



REGULAR CITY COUNCIL MEETING AGENDA

City Hall - Council Chambers
4381 Broadway St., Suite 201, American Canyon
May 6, 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:** 862 3299 1024; **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.

5:00 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

5:00 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).**
 - e. *City of American Canyon v. Rudy Ornelas Jr.* (Napa County Superior Court Case No 25CV000776).**

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

CALL TO ORDER - COUNCIL TO RECONVENE IN OPEN SESSION

PLEDGE OF ALLEGIANCE

ROLL CALL - OPEN SESSION

REPORT ON CLOSED SESSION/CONFIRMATION OF REPORTABLE ACTION

PROCLAMATIONS AND PRESENTATIONS

3. **ACHS Link Crew Presentation**
4. **Special Recognition of Napa Valley Youth of the Year Melody Kondor**
5. **Proclamation - May 2025 is Water Safety Month**
6. **Proclamation: Asian American and Native Hawaiian - Pacific Islander Heritage Month**
7. **Proclamation: Older American's Month**

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

8. **Report Upon Return from Closed Session - April 1, 2025**
Recommendation: Approve the Report Upon Return for Closed Session for April 1, 2025.
9. **Minutes of April 15, 2025**
Recommendation: Approve the minutes from the Regular City Council meeting of April 15, 2025.
10. **Report Upon Return from Closed Session - April 15, 2025**
Recommendation: Approve the Report Upon Return from Closed Session for April 15, 2025.
11. **Minutes of April 29, 2025**
Recommendation: Approve the minutes of the Special City Council Closed Session Meeting of April 29, 2025.
12. **Report Upon Return from Closed Session - April 29, 2025**
Recommendation: Approve the Report Upon Return from Closed Session for the Special City Council Closed Session meeting of April 29, 2025.
13. **Water Bottle Filling Stations**
Recommendation: Adopt a resolution increasing the Fiscal Year 2024/25 Public Works Solid Waste Budget in the amount of \$275,000 for the purchase and installation of water bottle refill stations, the purchase of beverage recycling receptacles and the purchase of a portable hydration station.
14. **Notice of Completion for the Newell Open Space Improvements Project (PR13-0200)**

Recommendation: Adopt a Resolution accepting the project as complete and authorizing the Public Works Director to file a Notice of Completion in conjunction with the Newell Open Space Improvements Project (PR13-0200).

15. **Notice of Completion for the Benton Way Pavement Rehabilitation Project (TR22-0400)**

Recommendation: Adopt a Resolution accepting the project as complete, authorizing the Public Works Director to file a Notice of Completion, and releasing a Retention payment to Ghilotti Construction Company in conjunction with the Benton Way Pavement Rehabilitation Project (TR22-0400).

16. **2025 Military Equipment Inventory and Equipment Use Policy**

Recommendation: Adopt a Minute Order approving the 2025 Military Equipment Inventory and Equipment Use Policy.

17. **Sourcewell Purchase of Two CXT, Inc. Denali Restrooms**

Recommendation: Adopt a resolution increasing the project budget for the Northampton Park Restroom Project (PR23-0500) from \$165,000 to \$195,000, increasing the project budget for the Silver Oak Park Restroom Project (PR23-0700) from \$165,000 to \$195,000, and authorizing the purchase of two CXT Incorporated Denali restrooms in an aggregate amount not to exceed \$300,654 in conjunction with the respective park projects.

18. **Update City Classification Plan**

Recommendation: Adopt a Resolution updating the City's Classification Plan.

19. **Projects Funded by SB1/Road Maintenance and Rehabilitation Account (RMRA) for Fiscal Year 2025/26**

Recommendation: Adopt a Resolution of the City Council of the City of American Canyon approving a list of projects for Fiscal Year 2025/26 funded by SB1: The Road Repair and Accountability Act of 2017.

20. **Hampton Inn Hotel - Development Impact Fee Deferral**

Recommendation: Adopt a Resolution deferring the payment timing for certain Hampton Inn Hotel Impact Fees from prior to Building Permit issuance to prior to Certificate of Use and Occupancy; 3443 Broadway (BP24-0124)

PUBLIC HEARINGS

There are no Public Hearing items.

BUSINESS

21. **Measure U 5-Year Expenditure Plan for FY 2025/26 through FY 2029/30**

Recommendation: Adopt a Resolution approving a Five-Year Expenditure Plan for FY 2025/26 through FY 2029/30 under Measure U (Napa Countywide Road Maintenance Act.)

22. **Rancho Del Mar Paving and Utility Improvements Project Construction Budget**

Recommendation: Adopt a Resolution amending the FY2024-25 Capital Budget and increasing the Project Budget from \$7,666,232 to \$8,216,232 in conjunction with the

Rancho Del Mar Paving and Utility Improvements Project (TR24-0300).

23. Council Committee Appointments

Recommendation: Adopt a Minute Order modifying the 2025 Council Committee Appointment List

24. AB 2561 Presentation on Staff Vacancies, and Recruitment & Retention Efforts in 2024

Recommendation: Receive and file report.

MANAGEMENT AND STAFF ORAL REPORTS

25. Public Works Utilities Update

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.

26. City Council Committee Report - Councilmember Cruz

27. City Council Committee Report - Mayor Washington

FUTURE AGENDA ITEMS

28. 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 SPECIAL RECOGNITION



Melody Kondor **Boys and Girls Clubs of Napa Valley Youth of the Year**

WHEREAS, the City of American Canyon proudly recognizes outstanding young individuals who demonstrate exceptional dedication to their education, extracurricular activities, and community service; and

WHEREAS, Melody Kondor, a 17-year-old Junior at American Canyon High School, has been named the Boys & Girls Clubs of Napa Valley Youth of the Year, an esteemed honor recognizing leadership, service, and academic excellence; and

WHEREAS, Melody has been an active member of the Boys & Girls Club of Napa Valley since 2015, beginning her journey at Donaldson Way Elementary and continuing her commitment through her high school years; and

WHEREAS, Melody has demonstrated leadership and engagement through programs such as Smart Girls, Camp Mendocino, and Future Leaders, contributing to her personal growth and the betterment of her peers; and

WHEREAS, in addition to her club involvement, Melody has excelled in extracurricular activities, serving as Vice President of Key Club, Secretary for the Science National Honor Society, and Research Officer for the California Scholarship Federation, as well as being an active member of the Red Cross, Concert and Chamber Choir; and

WHEREAS, Melody is a dedicated athlete, participating in Varsity Track and Varsity Cross Country, further showcasing her determination and resilience; and

WHEREAS, Melody exemplifies a strong commitment to community service, regularly volunteering with the Kiwanis Club of American Canyon and even starting a band to explore her passion for music and leadership; and

WHEREAS, Melody distinguishes herself academically and aspires to attend Stanford University, a goal reflective of her ambition, diligence, and unwavering pursuit of excellence; and

NOW, THEREFORE, BE IT RESOLVED that I, Pierre Washington, on behalf of the City Council and our community, do hereby recognize and commend **Melody Kondor** for her outstanding achievements, leadership, and contributions to our city. Her dedication to education, service, and personal growth serves as an inspiration to all, and we proudly celebrate her success as the Boys & Girls Clubs of Napa Valley Youth of the Year.

Dated: May 6, 2025

Pierre Washington, Mayor

CITY OF AMERICAN CANYON PROCLAMATION



May 2025 is Water Safety Month

WHEREAS, water-related activities such as swimming, boating, and fishing are widely enjoyed by residents of all ages in American Canyon, and play an important role in promoting healthy and active lifestyles; and

WHEREAS, swimming plays a vital role in maintaining physical and mental well-being, building social connections, and enhancing overall quality of life; and

WHEREAS, it is essential for families and individuals of all ages, whether owners of private pools, users of public swimming facilities, or visitors to natural recreation areas to understand and follow water safety rules; and

WHEREAS, drowning is the leading cause of unintentional injury-related death for children ages 1 to 4, and the second leading cause for children ages 5 to 14 in the United States. Globally, it remains a major public health concern, often resulting from inadequate swimming skills, lack of supervision, barriers to water access, and unsafe conditions in pools, lakes, and other bodies of water. While most drowning incidents are preventable, proven strategies, such as promoting swimming competency, increasing water safety awareness, and ensuring vigilant supervision, are essential to reducing the risk and saving lives; and

WHEREAS, basic swimming proficiency and water safety awareness are crucial to preventing and surviving drowning situations, as well as to safely assisting others in distress; and

WHEREAS, organizations such as the American Red Cross, National Recreation and Parks Association, World Waterpark Association, National Drowning Prevention Alliance, and local aquatic programs are dedicated to advancing water safety through public education, training, and community outreach; and

WHEREAS, the City of American Canyon is committed to advancing water safety and drowning prevention through a variety of community-focused initiatives, including affordable swim lessons for all ages and abilities, comprehensive lifeguard certification programs, and year-round public education efforts led by trained aquatic professionals at the Phillip West Aquatics Center; and

WHEREAS, Water Safety Month serves as a timely reminder for individuals, families, schools, and community organizations to work together to promote safe behaviors in and around all types of water; and

NOW, THEREFORE, BE IT RESOLVED that I, Pierre Washington, Mayor of the City of American Canyon, on behalf of the American Canyon City Council, proclaim the month of May 2025 as Water Safety Month in American Canyon. I urge all residents to learn the lifelong skill of swimming, support drowning prevention efforts, and participate in water safety programs to help spread awareness to prevent water-related accidents and injuries.

Dated: May 6, 2025

Pierre Washington, Mayor

CITY OF AMERICAN CANYON PROCLAMATION



May 2025 Asian American and Native Hawaiian/Pacific Islander Heritage Month

WHEREAS, Asian Americans and Pacific Islanders have enriched our nation's history with their contributions, achievements, and cultural heritage; and

WHEREAS, Asian American and Pacific Islander Heritage Month provides an opportunity for all citizens to learn about and celebrate the rich history, diverse cultures, and invaluable contributions of Asian Americans and Pacific Islanders to the United States; and

WHEREAS, throughout our history, Asian Americans and Pacific Islanders have made significant contributions to every aspect of our society, including science, technology, business, education, government, and the arts, enriching the fabric of our nation; and

WHEREAS, Asian American and Pacific Islander Heritage Month presents an opportunity to recognize the challenges and discrimination that Asian American and Pacific Islander communities have faced and continue to face, and to recommit ourselves to the ongoing work of building a more inclusive and equitable society; and

WHEREAS, our community is made stronger and more vibrant by our diversity, and we celebrate the myriad cultures, languages, traditions, and histories of Asian Americans and Pacific Islanders that contribute to the tapestry of our shared American identity;

NOW, THEREFORE, BE IT RESOLVED that I, Mayor Pierre Washington, do hereby proclaim May 2025 as Asian American and Native Hawaiian/Pacific Islander Heritage Month, and I urge all residents to join in celebrating the contributions of Asian Americans and Pacific Islanders to our community, our state, and our nation.

Date: May 6, 2025

Pierre Washington, Mayor

CITY OF AMERICAN CANYON PROCLAMATION



MAY 2025 AS OLDER AMERICAN'S MONTH

WHEREAS, May is Older American's Month, a time for us to recognize and honor American Canyon older adults and their immense influence on every facet of American society; and

WHEREAS, through their wealth of life experience and wisdom, older adults guide our younger generations and carry forward abundant cultural and historical knowledge; and

WHEREAS, older Americans improve our communities through intergenerational relationships, community services, civic engagement, and many other activities; and

WHEREAS, communities benefit when people of all ages, abilities, and backgrounds have the opportunity to participate and live independently; and

WHEREAS, our expanding elder population profoundly impacts every facet of our lives, redefining our ideas of work, retirement and leisure, altering our housing and living arrangements, challenging our healthcare systems, reshaping our economy, and altering social and public policy; and

WHEREAS, the opportunity and challenges that await us require our continued commitment to the goal of ensuring that our older Americans enjoy active, productive and healthy lives, and do so independently, safely, and with dignity; and

WHEREAS, American Canyon must ensure that older Americans have the resources and support needed to stay involved in their communities, reflecting our commitment to inclusivity and connectedness; and

WHEREAS, the City Council of the City of American Canyon wishes to express its appreciation for the past and continuing contributions of its older residents to the community and our nation, and recognize that older Americans are a vital and growing part of our city; and

NOW, THEREFORE, BE IT RESOLVED, that I, Mayor Pierre Washington, on behalf of the American Canyon City Council, do hereby proclaim May 2025, to be Older American's Month. I urge every resident to recognize the contributions of our older citizens, help to create an inclusive society and join efforts to support older Americans' choices about how they age in their communities.

Dated: May 6, 2025

Pierre Washington, Mayor

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

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File No: 199/6

April 29, 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 April 1, 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 April 1, 2025, consistent with Government Code Section 54957.1.

Mayor Washington called the Meeting to order in Open Session at 4:00 p.m. and after ascertaining that there were no public comments on the matters agendized for Closed Session consideration, adjourned to Closed Session at 4:01 p.m. to address the Closed Session Agenda.

There were two (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 the first matter considered under Closed Session Agenda Item No. 1., although there was direction was given to Staff, that direction is not reportable under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(2).

With respect to the second matter considered under Closed Session Agenda Item No. 1., although there was direction was given to Staff but that direction is not reportable under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(2).

With respect to the third matter considered under Closed Session Agenda Item No. 1., there was no reportable under the common law attorney-client privilege 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 Agenda Item Nos. 3. and 4., there was no reportable under the provisions of Government Code Section 54954.5(e) and 54957(b).

The Closed Session concluded at 6:34 p.m.

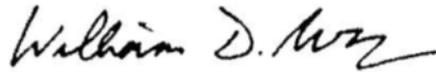
After convening in Open Session, City Attorney Ross stated that a written report upon return from Closed Session consistent with Government Code Section 54957.1 would be prepared concerning the matters agendized for Closed Session review.

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

The Honorable Pierre Washington, Mayor
and Members of the City Council
April 29, 2025
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Should you have questions concerning this Report, it may be taken off the Consent calendar when agendaized 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, Assistant City Manager
Taresa Geilfuss, City Clerk

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

ACTION MINUTES

April 15, 2025

5:00 P.M. – CLOSED SESSION

CALL TO ORDER - CLOSED SESSION

The City Council meeting was called to order at 5:00 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

Mayor Washington opened public comments. Written comments: none. Oral comments: none.
The public comment period was closed.

MEETING RECESS - COUNCIL TO CONVENE IN CLOSED SESSION

5:00 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).

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 6:38 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

3. Proclamation - Years of Service for Jen Kansanback

Mayor Washington announced the proclamation. It was received by Jen Kansanback. Mayor Washington opened public comments. Written comments: none. Oral comments: Pam Phillips was called to speak; Tom Phillips was called to speak; Christina Lee was called to speak; Valerie Zizak-Morais was called to speak; Supervisor Belia Ramos was called to speak; The public comment period was closed.

4. Proclamation - Sexual Assault Awareness Month April 2025

Mayor Washington announced the proclamation. It was received by Christina Gomez, Sexual Assault Victim Services Program Manager for NEWS – Domestic Violence and Sexual Abuse Services.

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

Mayor Washington opened public comments. Written comments were received from: _____
Oral comments: Cindy Lederer was called to speak; Valerie Zizak-Morais was called to speak; Jeanette Goyetch was called to speak; Hugh Marquez was called to speak; Yvonne Baginski was called to speak; Arvind Nischal was called to speak; Fran Lemos was called to speak; Justin Hamilton Hole was called to speak; Laura Previlo was called to speak; Karen Fritz 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 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

5. Minutes of April 1, 2025

Action: Approved the minutes of the Regular City Council meeting of April 1, 2025.

6. Napa County Animal Shelter Contract Extension

Action: Adopted Resolution 2025-22 authorizing an extension of the term of the Professional Services Agreement (Agreement 2025-45) with Napa County for Animal Shelter Services through June 30, 2026.

PUBLIC HEARINGS

There were no Public Hearing items.

BUSINESS

7. The Wall That Heals

Council received a Wall That Heals staff report and presentation from Parks & Recreation Director Alexandra Ikeda. Mayor Washington opened public comments. Written comments: none. Oral comments: Hugh Marquez was called to speak; Beth Marcus was called to speak; Sophie was called to speak; Karen Fritz was called to speak. The public comment period was closed.

Action: Motion to adopt Minute Order 2025-08 appointing Councilmember Cruz and Mayor Washington to an ad hoc subcommittee to assist in planning The Wall That Heals event and report back to the City Council on event logistics and community engagement. made by Councilmember David Oro, seconded by Councilmember Melissa Lamattina, 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. Fil-Am Dual Citizenship Outreach Event Fee Waiver

Council received a Fil-Am Dual Citizenship Outreach Event Fee Waiver staff report from City Manager Jason Holley. Mayor Washington opened public comments. Written comments: none. Oral comments: Joseph Mangapot was called to speak; Sophie was called to speak. The public comment period was closed.

Action: Motion to adopt Minute Order 2025-09 approving the waiver of the facility rental fee for the use of a city facility by the Philippine Consulate General's Office 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

9. General Plan Comprehensive Update, Environmental Impact Report, and Zoning Code Amendment Workshop

Council participated in a received General Plan Comprehensive Update, Environmental Impact Report, and Zoning Code Amendment Workshop with Gianna Meschi, Rincon Consultants. Mayor Washington opened public comments. Written comments: none. Oral comments: Yvonne Baginski was called to speak; Chris Benz was called to speak; Jim Wilson was called to speak; Hugh Marquez was called to speak; Katherine Bit was called to speak. The public comment period was closed. No action was taken on this matter.

10. FY 2025-26 Strategic Work Plan

Council received a FY 2025-26 Strategic Work Plan staff report from City Manager Jason Holley. Mayor Washington opened public comments. Written comments: none. Oral comments: none. The public comment period was closed.

Action: Motion to adopt Minute Order 2025-10 approving the FY 2025-26 Strategic Work Plan made by Councilmember Brando Cruz, seconded by Councilmember Melissa Lamattina, 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

11. Parks and Recreation Department Update

Council received a Parks and Recreation Department Update staff report and presentation from Parks & Recreation Director Alexandra Ikeda. Mayor Washington opened public comments. Written comments: none. Oral comments: Karen Fritz was called to speak. The public comment period was closed.

MAYOR/COUNCIL COMMENTS AND COMMITTEE REPORTS

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

12. Council Committee Report - Mayor Pierre Washington

FUTURE AGENDA ITEMS

13. Future Agenda Items of Note

Action: Motion to add to a future agenda a presentation by the Audubon Society 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

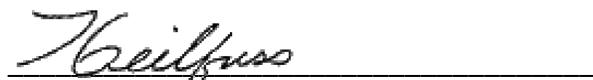
Excused: None

ADJOURNMENT

The meeting was adjourned at 9:50 p.m.

CERTIFICATION

Respectfully Submitted,



Taresa Geilfuss, City Clerk



City Council Community Update

APRIL 15, 2025 CITY COUNCIL MEETING

Proclamations

- **Communications Manager Jennifer Kansansback** was recognized for her 18 years of service to American Canyon, upon her retirement.
- **Sexual Assault Awareness Month:** Cristina Gomez, Sexual Assault Victim Services Program Manager for NEWS – Domestic Violence and Sexual Abuse Services, received the proclamation.



City Actions

- Appointed two City Council Members to an ad-hoc subcommittee for The Wall that Heals project.
- Approved a facility rental fee waiver for the use of a city facility by the Philippine Consulate General's Office.
- Received a General Plan Comprehensive Update.
- Approved the FY2025-26 Strategic Work Plan.

Next time...

Join our **May 6** meeting to learn more about:

- ACHS Link Crew
- Green Island Road Widening
- Public Works Utilities Update
- and more!

View presentations, agenda packets and meeting details:



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

Law Offices of
William D. Ross
400 Lambert Avenue
Palo Alto, California 94306
Telephone: (650) 843-8080
www.lawross.com

Los Angeles Office:

11420 Santa Monica Blvd
#25532
Los Angeles, CA 90025

File No: 199/6

April 21, 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 April 15, 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 April 15, 2025, consistent with Government Code Section 54957.1.

Mayor Washington called the Meeting to order in Open Session at 5:00 p.m. and after ascertaining that there were no public comments on the matters agendized for Closed Session consideration, adjourned to Closed Session at 5:00 p.m. after your Council unanimously approved (5-0) that an additional matter be added to the Closed Session Agenda with respect to Existing Litigation, designated as Agenda Item No. 2.e., *City of American Canyon v. Rudy Ornelas Jr.*, Napa County Superior Court Case No. 25CV000776.

There were two (2) 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).
- e. *City of American Canyon v. Rudy Ornelas Jr.*, Napa County Superior Court Case No. 25CV000776.

With respect to one of the matters considered under Closed Session Agenda Item No. 1., the Watson Ranch Mediation, there was direction provided to the City Attorney, Mediation Counsel, and Staff. There was unanimous direction given to the subcommittee (5-0) to extend authorization to discussions involving the Watson Ranch Promontory Point Project and Newell Family. Except as indicated, there was no other reportable action under the attorney-client privilege and that provided by Government Code Section 54956.9(d)(2).

There was no other reportable action with respect to the other two (2) matters considered under Closed Session Agenda Item No. 1.

With respect to Closed Session Agenda Item Nos. 2.a., there was direction and authorization given to the City Attorney and Special Counsel. Except as indicated, there was no other reportable action under the attorney-client privilege and that provided by Government Code Section 54956.9(d)(1).

With respect to Closed Session Agenda Item Nos. 2.b. 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 Agenda Item Nos. 2.e., there was reportable action in the form of reporting initiation of a Workplace Violence Restraining Order against the Respondent Rudy Ornelas Jr. and that the Respondent was temporarily restrained from being within 100 feet from City Hall until the Hearing on the matter before the Court on May 5, 2025 at 8:30 a.m. Except as indicated, there was no other reportable action under the attorney-client privilege and that provided by Government Code Section 54956.9(d)(1).

The Closed Session concluded at 6:29 p.m.

After convening in Open Session, City Attorney Ross stated that a written report upon

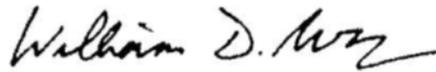
The Honorable Pierre Washington, Mayor
and Members of the City Council
April 21, 2025
Page 3

return from Closed Session consistent with Government Code Section 54957.1 would be prepared 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".

William D. Ross
City Attorney

WDR:jf

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

**CITY OF AMERICAN CANYON
SPECIAL CITY COUNCIL CLOSED SESSION MEETING**

ACTION MINUTES
April 29, 2025

PUBLIC ADDRESS – CLOSED SESSION 5:00 P.M.

CALL TO ORDER

The meeting was called to order at 5:00 p.m.

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 - ITEMS NOT ON THE AGENDA

There were no public comments.

CLOSED SESSION ITEMS

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

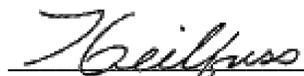
2. Conference with Legal Counsel - Existing Litigation. Authorized pursuant to Government Code Section 54956.9(d)(1): Cherri Walton v. City of American Canyon (Napa Superior Court Case No. 25CV000796).

ADJOURNMENT

The meeting was adjourned at 7:06 p.m.

CERTIFICATION

Respectfully Submitted,



Taresa Geilfuss, City Clerk

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

Law Offices of
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400 Lambert Avenue
Palo Alto, California 94306
Telephone: (650) 843-8080
www.lawross.com

Los Angeles Office:

11420 Santa Monica Blvd
#25532
Los Angeles, CA 90025

File No: 199/6

May 1, 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; Special City Council Meeting of the
American Canyon City Council of April 29, 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 Special City Council Meeting of April 29, 2025, consistent with Government Code Section 54957.1.

Mayor Washington called the Meeting to order in Open Session at 5:01 p.m. and after ascertaining that there were no public comments on the matters agendized for Closed Session consideration, adjourned to Closed Session at 5:01 p.m. to address the Closed Session Agenda.

