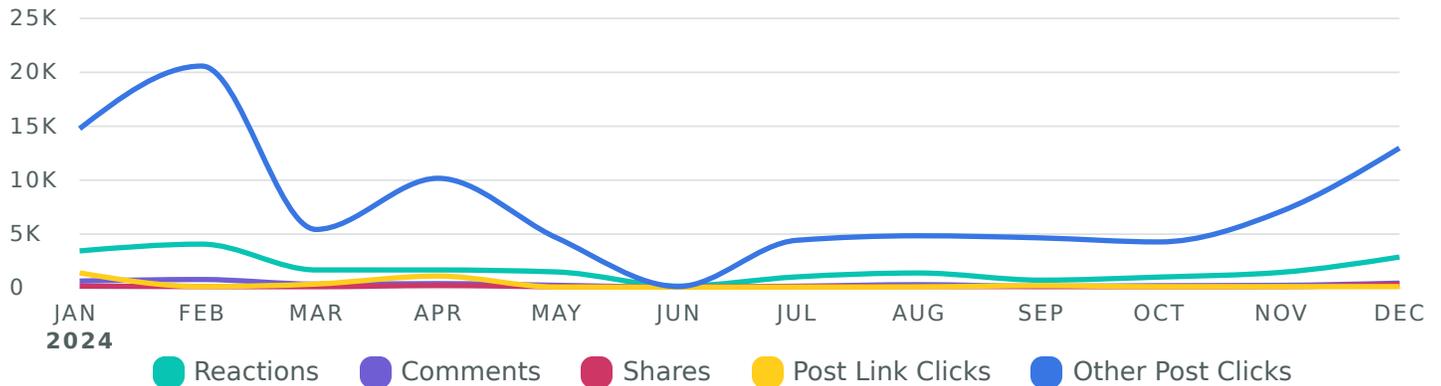


Impression Metrics	Organic	Paid	Totals	% Change
Impressions	1,270,183 ↘ 21.1%	0 → 0%	1,270,183	↘ 22.3%

Facebook Engagements

See how people are engaging with your posts during the selected time period.

Profile
Reporting Period
American Canyon Police Department



Engagement Metrics	Totals	% Change
Engagements	120,615	↘ 40.9%
Reactions	20,131	↘ 40.8%
Comments	3,200	↘ 50.4%

Facebook Engagements

See how people are engaging with your posts during the selected time period.

 Profile  Reporting Period  American Canyon Police Department

Engagement Metrics	Totals	% Change
Shares	1,023	↘27.7%
Post Link Clicks	3,127	↗78.3%
Other Post Clicks	93,134	↘42%

Facebook Post Performance

Review how your audience interacted with your posts.

Post
Lifetime
Descending by Engagements
American Canyon Police Department

All Post Types
All Content Types
All Tags
All Published Statuses
All Authors


American Can...
 Sat 2/3/2024 5:37 pm ...

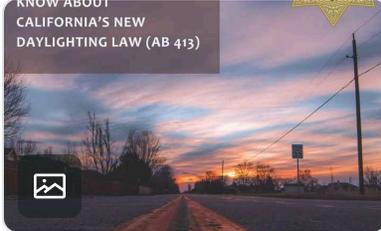
Earlier today, law enforcement agencies in Napa successfully apprehended suspects involve



Total Engagements	14,152
Reactions	320
Comments	77
Shares	16
Post Link Clicks	5
Other Post Clicks	13,734


American Can...
 Tue 12/17/2024 9:15 a...

California’s New Daylighting Law (AB 413) UPDATE: On Dec 17th 2024 ACPD will...



Total Engagements	9,268
Reactions	478
Comments	252
Shares	121
Post Link Clicks	3
Other Post Clicks	8,414


American Can...
 Mon 8/19/2024 1:18 p...

On Friday, August 16, 2024, just before 10:00 p.m., American Canyon Police...



Total Engagements	4,146
Reactions	664
Comments	199
Shares	19
Post Link Clicks	19
Other Post Clicks	3,245

Facebook Post Performance

Review how your audience interacted with your posts.

Post
Lifetime
Descending by Engagements
American Canyon Police Department

All Post Types
All Content Types
All Tags
All Published Statuses
All Authors


American Can...
 Mon 4/1/2024 7:29 pm ...

AMERICAN CANYON, Calif., Ap approximately 4:30 PM, Amer a shooting in the Safeway par

For Immediate Release



Total Engagements	3,916
Reactions	391
Comments	124
Shares	73
Post Link Clicks	146
Other Post Clicks	3,182


American Can...
 Tue 1/9/2024 4:01 pm ...

 Don't Let Zzz's Take the \
  Hey, Road Warriors! We'r to talk about a serious matter



Total Engagements	3,717
Reactions	277
Comments	82
Shares	17
Post Link Clicks	1
Other Post Clicks	3,340


American Can...
 Tue 4/9/2024 4:37 pm ...

Media Release:
<https://content.govdelivery.co>
 Teacher at American Canyon I

For Immediate Release



Total Engagements	3,625
Reactions	216
Comments	30
Shares	26
Post Link Clicks	395
Other Post Clicks	2,958

Facebook Post Performance

Review how your audience interacted with your posts.

Post
Lifetime
Descending by Engagements
American Canyon Police Department

All Post Types
All Content Types
All Tags
All Published Statuses
All Authors


American Can...
 Tue 2/27/2024 12:43 p...

📄 Your American Canyon Polic
 Officers were busy this weeke
 Friday night, ACPD Officers we



Total Engagements	3,486
Reactions	310
Comments	69
Shares	7
Post Link Clicks	17
Other Post Clicks	3,083


American Can...
 Thu 1/11/2024 7:20 p...

AMERICAN CANYON, Calif., Jar
 Shooting After a Vehicle Pursu
<https://content.govdelivery.co>

Media Release
For Immediate Release



Total Engagements	3,140
Reactions	168
Comments	47
Shares	12
Post Link Clicks	1,542
Other Post Clicks	1,371


American Can...
 Thu 7/11/2024 4:03 p...

Update: Lanes are now open.
 Traffic Alert! Multiple vehicle
 collision on Highway 29...



Total Engagements	2,898
Reactions	135
Comments	28
Shares	11
Post Link Clicks	5
Other Post Clicks	2,719

Facebook Post Performance

Review how your audience interacted with your posts.

Post
Lifetime
Descending by Engagements
American Canyon Police Department

All Post Types
All Content Types
All Tags
All Published Statuses
All Authors

American Can...

Mon 4/29/2024 3:54 p...

🎉👏 Huge congratulations to Officer Piceno and Officer Falk for their outstanding achievement!

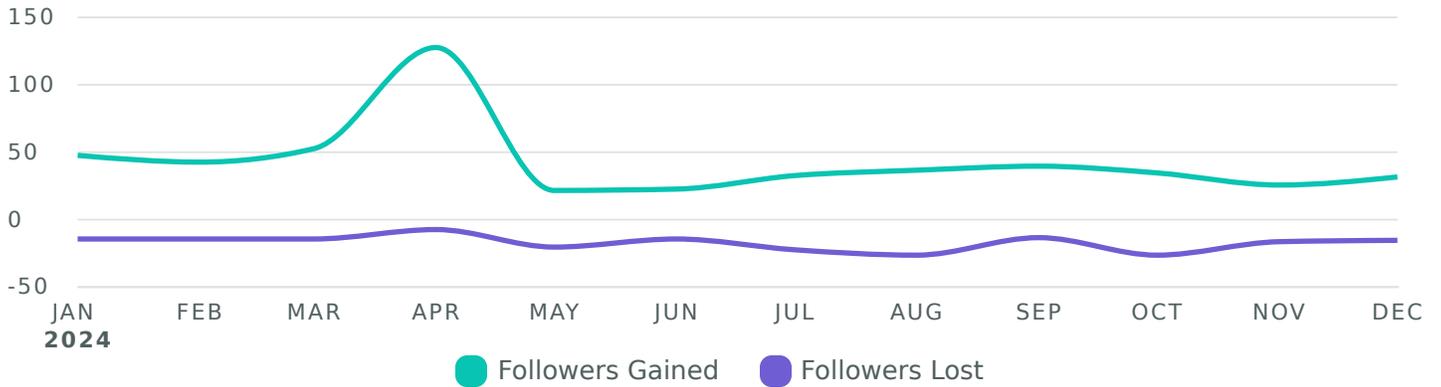
Total Engagements	2,896
Reactions	657
Comments	29
Shares	12
Post Link Clicks	—
Other Post Clicks	2,198

Instagram

Instagram Audience Growth

See how your audience grew during the selected time period.