There were two (2) matters were agendized for Closed Session consideration:

1. Conference with Legal Counsel – Anticipated Litigation Authorized pursuant to Government Code Section 54956.9(d)(2). One (1) Matter.
2. Conference with Legal Counsel – Existing Litigation. Authorized Pursuant to Government Code Section 54956.9(d)(1): *Cherri Walton v. City of American Canyon* (Napa Superior Court Case No. 25CV000796).

With respect to Closed Session Agenda Item No. 1., there was reportable action in the form of unanimous Council direction (5-0), moved by Councilmember Cruz and seconded by Vice Mayor Joseph to enter into a Tolling Agreement with American Canyon I, LLC. Except as indicated, there was no other reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(2).

The Honorable Pierre Washington, Mayor
and Members of the City Council
May 1, 2025
Page 2

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

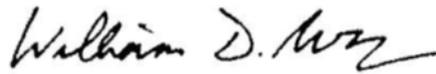
The Closed Session concluded at 7:15 p.m.

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



William D. Ross
City Attorney

WDR:jf

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



TITLE

Water Bottle Filling Stations

RECOMMENDATION

Adopt a resolution increasing the Fiscal Year 2024/25 Public Works Solid Waste Budget in the amount of \$275,000 for the purchase and installation of water bottle refill stations, the purchase of beverage recycling receptacles and the purchase of a portable hydration station.

CONTACT

Erica Ahmann Smithies, P.E., Public Works Director

Norm Woods, Assistant Public Works Director

Pam Phillips, Environmental Services Manager

BACKGROUND & ANALYSIS

In June 2023 the City was awarded a CalRecycle Beverage Container Recycling Grant in the amount of \$275,000. The funds are for the purchase and installation of outdoor bottle refill stations and outdoor recycling containers for 11 City park facilities and the purchase of a portable hydration station.

Since the award, staff has completed a field assessment on the number of water fountains to be replaced with bottle refill stations and the number of recycling containers to purchase. Vendors have also been selected to purchase the stations, containers and portable hydration station.

During the course of the project, it was discovered that the grant funding had not been included in the adopted Fiscal Year 2024/25 Budget therefore a budget adjustment is needed to ensure timely completion of the project. An estimated budget for the grant funding expenditures is attached to this report.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

The grant funding and anticipated expenditures were not included in the approved Fiscal Year 2024/25 Public Works Solid Waste budget therefore an increase is needed to the following accounts for a total amount of \$275,000:

Fund	Description	Budget Amount
100-50-545-42160	Grant Administration and Installation of Bottle Refill Stations	\$61,000
100-50-545-42420	Public Outreach and Signage	\$4,000
100-50-545-46130	Purchase of water refill stations, bottle recycling receptacles and portable hydration station	\$210,000

The equipment purchases, installation costs and staff time to administer the grant are eligible for grant reimbursement. It is likely that a portion of the grant administration and installation expenditures will take place in Fiscal Year 2025/26 therefore it will be included in the future budget accordingly. Funds will be reimbursed by CalRecycle upon completion of the work.

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 - Solid Waste Budget](#)
- [2. Exhibit A - Grant Budget](#)

RESOLUTION NO. 2025-

A RESOLUTION INCREASING THE FISCAL YEAR 2024/25 PUBLIC WORKS SOLID WASTE BUDGET IN THE AMOUNT OF \$275,000 FOR THE PURCHASE AND INSTALLATION OF WATER BOTTLE REFILL STATIONS, THE PURCHASE OF BEVERAGE RECYCLING RECEPTACLES AND THE PURCHASE OF A PORTABLE HYDRATION STATION

WHEREAS, in 2023 the City was awarded a CalRecycle Beverage Container Recycling Grant for outdoor bottle refill stations, outdoor recycling containers and a hydration station in the amount of \$275,000; and

WHEREAS, staff have completed a field assessment to determine the amount and type of equipment to purchase and install at 11 City park facilities; and

WHEREAS, the equipment purchases, installation costs and staff time to administer the grant are eligible for grant reimbursement upon completion of the project; and

WHEREAS, the Fiscal Year 2024/25 Public Works Solid Waste Budget did not include the grant funding or estimated expenditures in the amount of \$275,000.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby approves increasing the Fiscal Year 2024/25 Public Works Solid Waste Budget in the amount of \$275,000 for the purchase and installation of water bottle refill stations, the purchase of beverage recycling receptacles and the purchase of a portable hydration station.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 6th day of May, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Pierre Washington, Mayor

ATTEST:

APPROVE AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney

**Budget - Beverage Container Recycling Grant Program - Fiscal Year
2022-23 - RBC34 Revised 2.5.2025**

Applicant Name: City of American Canyon	
Personnel	
City Maintenance Staff; installation of bins and refill stations 100 hrs x 4 people x \$75 per hour	\$ 30,000.00
Environmental Specialist; grant management and data collection 70 hrs x \$75	\$ 5,250.00
Subtotal	\$ 35,250.00
Equipment	
Outdoor Recycling Bins. Bins will be Park Standard that is throughout the city parks. The city standard was not considered during the grant writing process.	
City Standard \$700 (20 receptacles)	\$14,000.00
Phillip West Aquatic Center - requires a different style	\$3,000.00
Water refill stations. Stations will be Park Standard that is throughout the city parks. The standard was not considered during the grant writing process.	
City Standard \$6490.99 X 13	\$84,382.87
Phillip West Aquatic Center & Recreation facility - requires a different style \$4,841.33 X 2	\$9,682.66
Hardware	\$2,000.00
Portable Hydration Station for city wide events	\$90,000.00
Subtotal	\$203,066
Education	
Public Education and Outreach - signage	\$4,000.00
Subtotal	\$4,000.00
n	
TOTAL BUDGETED EXPENSES	\$242,315.53
TOTAL BUDGETED AWARDED	\$275,000.00



TITLE

Notice of Completion for the Newell Open Space Improvements Project (PR13-0200)

RECOMMENDATION

Adopt a Resolution accepting the project as complete and authorizing the Public Works Director to file a Notice of Completion in conjunction with the Newell Open Space Improvements Project (PR13-0200).

CONTACT

Erica Ahmann Smithies, P.E., Public Works Director/City Engineer

Ron Ranada, P.E., Senior Civil Engineer

BACKGROUND & ANALYSIS

The completed scope of the Newell Open Space Improvements Project includes approximately 9,800 square feet of asphalt paving, ADA and other access improvements to the parking lot and trailhead on the Newell Open Space Preserve.

On September 17, 2024, the City Council authorized the award of the construction contract to Globe Engineering Development in the amount of \$401,534 and authorized the Public Works Director to approve and execute contract change orders in an aggregate amount not to exceed the Project budget of \$610,133 (R2024-72).

Globe Engineering Development has completed the contract work, including Contract Change Order (CCO) Nos. 1 and 2, to the satisfaction of the Public Works Director, at a final contract cost of \$420,923.08. Staff recommends the Council accept the work as complete and authorize the Public Works Director to file a Notice of Completion.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

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

FISCAL IMPACT

The total construction contract amount including CCO Nos. 1 and 2 is \$420,923.08.

Contract Item	Amount
Original Construction Contract	\$401,534
Change Order No. 1	\$19,299.08
Change Order No. 2	\$90
Total Construction Contract	\$420,923.08

The change orders were due to additional scope that were not part of the original contract. The additional scope includes the installation of gates at the parking lot and construction of an enclosure for the new ADA-compliant restroom at the trailhead entry.

The estimated total project cost including the pre-design/conceptual phase, right-of-way, final design, construction contract, materials testing, engineering and inspection services, and miscellaneous expenses is \$819,185.

Description	Amount
Pre-design/Conceptual Phase	\$142,031.64
Right-of-Way Services	\$14,068.75
Final Design for Construction	\$146,430.26
Construction Contract (Globe Engineering)	\$420,923.08
Materials Testing Services	\$7,752.80
In-house Staff and Project Support	\$68,508.97
Miscellaneous (Title Fees, Advertisement, Signs, Construction Materials)	\$19,469.72
Total Estimated Project Expenditure (rounded)	\$819,185

ENVIRONMENTAL REVIEW

15301 - The Project is exempt from review under the California Environmental Quality Act ("CEQA") under the Class 1 exemption of existing facilities of Section 15301 of Title 14 of the California Code of Regulations and said exemption is not negated by any exception under Section 15300.2 of said Regulations.

ATTACHMENTS:

1. [Resolution - Newell Open Space Improvements](#)
2. [Notice of Completion - Newell Open Space Improvements](#)

RESOLUTION NO. 2025-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON ACCEPTING THE PROJECT AS COMPLETE AND AUTHORIZING THE PUBLIC WORKS DIRECTOR TO FILE A NOTICE OF COMPLETION IN CONJUNCTION WITH THE NEWELL OPEN SPACE IMPROVEMENTS PROJECT (PR13-0200)

WHEREAS, the Newell Open Space Improvements Project includes approximately 9,800 square feet of asphalt paving, ADA and other access improvements to the parking lot and trailhead on the Newell Open Space Preserve; and

WHEREAS, on September 17, 2024, the City Council authorized the award of a construction contract to Globe Engineering Development in the amount of \$401,534 and authorized the Public Works Director to approve and execute contract change orders in an aggregate amount not to exceed the Project Budget (R2024-72); and

WHEREAS, total project expenditures, including the pre-design/conceptual phase, right-of-way services, final design for construction, construction contract, materials testing services, in-house staff and project support, and miscellaneous expenses, is estimated at \$819,185; and

WHEREAS, all contracted work, including Contract Change Order Nos. 1 and 2, has been completed at a total construction contract cost of \$420,923.08; and

WHEREAS, Globe Engineering Development has completed all of the contracted work to the satisfaction of the Public Works Director.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby accepts the Newell Open Space Improvements Project (PR13-0200) as complete and authorizes the Public Works Director to file a Notice of Completion.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 6th day of May, 2025, by the following vote:

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

Pierre Washington, Mayor

ATTEST:

APPROVE AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney

RECORDING REQUESTED BY:

City of American Canyon
4381 Broadway, Ste. 201
American Canyon, CA 94503

WHEN RECORDED RETURN TO:

City of American Canyon
4381 Broadway, Ste. 201
American Canyon, CA 94503

Exempt from recording fee pursuant to Government Code Section 27383

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN:

1. That the interest or estate stated in Paragraph 3 herein in the real property herein described is owned by:

City of American Canyon
4381 Broadway, Ste. 201
American Canyon, CA 94503

2. That the full name and address of the owner of said interest or estate, if there is only one owner, and that the full names and addresses of all the co-owners who own said interest or estate as tenants in common, as joint tenants, or otherwise, if there is more than one owner, are set forth in the preceding paragraph.

3. That the nature of the original contract, if any, for said work of improvement was the **NEWELL OPEN SPACE IMPROVEMENTS PROJECT (PR13-0200)**, which consists of approximately 9,800 square feet of asphalt paving, ADA and other access improvements to the parking lot and trailhead on the Newell Open Space Preserve in American Canyon.

4. That on the 6th day of May, 2025, a work of improvement on the real property herein described was completed.

5. That the name of the original contractor for said work of improvement was:

Globe Engineering Development
2002 Elijah Street
Fairfield, CA 94533

6. That the name and address of the transferor is:

Globe Engineering Development
2002 Elijah Street
Fairfield, CA 94533

7. That the real property referred to herein is situated in the County of Napa, State of California, at the following locations within the City of American Canyon, California:
7000 Newell Drive.

By: CITY OF AMERICAN CANYON

Erica Ahmann Smithies, P.E.
Public Works Director

Date



TITLE

Notice of Completion for the Benton Way Pavement Rehabilitation Project (TR22-0400)

RECOMMENDATION

Adopt a Resolution accepting the project as complete, authorizing the Public Works Director to file a Notice of Completion, and releasing a Retention payment to Ghilotti Construction Company in conjunction with the Benton Way Pavement Rehabilitation Project (TR22-0400).

CONTACT

Erica Ahmann Smithies, P.E., Public Works Director/City Engineer

Ron Ranada, P.E., Senior Civil Engineer

BACKGROUND & ANALYSIS

The Benton Way Pavement Rehabilitation Project (TR22-0400) consists of pavement rehabilitation of Benton Way from Wetlands Edge Road to Elliott Drive (approximately 2,000 linear feet of roadway). Work includes, but is not limited to, mobilization, storm water pollution prevention, traffic control, curb ramp upgrades and curb extensions for pedestrian safety, road rehabilitation including base reconstruction (using full depth reclamation) and new asphalt concrete paving, and new signage and striping.

The City solicited competitive bids for the project and opened bids on April 4, 2024. Ghilotti Construction Company was determined to be the lowest responsible and responsive bidder, with a bid of \$1,344,985.50. On May 7, 2024, the City Council authorized the award of the construction contract and authorized the Public Works Director to approve and execute contract change orders in an aggregate amount not to exceed the Project Budget of \$1,870,000 (R2024-34).

Ghilotti Construction Company has completed the contract work, including Contract Change Order (CCO) Nos. 1 and 2, to the satisfaction of the Public Works Director, at a final contract cost of \$1,460,790.47. Staff recommends the Council accept the work as complete, authorize the Public Works Director to file a Notice of Completion, and authorize the release of Retention payment to Ghilotti Construction Company.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Infrastructure: "Develop and maintain infrastructure resources to support sustainable growth."

FISCAL IMPACT

The total construction contract amount including CCO Nos. 1 and 2 is \$1,460,790.47.

Contract Item	Amount
Original Construction Contract	\$1,344,985.50
Change Order #1	\$34,350
Change Order #2	\$81,454.97
Total Construction Contract	\$1,460,790.47

The change orders were mainly due to additional scope that were not part of the original design. These included the installation of a new rectangular rapid flashing beacon, and changing the pavement rehabilitation method to mitigate an unforeseen gas main conflict at Wetlands Edge Road.

The estimated total project cost including pre-construction potholing, construction contract, materials testing services, surveying, in-house staff and project support, and miscellaneous expenses, is estimated at \$1,620,247.

Description	Amount
Pre-construction Potholing	\$23,076.08
Construction Contract (Ghilotti Construction Company)	\$1,460,790.47
Materials Testing Services	\$28,662.10
Surveying	\$14,809.10
In-house Staff and Project Support	\$91,267.01
Miscellaneous (Advertisement)	\$1,642.36
Total Estimated Project Expenditure (rounded)	\$1,620,247

ENVIRONMENTAL REVIEW

15302 - The Project is exempt from review under the California Environmental Quality Act ("CEQA") under the Class 2 exemption of replacement or reconstruction of existing facilities of Section 15302 of Title 14 of the California Code of Regulations and said exemption is not negated by any exception under Section 15300.2 of said Regulations.

ATTACHMENTS:

- [1. Resolution - Benton Way Rehabilitation Project](#)

2. Notice of Completion - Benton Way Rehabilitation Project

RESOLUTION NO. 2025-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON ACCEPTING THE PROJECT AS COMPLETE, AUTHORIZING THE PUBLIC WORKS DIRECTOR TO FILE A NOTICE OF COMPLETION, AND RELEASING A RETENTION PAYMENT TO GHILOTTI CONSTRUCTION IN CONJUNCTION WITH THE BENTON WAY PAVEMENT REHABILITATION PROJECT (TR22-0400)

WHEREAS, the Benton Way Pavement Rehabilitation Project (TR22-0400) consists of pavement rehabilitation of Benton Way from Wetlands Edge Road to Elliott Drive (approximately 2,000 linear feet of roadway; and

WHEREAS, on May 7, 2024, the City Council authorized the award of a construction contract to Ghilotti Construction in the amount of \$1,344,985.50 and authorized the Public Works Director to approve and execute contract change orders in an aggregate amount not to exceed the Project Budget (R2024-34); and

WHEREAS, total project cost, including pre-construction potholing, construction contract, materials testing services, surveying, in-house staff and project support, and miscellaneous expenses, is estimated at \$1,620,247; and

WHEREAS, all contracted work, including Contract Change Order Nos. 1 and 2, has been completed at a total construction contract cost of \$1,460,790.47; and

WHEREAS, Ghilotti Construction has completed all of the contracted work to the satisfaction of the Public Works Director.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby accepts the Benton Way Pavement Rehabilitation Project (TR22-0400) as complete, authorizes the Public Works Director to file a Notice of Completion, and approves the release of a Retention payment to Ghilotti Construction.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 6th day of May, 2025, by the following vote:

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

Pierre Washington, Mayor

ATTEST:

APPROVE AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney

RECORDING REQUESTED BY:

City of American Canyon
4381 Broadway, Ste. 201
American Canyon, CA 94503

WHEN RECORDED RETURN TO:

City of American Canyon
4381 Broadway, Ste. 201
American Canyon, CA 94503

Exempt from recording fee pursuant to Government Code Section 27383

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN:

1. That the interest or estate stated in Paragraph 3 herein in the real property herein described is owned by:

City of American Canyon
4381 Broadway, Ste. 201
American Canyon, CA 94503

2. That the full name and address of the owner of said interest or estate, if there is only one owner, and that the full names and addresses of all the co-owners who own said interest or estate as tenants in common, as joint tenants, or otherwise, if there is more than one owner, are set forth in the preceding paragraph.

3. That the nature of the original contract, if any, for said work of improvement was the **BENTON WAY PAVEMENT REHABILITATION PROJECT (TR22-0400)**, which consists of pavement rehabilitation of approximately 2,000 linear feet of roadway by means of full depth reclamation via cement treatment (FDR-C) at Benton Way from Wetlands Edge to Elliott Drive in American Canyon.

4. That on the 6th day of May, 2025, a work of improvement on the real property herein described was completed.

5. That the name of the original contractor for said work of improvement was:

Ghilotti Construction Company
246 Ghilotti Avenue
Santa Rosa, CA 95407

6. That the name and address of the transferor is:

Ghilotti Construction Company
246 Ghilotti Avenue
Santa Rosa, CA 95407

7. That the real property referred to herein is situated in the County of Napa, State of California, at the following locations within the City of American Canyon, California:
Benton Way from Wetlands Edge Road to Elliott Drive.

By: CITY OF AMERICAN CANYON

Erica Ahmann Smithies, P.E.
Public Works Director

Date



TITLE

2025 Military Equipment Inventory and Equipment Use Policy

RECOMMENDATION

Adopt a Minute Order approving the 2025 Military Equipment Inventory and Equipment Use Policy.

CONTACT

Rick Greenberg, Chief of Police

BACKGROUND & ANALYSIS

Assembly Bill Number 481 (AB 481), codified at Government Code sections 7070 through 7075, required the American Canyon Police Department (ACPD) to obtain approval from City Council of its military equipment use policy; it was adopted it on April 19, 2022. Approval from City Council on an annual basis, with any changes to the policy or the equipment inventory is also required.

The term “military equipment”, as used in AB 481, does not necessarily indicate equipment used by the military. Items deemed to be “military equipment” include, but are not limited to, unmanned aerial or ground vehicles, armored vehicles, command and control vehicles, pepper balls, less lethal shotguns, less lethal 40mm projectile launchers, long range acoustic devices, and flashbangs. The list of items considered “military equipment” by AB 481 are employed by many law enforcement agencies across the country as best practices to enhance citizen and officer safety.

Provided as an attachment is the 2025 inventory list of military equipment that the Napa County Sheriff Department (NSD) maintains. Also attached is the ACPD and NSD’s military Equipment use policy. The use of the military equipment identified on the inventory list is vital to ACPD’s mission and will continue to be strictly regulated through internal processes and oversight.

2025 General changes/updates:

- Updates to quantities and costs.
- Language added to certain items commonly associated with “riot control” to clarify use-cases to match Mobile Field Force Training and Napa Sheriff’s Office Policy.
- Bearcat label updated to properly include “Rescue” vehicle in description.

Additional Equipment for 2025:

- None

COUNCIL PRIORITY PROGRAMS AND PROJECTS

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

FISCAL IMPACT

The cost of the current equipment is included in the existing contract with the Napa County Sheriff Department.

ENVIRONMENTAL REVIEW

None.

ATTACHMENTS:

1. [2025 AB 481 Military Equipment Report](#)
2. [2025 Military Equipment Policy](#)



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OSCAR ORTIZ
Sheriff - Coroner

Napa County Sheriff

AB 481 Equipment Report

2025



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Considerations:

The AB481-reportable equipment inventory sheets contained within this document were compiled during Q1 2025. Since the last report, no new qualifying reportable equipment categories have been added to inventory.

With respect to costs, funding, annual upkeep expenses and estimated effective lifespan, every effort has been made to be as accurate as possible while at the same time acknowledging that many factors directly affecting those aforementioned values are unpredictable.

Costs associated with the following items represent the best estimates at the time this document was prepared. Many of these items are not purchased from manufacturers, but from dealers, who adjust costs in accordance with market factors beyond the predictive abilities or control of Napa SO.

Due to the unpredictable nature of the law enforcement profession, many of the item estimated upkeep costs and effective lifespans are best estimates and may vary greatly on a year-to-year basis, due to the availability of training, type of operational incidents or other factors.

“Annual Allocation” refers to the quantity needed “on hand” over the course of a calendar year to meet all reasonably-anticipated operational and training needs. Some items may be carried over in inventory year to year depending on operational/training tempo.

With respect to terminology, “expendable equipment” items are items that typically have a one-time use and then cannot be used again, such as chemical agents or smoke grenades.

In an effort to be as efficient as possible, many items, both “expendable” and otherwise have operational applications across a diverse set of Napa SO missions. For example, “40mm launcher (single and multi-shot capability)” is an item that is utilized by Napa SO Patrol, SWAT, Mobile Field Force and other auxiliary assignments. The cost and unit allocation estimates that state “across all divisions” represents the best estimation of the requirements for those items to fill all needs for the Sheriff’s Office.

Additionally, there are costs for non-AB481 equipment that are intrinsically tied to the costs for the following items. For example, slings, carrying cases, magazines, sighting systems, flashlights, cleaning supplies, batteries and other non-AB481 reportable items are not included in the cost estimations, unit allocation or upkeep portions of this report.



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It should also be noted that the legislature has designated these items as “military equipment”. While the military may use some of the same equipment, the Sheriff’s Office (SO) deems all of this equipment as law enforcement equipment. Much the same as the military using handcuffs, there are items in common. The manner and reason they are used is significantly different.

For many years, this office has also displayed and offered education about our equipment and why we use it. The vast majority of equipment on this list was approved for funding through the County of Napa. From our Citizen’s Academy to National Night Out, we have always been open for discussion and education



NAPA COUNTY OFFICE OF SHERIFF-CORONER

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40 mm launcher (single and multi-shot capability)

Description:

The 40 mm less lethal launcher is de-escalation tool that has the ability to deploy multiple types of 40 mm projectiles in both single and multi-shot capabilities in order to gain compliance and lessen the intensity of a situation.

Purpose & Use:

A 40 mm launcher is used to deploy less lethal munitions and chemical agents for a variety of missions

Cost & Quantity Allocation:

This piece of equipment has no unique or temporary funding source. Unit costs of \$1,000 - \$4,000. Annual estimated training and operational allocation of approximately 30 units across all divisions. Estimated effective lifespan 10+ years.

NSO procedural rules that govern use:

The 40 mm launcher shall be used by NSO Deputies in accordance with all applicable laws and polices during legitimate law enforcement actions.

Training Requirements:

Must complete annual qualification and regularly required refresher training.

Compliance Protocols:

Use of the 40 mm launcher shall conform to all relevant NSO policies, including but not limited to NSO Use of Force, Control Devices and Techniques, SWAT and Crisis Negotiation Teams policies, as well as all local, state and federal use of force laws.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



NAPA COUNTY OFFICE OF SHERIFF-CORONER

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Spede-Heat 40mm Round

Description:

The Spede-Heat 40mm Round incorporates an aluminum shell and utilizes black powder as the propellant. The Spede-Heat 40mm Round is designed to deliver one dual-ported chemical or smoke canister from a 40mm launcher at various ranges, product dependent. The Spede-Heat 40mm Round is available in OC (Oleoresin Capsicum) or CS (Chlorobenzylidenemalononitrile) and Saf-Smoke. Spede-Heat 40mm round is deployed from a 40mm launcher.

Purpose & Use:

The Spede-Heat 40mm Round can be used to conceal tactical movement. They can be used in crowd control management during unruly or riot behavior. The purpose of the Spede-Heat 40mm Round is to minimize the risks to all parties through pain compliance, temporary discomfort, and/or incapacitation of potentially violent or dangerous subjects. The different configurations allows for different distances and chemical agent or smoke deployments.

Cost & Quantity Allocation:

This expendable equipment has no unique or temporary funding source. Unit cost of \$25. Annual estimated training and operational allocation of approximately 4 units.

Training Requirements:

Deputies must successfully complete department-approved training to be authorized to use the Spede-Heat 40mm Round.

Compliance Protocols:

Use of Spede-Heat 40mm Round shall conform to all relevant NSO policies, including but not limited to NSO Policy SWAT and Crisis Negotiation Teams, Hostage and Barricade Incident and Mobile Field Force policies.

Must also maintain compliance with local, state and federal storage, transportation and handling regulations and all relevant local, state and federal use of force legislation.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



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Ferret Round-40MM

Description:

The Ferret 40mm Round is a frangible projectile filled with chemical agent. It is designed to deliver chemical agents in barricade situations from a 40mm launcher. It is available with either liquid or powder carrier for the agent. The payload can hold OC (Oleoresin Capsicum) or CS (Chlorobenzylidenemalonitrile). Spin stabilization from barrel rifling affords maximum stand-off distance and accuracy for safety.

Purpose & Use:

The Ferret 40mm Round is a non-burning and suitable for indoor use. Used primarily by tactical teams, is designed to penetrate barriers, such as windows, hollow core doors, wallboard and thin plywood. Upon impacting the barrier, the nose cone ruptures and instantaneously delivers a small chemical payload inside of the structure or vehicle. Is primarily used to dislodge barricaded subjects from very small confined areas. Its purpose is to minimize the risks to all parties through pain compliance, temporary discomfort and/or incapacitation of potentially violent or dangerous subjects.

Cost & Quantity Allocation:

This expendable equipment has no unique or temporary funding source. Unit cost of \$27. Annual estimated training and operational allocation of approximately 20 units.

Training Requirements:

Deputies must successfully complete department-approved training to be authorized to use the Ferret 40mm Round.

Compliance Protocols:

Use of the Ferret 40mm Round shall conform to all relevant NSO policies, including but not limited to NSO Policy SWAT and Crisis Negotiation Teams, Hostage and Barricade Incident and Mobile Field Force.

Must also maintain compliance with local, state and federal storage, transportation and handling regulations and all relevant local, state and federal use of force legislation.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



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40MM Muzzle Blast Round

Description:

The 40mm Muzzle Blast Rounds incorporate an aluminum shell and utilize smokeless powder as the propellant. The 40mm Muzzle Blast Rounds are designed to deliver chemical agents in the immediate area (30 feet) of the grenadier. The 40mm Muzzle Blast Round is available in OC (Oleoresin Capsicum) or CS (Chlorobenzylidenemalononitrile). 40mm Muzzle Blast is deployed from a 40mm launcher.

Purpose & Use:

The 40mm Muzzle Blast Rounds are widely used as a crowd management solution for the immediate and close deployment of chemical agent in crowd control management during unruly or riot behavior, specifically and only against the agitators. However, it has proven successful during tactical operations. As a pain compliance round for crowd management of those engaged in criminal activity, the 40mm Muzzle Blast Rounds are an excellent device for deploying chemical laden powder at close ranges for indoor or outdoor operations. The 40mm Muzzle Blast provides instantaneous emission of chemical agent directly at or on riotous, non-compliant subjects close to the police line or within confined spaces. As a tactical round, the Muzzle Blast Rounds have been used in operations such as barricaded subjects, room clearing, space denial, and a means of contaminating crawl spaces and attics. The purpose of the Muzzle Blast Round is a de-escalation tool to minimize the risks to all parties through pain compliance, temporary discomfort, and/or incapacitation of potentially violent or dangerous subjects. Potentially lessening the intensity of situation.

Cost & Quantity Allocation:

This expendable equipment has no unique or temporary funding source. Unit cost of \$50.00. Annual estimated training and operational allocation of approximately 1 unit.

Training Requirements:

Deputies must successfully complete department-approved training to be authorized to use the 40mm Muzzle Blast Rounds.

Compliance Protocols:

Use of the 40mm Muzzle Blast Rounds shall conform to all relevant NSO policies, including but not limited to NSO SWAT and Crisis Negotiation Teams, Hostage and Barricade Incidents and Mobile Field Force policies. Must also maintain compliance with local, state and federal storage, transportation and handling regulations and all relevant local, state and federal use of force legislation.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



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Smoke- handheld smoke grenade devices

Description:

The handheld smoke grenade devices utilize an M201A1 Fuze with enclosed canister that come in a variety of sizes, colors, configurations that uses HC (Hexachlorethane) and SAF-Smoke. Smoke is discharged through gas ports located on the canister.

Purpose & Use:

Handheld smoke grenade devices can be used to conceal tactical movement. It can be used to detect and/or dislodge a barricaded subject. It can also be used as an emergency signaling device. The different configurations allow for indoor or outdoor deployments.

Cost & Quantity Allocation:

This expendable equipment has no unique or temporary funding source. Unit cost of \$43.00. Annual estimated training and operational allocation of approximately 8 units.

Training Requirements:

Deputies must successfully complete department-approved training to be authorized to use handheld smoke grenade devices.

Compliance Protocols:

Use of handheld smoke grenade devices shall conform to all relevant NSO policies, including but not limited to NSO Policy SWAT and Crisis Negotiation Teams, Hostage and Barricade Incident and Mobile Field Force policies.

Must also maintain compliance with local, state and federal storage, transportation and handling regulations and all relevant local, state and federal use of force legislation.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



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40 MM Warning/Signaling Round

Description:

The 40mm Aerial Warning/Signaling Round series are a de-escalation tool designed to produce 170 dB of sound, and 5 million candelas of light. Each munition is manufactured to deflagrate at a set distance and altitude and has the option of marking or irritant payloads. These distances are 50,100,200 and 300 meters from the point of origin. The munition is deployed from a 40mm launcher.

Purpose & Use:

40mm Aerial Warning/Signaling Round are used to distract/disorientate individuals and provide less lethal response against potential threats. It is also effective in directing the movement of unruly or riot behavior crowds.

Cost & Quantity Allocation:

This expendable equipment has no unique or temporary funding source. Unit cost of \$40. Annual estimated training and operational allocation of approximately 5 units.

Training Requirements:

Deputies must successfully complete department-approved training to be authorized to use the 40mm Aerial Warning/Signaling Round.

Compliance Protocols:

Use of the 40mm Aerial Warning/Signaling Round shall conform to all relevant NSO policies, including but not limited to NSO Policy Control Devices and Techniques, SWAT and Crisis Negotiation Teams, Hostage and Barricade Incident and Mobile Field Force policies.

Must also maintain compliance with local, state and federal storage, transportation and handling regulations and all relevant local, state and federal use of force legislation.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



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Exact/Direct Impact 40MM Sponge Munitions

Description:

The Exact Impact 40 MM Sponge Munition is a lightweight, high-speed projectile consisting of a plastic body and sponge nose. The round utilizes smokeless powder as the propellant, and, therefore, have velocities that are extremely consistent.

The Direct Impact 40 MM Foam Munition is a lightweight projectile that consists of a plastic body and a crushable foam nose that contains a powder payload. This payload area can hold inert, marking, OC (Oleoresin Capsicum) or CS (Chlorobenzylidenemalononitrile) powder. The crushable foam nose dissipates energy upon impact while releasing the powder payload. The munition is deployed from a 40mm launcher.

Purpose & Use:

The Exact Impact 40 MM Sponge Munition and the Direct Impact 40 MM Foam Round is a point-of-aim, point-of-impact, direct-fire munition and de-escalation tool that is most commonly used in situations where greater accuracy and deliverable energy is desired for the incapacitation of an aggressive, non-complaint subject at longer distances. These are considered Less Lethal Impact Munitions (LLIM).

Cost & Quantity Allocation:

This expendable equipment has no unique or temporary funding source. Unit cost of \$26.25. Annual estimated training and operational allocation of approximately 40 units.

Training Requirements:

Deputies must successfully complete department-approved training to be authorized to use the Exact Impact 40 MM Sponge munition and the Direct Impact 40 MM Foam munition.

Compliance Protocols:

Use of the Exact Impact 40 MM Sponge munition and the Direct Impact 40 MM Foam munition shall conform to all relevant NSO policies, including but not limited to NSO Policy Control Devices and Techniques, SWAT and Crisis Negotiation Teams, Hostage and Barricade Incident and Mobile Field Force polices.

Must maintain compliance with local, state and federal storage, transportation and handling regulations and all relevant local, state and federal use of force legislation.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



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Pepper Ball launcher and Munitions

Description:

The Pepperball launchers are a de-escalation tool designed to give patrol officers an easy to operate non-lethal option. The launchers uses PepperBall .68 caliber round or VXR projectiles and is powered by either HPA or an 88, 12 or 8 gram single use CO2 cartridge.

Pepperball projectiles contain 2.5-5.0% PAVA. It is effective for direct impact and area saturation. .68 caliber and weigh 2.5 grams.

Purpose & Use:

Lawful application of force delivered with the intent to subdue or render non-threatening. The less lethal munitions may be used as an option to de-escalate a potentially dangerous/deadly situation, with a reduced potential for death or serious injury to all persons involved. It is accepted that the probability exists for bodily harm to occur. However, it must also be accepted that the application of such force may be the only alternative to using lethal force to stop the subject's actions.

Cost & Quantity Allocation:

This piece of equipment has no unique or temporary funding source. Launcher Unit cost of \$1,200 per launcher. Annual estimated training and operations allocation of approximately 10 launchers across all divisions. Estimated effective lifespan for launchers are 10+ years. A Pepperball projectile unit costs \$1.50 - \$7.00. Annual estimated training and operational allocation of approximately 800 units. All Pepperball projectiles have a life span of 3 years.

NSO procedural rules that govern use:

The Pepper Ball launcher shall be used by NSO Deputies in accordance with all applicable laws and polices during legitimate law enforcement actions.

Training Requirements:

Must complete annual qualification and regularly required refresher training.

Compliance Protocols:

Use of the Pepper Ball launcher shall conform to all relevant NSO policies, including but not limited to NSO Use of Force, Control Devices and Techniques, SWAT and Crisis Negotiation Teams policies, as well as all local, state and federal use of force laws.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



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Chemical Agents- handheld delivered grenade devices

Description:

The Chemical Agents handheld grenade devices utilize an M201A1 Fuze with enclosed canister that come in a variety of sizes, configurations and irritant payloads. In the OC (Oleoresin Capsicum) or CS (Chlorobenzylidenemalononitrile) configurations, pelletized chemical agent is discharged through a gas port(s) from the canister.

Purpose & Use:

The Chemical Agents handheld grenade devices are a de-escalation tool which can also be used to conceal tactical movement. They can be used in crowd control management during unruly or riotous behavior as well as tactical deployment situations to detect and/or dislodge barricaded subjects. The purpose of Chemical Agents handheld grenade devices is to minimize the risks to all parties through pain compliance, temporary discomfort, and/or incapacitation of potentially violent or dangerous subjects. The different configurations allow for indoor or outdoor deployments.

Cost & Quantity Allocation:

This expendable equipment has no unique or temporary funding source. Unit cost of \$58. Annual estimated training and operational allocation of approximately 15 units.

Training Requirements:

Deputies must successfully complete department-approved training to be authorized to use Chemical Agents handheld grenade devices.

Compliance Protocols:

Use of Chemical Agents handheld grenade devices shall conform to all relevant NSO policies, including but not limited to NSO Policy SWAT and Crisis Negotiation Teams, Hostage and Barricade Incident and Mobile Field Force.

Must also maintain compliance with local, state and federal storage, transportation and handling regulations and all relevant local, state and federal use of force legislation.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



NAPA COUNTY OFFICE OF SHERIFF-CORONER

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Stinger Grenade

Description:

The Stinger Grenade with Safety Clip is a combination Less Lethal Impact Munitions (LLIM) and Distraction Device that may incorporate optional CS (Chlorobenzylidenemalononitrile) or OC (Oleoresin Capsicum) laden powder, if desired. The Stinger Grenade is a maximum effect device as it delivers up to four stimuli for psychological and physiological effect: rubber pellets, light, sound, and optional chemical agent or OC.

Purpose & Use:

The Stinger Grenade is a de-escalation tool most widely used in crowd control management during unruly or riot behavior, specifically and only against agitators. As well as tactical deployment situations to detect and/or dislodge barricaded subjects. Upon deployment, the blast is sufficient to project the rubber balls (32 cal. /60 cal. Option) and optional chemical agent in a 50-foot radius.

Cost & Quantity Allocation:

This expendable equipment has no unique or temporary funding source. Unit cost of \$50. Annual estimated training and operational allocation of approximately 8 units.

Training Requirements:

Deputies must successfully complete department-approved training to be authorized to use the Stinger Grenade.

Compliance Protocols:

Use of the Stinger Grenades shall conform to all relevant NSO policies, including but not limited to NSO Policy SWAT and Crisis Negotiation Teams, Hostage and Barricade Incident and Mobile Field Force policies.

Must also maintain compliance with local, state and federal storage, transportation and handling regulations and all relevant local, state and federal use of force legislation.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



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12-Gauge-Drag-Stabilized Munition

Description:

The 12-Gauge Drag Stabilized Munition is comprised of a translucent 12-Gauge shell loaded with a 40 gram, tear shaped bag made from a cotton and ballistic material blend and filled with #9 shot. The rounds are also available as green marking powder.

Purpose & Use:

12-Gauge Drag Stabilized Munition is a point-of-aim, point-of-impact, direct-fire munition and de-escalation tool that is most commonly used in situations where greater accuracy and deliverable energy is desired for the incapacitation of an aggressive, non-complaint subject at longer distances. These are considered Less Lethal Impact Munitions (LLIM). The munition is deployed from a designated and clearly marked less lethal 12-gauge shotgun.

Cost & Quantity Allocation:

This expendable equipment has no unique or temporary funding source. Unit cost of \$9.00. Annual estimated training and operational allocation of approximately 250 units.

Training Requirements:

Deputies must successfully complete department-approved training to be able to use 12-Gauge Drag Stabilized Munitions.

Compliance Protocols:

Use of 12-Gauge Drag Stabilized Munitions shall conform to all relevant NSO policies, including but not limited to NSO Policy Control Devices and Techniques, SWAT and Crisis Negotiation Teams, Hostage and Barricade Incident and Mobile Field Force policies.

Must also maintain compliance with local, state and federal storage, transportation and handling regulations and all relevant local, state and federal use of force legislation.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



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12-Gauge Muzzle Bang/Launching Cartridge (1370 Launching Cup)

Description:

The 12-Gauge Muzzle Bang / Launching Cartridge incorporates an opaque shell and utilizes black powder as the propellant. It has the ability to be used alone as a Muzzle Bang for crowd management during unruly or riot behavior as well as tactical deployment situations against or for propelling grenades (Chemical Agent/Smoke) when using the 1370 Launching Cup.

Purpose & Use:

The 12-Gauge Muzzle Bang / Launching Cartridge used alone produces 170 dB of sound output. It is designed to be aimed at the floor or wall at a 45° angle. This round should not be direct fired at personnel. It is a de-escalation tool used for crowd management against criminal agitators in crowd control situations to lessen the intensity of a situation. It may be deployed in the air over crowds or to the side for dissuading movement in a given direction. It may also be deployed to the far side of buildings to divert the attention away from an approach or entry.

Launching Cartridge application: The 12-Gauge Muzzle Bang / Launching Cartridge used in conjunction with the 1370 Launching Cup provides the operator with the ability of projecting the Pocket Tactical family of hand delivered grenades or the Combined Systems 5230(b) CS grenade.. The use of the Launching Cup will project the grenades further than can be hand delivered. This increases the distance between operators and crowds, reducing the chance for injuries to both parties

Cost & Quantity Allocation:

This expendable equipment has no unique or temporary funding source. Unit cost of \$8.25/ea. Annual estimated training and operational allocation of approximately 40 units. Unit cost of the launching cup is \$420.00. Estimated effective lifespan 10+ years.

Training Requirements:

Deputies must successfully complete department-approved training to be authorized to use the 12-Gauge Muzzle Bang / Launching Cartridge and launching cup.

Compliance Protocols:

Use of the 12-Gauge Muzzle Bang / Launching Cartridge shall conform to all relevant NSO policies, including but not limited to NSO Use of Force, SWAT and Crisis Negotiation Teams, Hostage and Barricade Incidents and Mobile Field Force policies.

Must also maintain compliance with local, state and federal storage, transportation and handling regulations and all relevant local, state and federal use of force legislation.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



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BP-2 Noise/Flash Diversionary Device (NFDD) Delivery Pole

Description:

The BP-2 NFDD delivery pole enhances safety and performance when delivering a NFDD. The BP-2 allows an operator the most effective way to break and rake a window, deliver a NFDD into an opening and prevent the device from coming in contact with people.

Purpose & Use:

NFDD's are used to distract suspects during high-risk operations. Use of the BP-2 allows for direct control of the NFDD placement.

Cost & Quantity Allocation:

This piece of equipment has no unique or temporary funding source. Unit cost of \$2,000. Annual estimated training and operational allocation of approximately 1 unit. Estimated effective lifespan approximately 10 years.

NSO procedural rules that govern use:

The BP-2 NFDD delivery pole shall only be handled by trained deputies. NFDD's will be installed by trained deputies. Members of the SWAT team and auxiliary members have been provided in-person hands-on training on the device.

Training Requirements:

Every operator shall show competency when using the BP-2 NFDD delivery pole. Deputies must complete training on NFDD's from certified instructors prior to deployment and receive annual instruction on deployment and use.

Compliance Protocols:

Use of BP-2 NFDD Delivery Pole as part of Law Enforcement Operations shall conform to all relevant NSO policies, including but not limited to NSO Policy SWAT and Crisis Negotiation Teams, Hostage and Barricade Incident, Response to Bomb Calls policies. Must also maintain compliance with local, state and federal storage, transportation and handling regulations, as well as all local, state and federal use of force legislation.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



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Noise/Flash Diversionary Device (NFDD AKA – Flashbangs) – 12 gr and 4 gr Single and Multi Fuse.

Description:

NFDD utilizes an M201A1 type fuse with Hex design steel body. The bodies are reloadable and are reusable up to 25 times. The charges are available in full 12-gram loads, or 4 gram training charges. Comes in single, six, and nine fuses.

Purpose & Use:

NFDD's are a de-escalation tool used to distract suspects during high-risk operations.

Cost & Quantity Allocation:

This expendable equipment has no unique or temporary funding source. Unit cost of \$41.50 - \$47.24/ea. Annual estimated training and operational allocation of approximately 50 units.

NSO procedural rules that govern use:

NFDD's shall only be handled by trained deputies. Charges for the NFDD's will be installed by trained deputies. All devices shall be stored in compliance with ATF regulations and handled in accordance with best practices as established by NFDD training standards.

Training Requirements:

Certified instructors must complete certification every four years. Deputies must complete training to use NFDD from certified instructors prior to deployment and receive annual instruction on deployment and use.

Compliance Protocols:

Use of NFDD as part of Law Enforcement Operations shall conform to all relevant NSO policies, including but not limited to NSO Policy SWAT and Crisis Negotiation Teams, Hostage and Barricade Incident, Response to Bomb Calls policies.

Must also maintain compliance with local, state and federal storage, transportation and handling regulations, as well as all local, state and federal use of force legislation.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



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Electronic Noise/Flash Diversionary Device (NFDD AKA – Flashbangs) – 1.4 gram

Description:

NFDD utilizes a reusable electronic “smart initiator” with a microprocessor that verifies all safety conditions are met. The body is a single use reload that does not contain flash powder. The ratio of fuel to oxidizer in each body reservoir is designed to reduce sensitivity.

Purpose & Use:

NFDD’s are a de-escalation tool used to distract suspects during high-risk operations.

Cost & Quantity Allocation:

This expendable equipment has no unique or temporary funding source. Unit cost of \$50/ea. Annual estimated training and operational allocation of approximately 50 units.

NSO procedural rules that govern use:

NFDD’s shall only be handled by trained deputies. Charges for the NFDD’s will be installed by trained deputies. All devices shall be stored in compliance with ATF regulations and handled in accordance with best practices as established by NFDD training standards. This specific device is not considered a destructive device until the fuse and reload are assembled.

Training Requirements:

Certified instructors must complete certification every four years. Deputies must complete training to use NFDD from certified instructors prior to deployment and receive annual instruction on deployment and use.

Compliance Protocols:

Use of NFDD as part of Law Enforcement Operations shall conform to all relevant NSO policies, including but not limited to NSO Policy SWAT and Crisis Negotiation Teams, Hostage and Barricade Incident, Response to Bomb Calls policies.

Must also maintain compliance with local, state and federal storage, transportation and handling regulations, as well as all local, state and federal use of force legislation.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



NAPA COUNTY OFFICE OF SHERIFF-CORONER

Commitment to
Community

Recon Robotics Throwbot (AKA- Throwbot)

Description:

The Throwbot is a throwable micro-robot platform that enables operators to obtain instantaneous video and audio reconnaissance within indoor or outdoor environments.

Purpose & Use:

The Throwbot is used to gain mission critical information in harsh or hazardous environments.

Cost & Quantity Allocation:

Any repairs or replacements will be through warranty and if it is not covered through warranty, then funding will come from the SWAT budget/funding source; there are no annual fees associated with this device. Unit cost approximately \$15,000. Annual estimated training and operational allocation of approximately 1 units. Estimated effective lifespan 5+ years.

NSO procedural rules that govern use:

The Throwbot shall only be handled and controlled by trained deputies.

Training Requirements:

Deputies do not need to complete any formal training to be able to control the Throwbot with its easy-to-use, handheld controller.

Compliance Protocols:

Use of the Throwbot as part of Law Enforcement Operations shall conform to all relevant NSO policies, including but not limited to NSO Policy SWAT and Crisis Negotiation Teams, Hostage and Barricade Incident and Response to Bomb Calls policies.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



NAPA COUNTY OFFICE OF SHERIFF-CORONER

Commitment to
Community

Robotex Avatar Tactical Robot (AKA- Avatar)

Description:

The Avatar is a robot platform that allows the operator the ability to inspect a dangerous situation through instantaneous video and audio reconnaissance (including push-to-talk/two-way audio capability) without the need to send personnel in to assess the situation. Optionally, the Avatar robot can be fitted with a “claw” that can provide limited lift/move/carry/manipulate of small objects.

Purpose & Use:

The Avatar is used to gain mission critical information in harsh or hazardous environments.

Cost & Quantity Allocation:

Any repairs or replacements will be through warranty and if it is not covered through warranty, then funding will come from the SWAT budget/funding source; there are no annual fees associated with this device. Unit cost approximately \$25,000. Annual estimated training and operational allocation of approximately 1 unit. Estimated effective lifespan 5+ years.

NSO procedural rules that govern use:

The Avatar shall only be handled and controlled by trained deputies.

Training Requirements:

Deputies do not need to complete any formal training to be able to control the Avatar with its easy-to-use, handheld controller.