Profile
Reporting Period
amcanpd

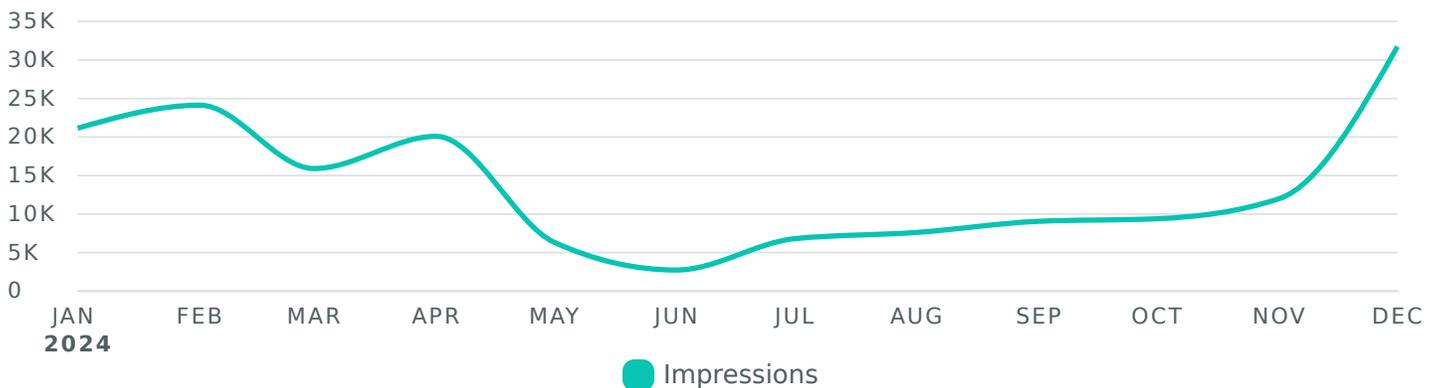


Audience Metrics	Totals	% Change
Net Follower Growth	295	↗ 33.5%
Followers Gained	508	↗ 34.4%
Followers Lost	213	↗ 35.7%

Instagram Impressions

Review how your content was seen during the selected time period.

Profile
Reporting Period
amcanpd



Instagram Impressions

Review how your content was seen during the selected time period.

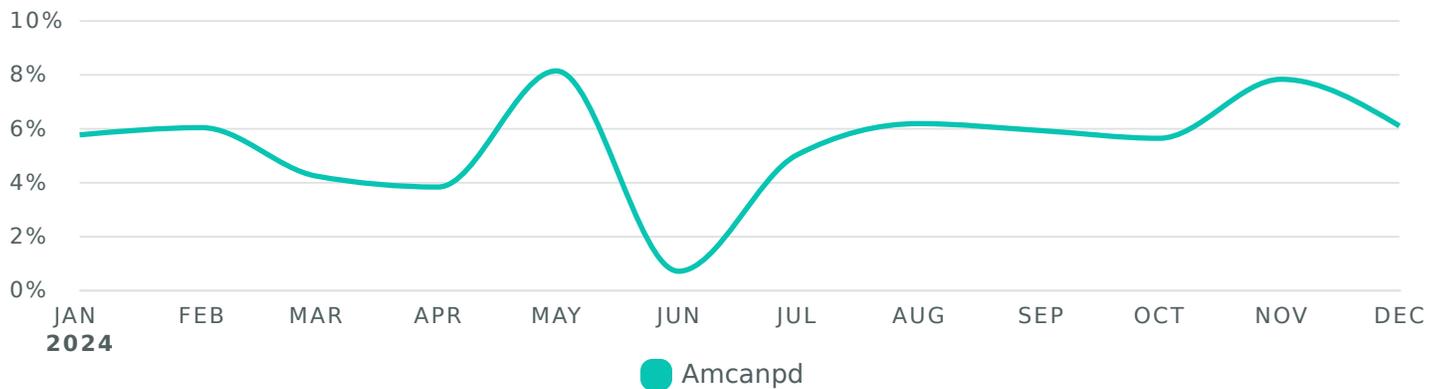
Profile
Reporting Period
amcanpd

Impression Metrics	Totals	% Change
Impressions	165,558	↗ 23.6%

Instagram Engagement Rate

See how engaged people are with your posts during the selected time period.

Profile
Reporting Period
amcanpd



Engagement Rate Metrics	Rate	% Change
Engagement Rate (per Impression)	5.6%	↘ 14.6%
amcanpd	5.6%	↘ 14.6%



2024 P&R Annual Report

1/1/2024 - 12/31/2024 vs. 1/1/2023 - 12/31/2023

sproutsocial

Cross-Network Performance Summary

View your key profile performance metrics accrued during the selected time period.

Profile
Reporting Period
Facebook 1
Instagram 1

Impressions 312,201 ↗29%	Engagements 8,921 ↘10.1%	Post Link Clicks 296 ↘73.7%
Engagement Rate (per Impression) 2.9% ↘30.3%	Audience 2,578 ↗16.1%	

Analytics by Platform

Facebook

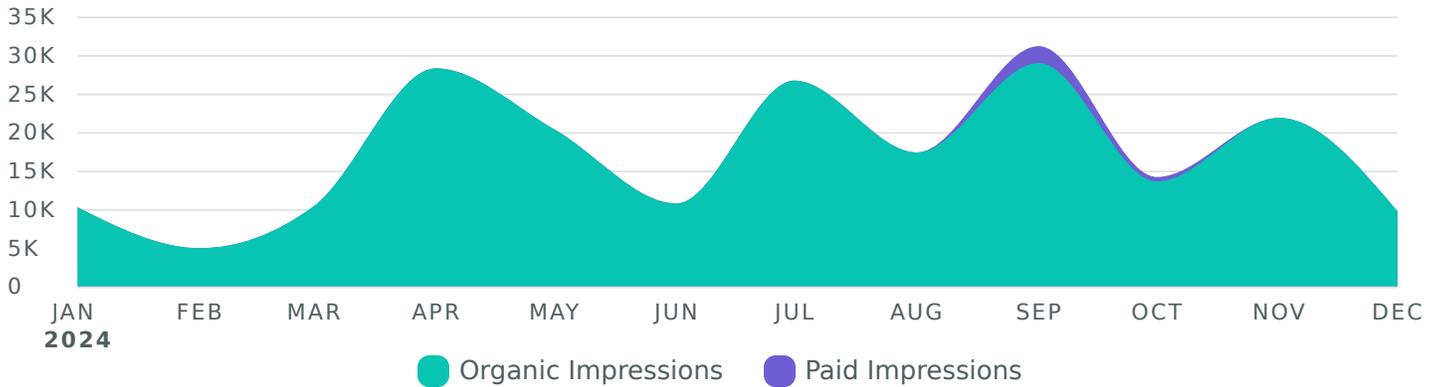
Total Facebook Followers: 5,717

This is an increase of 221 followers from December 2023, for a 4.02% increase from the previous year.

Facebook Impressions

Review how your content was seen during the selected time period.

Profile
Reporting Period
City of American Canyon Parks and Recreation

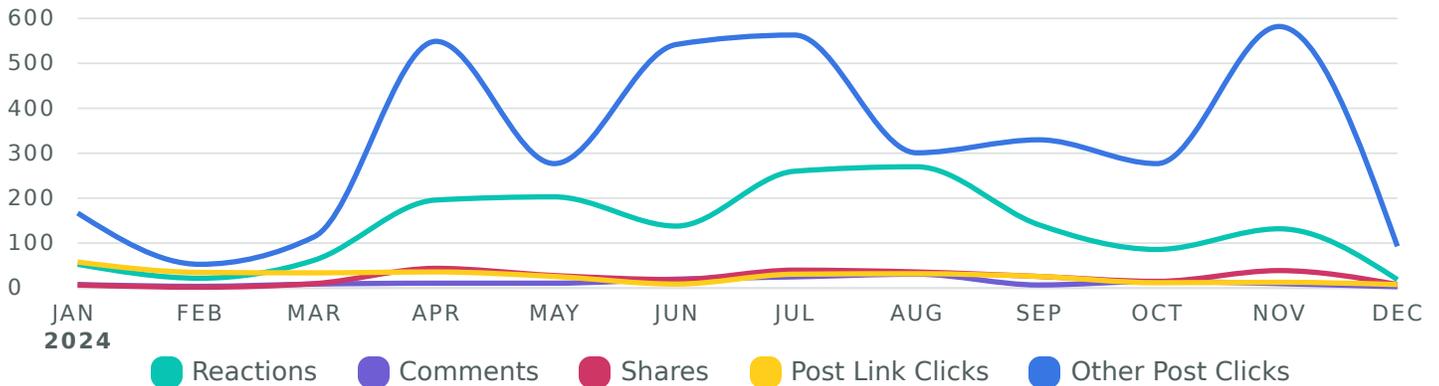


Impression Metrics	Organic	Paid	Totals	% Change
Impressions	203,059 ↗ 44.8%	2,771 ↗ —	205,830	↗ 44.7%

Facebook Engagements

See how people are engaging with your posts during the selected time period.

Profile
Reporting Period
City of American Canyon Parks and Recreation



Engagement Metrics	Totals	% Change
Engagements	6,058	↘ 16.1%
Reactions	1,558	↗ 4.5%
Comments	130	↘ 37.2%

Facebook Engagements

See how people are engaging with your posts during the selected time period.

 Profile  Reporting Period  City of American Canyon Parks and Recreation

Engagement Metrics	Totals	% Change
Shares	250	↘8.4%
Post Link Clicks	296	↘73.7%
Other Post Clicks	3,824	↘7.3%

Facebook Post Performance

Review how your audience interacted with your posts.

Post
Lifetime
Descending by Engagements
City of American Canyon Parks and Recreation

All Post Types
All Content Types
All Tags
All Published Statuses
All Authors


City of Americ...
 Tue 6/11/2024 12:00 p...

🌸 Beginner Polynesian Dance is available for children ages 8 and up. 🌿 ...



Total Engagements **444**

Reactions **10**

Comments **7**

Shares **1**

Post Link Clicks **1**

Other Post Clicks **425**


City of Americ...
 Wed 11/13/2024 11:09...

🌟 Be a part of the magical holiday celebration at the Magic of the Season:...



Total Engagements **278**

Reactions **28**

Comments **3**

Shares **14**

Post Link Clicks **—**

Other Post Clicks **233**


City of Americ...
 Wed 4/10/2024 8:15 p...

It was a beautiful day to celebrate the opening of AmCan’s new permanent...



Total Engagements **272**

Reactions **38**

Comments **3**

Shares **1**

Post Link Clicks **—**

Other Post Clicks **230**

Facebook Post Performance

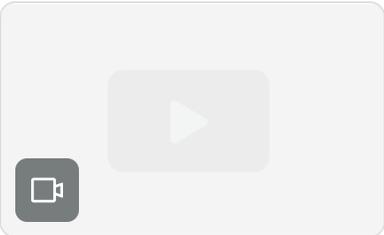
Review how your audience interacted with your posts.

Post
Lifetime
Descending by Engagements
City of American Canyon Parks and Recreation

All Post Types
All Content Types
All Tags
All Published Statuses
All Authors


City of Americ...
 Tue 7/2/2024 3:43 pm ...

🇺🇸 Please join us for our annual 4th of July Celebration! Bring your family and friends for a day full of fun and games.



Total Engagements	222
Reactions	68
Comments	8
Shares	6
Post Link Clicks	8
Other Post Clicks	132


City of Americ...
 Sat 5/18/2024 12:00 p...

📅 Mark your calendars because the American Canyon's Annual City-Wide...



Total Engagements	189
Reactions	28
Comments	2
Shares	6
Post Link Clicks	10
Other Post Clicks	143


City of Americ...
 Fri 4/19/2024 9:01 am ...

📅 Mark your calendars because the American Canyon's Annual City-Wide...



Total Engagements	170
Reactions	40
Comments	0
Shares	11
Post Link Clicks	13
Other Post Clicks	106

Facebook Post Performance

Review how your audience interacted with your posts.

Post
Lifetime
Descending by Engagements
City of American Canyon Parks and Recreation

All Post Types
All Content Types
All Tags
All Published Statuses
All Authors


City of Americ...
 Wed 11/13/2024 3:57 ...

Hello AmCan! Alexandra Ikeda Parks and Recreation Director excited to share some update



Total Engagements	158
Reactions	30
Comments	3
Shares	2
Post Link Clicks	4
Other Post Clicks	119


City of Americ...
 Mon 10/7/2024 9:55 a...

Exciting news! Improvements coming to Newell Open Space including new asphalt paving,



Total Engagements	153
Reactions	15
Comments	5
Shares	1
Post Link Clicks	3
Other Post Clicks	129


City of Americ...
 Mon 8/12/2024 9:01 a...


 Ready to crush it this Fall? 
 Join our Adult Co-ed Softball League for a season of fun an



Total Engagements	131
Reactions	21
Comments	6
Shares	4
Post Link Clicks	4
Other Post Clicks	96

Facebook Post Performance

Review how your audience interacted with your posts.

Post
Lifetime
Descending by Engagements
City of American Canyon Parks and Recreation

All Post Types
All Content Types
All Tags
All Published Statuses
All Authors



City of Americ...

Fri 7/19/2024 9:47 am ...

Happy Parks and Recreation P outdoor spaces! Your hard wo City Council meeting, America

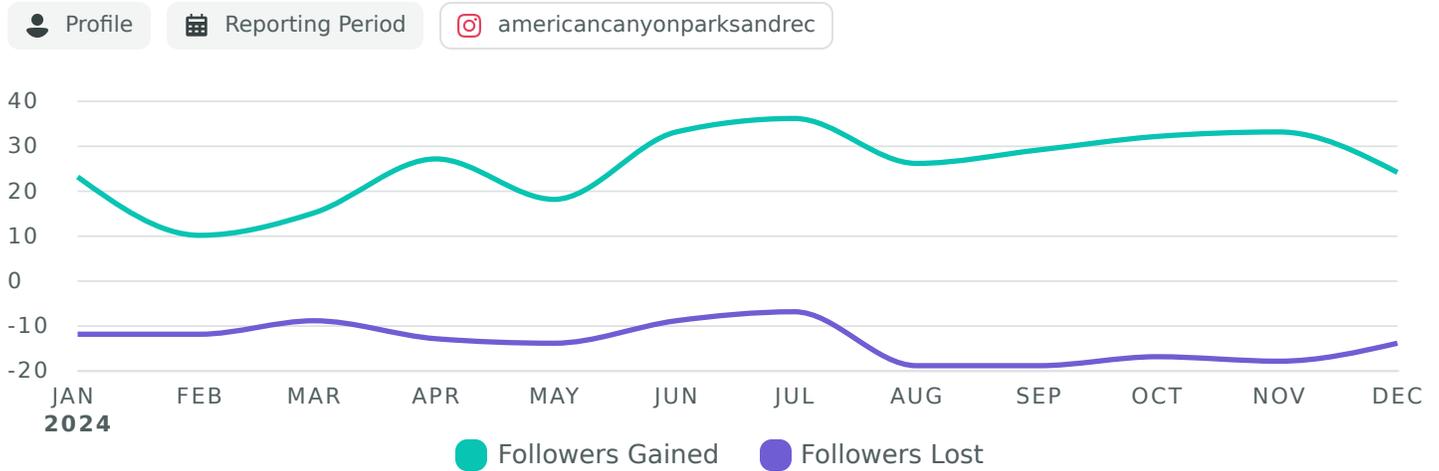


Total Engagements	115
Reactions	22
Comments	4
Shares	2
Post Link Clicks	2
Other Post Clicks	85