Compliance Protocols:

Use of the Avatar as part of Law Enforcement Operations shall conform to all relevant NSO policies, including but not limited to NSO Policy SWAT and Crisis Negotiation Teams, Hostage and Barricade Incident and Response to Bomb Calls.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



NAPA COUNTY OFFICE OF SHERIFF-CORONER

Commitment to
Community

DJI/SKY Hero/Inspired Flight sUAS (AKA – Drones)

Description:

The Drones are deployable small unmanned aerial systems (sUAS) utilized to keep personnel safe. They are aerial system that the operator can fly at different altitudes, speeds, and into several areas to gain access to video of potentially dangerous or isolated areas. The Drones consist of sUAS produced by DJI, Sky Hero, and Inspired Flight.

Purpose & Use:

The Drones are used in place of a person to gain a video feed of isolated or dangerous areas that could put Deputies and Officers into harm's way.

Cost & Quantity Allocation:

Drones are purchased through the Drone budget or other grant related funding. Repairs are done in house or sent off to a third-party company at the cost of the Drone budget. At this time, there are no recurring payments or annual fees associated with our sUAS fleet. Estimated effective lifespan 2+ years. The cost of a new sUAS can range from \$6,000 for a small individually issued drone to \$18,000 for a specific use drone (interior drone). These prices are carefully calculated and planned for the following year unless an emergency arises such as an aircraft becoming inoperable.

NSO procedural rules that govern use:

The Drones shall only be handled and controlled by trained deputies.

Training Requirements:

Deputies on the Drone team are put through a rigorous in-house training obstacle course designed, set up, and proctored by veteran drone pilots. In conjunction with in-house training, Drone pilots are sent to training to gain their Federal Administration of Aviation part 107 remote pilot's license. Regularly scheduled meetings and trainings are also conducted by the team.

Compliance Protocols:

Use of the Drones as part of Law Enforcement Operations shall conform to all relevant NSO policies, including but not limited to NSO Policy sUAS and SWAT policies.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



NAPA COUNTY OFFICE OF SHERIFF-CORONER

Commitment to
Community

Zistos Under-the-Door Camera (AKA- Under-Door-Camera)

Description:

The Under-the-Door Camera provides a safe and covert way to view into a room.

Purpose & Use:

The Under-the-Door Camera provides operators the ability to gain critical mission information with limited penetration.

Cost & Quantity Allocation:

Any repairs or replacements will be through warranty and if it is not covered through warranty, then funding will come from the SWAT budget/funding source; there are no annual fees associated with this device. Annual estimated training and operational allocation of approximately 1 unit at approximately \$13,000.00. Estimated effective lifespan 5+ years.

NSO procedural rules that govern use:

The Under-the-Door Camera shall only be handled by trained deputies.

Training Requirements:

Deputies do not need to complete any formal training to be able to control the Under-the-Door-Camera with its easy-to-use, handheld controller.

Compliance Protocols:

Use of the Under-the-Door Camera as part of Law Enforcement Operations shall conform to all relevant NSO policies, including but not limited to NSO Policy SWAT and Crisis Negotiation Teams, Hostage and Barricade Incident and Response to Bomb Calls.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



NAPA COUNTY OFFICE OF SHERIFF-CORONER

Commitment to
Community

Short barreled select fire AR-15 style rifle (various configurations)

Description:

A Short barreled select fire AR-15 style rifle available in a variety of calibers, barrel lengths and configurations.

Purpose & Use:

The short barreled select fire AR-15 style rifle is the type of firearms that SWAT team members are issued and employ for a wide variety of missions.

Cost & Quantity Allocation:

This piece of equipment has no unique or temporary funding source. Unit cost of \$1500. Ongoing costs determined by rounds fired operationally and in training, routine and preventative maintenance. Annual estimated training and operational allocation of approximately 20 units. Estimated effective lifespan 10+ years.

NSO procedural rules that govern use:

The rifle shall be assigned and used by NSO Deputies members who meet the department-set rifle qualifications.

Training Requirements:

Must complete annual rifle qualification and regular firearms training.

Compliance Protocols:

Use of A Short barreled select fire AR-15 style rifle as part of Law Enforcement Operations shall conform to all relevant NSO policies, including but not limited to NSO Policy Firearms policy, as well as all local, state and federal use of force laws.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



NAPA COUNTY OFFICE OF SHERIFF-CORONER

Commitment to
Community

Sub-compact select fire weapon system

Description:

A sub-compact select fire weapon system is a shoulder fired weapon system that varies in calibers.

Purpose & Use:

A more compact, more easily concealed weapon system that can be deployed for appropriate situations.

Cost & Quantity Allocation:

This piece of equipment has no unique or temporary funding source. Unit cost of \$0.00 – legacy items already exist in inventory. Estimated annual upkeep determined by rounds fired and routine/preventative maintenance. Estimated effective lifespan 10+ years.

NSO procedural rules that govern use:

The sub-compact select fire weapon system shall be used by SWAT team members under the direction of the SWAT team Commander.

Training Requirements:

Must complete annual SWAT firearms qualification and regularly required firearms training.

Compliance Protocols:

Use of the sub compact select fire weapon system shall conform to all relevant NSO policies, including but not limited to NSO Policy Firearms, SWAT and Crisis Negotiation Teams, as well as all local, state and federal use of force laws.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



NAPA COUNTY OFFICE OF SHERIFF-CORONER

Commitment to
Community

Firearms Suppressor (various calibers, lengths, attachment styles)

Description:

A suppressor is a device typically attached at the end of a barrel of a firearm.

Purpose & Use:

A suppressor is used to muffle and distort the sound of a firearm as it is fired.

Cost & Quantity Allocation:

This piece of equipment has no unique or temporary funding source. Unit cost of \$1,200. Annual estimated training and operational allocation of approximately 20 units (up to 1 unit per rifle). Estimated annual upkeep costs determined by rounds fired and routine/preventative maintenance. Estimated effective lifespan 10+ years.

NSO procedural rules that govern use:

The suppressor shall be used by NSO Deputies for legitimate law enforcement activities.

Training Requirements:

Must complete annual qualification and regularly required firearms training.

Compliance Protocols:

Use of a suppressor shall conform to all relevant NSO policies, including but not limited to NSO Policy Firearms, SWAT and Crisis Negotiation Teams policies.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



NAPA COUNTY OFFICE OF SHERIFF-CORONER

Commitment to
Community

Infrared laser (IR) designator (various configurations)

Description:

Infrared Laser signaling device.

Purpose & Use:

IR laser is used as a “laser pointer” style pointing device that can be seen through night vision and has the capability of attaching to a weapon system. IR lasers are not visible to the naked human eye.

Cost & Quantity Allocation:

This piece of equipment has no unique or temporary funding source. Unit cost of \$2000. Annual estimated training and operational allocation of approximately 4 units. Estimated annual upkeep costs dependent on warranty coverage and routine/preventative maintenance. Estimated lifespan 5+ years.

NSO procedural rules that govern use:

IR laser device shall be used by SWAT team members under the direction of the SWAT team Commander.

Use of the IR Laser designator shall conform to all relevant local, state and federal legislation.

Training Requirements:

Show proficiency in manipulation and annual qualification.

Compliance Protocols:

Use of the IR laser designator shall conform to all relevant NSO policies, including but not limited to NSO Policy Firearms, SWAT and Crisis Negotiation Teams policies.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



NAPA COUNTY OFFICE OF SHERIFF-CORONER

Commitment to
Community

Tactical Bolt-Action Rifles (various calibers/configurations)

Description:

The tactical bolt-action rifles are bolt-action firearms of various calibers, barrel lengths, ammunition-feeding mechanisms with optional, interchangeable sighting system(s).

Purpose & Use:

Used by the SWAT Designated Marksman (DM) for a variety of missions to provide a highly precise lethal force option at extended ranges.

Cost & Quantity Allocation:

This piece of equipment has no unique or temporary funding source. Unit cost of \$3000. Annual estimated operational, maintenance, and training cost of \$300. Annual estimated training and operation of approximately 3 units. Estimated lifespan 10+ years.

NSO procedural rules that govern use:

Tactical bolt-action rifle(s) shall only be used by SWAT team members under the direction of the SWAT team Commander.

Use of tactical bolt-action rifle(s) shall conform to all relevant local, state and federal use of force legislation.

Training Requirements:

Must complete annual SWAT rifle qualification and regularly required firearms training.

Compliance Protocols:

Use of the tactical bolt-action rifle shall conform to all relevant NSO policies, including but not limited to NSO Policy Firearms, SWAT and Crisis Negotiation Teams policies.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



NAPA COUNTY OFFICE OF SHERIFF-CORONER

Commitment to
Community

Armor Piercing (AP) projectiles (various calibers)

Description:

AP rounds is designed to penetrate through hardened material that other rounds are unable to.

Purpose & Use:

For the designated marksman (DM) to have the capability to stop various types of vehicles and penetrate harden objects.

Cost & Quantity Allocation:

This expendable piece of equipment has no unique or temporary funding source. Unit cost of \$2.50/round. Annual estimated training and operational allocation of approximately 500 units.

NSO procedural rules that govern use:

AP rounds shall be used by SWAT team members under the direction of the SWAT team Commander.

Use of AP rounds shall conform to all relevant local, state and federal use of force legislation.

Training Requirements:

Must complete annual SWAT rifle qualification and regularly required firearms training.

Compliance Protocols:

Use of the AP round shall conform to all relevant NSO policies, including but not limited to NSO Firearms and SWAT and Crisis Negotiation Teams policies.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



NAPA COUNTY OFFICE OF SHERIFF-CORONER

Commitment to
Community

Remotec Andros F6 Bomb Squad Robot

Description

The Remotec Andros F6 is a deployable remote and/or wired unmanned vehicle used for locate and render safe Bomb Squad operations.

Purpose and Use

The Remotec Andros F6 is used to gain mission critical information in harsh or hazardous environments.

Cost & Quantity Allocation:

This equipment has no unique or temporary funding source. Unit cost: \$229,968.6. Any repairs or replacements will be through warranty and if it is not covered through warranty, then funding will come from the Bomb Squad budget funding source; there are no annual fees associated with this device. Annual estimated training and operational allocation of approximately 1 unit. Estimated effective lifespan 10+ years.

NSO procedural rules that govern use:

The Remotec Andros F6 is operated by all members of the Bomb Squad. Any auxiliary members have been provided in-person hands-on training on the vehicle and its capabilities.

Training Requirements

Deputies do not need to complete any formal training to be able to control the Remotec Andros F6 with its easy-to-use, handheld controller.

Compliance Protocols

Use of the Remotec Andros F6 robot shall conform to all relevant NSO policies.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



NAPA COUNTY OFFICE OF SHERIFF-CORONER

Commitment to
Community

DETONATING CORD (DET CORD) (AKA – PRIMACORD) –Various grain weights per linear foot

Description:

PRIMACORD detonating cords (Det Cord) are flexible linear explosives with a core of PETN explosive encased in a textile outer jacket. They are available in various grain weights per linear foot.

Purpose & Use:

PRIMACORD is an energetic material component in explosive breaching charge construction.

Cost & Quantity Allocation:

This expendable equipment has no unique or temporary funding source. Unit cost of \$0.69/linear foot. Annual estimated training and operational allocation of approximately 4000 linear feet across all divisions.

NSO procedural rules that govern use:

Det Cord shall be handled only by Explosive Breaching trained deputies or under their direct supervision and direction while constructing explosive breaching charges. Grain weights, measurement lengths and all calculations shall be verified by a trained Explosive Breacher. All Det Cord shall be stored in compliance with ATF regulations and handled in accordance with best practices as established by Explosive Breaching training standards.

Training Requirements:

Deputies must successfully complete FETT Basic/Intermediate or higher-level Explosive Breacher Course. Must complete required FETT Explosive Breacher re-certification courses at regularly required intervals.

Must maintain compliance with local, state and federal storage, transportation and handling regulations.

Compliance Protocols:

Use of Det Cord as part of SWAT Operations shall conform to all relevant NSO policies, including but not limited to NSO Policy SWAT and Crisis Negotiation Teams, Hostage and Barricade Incident, Response to Bomb Calls policies, as well as all local, state and federal use of force legislation.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



NAPA COUNTY OFFICE OF SHERIFF-CORONER

Commitment to
Community

NONEL (NONELECTRIC DELAY DETONATOR) –Various lengths of orange shock tube

Description:

NONEL nonelectric delay detonator consist of a length of orange shock tube with a High Strength detonator attached to one end. They are available in various lengths.

Purpose & Use:

Nonel is an energetic material component in explosive breaching charge construction.

Cost & Quantity Allocation:

This expendable equipment has no unique or temporary funding source. Quantity of 60 units per case at a cost of \$484.00/case. Annual estimated training and operational allocation of approximately 700 units across all divisions.

NSO procedural rules that govern use:

Nonel shall be handled only by EOD and/or Explosive Breaching trained deputies or under their direct supervision and direction while constructing explosive breaching charges. Grain weights, measurement lengths and all calculations shall be verified by a trained Explosive Breacher. All Nonel shall be stored in compliance with ATF regulations and handled in accordance with best practices as established by Explosive Breaching training standards.

Training Requirements:

Deputies must successfully complete FETT Basic/Intermediate or higher-level Explosive Breacher Course. Must complete required FETT Explosive Breacher re-certification courses at regularly required intervals.

Must maintain compliance with local, state and federal storage, transportation and handling regulations.

Compliance Protocols:

Use of Nonel as part of SWAT Operations shall conform to all relevant NSO policies, including but not limited to NSO Policy SWAT and Crisis Negotiation Teams, Hostage and Barricade Incidents, Response to Bomb calls policies, as well as all local, state and federal use of force legislation.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



NAPA COUNTY OFFICE OF SHERIFF-CORONER

Commitment to
Community

BALLISTIC BREACHING SHOTGUN

Description:

A short-barrel pistol-gripped 12-gauge pump action shotgun that has been modified to best perform ballistic breaching tasks. The breaching shotgun is designed to work in correlation with specific breaching rounds or slugs.

Purpose & Use:

When it is properly employed, a breaching shotgun can provide teams with safe and fast door breaching. Ballistic breach may also be employed to breach non-traditional barriers.

Cost & Quantity Allocation:

This piece of equipment has no unique or temporary funding source. Unit cost of \$800/ea. Annual estimated training and operational allocation of approximately 2 units. Annual estimated upkeep costs dependent on rounds fired and preventative maintenance. Estimated effective lifespan 10+ years.

NSO procedural rules that govern use:

The Breaching Shotgun shall be handled only by ballistic breaching trained deputies or under their direct supervision and direction. The firearm shall be handled in accordance with best practices as established by ballistic breaching standards.

Training Requirements:

Deputies must successfully complete a basic or higher-level Ballistic Breaching Course and receive regular refresher training.

Must maintain compliance with local, state and federal use of force requirements.

Compliance Protocols:

Use of the Ballistic Breaching Shotgun as part of SWAT Operations shall conform to all relevant NSO policies, including but not limited to NSO Policy SWAT and Crisis Negotiation Teams, Hostage and Barricade Incident, Response to Bomb Calls policies.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



NAPA COUNTY OFFICE OF SHERIFF-CORONER

Commitment to
Community

BALLISTIC BREACHING ROUND (HOLLOW POINT CUTTER ROUND)

Description:

The Ballistic Breaching Cutter Round is designed to work in correlation with a Ballistic Breaching Shot gun. The Ballistic Breaching Cutter Round is encased in a 12-gauge shotgun casing and usually consists of a hardened steel slug.

Purpose & Use:

A Ballistic Breaching Cutter Round is a shotgun shell specially made to be fired through hardened barriers, cut through concrete re-bar, penetrate security glass, car doors and punch into automotive engine blocks.

Cost & Quantity Allocation:

This expendable piece of equipment has no unique or temporary funding source. Unit cost of \$45/box. Annual estimated training and operational allocation of approximately 5 units.

NSO procedural rules that govern use:

The Ballistic Breaching Cutter Round shall be handled only by ballistic breaching trained deputies or under their direct supervision and direction. The firearm shall be handled in accordance with best practices as established by ballistic breaching standards.

Training Requirements:

Deputies must successfully complete a basic or higher-level Ballistic Breaching Course taught by an appropriate training company.

Must maintain compliance with local, state and federal use of force requirements.

Compliance Protocols:

Use of the Ballistic Breaching Round or Slug as part of SWAT Operations shall conform to all relevant NSO policies, including but not limited to NSO Policy SWAT and Crisis Negotiation Teams, Hostage and Barricade Incident, Response to Bomb Calls policies.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



NAPA COUNTY OFFICE OF SHERIFF-CORONER

Commitment to
Community

BALLISTIC BREACHING ROUND (various material components)

Description:

The Ballistic Breaching Round is designed to work in correlation with a Ballistic Breaching Shotgun. The Ballistic Breaching Round is encased in a 12-gauge shotgun casing and usually consists a variety of different materials allows for versatility of use based on target analysis.

Purpose & Use:

When properly utilized for a ballistic breaching task, it is designed to impact and structurally weaken the object it hits (thereby weakening the structure enough to allow successful tactical breaching) and then disperse into a relatively harmless powder.

Cost & Quantity Allocation:

This expendable piece of equipment has no unique or temporary funding source. Unit cost of \$40/box. Annual estimated training and operational allocation of approximately 10 units.

NSO procedural rules that govern use:

The Ballistic Breaching Round or Slug shall be handled only by ballistic breaching trained deputies or under their direct supervision and direction. They shall be handled in accordance with best practices as established by ballistic breaching standards.

Training Requirements:

Deputies must successfully complete a basic or higher-level Ballistic Breaching Course. Must maintain compliance with local, state and federal use of force requirements.

Compliance Protocols:

Use of the Ballistic Breaching Round or Slug as part of SWAT Operations shall conform to all relevant NSO policies, including but not limited to NSO Policy SWAT and Crisis Negotiation Teams, Hostage and Barricade Incident, Response to Bomb Calls policies.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



NAPA COUNTY OFFICE OF SHERIFF-CORONER

Commitment to
Community

EVI 2017 HDS Bomb Squad Command Vehicle

Description

Command vehicle equipped with Bomb Squad operational and diagnostic equipment.

Purpose and Use

Command vehicle allows Bomb Squad members to deploy direct to scene with the necessary equipment and tools needed for render safe procedures.

Cost & Quantity Allocation:

This equipment has no unique or temporary funding source. Unit cost of \$224,447.21/vehicle. Annual upkeep costs dependent on mileage, fuel, preventative maintenance. Annual estimated training and operational allocation of approximately 1 unit. Estimated effective lifespan approximately 10 years.

NSO procedural rules that govern use:

The Bomb Squad Command Vehicle is operated by all members of the Bomb Squad and auxiliary members have been provided in-person hands-on training on the vehicle and its capabilities.

Training Requirements

Every driver must possess a valid driver license, show competency when operating the Bomb Squad Command Vehicle, and be up to date on the POST mandated Emergency Vehicle Operator Course (EVOC).

Compliance Protocols

Use of the Bomb Squad Command Vehicle shall conform to all relevant NSO policies, including but not limited to Vehicle Operations and Parking Procedures and Vehicle Use policies.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



NAPA COUNTY OFFICE OF SHERIFF-CORONER

Commitment to
Community

LENCO BEARCAT G3 ARMORED RESCUE VEHICLE

Description

Off road and rural mission armored vehicle, seats 10-12 fully equipped officers, open floor plan that allows for rescue of downed personnel.

Purpose and Use

Armored rescue vehicle system in a rugged off-road platform to provide enhanced and safer emergency response in rural regions and natural disasters scenarios for a variety of missions where standard armored SWAT vehicles would experience challenges. Optionally equipped with ram, and additional de-escalation tools which include a "ramcam" that can penetrate a wall to allow live video feed inside a structure, technology meshing to allow the use of advanced technologies on scene, a chemical agents injector unit to allow safe dispersal of chemical agents into a hostile environment, and all steel construction.

Cost & Quantity Allocation:

This equipment has no unique or temporary funding source. Unit cost of \$400,000/vehicle. Annual upkeep costs dependent on mileage, fuel, preventative maintenance. Annual estimated training and operational allocation of approximately 1 unit. Estimated effective lifespan approximately 10 years.

NSO procedural rules that govern use

The Lenco Bearcat G3 is primarily operated by auxiliary drivers whose purpose is to drive and operate equipment on the Bearcat. However, all members of the SWAT team and auxiliary members have been provided in-person hands-on training on the vehicle and its capabilities.

Training Requirements

Every driver must possess a valid driver license, show competency when operating the Lenco Bearcat G3, and be up to date on the POST mandated Emergency Vehicle Operator Course (EVOC).

Compliance Protocols

Use of the Lenco Bearcat shall conform to all relevant NSO policies, including but not limited to Vehicle Operations and Parking Procedures and Vehicle Use policies.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



NAPA COUNTY OFFICE OF SHERIFF-CORONER

Commitment to
Community

Incident Command Vehicle

Description

The incident command vehicle is a 2002 Freightliner 33-foot diesel Incident Command Vehicle and is a public safety command and control vehicle typically used to facilitate public safety communication, provide a temporary command/control location and resources for public safety incidents.

Purpose and Use

The Incident Command Vehicle is typically used for pre-planned or emerging public safety events where a meeting/command post positioned closer to the event/incident best assist with the meeting, command, communication and resources required for the event. While most events are directly related to law enforcement incidents or disaster response, nothing prevents the Incident Command Vehicle from being utilized as an effective community outreach tool for visibility, security and effective communication during pre-planned non-emergency events, which includes multiple workstations for office-type work.

Cost & Quantity Allocation:

This equipment has no unique or temporary funding source. Unit cost of \$220,000/vehicle. Annual upkeep costs dependent on mileage, fuel, preventative maintenance. Annual estimated training and operational allocation of approximately 1 unit. Estimated effective lifespan approximately 10 years.

NSO procedural rules that govern use:

The Incident Command Vehicle has a variety of sub-systems that include communication systems, equipment storage and meeting/briefing supplied that can be operated by all members of the Sheriff Office. Sheriff's Office members who have been provided in-person hands-on training on the vehicle and its capabilities are authorized to drive the vehicle.

Training Requirements

Every driver must possess a valid driver license, show competency when operating the Incident Command Vehicle, and be up to date on any POST mandated Emergency Vehicle Operator Course (EVOC).

Compliance Protocols

Use of the Incident Command Vehicle shall conform to all relevant NSO policies, including but not limited to Vehicle Operations and Parking Procedures and Vehicle Use policies.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.



NAPA COUNTY OFFICE OF SHERIFF-CORONER

Commitment to
Community

Rapid Response Incident Command Vehicle

Description

The incident command vehicle is a 2022 Ford Transit Van 23-foot high-roof gasoline engine Incident Command Vehicle, and is a public safety command and control vehicle typically used to facilitate public safety communication, provide a temporary command/control location and resources for public safety incidents.

Purpose and Use

The Incident Command Vehicle is typically used for pre-planned or emerging public safety events where a meeting/command post positioned closer to the event/incident best assist with the meeting, command, communication and resources required for the event. The smaller size allows for faster response, improved maneuverability/accessibility based on location and terrain. While most events are directly related to law enforcement incidents or disaster response, nothing prevents the Incident Command Vehicle from being utilized as an effective community outreach tool for visibility, security and effective communication during pre-planned non-emergency events, which includes multiple workstations for office-type work and emergency dispatch.

Cost & Quantity Allocation:

This equipment has no unique or temporary funding source. Unit cost of \$250,000/vehicle. Annual upkeep costs dependent on mileage, fuel, preventative maintenance. Annual estimated training and operational allocation of approximately 1 unit. Estimated effective lifespan approximately 10 years.

NSO procedural rules that govern use:

The Incident Command Vehicle has a variety of sub-systems that include communication systems, equipment storage and meeting/briefing supplied that can be operated by all members of the Sheriff Office. Sheriff's Office members who have been provided in-person hands-on training on the vehicle and its capabilities are authorized to drive the vehicle.

Training Requirements

Every driver must possess a valid driver license, show competency when operating the Incident Command Vehicle, and be up to date on any POST mandated Emergency Vehicle Operator Course (EVOC).

Compliance Protocols

Use of the Incident Command Vehicle shall conform to all relevant NSO policies, including but not limited to Vehicle Operations and Parking Procedures and Vehicle Use policies.

Public complaint procedures:

Napa SO Department Personnel Complaint Policy shall apply to all personnel complaints.

Military Equipment

704.1 PURPOSE AND SCOPE

State **MODIFIED**

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072). While the Legislatures defines our equipment as military equipment, this Office defines this equipment as law enforcement equipment.

704.1.1 DEFINITIONS

State

Definitions related to this policy include (Government Code § 7070):

Governing body – The elected or appointed body that oversees the Office.

Military equipment – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- Area denial electroshock devices, microwave weapons, water cannons, long-range acoustic devices (LRADs), acoustic hailing devices, and sound cannons.
- Kinetic energy weapons and munitions.

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- Any other equipment as determined by a governing body or a state agency to require additional oversight.

704.2 POLICY

State

It is the policy of the Napa County Sheriff's Office that members of this office comply with the provisions of Government Code § 7071 with respect to military equipment.

704.3 MILITARY EQUIPMENT COORDINATOR

Best Practice

The Sheriff should designate a member of this office to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

- (a) Acting as liaison to the governing body for matters related to the requirements of this policy.
- (b) Identifying office equipment that qualifies as military equipment in the current possession of the Office, or the equipment the Office intends to acquire that requires approval by the governing body.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of Napa County Sheriff's Office (Government Code § 7071).
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
 1. Publicizing the details of the meeting.
 2. Preparing for public questions regarding the office's funding, acquisition, and use of equipment.
- (f) Preparing the annual military equipment report for submission to the Sheriff and ensuring that the report is made available on the office website (Government Code § 7072).
- (g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Office will respond in a timely manner.

704.4 MILITARY EQUIPMENT INVENTORY

State

The following constitutes a list of qualifying equipment for the Office:

[Insert attachment here]

704.5 APPROVAL

State

Military Equipment

The Sheriff or the authorized designee shall obtain approval from the governing body by way of an ordinance adopting the military equipment policy. As part of the approval process, the Sheriff or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the office website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

- (a) Requesting military equipment made available pursuant to 10 USC § 2576a.
- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this office.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- (g) Acquiring military equipment through any means not provided above.

704.6 COORDINATION WITH OTHER JURISDICTIONS

State **MODIFIED**

Military equipment used by any member of this jurisdiction shall be approved for use and in accordance with this Office's policy. Military equipment used by other jurisdictions that are providing mutual aid to this jurisdiction shall comply with their respective military equipment use policies in rendering mutual aid.

704.7 ANNUAL REPORT

State

Upon approval of a military equipment policy, the Sheriff or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Sheriff or the authorized designee should also make each annual military equipment report publicly available on the office website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in office inventory.

Military Equipment

704.8 COMMUNITY ENGAGEMENT

State

Within 30 days of submitting and publicly releasing the annual report, the Office shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Office should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.



TITLE

Sourcewell Purchase of Two CXT, Inc. Denali Restrooms

RECOMMENDATION

Adopt a resolution increasing the project budget for the Northampton Park Restroom Project (PR23-0500) from \$165,000 to \$195,000, increasing the project budget for the Silver Oak Park Restroom Project (PR23-0700) from \$165,000 to \$195,000, and authorizing the purchase of two CXT Incorporated Denali restrooms in an aggregate amount not to exceed \$300,654 in conjunction with the respective park projects.

CONTACT

Erica Ahmann Smithies, P.E., Public Works Director
David Miller, CPII, Capital Projects Coordinator

BACKGROUND & ANALYSIS

The City is currently undertaking three park projects that include the installation of restrooms at Northampton Park, Silver Oak Park, and Wetlands Edge Park. The City plans to install Denali model restrooms, manufactured by CXT Incorporated, at all three locations to ensure a uniform appearance and user experience, enhancing public satisfaction. Standardizing restroom facilities across parks simplifies maintenance routines and reduces the variety of replacement parts needed, leading to more efficient operations.

CXT Inc. currently has a lead time of approximately 150 to 180 days from the date an order is placed to the time the restroom can be delivered and installed on-site. Due to this extended manufacturing timeframe, City staff is recommending the purchase of the prefabricated restrooms in advance of the construction bids for both Northampton and Silver Oak Parks. Purchasing the restrooms early will help ensure timely project completion and avoid potential delays to park construction schedules that could result from waiting until after the bid process to order the units.

The City of American Canyon Municipal Code Title 3, Chapter 3.12, allows for the City Council to award a contract to CXT Incorporated in reliance on Sourcewell's award schedule to purchase and install the two Denali restrooms for the Northampton Park Restroom Project (PR23-0500) and the Silver Oak Park Restroom Project (PR23-0700).

Staff received a quote from CXT Inc., a Sourcewell provider, for two Denali restrooms in the amount of \$150,327 per bathroom for a total of \$300,654 for both. The quoted price encompasses the cost of the restrooms, shipping, and placement on a prepared surface with completed utility stub-ups.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

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

FISCAL IMPACT

The FY2024-25 Capital Budget currently allocates an individual project budget of \$165,000 for the Northampton Park Restroom Project (PR23-0500) and \$165,000 for the Silver Oak Pak Restroom Project (PR23-0700). With existing staff salaries and design expenditures, an additional \$30,000 per project is needed to complete the purchase of the bathrooms in this fiscal year from the following fund sources:

Project	Fund Source	Current	Increase	Proposed
PR23-0500	Parks Renovation & Replacement (Fund 655)	\$165,000	\$30,000	\$195,000
PR23-0700	LLAD Zone 2 (Fund 262)	\$165,000	\$30,000	\$195,000

As discussed at the April 1, 2025 City Council meeting, the FY2025-26 Capital Budget will provide increased funding for both projects to cover the costs of construction at the proposed restroom locations (i.e. utilities, bathroom pad, construction management and contingency).

ENVIRONMENTAL REVIEW

15302 - The Project is exempt from review under the California Environmental Quality Act ("CEQA") under the Class 2 exemption of replacement or reconstruction of existing facilities of Section 15302 of Title 14 of the California Code of Regulations and said exemption is not negated by any exception under Section 15300.2 of said Regulations.

ATTACHMENTS:

- 1. [Resolution - CXT Bathroom Purchase](#)
- 2. [Silver Oak Park Site Plan](#)
- 3. [Northampton Park Site Plan](#)

RESOLUTION NO. 2025-_____

A RESOLUTION INCREASING THE PROJECT BUDGET FOR THE NORTHAMPTON PARK RESTROOM PROJECT (PR23-0500) FROM \$165,000 TO \$195,000, INCREASING THE PROJECT BUDGET FOR THE SILVER OAK PARK RESTROOM PROJECT (PR23-0700) FROM \$165,000 TO \$195,000, AND AUTHORIZING THE PURCHASE OF TWO CXT INCORPORATED DENALI RESTROOMS IN AN AGGREGATE AMOUNT NOT TO EXCEED \$300,654 IN CONJUNCTION WITH THE RESPECTIVE PARK PROJECTS

WHEREAS, the City is currently undertaking three park projects that include the installation of restrooms at Northampton Park, Silver Oak Park, and Wetlands Edge Park; and

WHEREAS, the City plans to install Denali model restrooms, manufactured by CXT Inc., at all three locations to ensure a uniform appearance and user experience; and

WHEREAS, CXT Inc. currently has a lead time of approximately 150 to 180 days from the date an order is placed to the time the restroom can be delivered and installed on-site; and

WHEREAS, The City received a quote from CXT Inc., a Sourcewell provider, for two Denali restrooms in the amount of \$150,327 per bathroom for a total of \$300,654 for both; and

WHEREAS, the City of American Canyon Municipal Code Title 3, Chapter 3.12, allows for the City Council to award a contract to CXT Inc. in reliance on Sourcewell's award schedule to purchase and install the two Denali restrooms for the Northampton Park Restroom Project (PR23-0500) and the Silver Oak Park Restroom Project (PR23-0700); and

WHEREAS, the Fiscal Year 2024/25 Capital Budget currently allocates an individual project budget of \$165,000 for the Northampton Park Restroom Project (PR23-0500) and \$165,000 for the Silver Oak Park Restroom Project (PR23-0700); and

WHEREAS, with existing staff salaries and design expenditures an additional \$30,000 per project is needed to complete the purchase of the bathrooms in this fiscal year; and

WHEREAS, the Fiscal Year 2025/26 Capital Budget will provide increased funding for both projects to cover the remaining costs of construction needed to complete the work.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby amends the Project Budget for the Northampton Park Restroom Project (PR23-0500) and the Silver Oak Park Restroom Project (PR23-0700), increasing them as follows; and

Project	Fund Source	Current	Increase	Proposed
PR23-0500	Parks Renovation & Replacement (Fund 655)	\$165,000	\$30,000	\$195,000
PR23-0700	LLAD Zone 2 (Fund 262)	\$165,000	\$30,000	\$195,000

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon, hereby 1) Authorizes the City Manager to purchase two CXT Inc. Denali restrooms in an aggregate amount not to exceed \$300,654 in conjunction with the Northampton Park Restroom Project (PR23-0500) and the Silver Oak Park Restroom Project (PR23-0700).

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 6th day of May, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

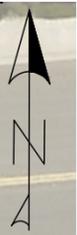
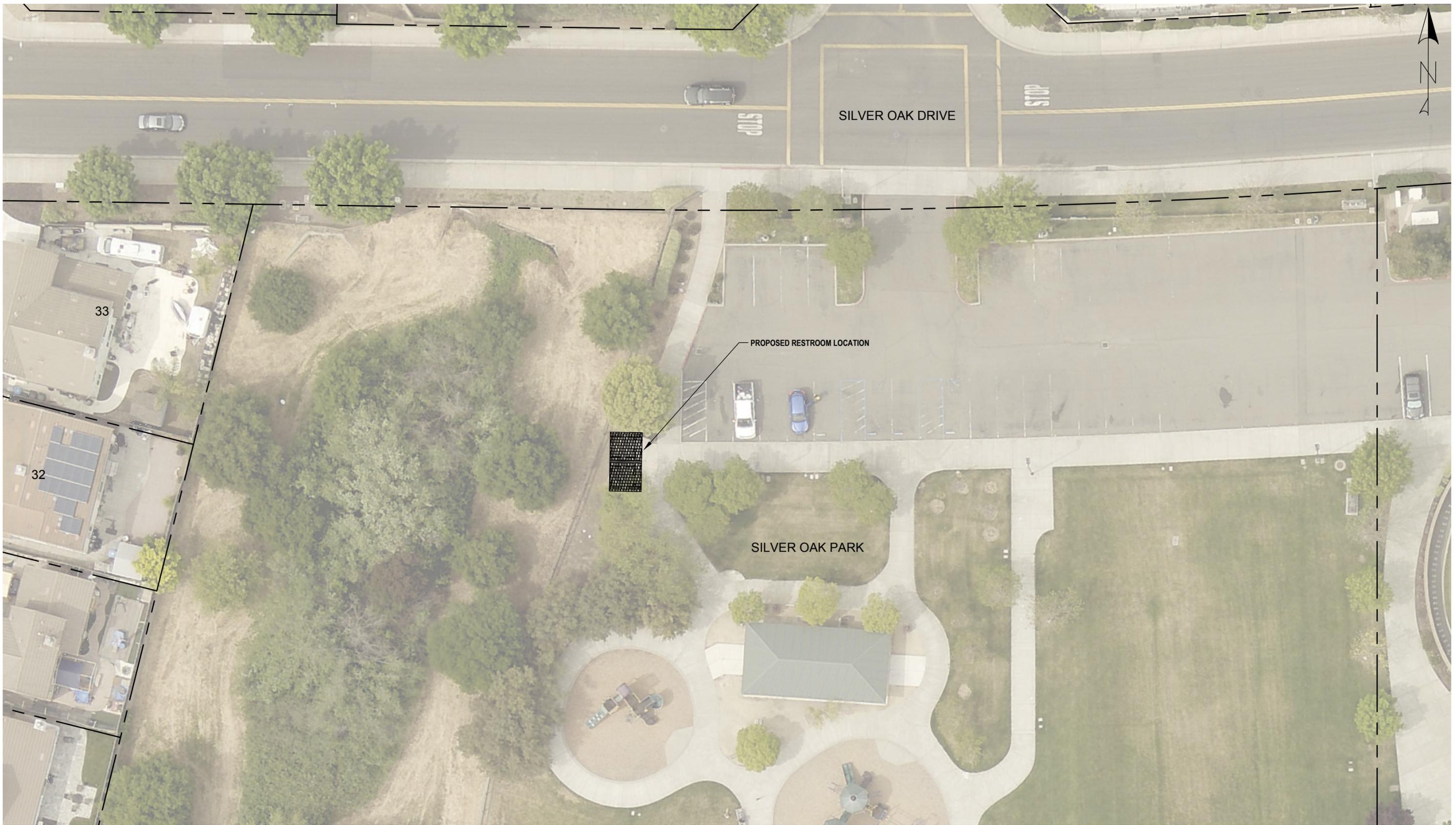
Pierre Washington, Mayor

ATTEST:

APPROVE AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney



MARK	DATE	DESCRIPTION	BY	APPR.



DSGN	
DRWN	DM
CHKD	
1" = 30'	

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IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

DEPARTMENT OF PUBLIC WORKS

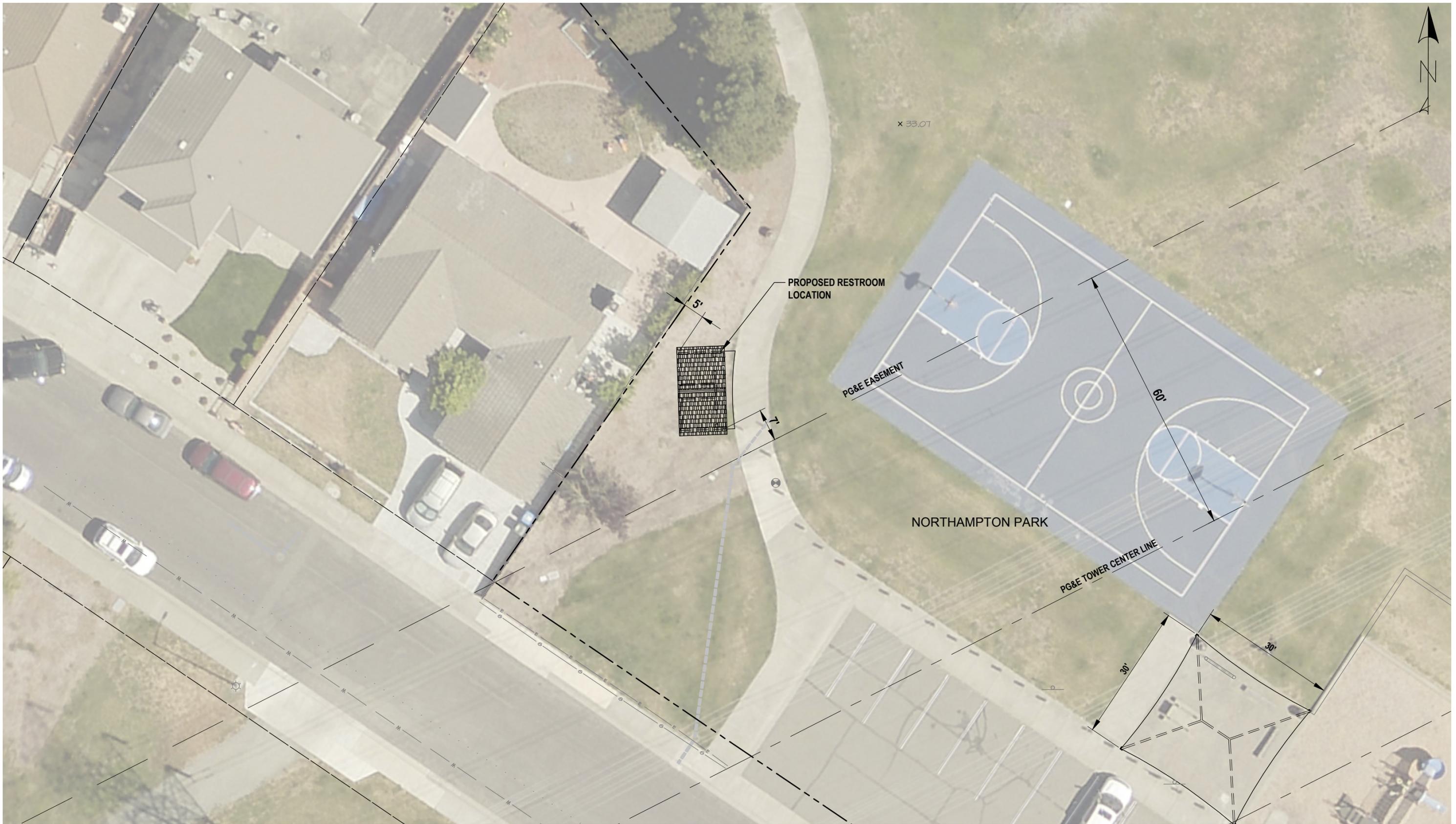
ENGINEERING

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PH (707) 647-4559 • WWW.CITYOFAMERICANCANYON.ORG

CITY OF AMERICAN CANYON
**RESTROOM LOCATION
SILVER OAK PARK**

SITE PLAN EXHIBIT

PROJECT NO. PR23-0700
DRAWING NO. EXB-1
SHT 01 of 87



DSGN	
DRWN	DM
CHKD	
1" = 20'	

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IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

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CITY OF AMERICAN CANYON

RESTROOM LOCATION NORTHAMPTON PARK

SITE PLAN EXHIBIT

PROJECT NO.	PR23-0500
DRAWING NO.	EXB-2
SHT 01	of 88



TITLE

Update City Classification Plan

RECOMMENDATION

Adopt a Resolution updating the City's Classification Plan.

CONTACT

Juan Gomez, Assistant City Manager
Scott Corey, Human Resources Officer II

BACKGROUND & ANALYSIS

The City of American Canyon's Classification Plan (the "Plan") is a systematic process for defining specific scopes of work, identifying the knowledge, skills and abilities to perform that work, and grouping job classifications into job families based on similarities of duties, responsibilities and requirements. The City Council maintains the Plan by approving the addition of new job classifications, significant updates to existing classifications and removal of obsolete job classes.

Communications Division

In Fiscal Year 2024/2025, the City's Communications Manager (classified as a Management Analyst I/II) retired. This development provided opportunity to examine changes to organizational structures to better reflect current operational needs. The review conducted by the City Manager's Office determined a need for three new classifications to take on the Communications function:

- Deputy City Manager (an At-Will Executive classification) to take on the higher level Communications Manager functions, such as strategic planning and serving as Public Information Officer
- Communications and Engagement Supervisor (a represented exempt classification) to supervise and monitor implementation of communications plans
- Communications and Engagement Coordinator I/II (a represented non-exempt classification) to carry out a wide variety of communications tasks

American Canyon Fire Protection District Support

The City maintains the classification of Fire Executive Assistant/Office Administrator to provide

support to the American Canyon Fire Protection District (the "District"). This year, the District contracted for a classification study of its administrative division that recommended creation of the classification of Fire Administration Division Manager to better describe the full range of duties necessary to support the Fire Chief and the District's administrative function. The City Manager's Office reviewed the results of the study and concurred that this new classification should be created.

The City Finance Director also provides support to the District by acting in a capacity as Controller and Treasurer. This is a unique arrangement and the City Manager's Office is proposing to update the classification specification to account for these responsibilities. Responsibilities include oversight of the District's payroll, CalPERS reporting, accounts payable, banking and treasury functions.

Maintenance Worker Career Ladder

In 2023, the City updated the Maintenance Worker I/II/III classification to clarify duties and requirements of this classification that may vary depending on specific duty requirements of the division to which an employee is assigned. The City Manager's Office has determined the classifications of Maintenance Supervisor and Senior Maintenance Worker, which were not updated at that time, should now be amended to include more division-specific duty requirements to ensure consistency across the entire job family and allow a full range of promotional opportunities.

Salary schedule updates and staffing recommendations will be included in the Fiscal Year 2025/2026 Budget proposal to be considered by the City Council May 20, 2025, and June 3, 2025.

The City Manager's Office has met and consulted with Teamsters representatives on the proposed changes to all represented classifications.

It is recommended that the City Council amend the Plan as follows:

- Add the following classifications:
 - Deputy City Manager
 - Communications and Engagement Supervisor
 - Communications and Engagement Coordinator I/II
 - Fire Administration Division Manager

- Amend the following classification:
 - Finance Director
 - Maintenance Supervisor
 - Senior Maintenance Worker

The added and amended classification specifications are attached to the enabling resolution.

Classifications covered by the provisions of employee group Memorandums of Understanding (the "MOUs") and the Unrepresented Compensation Program (the "Program") are listed specifically in those documents. As classifications are added or removed from the Plan, it is appropriate to update the MOUs and Program documents to ensure clarity of intention. It is recommended the City Manager be authorized to update these documents accordingly to reflect the City Council's action.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

There is no fiscal impact of this action. Any new position requests will be presented as part of the FY2025/26 Budget proposal.

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 Updating Classification Plan](#)
 - [Exhibit A - Communications & Engagement Coordinator I/II](#)
 - [Exhibit B - Communications & Engagement Supervisor](#)
 - [Exhibit C - Deputy City Manager](#)
 - [Exhibit D - Fire Administration Division Manager](#)
 - [Exhibit E - Finance Director](#)
 - [Exhibit F - Maintenance Supervisor](#)
 - [Exhibit G - Senior Maintenance Worker](#)

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON
UPDATING THE CLASSIFICATION PLAN**

WHEREAS, American Canyon’s Classification Plan is a systematic process for grouping jobs into common classifications based on similarities in duties, responsibilities and requirements; and

WHEREAS, the California Code of Regulations (CCR) Section 570.5 requires publishing a “Publicly Available Pay Schedule” that must include the position title for every position, its pay rate, and time base; and

WHEREAS, the City completed organizational studies for the Communications Division, Public Works, and Finance, assisted in a study led by the American Canyon Fire Protection District, and now wishes to amend the Classification Plan to add, delete or update job classifications consistent with proposed improvements to the City’s operations and organizational structure.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon does hereby

1. Add the classifications of Communications and Engagement Coordinator I/II, Communications and Engagement Supervisor, Deputy City Manager and Fire Administrative Division Manager as attached hereto as Exhibits A - D.
2. Amend the classifications of Finance Director, Maintenance Supervisor and Senior Maintenance Worker as attached hereto as Exhibits E - G.
3. Authorize the City Manager to execute side letter agreements to the current Memorandums of Understanding with the Teamsters and update the Unrepresented Compensation Program as necessary to implement the actions of this resolution.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 6th day of May 2025, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Pierre Washington, Mayor

ATTEST:

APPROVED AS TO FORM:

Taresa Geilfuss, City Clerk

William D. Ross, City Attorney

COMMUNICATIONS AND ENGAGEMENT COORDINATOR I/II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

Under direct and general supervision, plans, coordinates, and implements a variety of public information and education programs and activities to enhance community knowledge, awareness of and involvement in City services, projects, programs, events and activities.

DISTINGUISHING CHARACTERISTICS

Communications and Engagement Coordinator I/II is a flexibly-staffed series. Positions allocated to the I/II levels are normally filled at the I level. Advancement from the I to the II level is at the discretion of the appointing authority provided that the following criteria are met: (1) the minimum qualifications and time-in-grade requirements, (2) demonstration of the ability to independently perform the full scope of the assigned duties, and (3) is assigned and performs the duties of the journey level as defined in the Distinguishing Characteristics of the Communications and Engagement Coordinator II below.