Instagram

Instagram Audience Growth

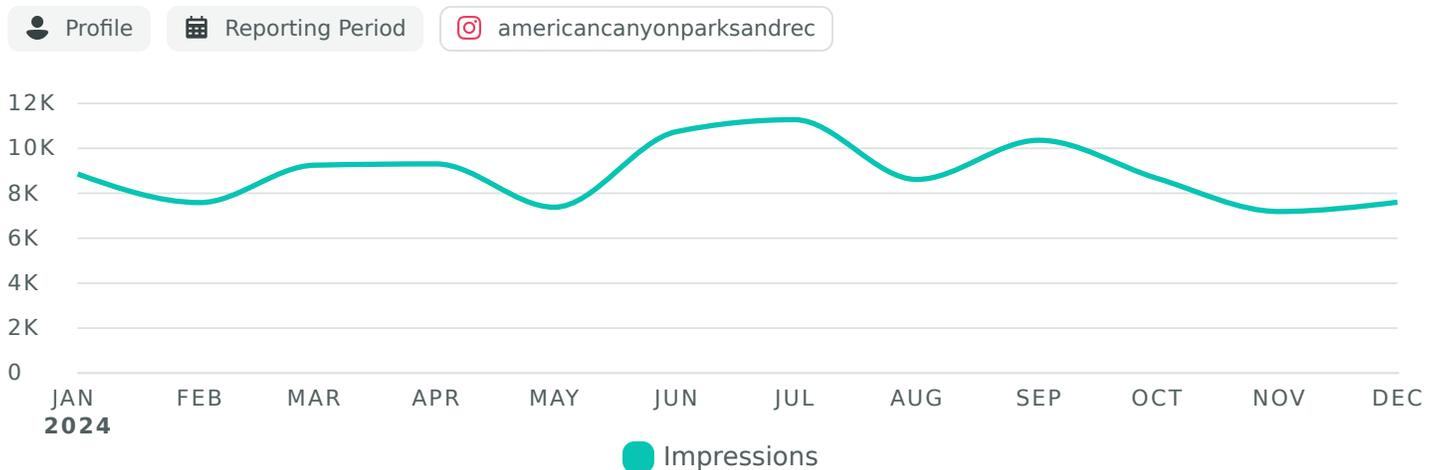
See how your audience grew during the selected time period.



Audience Metrics	Totals	% Change
Net Follower Growth	143	↗ 13.5%
Followers Gained	306	↗ 14.6%
Followers Lost	163	↗ 15.6%

Instagram Impressions

Review how your content was seen during the selected time period.



Instagram Impressions

Review how your content was seen during the selected time period.

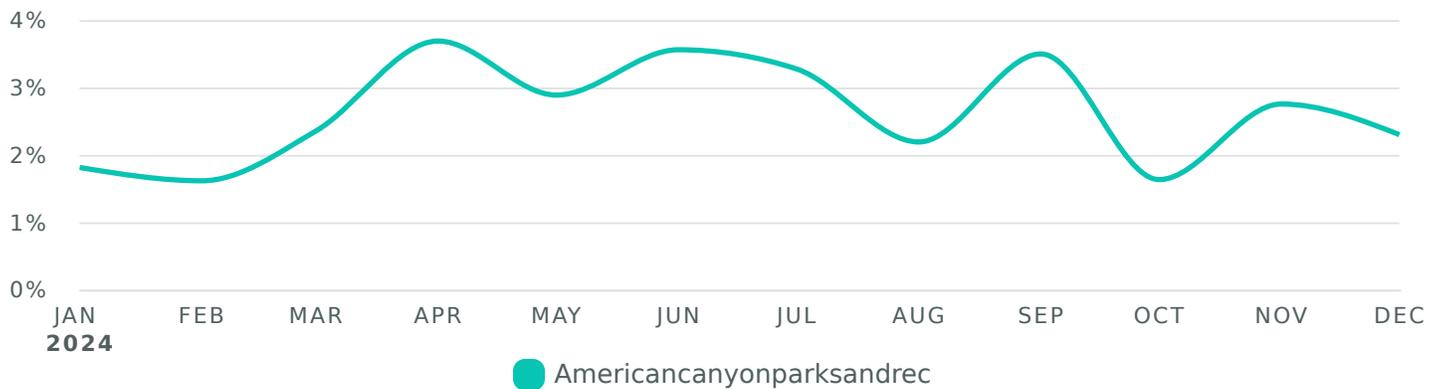
Profile
Reporting Period
americancanyonparksandrec

Impression Metrics	Totals	% Change
Impressions	106,371	↗ 6.6%

Instagram Engagement Rate

See how engaged people are with your posts during the selected time period.

Profile
Reporting Period
americancanyonparksandrec



Engagement Rate Metrics	Rate	% Change
Engagement Rate (per Impression)	2.7%	↘ 0.8%
americancanyonparksandrec	2.7%	↘ 0.8%



TITLE

Funding for the Juneteenth Festival Celebration

RECOMMENDATION

Receive information and provide direction to staff regarding a request from the American Canyon Arts Foundation in support of the Juneteenth Festival.

CONTACT

Jason Holley, City Manager

BACKGROUND & ANALYSIS

The City Council approved a \$25,000 appropriation to support the Juneteenth Celebration in American Canyon, in April 2022. This was the estimated cost of the Celebration for that year.

However, as the Attachment 1 shows, the American Canyon Arts Foundation, in partnership with Brenda Knight Events, was able to generate enough sponsorships, grants and service revenue to produce three years of Celebrations—essentially leveraging the City’s initial investment threefold.

The Celebration attracts approximately 800 participants each year, from throughout the Bay Area (Attachment 2). The events have been well run, with little or no incidents reported. Since Juneteenth is officially June 19, and large celebrations work better on a weekend, our Juneteenth event has been held on Father’s Day. This reinforces the family friendly theme of the event.

Brenda Knight will provide a presentation and additional information for the Council regarding the request for additional funding.

The options for the Council to consider are threefold.

- 1) Should the Council provide an additional \$25,000 appropriation, which should be sufficient for the next three years (or more)
- 2) Should the Council provide only the \$7500 that has been used annually (basically requiring an annual appropriation); or
- 3) Whether the Council’s original intent was to provide a one-time investment— “seed money” to help the event become self-sufficient.

Should Council choose options 1 or 2, then staff will bring back a consent item on April 1 for ratification of the additional appropriation.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Community and Sense of Place: "Build on the strength of our local community to develop a clear 'sense of place' and establish our unique identity."

FISCAL IMPACT

The source of funding for any additional appropriations would be the General Fund Undesignated Fund Balance. Sufficient fund balance exists within the General Fund to implement additional appropriations of either \$7,500 or \$25,000.