Communications and Engagement Coordinator I is the entry-level in the professional communications and engagement class series. Initially under direct supervision, incumbents learn to perform the full range of duties involved in supporting the development of and coordinating the implementation of the City's multimedia communications and community engagement program. As experience is gained, there is a greater independence of action within established guidelines and incumbents are expected to perform a broader scope of duties and handle increasingly difficult assignments.

Communications and Engagement Coordinator II is the experienced, journey-level in the professional communications and engagement class series fully competent to independently perform the full range of duties required to support the development of and coordinate the implementation of the City's multimedia communications and community engagement program. Incumbents are expected to make sound decisions based on a broad level of knowledge of their assigned duties, and City policies and procedures.

The Communications and Engagement Coordinator I/II is distinguished from the Communications and Engagement Supervisor in that the latter is the full supervisory-level class with program implementation responsibility and providing direct or general supervision, including hiring recommendations and performance evaluation.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from Communications and Engagement Supervisor or other higher-level supervisory or management position. At the II-level, may provide task direction to lower-level staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Research, write, edit, and distribute a variety of internal and external communications, such as press releases, public notices, newsletters, brochures, videos, reports, web documents, correspondence, speeches, fact sheets, briefing notes, and other publications and materials.
- Capture still and video images for use in a variety of materials and platforms.
- Utilize various communication channels, such as the City's website, email, social media platforms, and print materials, to effectively connect with the community and promote and strengthen the community's identity.
- Coordinate, promote, and implement a variety of community outreach and public education programs, events, and activities in alignment with the City's mission.
- Collaborate with City departments and contractors to prepare outreach documents, presentations, publications, events and meetings to ensure consistent application of outreach strategies and identify media opportunities.
- Maintain City website by deploying proper content and layout, maintaining and updating content, links, and publications.
- Design City publications and communication materials by preparing layout, photography, artwork, and text; coordinate printing and distribution functions.
- Coordinate media responses, gather information from appropriate City employees or departments, and organize interviews and/or events with media outlets.
- Maintain knowledge of and develop expertise in using evolving communications technologies and approaches.
- Prepare or coordinate the preparation of a variety of graphic illustration materials for use in social media, slideshows, videos, media outlets, and formal presentation displays; develop and maintain content for video displays.
- Schedule and coordinate public appearances, events, press conferences and tours, including arranging and/or providing transportation in a City passenger vehicle; assist with event set-up; attend event, provide staff support, and prepare follow up reports, as required.
- Assist with presentations to schools/students, community and local interest groups, other government agencies, individuals, and members of the media.
- Attend various community and civic meetings and functions on behalf of the City.
- Develop collaborative relationships with community and local interest groups, partners, schools, and other agencies.
- Assist with public information efforts during emergency responses, including operating City passenger vehicles, as assigned.
- Assist with development of various communications plans and strategies to support the City's outreach efforts in a variety of circumstances.

- Answer questions and respond to information requests as directed.
- Monitor budgets of assigned projects or programs to maintain spending controls.
- Provide task direction to lower level staff, as assigned.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

The level and scope of the required knowledge, skills and abilities listed in this section are related to the job duties as defined in the Distinguishing Characteristics section above.

Knowledge of:

- Principles, techniques, and methods of public information and education, journalism, and community relations.
- Contemporary methods and practices related to the preparation, publication, and distribution of a variety of internal and external communications, in a variety of written, photographic and video formats.
- Basic principles, practices, and procedures of website design, layout, functionality, and maintenance.
- Principles, practices, and procedures of graphic design and layout, photography, and videography.
- Principles and practices of contract administration.
- Principles and procedures of record-keeping and preparation of reports and correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers, software programs and platforms relevant to work performed.
- Basic cost analysis and budgeting principles.
- Principles and practices of customer service.

Ability to:

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Learn and understand the organization and operation of the City and of outside agencies, as necessary, to assume assigned responsibilities.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Plan, coordinate, and implement community outreach and public education programs, events, and activities for various stakeholders.
- Effectively represent the City in meetings with individuals, governmental agencies, community groups, and other organizations.
- Research, write, proofread, and edit clear, concise, accurate, and effective content of internal and external communications and publications.
- Maintain internal and external website content, layout, and functionality.
- Plan, design, layout, and format photographs, videos, slideshows, and graphics for various publications, presentations, and displays.
- Work in partnership with contractors.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Learn, understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Operate a City passenger vehicle to transport equipment or personnel to event sites.
- Effectively use computer systems, software applications, and photo and video production applications and equipment relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Respond to requests and inquiries from the general public.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with diverse populations and maintain an inclusive environment.

Typical Qualifications:

Any combination of Experience & Education that results in the successful applicant obtaining the requisite knowledge, skills and ability to perform the required job duties.

Typical examples include:

Experience and Education:**Communications and Engagement Coordinator I**

- Two (2) years of college coursework in English, journalism, communications, public relations, marketing, advertising or a related field applicable to the responsibilities and requirement of this position – OR –

- At least two (2) years of working in the field of communications and public engagement for another government agency – OR –
- Two years with the City of American Canyon in a progressively responsible administrative or communications support position and enrolled in the Tuition Reimbursement Program in an academic program applicable to the responsibilities and requirements of this position or a closely related field.

Additional education, up to and including a Bachelor's degree, may substitute for the experience requirement on a year-for-year basis.

Communications and Engagement Coordinator II

- Equivalent to a Bachelor's degree from an accredited college or university in English, journalism, communications, public relations, marketing, advertising or a related field applicable to the responsibilities and requirements of this position.
– AND –
- Two to three years of professional experience at the level of a Communications and Engagement Coordinator I performing increasingly responsible communications and public engagement activities preferably in non-profit or government sectors.

License Requirement:

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Essential Duties / Physical Requirements:

Work is performed primarily in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting; occasional overhead work. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise; periodic working outdoors in event and transportation environments with exposure to loud noise, chemicals, fumes, and other environmental substances.

Other Requirements:

- Some assignments may require evening, weekend, or other shift work.
- Pursuant to California Government Code §3101, and American Canyon City Code §2.48.040(G)(3), all City employees are deemed Emergency Disaster Workers and may be charged with duties incident to the protection of life and property in the City during any emergency.

Classification	Adopted	Revised	Class Code	FLSA Designation	Rep Unit
Communications and Engagement Coordinator I/II	May 2025		4325/26	Non-Exempt	4

APPROVED: _____
City Manager

Date: _____

COMMUNICATIONS AND ENGAGEMENT SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

Under general supervision, plans, schedules, assigns, reviews and supervises the work of staff performing a variety of public information and education programs and activities to enhance community knowledge, awareness of and involvement in City services, projects, programs, events and activities; participates in the development of communications strategies and plans, and evaluates their effectiveness.

DISTINGUISHING CHARACTERISTICS

Communications and Engagement Supervisor is the full supervisory level in the communications and engagement class series. Incumbents spend at least half of the time supervising others and the remaining time performing the full range of complex duties as assigned. Incumbents exercise independent judgement and have on-going decision-making responsibilities associated with the work, performs the full range of complex duties related to implementation of the City's multimedia communications and community engagement program, and provides professional level support to the assigned higher-level management or executive supervisor.

The Communications and Engagement Supervisor is distinguished from the Communications and Engagement Coordinator I/II in that the Supervisor provides direct supervision of the Communications and Engagement Coordinator I/II and direction on how communications and engagement programs are implemented. The Communications and Engagement Supervisor is distinguished from a higher-level management or executive role in that the latter supervises Communications and Engagement Supervisors and has responsibility for the strategic direction of the communications and engagement program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a higher-level management or executive supervisor, and provides direct and general supervision to Communications and Engagement Coordinators and other lower-level staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plan, coordinate, promote, and implement a variety of community outreach and public education programs, events, and activities for external and internal audiences in alignment with the City's mission.
- Participate in the development of goals, objectives, policies, and procedures; recommends and implements policies and procedures including standard operating procedures for assigned operations.

- Lead development of key message strategies consistent with strategic communication plans, and identification of opportunities to communicate project, service, program, education and other relevant updates to the public.
- Supervise and participate in researching, writing, editing, and distribution of a variety of internal and external communications, such as press releases, public notices, newsletters, brochures, videos, reports, web documents, correspondence, speeches, fact sheets, briefing notes, and other publications and materials.
- Supervise and participate in capturing still and video images for use in a variety of materials and platforms.
- Oversee use of various communication channels, such as the City's website, email, social media platforms, and print materials, to effectively connect with the community and promote and strengthen the community's identity.
- Analyze the effectiveness of outreach strategies and communication campaigns, using metrics and feedback to improve engagement efforts and report on performance continuously.
- Collaborate with City departments and contractors to prepare outreach documents, presentations, publications, events and meetings to ensure consistent application of outreach strategies and identify media opportunities.
- Represent the City with community groups and organizations; attend meetings and provide information on City services, programs, projects, and events; serve as staff liaison on assigned committees and outside agencies.
- Plan, organize, assign, supervise and review the work of staff; ensure staff receive proper training on work procedures; provide policy guidance and interpretation to staff; evaluate employee performance, counsel employees and effectively recommend initial disciplinary actions; make recommendations for selection and promotion.
- Develop and manage requests for proposals for professional and/or contracted services; prepares scope of work; evaluate proposals and recommend award; administer contracts and oversee contractor performance to ensure compliance with City specifications and service quality.
- Participate in annual budget preparation; identify and recommend future resource needs; prepare detailed cost estimates with appropriate justifications.
- Develop and maintain collaborative contacts and relationships with the media, various community groups and organizations, business leaders, government representatives, and special interest groups.
- Oversee media responses, gathering information from appropriate City employees or departments, and organizing interviews and/or events with media outlets.
- Attend and present at meetings, conferences, workshops, and training sessions, and review publications to remain current on principles, practices, technologies, and new developments in the field of public information.
- Monitor changes in laws, regulations, and technology that may affect public information programs; implements policy and procedural changes after approval.

- Oversee preparation of a variety of graphic illustration materials for use in social media, slideshows, videos, media outlets, and formal presentation displays; develop and maintain content for video displays.
- Oversee scheduling and coordination of public appearances, events, press conferences and tours, including arranging and/or providing transportation in a City passenger vehicle.
- Support and perform the Public Information function within the Emergency Operations Center consistent with State and Federal protocols and training, including operating City passenger vehicles, as assigned.
- Assist in the development of crisis communication plans, helping to respond quickly and effectively to unforeseen events while ensuring clear and consistent messaging across all platforms.
- Answer questions and respond to information requests from the public, media, and other agencies.
- Monitor project or program budgets to maintain spending controls.
- Provide task direction to assigned lower level staff, as assigned.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

The level and scope of the required knowledge, skills and abilities listed in this section are related to the job duties as defined in the Distinguishing Characteristics section above.

Knowledge of:

- Principles, techniques, and methods of public information and education, journalism, and community relations.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles, techniques, and methods of public information and education, outreach, community relations, journalism, and strategic communications.
- Contemporary methods and practices related to the preparation, publication, and distribution of a variety of internal and external communications, in a variety of written, photographic and video formats.
- Basic principles, practices, and procedures of website design, layout, functionality, and maintenance.
- Principles, practices, and procedures of graphic design and layout, photography, and videography.
- Principles and practices of contract administration.

- Principles and procedures of record-keeping and preparation of reports and correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers, software programs and platforms relevant to work performed.
- Experience in budget oversight and managing multiple projects, ensuring efficient use of resources and timely execution.
- Principles and practices of customer service.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Assist with the preparation, administration, and monitoring of a division/department budget.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Understand the organization and operation of the City and of outside agencies, as necessary, to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Supervise, plan, coordinate, and implement community outreach and education programs, events, and activities for various internal and external stakeholders.
- Effectively represent the City in meetings with individuals, governmental agencies, community groups, and other organizations; address community inquiries and concerns with professionalism, ensuring timely resolution and fostering positive relationships and experiences.
- Research, write, proofread, and edit clear, concise, accurate, and effective content of internal and external communications and publications.
- Maintain internal and external website content, layout, and functionality.

- Plan, design, layout, and format photographs, videos, slideshows, and graphics for various publications, presentations, and displays.
- Work in partnership with contractors.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Operate a City passenger vehicle to transport equipment or personnel to event sites.
- Effectively use computer systems, software applications, and photo and video production applications and equipment relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Respond to requests and inquiries from the general public.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with diverse populations and maintain an inclusive environment.

Typical Qualifications:

Any combination of Experience & Education that results in the successful applicant obtaining the requisite knowledge, skills and ability to perform the required job duties.

Typical examples include:

Experience and Education:

- Equivalent to a Bachelor's degree from an accredited college or university in English, journalism, communications, public relations, marketing, advertising or a related field applicable to the responsibilities and requirements of this position.
– AND –
- Three (3) years of professional experience at the level of a Communications and Engagement Coordinator II performing increasingly responsible communications and public engagement activities preferably in non-profit or government sectors.
- Possession of relevant coursework and/or certification from CSTI/CalOES and/or FEMA on performing as a Public Information Officer highly desired.

License Requirement:

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Essential Duties / Physical Requirements:

Work is performed primarily in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting; occasional overhead work. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise; periodic working outdoors in event and transportation environments with exposure to loud noise, chemicals, fumes, and other environmental substances.

Other Requirements:

- Some assignments may require evening, weekend, or other shift work.
- Pursuant to California Government Code §3101, and American Canyon City Code §2.48.040(G)(3), all City employees are deemed Emergency Disaster Workers and may be charged with duties incident to the protection of life and property in the City during any emergency.

Classification	Adopted	Revised	Class Code	FLSA Designation	Rep Unit
Communications and Engagement Supervisor	May 2025		2215	Exempt	2

APPROVED: _____
City Manager

Date: _____

DEPUTY CITY MANAGER
(At Will)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

Under general administrative direction from the City Manager, provides high level management, administrative, and research support to the City Manager; may have programmatic responsibilities over specific City administrative or support areas; may act as Director of an assigned department; may administer the City's public information, communication, and community engagement activities; fosters cooperative working relationships among City departments and outside agencies including intergovernmental and regulatory agencies, and public and private groups; conducts or directs studies; serves as a member of the City's Management Team.

DISTINGUISHING CHARACTERISTICS

The incumbent of this single-position class functions in such executive, managerial and administrative support capacities as the City Manager deems necessary. This position works with a high degree of independence in interacting with all levels of city employees, managers, elected officials, community groups, other governmental agencies, and the public. This position may serve as Director of an assigned department responsible for all components of that classification, in addition to overseeing and managing assigned functional areas, such as communications and public engagement.

This position is distinguished from the Assistant City Manager position in that it has a narrower scope of responsibility, and it does not assume the Acting City Manager role in the City Manager's absence.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager or Assistant City Manager. Exercises direct and indirect supervision over management, supervisory, professional, technical, administrative and non-regular staff of the assigned functional areas.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Confers with the City Manager in supervising and coordinating a variety of management and administrative support activities;
- Participates in the review of issues facing the City and the development and implementation of programs and projects; and assists in monitoring developments related to City management matters;
- Serves as Director of department as assigned by City Manager.

- Serves as the City's Public Information Officer, develops, organizes, and administers Citywide public information, communication, and community engagement strategies, programs and activities, and responds to media requests;
- Serves as a liaison between the City and other public agencies, professional organizations, community and industry groups, residents, and the media, executives, and elected officials;
- Oversees creation, develop and dissemination of a wide variety of communication and public information materials, and manages assigned staff.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to City Council and a wide variety of committees, boards, and commissions, as assigned; provides staff support and assistance to the City Manager, City Council, and assigned boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in assigned areas.
- Initiates and conducts analytical studies, surveys and research of City policies and procedures, program services, organizational structure, difficult administrative and operational matters, and community issues and problems that require the analysis of an issue and formulation of recommendations and alternatives and preparation of reports to the City Manager. Assists departments in the review, evaluation and reporting of special problems or issues, as assigned.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

The level and scope of the required knowledge, skills and abilities listed in this section are related to the job duties as defined in the Distinguishing Characteristics section above.

Knowledge of:

- Principles and practices of public administration including the operations and functions of a municipal government;
- Basic principles of municipal financing, budgeting, administration, and reporting; administrative practices;
- Principles and methods of goal setting and program development/implementation;
- Principles and practices of leadership, motivation, team building and conflict resolution;
- Principles and practices of community building and civic engagement;
- Methods and techniques of presenting information to the public.
- Principles, practices, methods, and techniques of strategic media and community relations, marketing, and communication.
- Tools, techniques, and resources for preparing, producing, and distributing City messaging.

- Principles, practices and techniques necessary to carry out duties as Director of assigned department.

Ability to:

- Perform the full range of duties as director of assigned department or functional area.
- Provide professional consultation, support, and expertise related department assigned to direct, marketing, media, public relations, and community engagement functions, operations, and programs.
- Cultivate and sustain strategic partnerships with internal and external stakeholders.
- Speak effectively before a wide range of public and private organizations and officials and media representatives; comprehend complex questions and give information rapidly, accurately, and tactfully.
- Effectively represent the City in meetings with governmental agencies, community groups, media, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Conduct analytical management, and operational studies, evaluating alternatives, and making effective recommendations.
- Write clear and concise reports, memoranda, directives, and letters.
- Develop comprehensive plans of action from general instructions.
- Gather, interpret, analyze, evaluate and present a variety of data.
- Interact effectively with all levels of City staff, Council, and public using tact, courtesy and discretion.
- Exercise sound judgement and sensitivity in response to high level and potentially confidential matters.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Operate a City passenger vehicle on public streets to transport equipment or personnel as required to carry out assigned duties.
- Respond to requests and inquiries from the general public.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with diverse populations and maintain an inclusive environment.

Typical Qualifications:

Any combination of experience & education that results in the successful applicant obtaining the requisite knowledge, skills and ability to perform the required job duties.

Typical examples include:

Experience and Education:

- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, or another field of study applicable to the responsibilities and requirements of the job class. A Master's degree in related field is highly desirable. – AND –
- Five (5) years of increasingly responsible leadership experience in public administration, including three (3) years of management and supervisory responsibility.
- Possession of relevant coursework from CSTI/CalOES and/or FEMA on serving as a Public Information Officer highly desired.

License Requirement:

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Essential Duties / Physical Requirements:

Work is performed primarily in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person, on the phone and in virtual environments. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

- Some assignments may require evening, weekend, or other shift work.
- Pursuant to California Government Code §3101, and American Canyon City Code §2.48.040(G)(3), all City employees are deemed Emergency Disaster Workers and may be charged with duties incident to the protection of life and property in the City during any emergency.

Classification	Adopted	Revised	Class Code	FLSA Designation	Rep Unit
Deputy City Manager	May 2025		1010	Exempt	1

APPROVED: _____
City Manager

Date: _____

FIRE ADMINISTRATION DIVISION MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

To direct, manage, supervise, and coordinate the programs and activities of the Fire Administration Division within the Fire Division of the American Canyon Fire Protection District; to coordinate assigned activities with other District divisions and outside agencies; to perform advanced-level professional budgeting, grant administration, human resources, payroll, purchasing, and accounting work; to plan, organize, supervise, and review the work of assigned staff; and to provide highly responsible and complex administrative support to the Fire Chief.

DISTINGUISHING CHARACTERISTICS

The Fire Administration Division Manager is a single-position classification. The incumbent exercises a high degree of responsibility for overseeing all administrative functions within the division. The incumbent is required to possess a thorough understanding of fire protection, fire prevention, and emergency medical services operations, functions and systems, and related laws, codes, and regulations, as well as Fire Division practices, information systems, administrative policies, and reporting practices. The Fire Administration Division Manager is distinguished from District-wide administrative positions as this classification has division-level responsibility for general and specialized fire administrative services programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Chief. Provides direct and indirect supervision to assigned professional, technical, and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assume division-level responsibility for the services and activities of the Fire Administration Division of the Fire Division, including billing, accounting, purchasing, inspection services, data management, information systems, human resources, and payroll.
- Develop, implement, and monitor goals, objectives, policies, procedures, and priorities for assigned programs.
- Plan, direct, coordinate, and review the work plan for the Fire Administration Division; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Select, train, motivate, and evaluate Fire Administration Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline when necessary.

- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative, and support systems; identify opportunities for improvement and review with the Fire Chief.
- Plan, direct, coordinate, and review the work plan for the Fire Administration Division; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Coordinate and direct Fire Division budget preparation and administration; assist with budget needs assessment, cost analysis, and development and implementation of cost control.
- Direct the work of Administration staff and manage the Fire Division selection process, including pre-employment coordination and scheduling of interviews, backgrounds, medical exams, and psychological exams, as well as communication of results to candidates and issuance of conditional offers of employment.
- Analyze proposed legislation affecting fire and emergency medical services, revenues, and programs to determine the impact on the budget, staffing, and administrative organization; ensure that state, federal, and local rules, regulations, and directions are appropriately interpreted and implemented.
- Represent the Fire Division in dealing with federal, state, and local agencies and other District divisions and officials on fiscal and administrative matters.
- Develop and administer various fire-related contracts for services; identify the needs of the division and District in developing the scope of work, deliverables, and negotiating terms of agreements.
- Coordinate capital projects; act as liaison to various District divisions and outside agencies; assist with capital improvement project development and coordinate project specifications.
- Analyze complex issues in a number of areas relating to division administration, finance, operations, policies, and procedures; prepare written findings and reports; make recommendations; and formulate written policies and procedures.
- Prepare, analyze, and present documents, including a variety of databases, spreadsheets, and reports relating to Fire Division business, including budgets, expenditures, purchasing, and contracting.
- Collaborate with other District divisions, public officials, consultants, and members of the community and explain District policies and procedures.
- Identify, recommend, and prepare cost analyses for programs that may enhance the delivery of services.
- Perform research on available grants; prepare applications and write proposals to fund various fire service-related activities, including community preparedness activities; assist in the implementation of the grants, ensure compliance requirements are met, and establish outcome reporting measures and documentation; prepare financial and

performance reports to funders; act as the division's liaison during third-party and funder audits.

- Oversee the development, approve content, and implement quality control of the division's website and social media outlets.
- Oversee and coordinate the division's volunteer program; provide for recruitment, training, orientation, and placement to meet the volunteer needs of the division.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of planning.
- Respond to and resolve complex administrative matters and citizen inquiries and complaints.
- Perform related duties and responsibilities as required.

EMPLOYMENT STANDARDS

The level and scope of the required knowledge, skills and abilities listed in this section are related to the job duties as defined in the Distinguishing Characteristics section above.

Knowledge of:

- Principles of current public administration, including budget and finance, business statistics, research and analysis, management, and administrative methods, human resources administration, procurement, and grant administration.
- Generally Accepted Accounting Principles (GAAP).
- Fire protection, fire prevention, and emergency medical services operations, functions, and systems.
- Designated fire-specific technological systems, including fire incident data management and electronic patient care reporting systems, comprehensive fire service and shift scheduling systems with payroll interface, and web-based fire policy and procedural systems.
- Pertinent local, state, and federal laws, codes, and ordinances, District policies, rules, and regulations.
- Program and budget development, implementation, administration, and evaluation.
- Principles and practices of supervision, training, and personnel management.
- Principles, practices, and methods of recruitment and selection.
- Principles and practices of effective media relations, community relations, communications, and information presentation programs.
- Methods and techniques of scheduling and prioritizing work assignments.
- Principles and practices of program administration and advanced project management and workflow analysis.

- Advanced research techniques, sources, and availability of information and methods of report presentation, and methods and techniques of advanced statistical and fiscal analysis.
- Contract negotiation and administration, grant writing and administration.
- Equipment used in modern offices including computers and software, especially as related to spreadsheets, databases, and word processing.
- Techniques and principles of effective interpersonal communication.