ENVIRONMENTAL REVIEW

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

ATTACHMENTS:

- [1. Juneteenth Profit and Loss Statement 2022 to 2024](#)
- [2. Juneteenth Historical Attendance 2022 to 2024](#)

American Canyon Arts Foundation

Juneteenth Profit & Loss

January 2022 through December 2024

	Jan - Dec 22	Jan - Dec 23	Jan - Dec 24	TOTAL
Income				
41-Contributions				
4100 Grants (Note 1)	4,600.00	7,200.00	6,750.00	18,550.00
4150 Donations and Sponsorships (Note 2)	33,250.00	6,700.00	7,030.00	46,980.00
Total 41-Contributions	37,850.00	13,900.00	13,780.00	65,530.00
42-Service Inc.				
4210 Event Fees				
4213-Parking Fees	730.00	0.00	0.00	730.00
4212-VIP Seating	1,530.00	1,110.00	315.00	2,955.00
Total 4210 Event Fees	2,260.00	1,110.00	315.00	3,685.00
4225 Booth Rental Charge	970.00	800.00	845.00	2,615.00
Total 42-Service Inc.	3,230.00	1,910.00	1,160.00	6,300.00
44-Sales				
4425 Bar Sales				
4426 Drink Sales Revenues	0.00	0.00	720.00	720.00
4427 Bar Expenses	0.00	0.00	-224.36	-224.36
Total 4425 Bar Sales	0.00	0.00	495.64	495.64
Total 44-Sales	0.00	0.00	495.64	495.64
Total Income	41,080.00	15,810.00	15,435.64	72,325.64
Expense				
56-Program Costs				
5610 Advertising & Promotions	1,634.55	890.97	885.14	3,410.66
5620 Facility & Equip. Rental (Note 3)	3,321.63	2,599.64	2,722.09	8,643.36
5630 Performer's Fees & Charges	5,900.00	5,775.00	6,200.00	17,875.00
5632 Event Planner Fee (BK)	3,500.00	5,000.00	3,500.00	12,000.00
5685 Program Supplies	706.44	0.00	0.00	706.44
5690 Other Program & Event Cost (Note 4)	11,249.49	8,429.28	8,845.00	28,523.77
Total 56-Program Costs	26,312.11	22,694.89	22,152.23	71,159.23
57-Admin Exp.				
5710 Bank Fees & Charges	14.94	18.20	21.68	54.82
5720 Insurance	200.00	350.00	464.95	1,014.95
Total 57-Admin Exp.	214.94	368.20	486.63	1,069.77
Total Expense	26,527.05	23,063.09	22,638.86	72,229.00
Net Income	14,552.95	-7,253.09	-7,203.22	96.64
Running Cash Balance	14,552.95	7,299.86	96.64	

American Canyon Arts Foundation
Juneteenth Profit & Loss
 January 2022 through December 2024

	Jan - Dec 22	Jan - Dec 23	Jan - Dec 24	TOTAL
Notes:				
1 <u>Grant breakout:</u>				
TBID Grant	\$4,600	\$5,000		\$3,500
Napa Co. Grant (started in 2023)	\$0	\$2,200		\$3,250
Subtotals	\$4,600	\$7,200		\$6,750
2 <u>Donations and Sponsorships breakout:</u>				
City of American Canyon	\$25,000	\$0		\$0
Other Sponsorships	\$8,250	\$6,700		\$7,030
Subtotals	\$33,250	\$6,700		\$7,030
3 <u>Equipment Rental breakout:</u>				
Tables & Chairs	\$1,281	\$430		\$372
Porta-Potties	\$1,615	\$1,754		\$1,754
Portable Generator	\$426	\$416		\$596
Subtotals	\$3,322	\$2,600		\$2,722
4 <u>Other Program Costs breakout:</u>				
Shuttle Bus (We use WalMart Pkg lot)	\$3,049	\$0		\$0
Sound System	\$5,000	\$5,000		\$5,000
Security	\$3,200	\$3,200		\$3,845
Misc.	\$0	\$229		\$0
Subtotals	\$11,249.49	\$8,429		\$8,845



3 year Trend

May 1, 2022 - Jul 31, 2024



Metrics

Main Street Park
5050 Main St., American Canyon, CA 94503

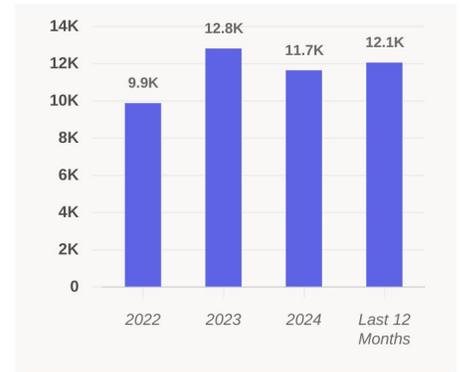
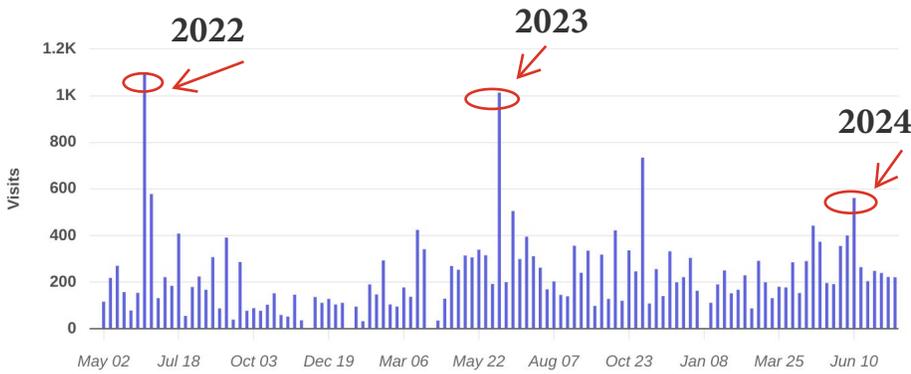
Visits	26.7K	Avg. Dwell Time	72 min
Visits / sq ft	0.21	Panel Visits	614
Size - sq ft	129.6K	Visits YoY	+10.6%
Visitors	11.2K	Visits Yo2Y	-3.6%
Visit Frequency	2.39	Visits Yo3Y	-21.9%

May 1st, 2022 - Jul 31st, 2024
Data provided by Placer Labs Inc. (www.placer.ai)



Visits Trend

Main Street Park
Main St., American Canyon, CA



Weekly | Visits | May 1st, 2022 - Jul 31st, 2024
Data provided by Placer Labs Inc. (www.placer.ai)



2022: 1100 people

2023: 1000 people

2024: 600 people



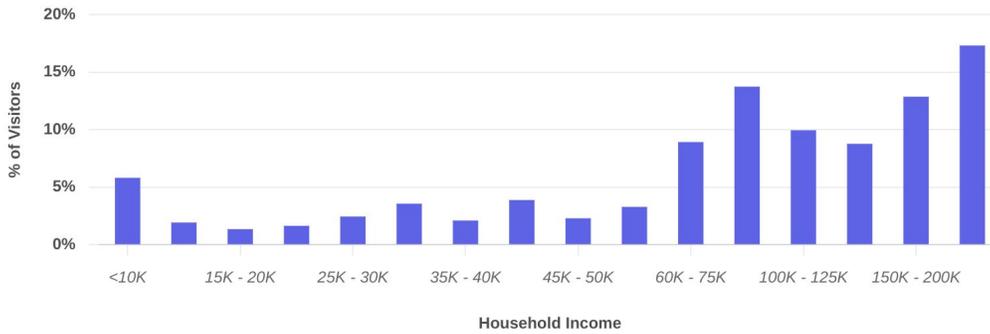
3 year Trend

May 1, 2022 - Jul 31, 2024



Household Income

Main Street Park
5050 Main St., American Canyon, CA 94503



Average Income	130K
Median Income	98K

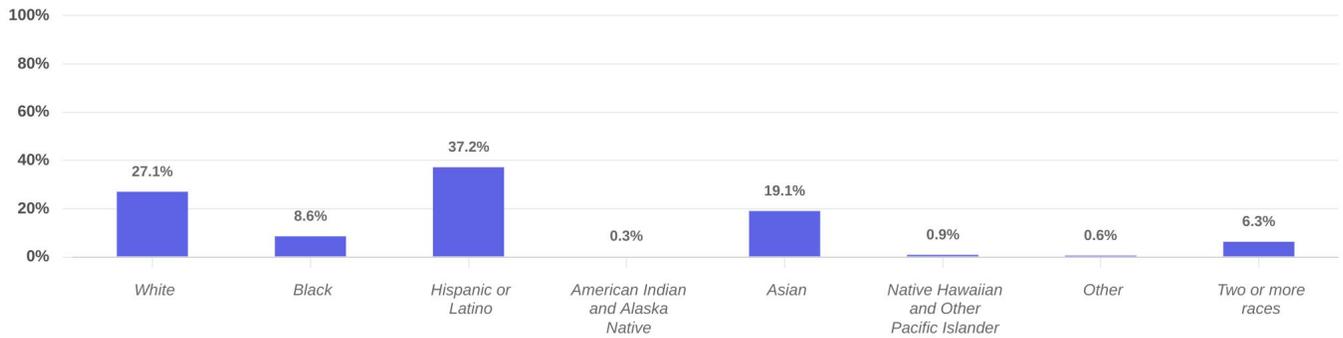
*Demographics are based on a True Trade Area capturing 70% of visits | Data source: Census 2023

May 1st, 2022 - Jul 31st, 2024
Data provided by Placer Labs Inc. (www.placer.ai)



Ethnicity

Main Street Park
5050 Main St., American Canyon, CA 94503



*Demographics are based on a True Trade Area capturing 70% of visits | Data source: Census 2023

May 1st, 2022 - Jul 31st, 2024
Data provided by Placer Labs Inc. (www.placer.ai)





TITLE

1661 Green Island Road Property

RECOMMENDATION

Adopt a Minute Order authorizing the mayor to sign a "Letter of Support" for a landowner application to LAFCO for the expansion of American Canyon's Sphere of Influence to include the 1661 Green Island Road property.

CONTACT

Jason Holley, City Manager

BACKGROUND & ANALYSIS

****The following is a Council-requested item ****

The 157-acre former vineyard property at 1661 Green Island Rd. is located in unincorporated Napa County. The property is adjacent to American Canyon's northwestern municipal boundary and outside its Sphere of Influence and the City/County Urban Limit Line. (Attachment 1).

A sphere of influence and the urban limit line serve different, but interrelated purposes. A "sphere of influence" (SOI) is defined as a "plan for the probable physical boundary and service area of a local government agency as determined by the Napa Co. Local Agency Formation Commission (LAFCO)" (G.C. §56076). The "Urban Limit Line" (ULL) is depicted in the *2008 City/County ULL Agreement* as the boundary where Napa County and American Canyon determined American Canyon's SOI shall not expand prior to 2030. Said differently, LAFCO is required to determine American Canyon's SOI according to State Law and their local policies, while the City and the County jointly choose whether to have a ULL and if so, its boundary.

Previously, the landowner applied to LAFCO to amend (ie. expand) American Canyon's SOI to include the subject property. At the time, the prior City Council took "no position" (Attachment 2) and LAFCO eventually denied the application.

The landowner intends upon resubmitting an application and requests a letter of support from the Council. It is believed this support will be instrumental in achieving an approval.

Below is a list of topics the Council may wish to consider, along with input from the property owner and public:

- Property location and surrounding uses.
- Current municipal service delivery to the property.
- Financial and environmental considerations.
- American Canyon Measures J & K.

If approved, staff will prepare a letter of support for the Mayor's signature and then transmit it to LAFCO.

Next Steps:

LAFCO approval of the newly expanded SOI is one of several prerequisites for development activities. The following must also occur: Pre-Zoning (City), Property Tax Sharing Agreement (City and County), ULL Amendment (City and County); Annexation (LAFCO); 4) Development approval (City).

COUNCIL PRIORITY PROGRAMS AND PROJECTS

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

FISCAL IMPACT

Because there is no recommended action at this time, there is no immediate fiscal impact.

Nevertheless, the expansion of American Canyon's SOI to include the subject property is the first step in the process that could ultimately lead to annexation and additional City revenue. Currently, the City receives water service charges from the property. Upon annexation, the City would receive property tax revenue, but it is too speculative at this time to forecast the amount.

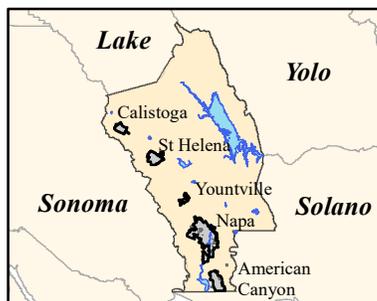
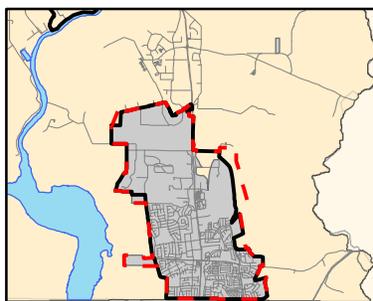
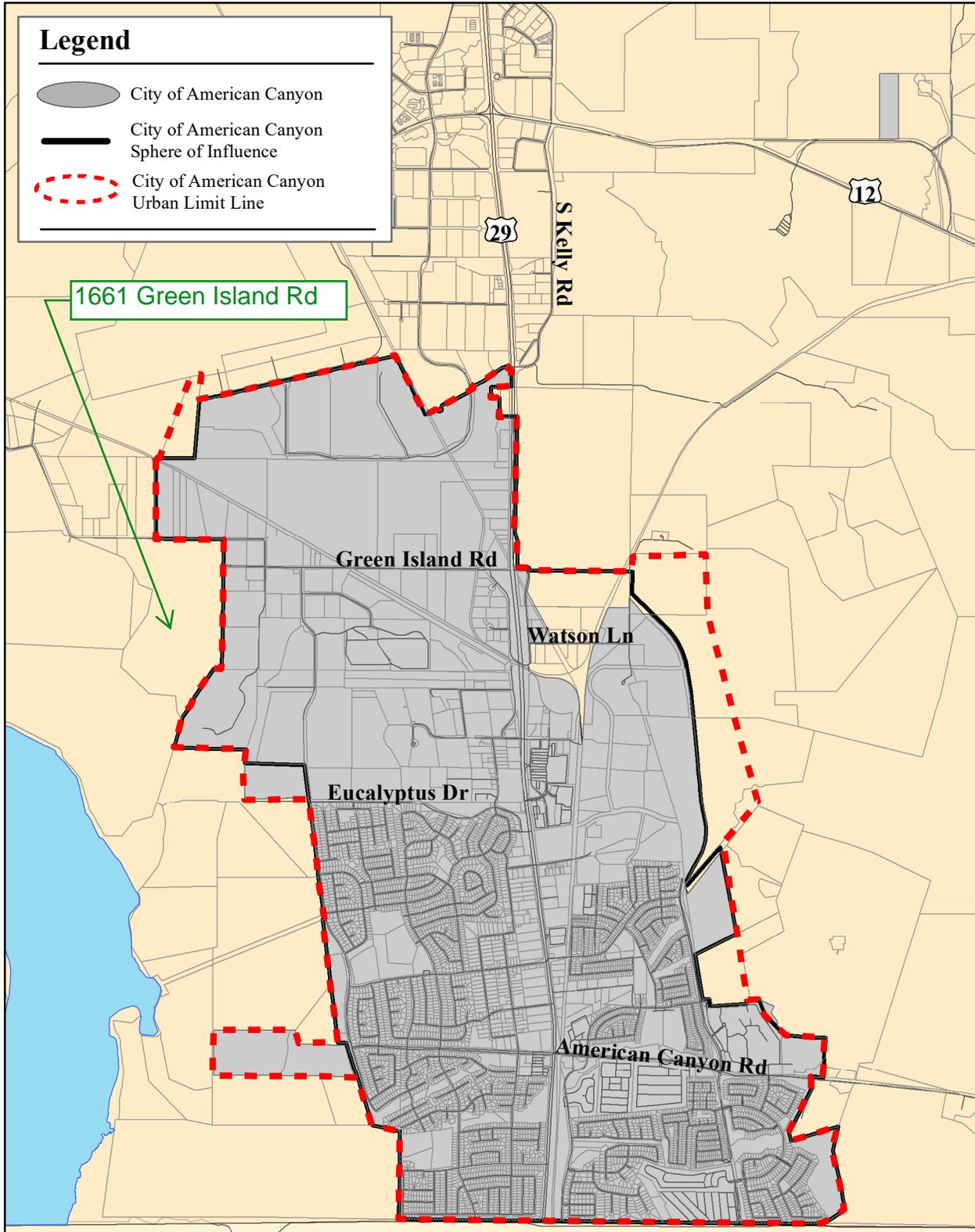
ENVIRONMENTAL REVIEW

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

ATTACHMENTS:

1. [Property Location](#)
2. [City Letter - December 2021](#)

City of American Canyon



Not to Scale
 November 10, 2021
 Prepared by BF

LAFCO of Napa County
 1754 Second Street, Suite C
 Napa, California 94559
www.napa.lafco.ca.gov



December 2, 2021

Sent Via Email to:

bfreeman@napa.lafco.ca.gov

Brendon Freeman, Executive Officer
Local Agency Formation Commission of Napa County
1754 2nd St, Suite C
Napa, California 94559

Subject: Green Island Vineyards landowner request to amend the City of American Canyon and American Canyon Fire Protection District Spheres of Influence involving 1661 Green Island Road (APN 058-030-041)

Dear Mr. Freeman:

Thank you for the public hearing notice and staff report informing the City that on December 6, 2021, the Napa County LAFCO Board will consider a landowner request to amend of the City of American Canyon and American Canyon Fire Protection District spheres of influence (SOI).