Ability to:

- Manage, direct, and coordinate the work of professional and technical personnel.
- Select, supervise, train, and evaluate staff.
- Provide administrative and professional leadership and direction for the Fire Administration Division.
- Recommend and implement goals, objectives, and practices for providing effective and efficient planning services.
- Prepare and administer large and complex budgets.
- Design and implement social media strategy and guidelines that align with the division's goals.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Perform complex and varied assignments with considerable independence, initiative, and judgment.
- Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
- Operate motorized passenger vehicles on public roadways.
- Communicate clearly and concisely, both orally and in writing.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Typical Qualifications:

Any combination of Experience & Education that results in the successful applicant obtaining the requisite knowledge, skills and ability to perform the required job duties.

Typical examples include:

Experience and Education:

- Equivalent to a Bachelor’s degree from an accredited college or university with major coursework in accounting, public administration, business administration, or related field.
- AND –
- Five (5) years of professional administrative and management experience, which must include budget development, contract administration, and financial operations, including two (2) years of public sector fire administration and supervisory experience.

Note:

Additional qualifying experience may substitute for the education on a year- for-year basis for up to two years of education, provided that it was a public safety agency or a California special district.

License Requirement:

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Essential Duties / Physical Requirements:

Work is performed primarily in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting; occasional overhead work. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise; periodic working outdoors in event and transportation environments with exposure to loud noise, chemicals, fumes, and other environmental substances.

Other Requirements:

- Evening or weekend work may be required with some regularity. The Fire Chief will determine the actual work schedule based on the needs of the District.
- Pursuant to California Government Code §3101, and American Canyon City Code §2.48.040(G)(3), all City employees are deemed Emergency Disaster Workers and may be charged with duties incident to the protection of life and property in the City during any emergency.

Classification	Adopted	Revised	Class Code	FLSA Designation	Rep Unit
Fire Administration Division Manager	May 2025		6312	Exempt	6

APPROVED: _____
City Manager

Date: _____

FINANCE DIRECTOR

(At Will)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

To plan, organize, manage, and provide administrative direction and oversight for all activities and operations of the Finance Department, including financial forecasting, budget development, financial management and reporting, accounting, payroll, investment and cash flow management, utility billing, business licensing, administration, and purchasing; support American Canyon Fire Protection District with budget development and administration, payroll, financial reporting, auditing, and general accounting; to formulate departmental policies, goals and directives; to coordinate assigned activities with other City departments, and outside agencies, including intergovernmental and regulatory agencies, and public and private groups; to provide highly responsible and complex administrative support to the Assistant City Manager in areas of expertise; to serve as a member of the City's Management Team; and to perform related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

This one-position classification receives administrative direction from the Assistant City Manager. Exercises direct and indirect supervision over management, supervisory, professional, technical, and administrative staff within the Finance Department.

DISTINGUISHING CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Finance Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the Assistant City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals and objectives within general policy guidelines. Finance Director is distinguished from the Assistant City Manager classification in that its scope of responsibility is on financial matters rather than multiple departments or functions with a Citywide perspective. Finance Director is distinguished from the Finance Manager classification in that its scope of responsibility is for the entire department and the City's fiscal responsibilities rather than the department divisions overseen by the Finance Manager.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assume full management responsibility for all Finance Department services, and activities including financial forecasting, budget development, financial management and reporting, accounting, payroll, investment and cash flow management, utility billing, business licensing, administration, and purchasing.
- Manage the development and implementation of the Finance Department goals, objectives, policies, priorities, and work standards for the department.
- Establish, within City policy, appropriate service and staffing levels
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor the distribution of work, support systems and internal reporting relationships; identify opportunities for improvement; and direct the implementation of change.
- Select, train, motivate, and evaluate department personnel; provide and coordinate staff training; work with employees to correct deficiencies; implement discipline, and termination procedures; and respond to staff questions and concerns.
- Manage and participate in the development and administration of the Finance Department, City, and American Canyon Fire Protection District annual operating and capital improvement project budgets; approve the forecast of funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Establish the City and American Canyon Fire Protection District's accounting and financial reporting practices and processes; establish, evaluate, and maintain internal control procedures; respond to and implement audit recommendations; ensure compliance with federal, state, and local government accounting and financial reporting standards and general accepted accounting principles.
- Direct the City and American Canyon Fire Protection District's overall financial management strategy for executive leadership; submit regular and mandated financial statements; prepare sound recommendations on financing methodologies.
- Supervise the City's investment program assuming responsibility for enhancing interest earnings while maintaining adequate safety and liquidity levels; participate and assist in determining investment options for City funds; manage the City's investment portfolio to maximize interest earnings.
- Coordinate and provide technical assistance related to the City's information systems.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to accounting programs, policies, and procedures as appropriate.
- Represent the City and department to other City departments, elected officials, and outside agencies; explain and interpret City and department programs, policies and

activities; justify and defend programs, as necessary; and negotiate and resolve sensitive and controversial issues.

- Participate in and make presentations to City Council, American Canyon Fire Protection District Board of Directors, and a wide variety of committees, boards, and commissions, as assigned; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of finance; research emerging products and their enhancements and their applicability to City needs.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Operations, services, and activities of a comprehensive municipal financial management program.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Applicable federal, state, and local laws, codes, regulations, and ordinances, as well as industry standards and best practices relevant to the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of governmental accounting and auditing and municipal finance administration, including accounting and financial reporting, revenue management, purchasing and accounts payable and receivable, fee development, financial systems, payroll, and fixed assets.
- Management skills required to analyze programs, policies, and operational needs.
- Principles and practices of municipal budget preparation and administration.
- Functions, authority and responsibilities of an elected City Council.
- Modern office procedures, methods, and equipment, including computer and relevant software packages.
- Advanced arithmetic and statistical techniques.

- Research, analysis, and reporting methods, techniques, and procedures.
- Recent and on-going developments, current literature, and sources of information related to the operations of the department.
- Recordkeeping principles and practices.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Finance Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Direct the monitoring, evaluation and reconciliation of City and American Canyon Fire Protection District accounts, funds, and budgets; provide technical assistance and expertise regarding fiscal and budgetary operations and activities.
- Investigate accounting and finance issues, evaluate alternatives, make sound recommendations, and prepare and present effective financial and statistical reports.
- Perform mathematical and statistical computations with accuracy.
- Manage competing priorities and provide effective professional finance and accounting services and recommendations to two distinct agencies with unique operational perspectives and ideas.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify and respond to community and City Council issues, concerns, and needs.
- Prepare and present clear and concise administrative and financial reports pertaining to governmental financial activities and planning.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Operate a variety of office equipment in the performance of assigned duties and responsibilities.
- Interpret and explain City policies and procedures.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of education and experience that provides the required knowledge, skills and abilities is considered qualifying. A typical example is

Education and Experience:

- A Bachelor’s degree from an accredited college or university with major course work in finance, accounting, public administration, business administration, or a closely related field.
- Six (6) years of increasingly responsible experience in financial management, accounting, or closely related field, including two (2) years of management and supervisory responsibility.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

- Requires some evening and weekend work.
- Pursuant to California Government Code §3101, and American Canyon City Code §2.48.040(G)(3), all City employees are deemed Emergency Disaster Workers and may be charged with duties incident to the protection of life and property in the City during any emergency.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Finance Director	1995			1004	Exempt	1
Finance Director		May 2025		1004	Exempt	1

APPROVED: _____
City Manager

Date: _____

MAINTENANCE SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed in a job.

DEFINITION

Under general direction, provide direct and indirect supervision to lower-level Maintenance Workers, other City staff and/or specialty building trade contractors engaged in assignments in the maintenance, construction, and repair of public works grounds, property, and facilities related to Buildings, Parks, Streets/Storm Drainage, or Water Distribution/Wastewater Collection.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff. Exercises direct and indirect supervision over lower-level personnel.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory level in the Maintenance Worker series. Incumbents spend at least half of the time supervising others and the remaining time performing the full range of complex duties as assigned in the maintenance, repair, and construction activities and operate light and heavy equipment. Incumbents work with minimal direction and provide highly skilled assistance in a wide variety of applications.

The Maintenance Supervisor is distinguished from the Senior Maintenance Worker in that the Supervisor provides direct supervision of at least three lower-level staff in the Maintenance Worker class series in a recognized work unit of the City and/or specialty building trade contractors. The Senior Maintenance Worker works under the direction of a Maintenance Supervisor and provides lead direction to Maintenance Workers, which includes assigning, reviewing, and monitoring the work of a crew.

Separate qualifications allow for specialty recruitments and eligibility lists for each work unit (Buildings, Parks, Streets/Storm Drainage, or Water Distribution/Sewer Collection).

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

General Duties (for all assignments):

- Assist in the preparation of the annual budget for work unit assigned.
- Provide supervision and training to assigned staff.

- Provide technical support to higher level staff such as a Superintendent, Manager, Assistant Director and/or Director.
- Oversee and coordinate staff and perform a variety of skilled maintenance and construction duties related to buildings, parks, streets/storm drainage, or water distribution/ wastewater collection.
- Oversee and participate in the operation of maintenance and construction equipment and power tools, such as a dump truck, front-end loader, backhoe, air compressor, jack hammer, vacuum truck, paint sprayer, concrete saw, mowers (deck/flail/push), edgers, pesticide sprayers, general construction tools, and other related equipment and tools; maintain and perform preventative maintenance on assigned tools and equipment and keep/maintain related records.
- Operate a variety of motorized vehicles on public roadways and construction sites, including pickup trucks, trailers, passenger vehicles and similar.
- Evaluate personnel and provide feedback and assistance in correcting deficiencies.
- Participate in the discipline process by conducting investigations, interviewing involved personnel and witnesses, writing recommendations for higher level approval, and assisting in the implementation of disciplinary actions.
- Respond to emergencies as needed.
- Ensure that all assigned personnel follow safe work practices by providing the required safety training and making sure that all safety rules are clearly understood, followed, and enforced.
- Coordinate all planned shut-downs and road closures with other City work, contractors, utility services, police, and any other involved/affected entity.
- Oversee and participate in covering special events such as Coastal Clean-up Day, Healthy People /Healthy Planet/ Friday Night at the Plaza/Easter Egg Hunt, and holiday activities such as the 4th of July, Easter Egg hunt/Christmas Lighting.
- Order required supplies and equipment; maintain records of daily work performed and materials and equipment used.
- Perform related duties as assigned.

Building Assignment (in addition to the general duties):

- Oversee multi-year maintenance, repair and replacement forecasts, and provide expertise in decision-making regarding future building and facility needs.
- Track repairs and repair histories, and plan future routine and periodic maintenance needs.
- Oversee and participate in a wide variety of building repair, maintenance and basic remodeling/decorating in a variety of building maintenance crafts, including carpentry, plumbing, painting, and electrical.

- Participate in the selection of contractors and oversee contract performance, including accepting final work product.
- Review work and contract proposals to make recommendations for hiring appropriate contractors to complete specialty or advanced construction tasks.
- Oversee and manage janitorial services for all City buildings.
- Oversee and manage all access, security, HVAC and other central systems for all City buildings.
- Ensure all City buildings comply with State and Federal laws and regulations for access to and operations of public facilities by recommending appropriate building modifications and implementing upon approval.

Parks Assignment (in addition to the general duties):

- Identify plants and trees and their maintenance needs.
- Participate in the design of new or replacement irrigation systems and plan review for new development.
- Operate computerized irrigation system.
- Oversee, train and participate in the proper storage, handling, and application of herbicides and fertilizers.
- Oversee and participate in the maintenance of City pool(s) including the safe handling of chemicals and taking the daily readings.
- Review irrigation and planting plans for new development.
- Oversee and train employees in the proper methods of playground equipment inspections and repair.

Streets/Storm Drainage Assignment (in addition to the general duties):

- Inspect streets for pavement management system.
- Review streets/storm drainage plans for new development.
- Manage creek cleaning crews.
- Coordinate with vendors and contractors for various services such as street signs and street striping.
- Oversee and participate in the maintenance, repair and replacement of pavement, sidewalks, signage, striping and storm drains.
- Oversee, train and participate in the proper storage, handling, and application of herbicides.

Water Distribution/Sewer Collection Assignment (in addition to the general duties):

- Review water and sewer line plans for new installation.
- Oversee and perform water audits.
- Oversee the leak credit program.

- Oversee and perform meter installation and meter reading activities and initiate work orders.
- Oversee and participate in Underground Service Alert calls for utility markings.
- Oversee and participate in the flow testing program.
- Oversee and participate in sewer overflow notification program.

EMPLOYMENT STANDARDS

The level and scope of the required knowledge, skills and abilities listed in this section are related to the job duties of specific areas of assignment as defined in the Distinguishing Characteristics section above.

Knowledge of:

- Principles and practices of supervision, performance management, and training.
- Occupational hazards and standard safety practices.
- Characteristics and methods of working with a wide variety of materials, equipment, power and hand tools used in the construction, maintenance and repair of buildings, facilities and equipment.
- Accepted work methods and procedures in a variety of building maintenance crafts, including carpentry, plumbing, painting, electrical, lock repair, welding, masonry and roofing.
- Advanced methods and techniques of concrete finishing and repair.
- Advanced methods and techniques of pavement maintenance, repair, and replacement.
- Advanced methods and techniques of landscape/irrigation maintenance, repair, and replacement.
- Advanced techniques of water and wastewater line repair and maintenance,
- Proper handling, training, and application of pesticides and herbicides
- A variety of standard specifications and their applications to work assignments and advanced construction principles and practices.
- Common software packages such as Microsoft Office and specialized software related to the work of the unit.

Ability to:

- Develop and measure performance indicators as they apply to the assignments of the work unit.
- Perform a variety of the most complex maintenance, construction, and repair activities in the area of work assigned.

- Plan, organize, direct, train, supervise, and review work of assigned staff in Buildings, Parks, Streets/Storm Drainage or Water Distribution and Wastewater Collection.
- Identify maintenance and repair needs of buildings, facilities and equipment.
- Read, interpret maps, construction plans and specifications, service and technical manuals.
- Select the appropriate materials and work methods for construction and repair work.
- Operate a variety of motorized City vehicles necessary to transport equipment, materials and personnel and/or perform assigned maintenance or construction duties.
- Work independently with minimal supervision.
- Communicate clearly and concisely, both orally and in writing.

Minimum Qualifications

EITHER – One year full-time experience as a Senior Maintenance Worker with the City of American Canyon –OR- Five years of general maintenance and construction work in one or more of the following areas (depending upon the specialty area recruited for): Buildings, Parks, Streets/Storm Drainage, or Water Distribution/Wastewater Collection, which included at least two years of supervisory experience.

Certificates:

Depending upon assignment, some positions may require one or more of the following certificates (Failure to obtain any of the required licenses is cause for release during probation):

- Water Distribution Certificate II or III within nine months of appointment to the position.
- Pesticide Applicator's License within nine months of appointment to the position.
- Pool Operator's Certificate within nine months of appointment to the position.
- Playground Inspectors Certification within nine months of appointment to the position.

License Requirement:

All class levels:

- Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

- Some positions may require a valid California Class A or B Driver License with Tanker Endorsement at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other Requirements:

- Evening, weekend, shift, standby, and/or on-call work is required.
- Pursuant to California Government Code §3101, and American Canyon City Code §2.48.040(G)(3), all City employees are deemed Emergency Disaster Workers and may be charged with duties incident to the protection of life and property in the City during any emergency.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Maintenance Supervisor	1995	10/05	1/2001	2210	Exempt	2
Maintenance Supervisor		05/2025		2210	Exempt	2

APPROVED: _____
 City Manager

Date: _____

SENIOR MAINTENANCE WORKER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed in a job.

DEFINITION

Under general supervision, provide lead direction to lower level Maintenance Workers and/or speciality building trade contractors and handle the most highly specialized and complex assignments in the maintenance, construction, and repair of public works grounds, property, and facilities related to buildings, parks, streets/storm drainage, or water distribution/wastewater collection.

DISTINGUISHING CHARACTERISTICS

This is the lead level in the Maintenance Worker series. Incumbents lead others and perform a full range of complex duties as assigned in the maintenance, repair, and construction activities and operate light and heavy equipment. They work with minimal instruction and provide highly skilled assistance in a wide variety of applications.

The Senior Maintenance Worker is distinguished from the Maintenance Worker III in that the Senior provides lead direction to a crew of at least three lower level Maintenance Workers by assigning, reviewing, and monitoring the work of a crew.

Separate qualifications allow for specialty recruitments and eligibility lists for each work section (Buildings, Parks, Streets/Storm Drainage, or Water Distribution/Sewer Collection).

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

General Duties (for all assignments and in addition to the duties of the Maintenance Worker III):

- Assist in the preparation of the annual budget for division assigned.
- Provide training to lower level staff.
- Assign, review, and monitor the work of assigned crew.
- Perform a variety of skilled, semi-skilled, and unskilled maintenance and construction duties related to buildings, parks, streets/storm drainage, or water distribution/wastewater collection.
- Operate maintenance and construction equipment and power tools, such as a dump truck, front-end loader, backhoe, grader, paving machine, compressor, jack hammer, paint sprayer, sand-blaster, concrete saw, and other related equipment

and tools; maintain and perform preventative maintenance on assigned tools and equipment and keep/maintain related records.

- Respond to emergencies as needed.
- Utilize and adhere to proper safety precautions in all work performed.
- Maintain records of daily work performed and materials and equipment used.
- Perform related duties as assigned.

Building Assignment (in addition to the general duties):

- Coordinate work of multiple contractors working in multiple locations.
- Develop maintenance schedules for new and proposed City buildings.
- Assist in developing quality standards for City buildings and facilities, and ensure standards are maintained.
- Assist City inspection staff as required.

Parks Assignment (in addition to the general duties):

- Identify plants and trees and their maintenance needs.
- Lay out and install new or replacement irrigation systems.
- Assist in the review of irrigation and planting plans for new development.
- Inventory, order, and maintain park related materials.

Streets/Storm Drainage Assignment (in addition to the general duties):

- Inspect streets for pavement management system.
- Inventory, order, and maintain streets-related materials.
- Assist in the review of streets/storm drainage plans for new development.

Water Distribution/Sewer Collection Assignment (in addition to the general duties):

- Assist in review of water and sewer line plans for new installation.
- Perform water audits and prepare documentation for credits.
- Inventory, order, and maintain water and sewer repair materials.

EMPLOYMENT STANDARDS

The level and scope of the required knowledge, skills and abilities listed in this section are related to the job duties as defined in the Distinguishing Characteristics section above.

In addition to the knowledge and abilities for the Maintenance Worker III:

Knowledge of:

- Advanced methods and techniques of concrete finishing and repair.
- Advanced techniques of water and wastewater line repair and maintenance.
- A variety of standard specifications and their applications to work assignments and advanced construction principles and practices.
- Team leadership principles and practices.

Ability to:

- Perform a variety of the more complex maintenance, construction, and repair duties across two or more work assignments.
- Work independently with minimal supervision.
- Lead, assign, review, and provide feedback on the work of lower level Maintenance Workers and/or specialty building trade contractors.
- Operate a variety of motorized City vehicles necessary to transport equipment, materials and personnel and/or perform assigned maintenance or construction duties.

Minimum Qualifications

EITHER - One year full-time experience as a Maintenance Worker III with the City of American Canyon –OR- Five years of general maintenance and construction work in one or more of the following areas: buildings, parks, streets/storm drainage, or water distribution/wastewater collection.

Certificates:

Depending upon assignment, some positions may require one or more of the following certificates (Failure to obtain any of the required licenses is cause for release during probation):

- Water Distribution Certificate III within nine months of appointment to the position.
- Backflow Prevention Certificate within nine months of appointment to the position.
- Pesticide Applicator's License within nine months of appointment to the position.
- Pool Operator's Certificate within nine months of appointment to the position.

License Requirement:

- Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.
- Some positions may require a valid California Class A or B Driver License with Tanker Endorsement at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other Requirements:

- Evening, weekend, shift, standby, and/or on-call work is required.
- Pursuant to California Government Code §3101, and American Canyon City Code §2.48.040(G)(3), all City employees are deemed Emergency Disaster Workers and may be charged with duties incident to the protection of life and property in the City during any emergency.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Senior Maintenance Worker	12/2004			4930	Non-Exempt	4
Senior Maintenance Worker		5/2025		4930	Non-Exempt	4

APPROVED:

Date:

City Manager



TITLE

Projects Funded by SB1/Road Maintenance and Rehabilitation Account (RMRA) for Fiscal Year 2025/26

RECOMMENDATION

Adopt a Resolution of the City Council of the City of American Canyon approving a list of projects for Fiscal Year 2025/26 funded by SB1: The Road Repair and Accountability Act of 2017.

CONTACT

Erica Ahmann Smithies, P.E., Public Works Director
Ron Ranada, P.E., Senior Civil Engineer

BACKGROUND & ANALYSIS

The Road Repair and Accountability Act of 2017 (commonly referred to as SB1) provides funding for road maintenance projects through the Road Maintenance and Rehabilitation Account (RMRA). The RMRA requires annual reporting to the California Transportation Commission (CTC). The City is required to submit a list of potential projects to the CTC by July 1, 2025 in order to receive RMRA funds in FY 2025/26.

In order to comply with CTC requirements, the City must submit a list of only those streets anticipated to be funded with RMRA funds. The recommended project list is as follows:

<u>Street Name</u>	<u>Treatment</u>
American Canyon Road East	Barrier improvements (guardrail), signage, striping and pavement markings

The above street project represents only one of many streets proposed to be improved in FY 2025/26 with other funds such as Measure U (formerly Measure T). The RMRA funds do carryover from year to year and any unused funds can be spent on other City funded projects in accordance with local needs and priorities so long as the projects are consistent with RMRA.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Infrastructure: "Develop and maintain infrastructure resources to support sustainable growth."

FISCAL IMPACT

As of January 2025, the State RMRA revenue projections for FY 2025/25 are \$570,860. There is no additional fiscal impact with the adoption of the resolution approving the RMRA Project List for Fiscal Year 2025/26.

ENVIRONMENTAL REVIEW

The procurement of RMRA funding is not a “Project” subject to the California Environmental Quality Act (“CEQA”) because securing the funding is exempt under the definition of a “Project” in CEQA Guidelines Section 15378(b)(3) in that it concerns a government funding mechanism or fiscal activity that does not involve a non-exempt activity that may result in a potentially significant physical impact on the environment. Further, the treatment of the existing streets subject to the funding is exempt consistent with CEQA Guidelines section 15301(c) – repair and maintenance of existing streets and sidewalks, and CEQA Guidelines Section 15302 – replacement or reconstruction of existing facilities where the new facilities are located at the same site and will have substantially the same purpose and capacity as the facilities being replaced.

ATTACHMENTS:

1. [Resolution: RMRA FY 2025/26](#)
2. [Exhibit A: Road Maintenance and Rehabilitation Account Project List for FY 2025/26](#)

RESOLUTION NO. 2025-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON ADOPTING A LIST OF
PROJECTS FOR FISCAL YEAR 2025/26 FUNDED BY
SB1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City, will receive an estimated \$570,860 in RMRA funding in FY 2025/26 from SB1; and

WHEREAS, this is the eighth year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB1; and

WHEREAS, the City has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City used a Pavement Management System to assist in developing the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, the City used a Pavement Management System to assist in developing the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate streets, roads, bridges, add active transportation infrastructure throughout the City this year and similar projects into the future; and

WHEREAS, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City's streets and roads are in an at-risk condition and this revenue will help the City increase the overall quality of our road system and over the next decade will bring our streets and roads into a good to excellent condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide and;

WHEREAS, prior to receiving funds for FY 2025/26, the City is required to submit a list of potential projects to the California Transportation Commission; and

WHEREAS, those streets anticipated to be repaired with SB 1 funds are identified in Exhibit A; and

WHEREAS, budget for the list of street repairs located in Exhibit A will be incorporated into the recommendations for the FY 2025/26 Capital Budget.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon adopts the Road Maintenance and Rehabilitation Account Project List for FY 2025/26 RMRA Revenues, as shown in Exhibit A, attached hereto and made a part thereof.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 6th day of May, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Pierre Washington, Mayor

ATTEST:

APPROVE AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney

**City of American Canyon
Road Maintenance and Rehabilitation Account (RMRA)
Fiscal Year 2025-26 Project List**

Project Title	Description	Location	Funding Source	Components	Linear Feet	Engineers Estimate	Estimated Start	Estimated Completion	Estimated Useful Life
American Canyon Road East Guardrail	Barrier improvements (guardrail), signage, striping and pavement markings	On American Canyon Road East, 490 feet east of Via Firenze	RMRA	Pre-construction and Construction	500	\$ 780,000	Oct-24	Jun-26	20 years
			Total	Total	500	\$ 780,000			



TITLE

Hampton Inn Hotel - Development Impact Fee Deferral

RECOMMENDATION

Adopt a Resolution deferring the payment timing for certain Hampton Inn Hotel Impact Fees from prior to Building Permit issuance to prior to Certificate of Use and Occupancy; 3443 Broadway (BP24-0124)

CONTACT

Brent Cooper, AICP, Community Development Director

BACKGROUND & ANALYSIS

On December 7, 2021, the City Council approved the Hampton Inn Hotel Zone Change and Conditional Use Permit (PL20-0029). Proposed by Ajani Management, LLC, AMS Associates Inc, the three-story hotel features 112 rooms located on a 2.52-acre parcel at 3443 Broadway. Hotel amenities include a swimming pool, meeting room and a fitness center. A location map is included as Attachment 2.