As explained in the public hearing notice and staff report, the application includes approximately 157.15 acres of unincorporated territory located at 1661 Green Island Road (APN 058-030-041). The staff report notes the property is located outside the boundaries of the 2008 SOI and Urban Limit Line (ULL) Agreement between the City of American Canyon and Napa County.

This letter is intended to inform the LAFCO Board that the City of American Canyon takes "no position" on the proposed application. If you have any questions, I may be contacted at (707) 647-4335 or by e-mail at bcooper@cityofamericancanyon.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Brent Cooper".

Brent Cooper, AICP
Community Development Director

Copies to:

Jason Holley, City Manager
Mike Cahill, Fire Chief, American Canyon Fire Protection District
Bill Ross, City Attorney



City Council Committee Report

Submitted * Councilmember David Oro
by:

Council Meeting 03/18/2025
Date:

Event Date: 13/03/2025

Event Type: Community Event

Event Title: * AmCan Chamber Local Legends Luncheon

Event Report: I attended the Local Legends Luncheon hosted by the American Canyon Chamber of Commerce at the Boys & Girls Club. It was a great opportunity to hear updates from local government agencies and the chamber about their work in the community. I appreciate the chance to connect with local leaders and look forward to the year ahead.

File/Photo Upload Max file size for all uploads is 25 MB

Event Date: 05/03/2025

Event Type: Other

Event Title: * Joining the Government AI Coalition

Event Report: I am pleased to share that I have joined the Government AI Coalition, a network of local, state, and federal government members working to promote the responsible and purposeful use of artificial intelligence in the public sector.

As AI continues to shape the way government agencies operate, it is important to ensure that these technologies are used ethically, transparently, and effectively to improve services while minimizing risks. The Coalition focuses on key priorities such as responsible AI governance, vendor accountability, and cross-agency collaboration.

Through my participation, I look forward to gaining insights into best practices, engaging in discussions on AI policy, and advocating for safeguards that protect our community while harnessing AI's potential to enhance government services.

You can learn more at <https://www.sanjoseca.gov/your-government/departments-offices/information-technology/ai-reviews-algorithm-register/govai-coalition>

File/Photo Upload Max file size for all uploads is 25 MB



City Council Committee Report

Submitted by: * Mayor Pierre Washington

Council Meeting Date: 03/18/2025

Event Date: 03/03/2025

Event Type Other

Event Title: * Napa River Ecology Center tour by Janelle Sellick, Executive Director of American Canyon Community & Parks Foundation

Event Report: The **Napa River Ecology Center** gives new life to the City's Corporation Yard located along the Napa River Wetlands. Built in 1989, the 5,000 square foot building and surround three-acre parcel are perfectly suited to support river conservation efforts, environmental education, and public access. We're investing in the site now, so it can serve our community forever.

Get involved today by learning more about the project, making a donation, or volunteering for a committee. Together we are creating an environmental legacy for Napa County and beyond!

Quick Facts

- Repurposes old Public Works industrial site along Napa River Wetlands
- Two-acre parcel with 5,000 square-foot building
- Model public/private partnership between the City of American Canyon and the American canyon Parks Foundation
- Will serve 20,000 people each year in nature programming
- Centrally located in North Bay along San Francisco Bay Trail
- New public access to pristine Wetlands habitat
- Green demonstration features
- Proposed Kayak Launch

[Napa River Ecology Center | ACParks](#)



File/Photo Upload Max file size for all uploads is 25 MB

Event Date: 03/03/2025

Event Type Committee Report

Event Title: * Veterans of Foreign Wars (VFW) POST 1123

Event Report: The VFW Post 1123 hosts several events throughout the year, all centered around improving the lives of veterans, service members, their families and our communities.

The VFW Foundation's mission is simple: support programs to increase awareness of the sacrifices of America's veterans; promote citizenship education, volunteerism and positive youth programs; and facilitate medical, rehabilitative, educational and employment services and needs for veterans and their families.

Interested Veterans meetings are held on the 1st and 3rd Mondays of each month @7pm (at 6pm is a Potluck).

ADDRESS:

420 Admiral Callaghan Lane, Vallejo, CA 94591

File/Photo Upload Max file size for all uploads is 25 MB

Event Date: 04/03/2025

Event Type Community Event

Event Title: * "Lunch with the Mayor" Raffle winner Ms. Marguerite Cueto & her Husband

Event Report: ✨ Congratulations to Frank Coppola and Marguerite Cueto, winners of our **"Lunch with Mayor Washington"** raffle from the State of the City "Meet the Council" Open House on Feb. 18! ✨

They traveled around the globe to get their passports stamped at each station and were selected as the winners during our Facebook Live drawing the next day.



File/Photo Upload Max file size for all uploads is 25 MB

Event Date: 06/03/2025

Event Type Community Event

Event Title: * Local Legends Luncheon Sponsored by Chamber of Commerce CEO Valerie Zizak-Morais

Event Report: Thank you to the [American Canyon Chamber of Commerce & Welcome Center](#) for hosting this year's State of the American Canyon Business Community event and celebrating the pillars of American Canyon at the Local Legends Luncheon.

CONGRADULATIONS to **Gladys Milligan** our American Canyon Chamber of Commerce Member of the Year 2024!!



Gladys Milligan is an amazing member of the American Canyon Business Community. Not only has she been serving on the American Canyon Chamber Board since 2021, she also supports many other nonprofit organizations in American Canyon, including serving as the CFO for the American Canyon Community and Parks Foundation. Gladys understands the importance of involvement in the community she works in and is always willing to support the American Canyon Community.

Thank you for making Redwood Credit Union such an important part of American Canyon.

File/Photo Upload Max file size for all uploads is 25 MB

Event Date: 11/03/2025

Event Type: Committee Report

Event Title: * American Canyon Fire Protection District (ACFPD) Finance Committee Meeting

Event Report: On March 11, 2025, Vice Mayor Mark Joseph and I attended the ACFPD Finance Committee Meeting. The purpose of the Finance Committee is to review the financial operations of the district, including all anticipated financial plans and to report the Committee's findings and recommendations to the District's Board of Directors.

Chief Belyea welcomed Finance Consultant Ken Campo, who presented a comprehensive overview of the Fiscal Year 2024-2025 Mid-Year Budget Review.

File/Photo Upload Max file size for all uploads is 25 MB

Event Date: 11/03/2025

Event Type: Community Event

Event Title: * "Meet & Greet" Kaiser Senior Vice President Darryl Curry

Event Report: I met with Senior Vice President Darryl Curry, Area Manager for Kaiser Permanente, who over sees The Solana, Napa, Alameda, Yolo and Contra Costa Region to talk about Community Relations and managing community engagement projects and programs throughout his Region. We touch on topics like Mental Health needs in the community, coordinating internal and external stakeholder meetings and events at the Kaiser Permanente Center for Total Health in American Canyon.

Mr. Curry mentioned wanting to help build a stronger pipeline of healthcare workers through Kaiser residency and other clinical training programs. He also stated that Kaiser is committed to bolstering the health care workforce by expanding education, and training opportunities.

File/Photo Upload Max file size for all uploads is 25 MB



City Council Committee Report

Submitted by: * Mayor Pierre Washington

Council Meeting Date: 03/18/2025

Event Date: 06/03/2025

Event Type: Committee Report

Event Title: * State Route 37 Policy Committee

Event Report: The purpose of this committee is to plan a more resilient Highway 37 for American Canyon and for other city and counties.

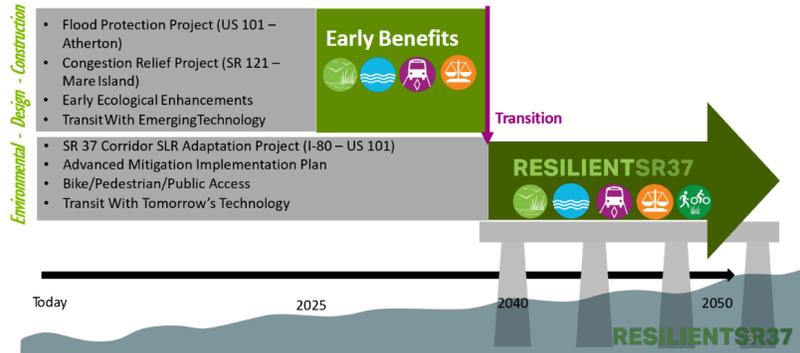
Think about Highway 37 as more than just a commute! The future of this corridor demands finding solutions to chronic traffic congestion and periodic flooding. But it will also require balancing transportation needs with protecting and enhancing sensitive marshland habitats. Planning a long-term solution presents an opportunity to provide bicycle, pedestrian, transit, and carpool options for all travelers.

Please see the [SR 37 Corridor website](#) for additional details.

[Resilient 37 - New - Sonoma County Transportation Authority](#)

RESILIENT SR 37 PROGRAM – PHASED IMPLEMENTATION

CONCURRENT PROJECT DEVELOPMENT. DELIVER EARLY COMMUNITY BENEFITS.



File/Photo Upload Max file size for all uploads is 25 MB



City Council Committee Report

Submitted by: * Vice Mayor Mark Joseph

Council Meeting Date: 03/18/2025

Event Date:

Event Type Committee Report

Event Title: * Napa Valley Transportation Authority (NVTA)

- Event Report:**
- Attended the Leadership Napa Valley Government Day, representing NVTA. Nice turnout, good discussion about transit and transportation issues.
 - Attended the Independent Taxpayer's Oversight Committee (ITOC) relating to Measure T; certified everyone's Maintenance of Effort (MOE); clean audit findings for St. Helena and Napa County; heard presentations on project overviews from Yountville, St. Helena and Calistoga; and other relatively administrative responsibilities to ensure Measure T (and now Measure U) funds are properly spent.
 - Attended the Vision Zero Planning group. This was their quarterly meeting. We heard updates on a number of issues, particularly on physical improvements to reduce serious/fatal collisions.
 - Lastly, we are finalizing the candidates we will be interviewing to replace Kate Miller, the Executive Director who is retiring. There will be a "professional" panel to screen the candidates and advise the Board; as well as Kate will meet with the candidates (and we'll get her insights as well). We expect to have a new director on board before Kate leaves in June.

File/Photo Upload Max file size for all uploads is 25 MB

Event Date: 06/03/2025

Event Type Committee Report

Event Title: * SR37 Resilient Committee

Event Report: This was the regular meeting of the four-county organization trying to secure funding for improvements along the SR37 corridor. The current status is that there are two high priority projects: one near Novato, to raise the road above future sea level rise; and widening SR37 from Mare Island to Sears Point, to address congestion. A key method of funding is the use of tolls, and trying to make it more equitable for disadvantaged commuters. These two projects are about 3/4 of a billion dollars; the total project is somewhere north of 10 Billion.

This was the first meeting for Mayor Washington and myself; I attended remotely (which also meant that I did not officially attend--Brown Act issues). There were several other new members to the Committee; the organization also selected a new Chair and Vice-Chair.

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Event Date:

Event Type Other

Event Title: * Official City Events

- Event Report:**
- Went to the **ribbon cutting for the Reach Copter 11**. This is a partnership with the Fire District and Reach, which is a private company that provides helicopter support for public safety. This will enhance service delivery for our community, put a few bucks into the Fire District's budget and offer training opportunities for our Firefighters. It was a great event and kudos to Chief Belyea for pulling it off!
 - **Canyon Oaks/ACHS ribbon-cuttings:** The Council was invited to attend the ribbon-cutting for Canyon Oaks Elementary school's outdoor shade area; and to present the new paint job for the High School (the colors do look

impressive). These were two big projects made possible with the passage of Prop. A2, and the theme of thanking Kasama Lee and others who made passage of that bond possible, was made throughout the affair.

- Attended the **Chamber's "Local Legends Luncheon,"** in which they combined their Awards program with a business-style State of the City (and County and NVTA). It was very well attended and well received.
- **Fire Finance Committee**--the Mayor and I attended this review session; the Fire District's finances are in good shape, similar to the City's. Of course, there are big expenses that are coming down the road (expanding our workforce to respond to growth in the community; finding a site and funding, for a new Fire Station, and replacing fire apparatus that costs millions of dollars and may take 2-4 years to deliver).

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Event **Event Type** Community Event
Date:

Event Title: * Various Community Events and Activities

- Event Report:**
- The big thing was the **Kiwanis Crab Feed**, which went well and we hope to raise more than last year. We are getting comfortable in the Boys & Girls Clubhouse, and we really appreciate the Club's willingness to work with us, in order to have money for scholarships and community grants/sponsorships.
 - On the Arts Foundation side, we are planning an **Irish Cultural Event for March 28** (tickets are free but limited to about 25)--this should be a fun and educational activity, and could become a template for future cultural programs.
 - We're also gearing up for our annual **Art Extravaganza**, now combined with ParkFest, an open air concert. It's scheduled for May 17 at the Boys & Girls Club.
 - We have worked out the details for our new **Student Art Contest**, thanks to Supervisor Ramos. We are now promoting it to our Middle and High School students in the Fifth District--the winners will receive scholarships and their art will be on display in Ramos' AmCan office.

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Future Agenda Items

March 21, 2025 – Council Strategic Planning Session

Strategic Plan: 2025-2026 Work Plan

March 27, 2025 – Planning Commission Meeting. 6:30 p.m.

General Plan Update and EIR
Crawford Way Apartment Townhome Design Permit
258 Napa Junction Appeal

April 1, 2025 – Regular City Council Meeting. 6:30 p.m.

Pledge Led by AC Daisy Co-op Troop #31566
Proclamation – Earth Day
Presentation – Community Benefits Program
Presentation – AC Community Cats
Capital Project Discussion and Corp Yard Budget Increase
Capital Improvement Project Quarterly Update

April 2, 2025 – OSATS Commission Meeting. 6:30 p.m.

Annual CIP Update
Bicycle Friendly Designation Application Update
General Plan Update

April 10, 2025 – Parks and Community Services Meeting. 6:30 p.m.

Facility Naming
General Plan Update

April 15, 2025 – Regular City Council Meeting. 6:30 p.m.

General Plan Update Workshop
Parks and Recreation Quarterly Update

April 24, 2025 – Planning Commission Meeting. 6:30 p.m.

Annual CIP Update

May 6, 2025 – Regular City Council Meeting. 6:30 p.m.

ACHS Link Crew Presentation
Update from Supervisor Ramos
LLAD 2025/26 Engineers Report
FY 2025/26 Preliminary Budget

Unscheduled Council Directed Items	Councilmember	Date of Council Vote	Notes
American Canyon History Report	Washington	7/18/2023	In progress, PCS on 4/10
Alignment of West Side Connector	Joseph	10/17/2023	In progress pending General Plan Update (May 2025)
All Electric Reach Code (Discussion only)	Joseph	11/7/2023	On hold pending RCAAP and Berkeley litigation.
Food Ware Ordinance	Joseph	9/17/2024	On hold, pending RCAAP
Purple Heart Designation	Washington	10/15/2024	In progress, council date TBD
A.I. Policy	Oro	12/3/2024	In progress, council date TBD
Certification Program for Non-Profits	Joseph	12/17/2024	In progress, council date TBD