Additional amenities include:

- Context-sensitive architecture
- A pedestrian bridge connecting to the Canyon Plaza commercial center
- An access drive to Donaldson Way
- Landscaping that incorporates the old windmill on the site
- Frontage improvements on Highway 29
- Undergrounding one overhead utility pole off Highway 29.

A photo-simulation depicting the Hampton Inn, including a portion of neighboring Canyon Plaza for context, is included as Attachment 3.

The Hotel Improvement Plans and Building Permits (DV23-0002 and BP24-0124) review is well under way. However, before the building permit is issued, the American Canyon Municipal Code requires the applicant to pay the Impact Fees. Impact Fees are one-time payments dedicated to funding infrastructure required to support new development.

On April 2, 2025, the Property Owner requested that the City allow the impact fee payment to be deferred until the hotel is ready to be issued a Certificate of Use and Occupancy. A Certificate of Use and Occupancy, signed by the Building Official, marks the final step in the building inspection process and indicates that the building is completed and ready for occupancy.

Except for the Affordable Housing Nexus fee, which has no municipal code deferral option, the Municipal Code allows each Impact Fee to be deferred until occupancy if the request is approved by the City Council. A copy of the fee deferral request letter is included as Attachment 4.

The Impact Fees subject to deferral include:

- Traffic Impact Fee
- Water Capacity Fee
- Wastewater Capacity Fee
- General Plan Update Fee
- Zero Water Footprint Fee

To ensure that inflation does not diminish the buying power of the Impact Fees, the City updates these fees annually based on current inflation rates. Currently, the cost of Impact Fees to be deferred is approximately \$1,285,812. A table that identifies each fee and amount is included as Attachment 5. To maintain their value, the draft Resolution requires that the deferred Impact Fees shall be adjusted to equal the cost in effect at the time when the Certificate of Use and Occupancy is issued.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

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

FISCAL IMPACT

There is no fiscal impact from this action because the deferred Impact Fees will be assessed at current cost at the time they are paid.

ENVIRONMENTAL REVIEW

The application is Statutorily Exempt under CEQA Guidelines Section 15273 Rates, Tolls, Fares and Charges because the Impact Fee deferral request related to charges by a public agency for the purpose of obtaining funds for capital projects, necessary to maintain service within existing service areas.

ATTACHMENTS:

1. [Resolution - Reso Hampton Inn Fee Deferral](#)
2. [Location Map](#)
3. [Hotel Photosimulation](#)
4. [Request for Deferral Letter](#)

5. Hampton Inn Deferred Impact Fees

RESOLUTION NO. 2025-XX

A RESOLUTION DEFERRING THE PAYMENT TIMING FOR CERTAIN HAMPTON INN HOTEL IMPACT FEES FROM PRIOR TO BUILDING PERMIT ISSUANCE TO PRIOR TO CERTIFICATE OF USE AND OCCUPANCY; 3443 BROADWAY (BP24-0124)

WHEREAS, on December 7, 2021, the City Council approved the Hampton Inn Hotel Zone Change and Conditional Use Permit proposed by Ajani Management, LLC, AMS Associates Inc. (PL20-0029); and

WHEREAS, the three-story Hampton Inn Hotel features 112 rooms located on a 2.52-acre parcel at 3443 Broadway; and

WHEREAS, the Hotel Improvement Plans and Building Permits (DV23-0002 and BP24-0124) review is well under way; and

WHEREAS, before the building permit is issued, the American Canyon Municipal Code requires the applicant to pay the applicable Impact Fees; and

WHEREAS, on April 2, 2025, the Property Owner requested that the City allow the impact fee payment to be deferred until the hotel is ready to be issued a Certificate of Use and Occupancy; and

WHEREAS, except for the Affordable Housing Nexus fee, which has no municipal code deferral option, the municipal code allows each Impact Fee to be deferred until occupancy if the request is approved by the City Council; and

WHEREAS, the applicable Impact Fees subject to the deferral request, which amount to approximately \$1,285,812, include the following: Traffic Impact Fee, Water Capacity Fee, Wastewater Capacity Fee, General Plan Update Fee, and Zero Water Footprint Fee; and

WHEREAS, approval of the Impact Fee deferral furthers the City Council Priority Programs and Projects related to Economic Development and Vitality: "Attract and expand diverse business and employment opportunities"; and

WHEREAS, the Impact Fee deferral is Statutorily Exempt under CEQA Guidelines Section 15273 Rates, Tolls, Fares and Charges because the Impact Fee deferral request related to charges by a public agency for the purpose of obtaining funds for capital projects, necessary to maintain service within existing service areas; and

WHEREAS, on May 6, 2025, the City Council conducted a duly-noticed public meeting to evaluate the proposed Impact Fee Deferral Request and considered all the written and oral testimony presented by the public in making its decision.

NOW, THEREFORE, BE IT RESOLVED that the foregoing recitals are true and correct and are included herein by reference as findings.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council approves to defer the following Hampton Inn Impact Fees from prior to Building Permit issuance to prior to Certificate of Use and Occupancy: Traffic Impact Fee, Water Capacity Fee, Wastewater Capacity Fee, General Plan Update Fee, and Zero Water Footprint Fee.

NOW, THEREFORE, BE IT FURTHER RESOLVED that to ensure inflation does not diminish the buying power of the Impact Fees, the deferred Hampton Inn Impact Fees shall be adjusted to equal the cost in effect at the time when the Certificate of Use and Occupancy is issued.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 6th day of May 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

Proposed Hampton Inn Site Location



ATTACHMENT 3

Hampton Inn Hotel Photosimulation



PHOTO SIMULATION IMAGE - NORTHWEST PERSPECTIVE OF HOTEL FROM SR-29

ARCHITECTURAL
DIMENSIONS

300 Frank H. Ogawa Plaza
Oakland, CA 94612
TEL. 510.463.8300 • FAX. 510.463.8395

PROJECT INFO.

HAMPTON INN
3443 BROADWAY STREET
AMERICAN CANYON, CA



JOB NO.
AMS03
DATE.
3/11/2021

DRAWING NO.
DR2.2

Anjani Management
PO Box 81738, Lafayette, Louisiana 70598

April 1, 2025

Brent Cooper
Community Development Department
City of American Canyon
4381 Broadway Street, Suite 201
American Canyon, CA 94503

RE: BP24-0124 3443 Broadway Street – Hampton Inn and Suites

Brent:

We are processing the final plans for permitting and respectfully request that the City of American Canyon, CA, allow for the deferral of the impact fees on the project until the project is ready to get its Occupancy Permit.

Please submit this request to the City Council for consideration.

Thank you.

American Canyon Lodging LP


Jay Patel, Managing Member

Hampton Inn Deferred Impact Fees

ATTACHMENT 5

Impact Fee	Municipal Code Location	Hampton Inn Fee* Subject to current inflation adjustment
Traffic	Section 15.12.050	\$331,237.07
Water Capacity Fee	Section 13.060.090.E	\$561,558.80
Wastewater Capacity Fee	Section 14.04.100.A	\$293,387.72
Civic Facilities	Section 15.08.050	\$26,898.96
General Plan Update	Section 15.08.050	\$813.08
Zero Water Footprint		\$71,916.92
Affordable Housing Nexus fee	Section 19.28.050(B)(12) Resolution 2016-15	\$54,409.26
Total Impact Fees		\$1,340,221.81



TITLE

Measure U 5-Year Expenditure Plan for FY 2025/26 through FY 2029/30

RECOMMENDATION

Adopt a Resolution approving a Five-Year Expenditure Plan for FY 2025/26 through FY 2029/30 under Measure U (Napa Countywide Road Maintenance Act.)

CONTACT

Erica Ahmann Smithies, P.E., Public Works Director

BACKGROUND & ANALYSIS

The 2012 “Napa Countywide Road Maintenance Act” (also known as “Measure T”) imposes a ½ cent sales tax to pay for road repairs countywide. The Napa Valley Transportation Authority – Tax Agency (NVTA-TA) distributes these sales tax revenues to American Canyon on a monthly basis. The City of American Canyon received 7.7% of the sales tax revenues per year, from July 1, 2018 through June 30, 2025.

On November 5, 2024 the voters of Napa County passed the Napa Valley Transportation Improvement Act, also known as Measure U (superseding Measure T), which continues the half cent transaction and use (sales) tax to provide supplemental funding for road maintenance. The City of American Canyon is estimated to receive 8.0% of the Measure U sales tax revenues per year, beginning on July 1, 2025.

With Measure U, the percentage of sales tax revenues per year will be reviewed every five years therefore the City's allocation could go up or down. In addition, the City is allowed to bond for transportation projects in order to advance street repairs.

Similar to Measure T, in order to receive Measure U funds, the City must submit a list of projects to be funded to NVTA – TA. This list is known as the Five Year Expenditure Plan (Plan) and will be updated every 2 years. Expenditure plans are developed considering the following factors: recommendations from the Pavement Management Program (PMP) report, known utility deficiencies, local priorities and the anticipated funding schedule. Importantly, the Plan is not annual “construction schedule” per se; rather, it is a “5-year look ahead” of streets to be addressed

in successive years based upon available funding and priorities. The result is a list of streets with various pavement treatments proposed over the next five years.

Staff has prepared a five-year expenditure plan for FY 2025/26 through FY 2029/30 that is similar to prior plans and includes additional streets that City Council has prioritized based on adopted capital projects and earlier Council discussions. A citywide traffic calming project to advance the replacement and upgrade of radar feedback signs has been added to the list. In addition, two street projects have been added, the American Canyon Road East Guardrail Upgrade and Melvin Road Pavement Rehabilitation to reflect recent grant awards and utilizing Measure U as a grant match to complete the projects.

In addition to the five-year expenditure plan, NVTA has requested each jurisdiction provide a list of projects anticipated to utilize the bond program within the next five years. However, staff is not recommending any projects for bonding at this time.

It is important to note the Plan is a living document of streets to be addressed and will be continually updated and approved by Council every two years (during the life of Measure U.) If necessary, the Plan can be updated sooner following the same process.

A Measure U Master Agreement formalizing the City's and NVTA's obligations of the Ordinance is currently circulating as a draft document and will be brought back to City Council for adoption at a later date.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Infrastructure: "Develop and maintain infrastructure resources to support sustainable growth."

FISCAL IMPACT

By adopting this Resolution and submitting the five-year plan to NVTA-TA, the City of American Canyon will be eligible to collect 8.0% of the annual revenues available through the collection of the ½ cent sales tax. The Measure U revenue amount for FY 2025/26 is estimated to be \$1.96 million.

ENVIRONMENTAL REVIEW

Approval of the Five-Year Measure U Expenditure Plan is exempt from review under the California Environmental Quality Act ("CEQA") because the action is not a "Project" as defined under CEQA, and because actions that have no potential to cause a significant effect on the environment and actions that will not result in a direct or reasonably foreseeable indirect physical change in the environment are exempt from CEQA. (Pub. Res. Code § 21065; CEQA Guidelines §§ 15061(b)(3); 15060(c)(2)), and 15378(b).

ATTACHMENTS:

- [1. Resolution - Measure U 5-Year Project List](#)
- [2. Exhibit A: Measure U Five-Year List of Projects](#)

3. Map Measure U 5-Year 2025

RESOLUTION NO. 2025-

A RESOLUTION APPROVING A FIVE-YEAR EXPENDITURE PLAN FOR FY 2025/26 THROUGH FY 2029/30 UNDER MEASURE U (NAPA COUNTYWIDE ROAD MAINTENANCE ACT)

WHEREAS, on November 5, 2024 the voters of Napa County passed the Napa Valley Transportation Improvement Act, also known as Measure U, which continues a half cent transaction and use (sales) tax to provide supplemental funding for road maintenance as detailed in the Measure U Expenditure Plan; and

WHEREAS, the Napa Valley Transportation Authority-Tax Agency (NVTA-TA) is the designated agency that administers and oversees the Measure U revenues; and

WHEREAS, the City of American Canyon is an eligible recipient of Measure U funds; and

WHEREAS, the tax proceeds will be used to pay for the projects outlined in the Measure U Expenditure Plan allocated to the County of Napa, cities, town, and NVTA within Napa County (“Local Agencies”) as set forth in Measure U; and

WHEREAS, under the Measure U Expenditure Plan, Measure U funds are provided to the Local Agencies to be used for streets and roads projects as defined in the Ordinance; and

WHEREAS, each jurisdiction will be entering into a Master Agreement with NVTA-TA at a later date that outlines procedures for Measure U expenditures, and

WHEREAS, Measure U project(s) will comply with the requirements under the California Environmental Quality Act (California Code Sections 21000 *et seq.*; as implemented through California Regulations Title 14, Chapter 3, Sections 15000 *et seq.*).

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of American Canyon does resolve as follows:

1. The City Council of the City of American Canyon hereby adopts the Five-Year Expenditure Plan (for FY 2025/26 through FY 2029/30 attached hereto as Exhibit “A,” and authorizes the Public Works Director to file the list with NVTA-TA.
2. The Resolution is hereby adopted and becomes effective and in full force immediately upon adoption.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 6th day of May, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Pierre Washington, Mayor

ATTEST:

APPROVE AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney

Measure U - Napa Valley Transportation Improvement Act

Jurisdiction Name:

Primary Contract #1: Email: Phone:

Secondary Contract #2: Email: Phone:

Fiscal Years Included: FY #1 FY #2 FY#3 FY#4 FY#5

Maintenance of Effort (MOE)

Please provide the following information to establish MOE amount and to validate information:

1. Enter MOE Amounts Claiming:	Most Recent FY	\$ 370,015.00
2. Enter Certified MOE Amount:	Total MOE:	\$ 370,015.00

Please note: Eligible expenses include local streets and roads maintenance and supporting infrastructure within the public right of way for pavement, sealing, overlays, reconstruction, associated infrastructure, as required, excluding any local revenues expended for the purpose of storm damage repair as verified by an independent auditor. One time allocations that have been expended for local streets and road maintenance, but which may not be available on an ongoing basis shall not be considered when calculating an Agency's annual maintenance of effort.

Planned Measure U Expenditures

Please provide Five (5) year planned local streets and road maintenance projects beginning in FY 2025-30 (add rows as needed):

Fiscal Year	Program / Project Type	Project Description	Total Project Cost	Measure U Funds	Other Funds	Location (Intersection, Mile Marker, Length of Alignment, etc)	Start	End	Project Phase (Design, ENV, PS&E, CON)
2025-26	Traffic Calming	Radar Feedback Signs	\$ 50,000.00	\$ 50,000.00		Citywide	--	--	Construction
2025-26	Guardrail	Guardrail Upgrades	\$ 780,000.00	\$ 500,000.00	\$ 280,000.00	American Canyon Road East	Flosden Road	City Limits	Construction
2025-26	Overlay	Grind and Overlay	\$ 600,000.00	\$ 100,000.00	\$ 487,500.00	Melvin Road	Wilson Wy	Cassayare Dr	Design, PS&E, Construction
2025-26	Overlay	Grind and Overlay	\$ 200,000.00	\$ 50,000.00	\$ 162,500.00	Poco Way	Highway 29	Melvin Road	Design, PS&E, Construction
2025-26	Overlay	Grind and Overlay	\$ 600,000.00	\$ 100,000.00	\$ 487,500.00	James Road	Wilson Wy	Melvin Road	Design, PS&E, Construction
2025-26	Overlay	Grind and Overlay	\$ 200,000.00	\$ 50,000.00	\$ 162,500.00	Wilson Way	Melvin Road	Andrew Road	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 155,239.38	\$ 155,239.38		Knightsbridge Wy	Elliott Dr	Danrose Dr	Construction
2025-26	Surface Treatment	Cape Seal	\$ 27,832.72	\$ 27,832.72		Arden Ct	Knightsbridge Wy	End	Construction
2025-26	Surface Treatment	Cape Seal	\$ 33,420.35	\$ 33,420.35		Lansford Ct	Knightsbridge Wy	End	Construction
2025-26	Surface Treatment	Cape Seal	\$ 27,832.72	\$ 27,832.72		Linwood Lane	Knightsbridge Wy	End	Construction
2025-26	Surface Treatment	Cape Seal	\$ 27,832.72	\$ 27,832.72		Park Lane	Knightsbridge Wy	End	Construction
2025-26	Surface Treatment	Cape Seal	\$ 33,314.92	\$ 33,314.92		Regent Ct	Knightsbridge Wy	End	Construction
2025-26	Surface Treatment	Cape Seal	\$ 216,878.32	\$ 216,878.32		Cartagena Way	Broadway	East End	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 16,153.70	\$ 16,153.70		Aranda Ct	Cartagena Way	N End	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 33,279.60	\$ 33,279.60		Barcelona Dr	Cartagena Way	Entrada Cir	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 34,924.89	\$ 34,924.89		Catalonia Dr	Cartagena Way	Entrada Cir	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 252,775.42	\$ 252,775.42		Entrada Cir	Cartagena Way W End	Cartagena Way E End	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 26,922.83	\$ 26,922.83		Marbella Ct	Cartagena Way	N End	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 10,096.06	\$ 10,096.06		Palencia Ct	Cartagena Way	N End	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 35,315.44	\$ 35,315.44		Condor Ct	Highridge Dr	S End	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 14,583.20	\$ 14,583.20		Eisenhower Ct	Ventana	S End	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 147,327.69	\$ 147,327.69		Ford Dr	Independence	Independence	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 114,987.06	\$ 114,987.06		Goldfinch Dr	Montevino	Montevino	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 16,245.10	\$ 16,245.10		Highridge Ct	Ventana	N End	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 126,853.04	\$ 126,853.04		Highridge Dr	Ventana	Starling Ct	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 34,609.13	\$ 34,609.13		Hillcrest Ct	Highridge Dr	S End	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 15,480.62	\$ 15,480.62		Independence Ct	Ventana Dr	South End	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 85,704.33	\$ 85,704.33		Independence Dr	Ventana Dr	East End	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 35,315.44	\$ 35,315.44		Mockingbird Dr	Montevino	Highridge Dr	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 63,567.78	\$ 63,567.78		Montevino Dr	South Goldfinch	Ventana	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 33,196.51	\$ 33,196.51		Oriole Ct	Hidgeridge Dr	S End	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 18,364.03	\$ 18,364.03		Starling Ct	Highridge Dr	N. End	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 23,407.90	\$ 23,407.90		Truman Ct	Ventana Dr	S End	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 57,784.36	\$ 57,784.36		Ventana Dr	Broadway	Highridge Dr	Design, PS&E, Construction

2025-26	Surface Treatment	Cape Seal	\$ 80,394.55	\$ 80,394.55		Ventana Dr	Highridge	East West Independence Dr	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 52,973.15	\$ 52,973.15		Vine Terrace Way	Broadway	Goldfinch	Design, PS&E, Construction
2025-26	Reconstruct	Full Reconstruct (AC)	\$ 744,758.04	\$ 253,389.40	\$ 491,368.64	Rio Del Mar	Carolyn Dr	W Los Altos Dr	Construction
2025-26	Reconstruct	Full Reconstruct (AC)	\$ 545,806.86	\$ 185,700.14	\$ 360,106.72	Rio Del Mar	W Los Altos Dr	Cassayare Dr	Construction
2025-26	Reconstruct	Full Reconstruct (AC)	\$ 276,830.10	\$ 94,186.04	\$ 182,644.06	Rio Del Mar	Cassayare Dr	Hwy 29	Construction
2025-26	Surface Treatment	Cape Seal	\$ 54,842.79	\$ 18,659.19	\$ 36,183.60	Carolyn Dr	Rio Del Mar	Los Altos Dr	Construction
2025-26	Surface Treatment	Cape Seal	\$ 69,654.50	\$ 23,698.59	\$ 45,955.92	Joan Dr	Carolyn Dr	Los Altos Dr	Construction
2025-26	Surface Treatment	Cape Seal	\$ 151,960.24	\$ 51,701.51	\$ 100,258.73	Los Altos Dr	Carolyn Dr	Rio Del Mar	Construction
2025-26	Surface Treatment	Cape Seal	\$ 37,081.21	\$ 12,616.16	\$ 24,465.05	Los Altos Dr	Theresa Ave	Rio Del Mar East	Construction
2025-26	Surface Treatment	Cape Seal	\$ 36,196.24	\$ 12,315.07	\$ 23,881.18	Del Rey Ct	Los Altos Dr	End	Construction
2025-26	Surface Treatment	Cape Seal	\$ 108,588.73	\$ 36,945.20	\$ 71,643.53	Alta Loma Dr	Joan Dr	End Of Circle	Construction
2025-26	Surface Treatment	Cape Seal	\$ 67,099.33	\$ 22,829.24	\$ 44,270.09	Flamingo Ct	Rio Del Mar	End	Construction
2025-26	Surface Treatment	Cape Seal	\$ 52,786.19	\$ 17,959.47	\$ 34,826.72	Cassayare Dr	Rio Del Mar West	Rio Del Mar East	Construction
2025-26	Surface Treatment	Cape Seal	\$ 95,912.57	\$ 95,912.57		Rio Del Mar	Rio Grande	Donaldson Wy	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 123,265.41	\$ 123,265.41		Rio Del Mar	Donaldson Wy	Carolyn Dr	Design, PS&E, Construction
2025-26	Overlay	Mill+Overlay	\$ 306,575.28	\$ 306,575.28		Theresa Av	Napa Junction Rd	422' North Of Eucalyptus Dr	Design, PS&E, Construction
2026-27	Overlay	Mill+Overlay	\$ 485,555.84	\$ 485,555.84		Eucalyptus Dr	Donaldson Wy	450' W Of Theresa Ave	Design, PS&E, Construction
2026-27	Reconstruct	Full Reconstruct (AC)	\$ 175,746.23	\$ 175,746.23		Donaldson Wy	Rio Del Mar	Amarillo	Design, PS&E, Construction
2026-27	Surface Treatment	Cape Seal	\$ 98,717.03	\$ 98,717.03		Rio Grande	Rio Del Mar	Carmel	Design, PS&E, Construction
2026-27	Surface Treatment	Cape Seal	\$ 70,967.41	\$ 70,967.41		W Carolyn Dr	Donaldson Wy	Rio Del Mar	Design, PS&E, Construction
2026-27	Surface Treatment	Cape Seal	\$ 38,389.96	\$ 38,389.96		Carolyn Dr	Los Altos Dr	Amarillo Dr	Design, PS&E, Construction
2026-27	Surface Treatment	Cape Seal	\$ 47,769.32	\$ 47,769.32		Landana Dr	Rio Grande	Donaldson Wy	Design, PS&E, Construction
2026-27	Surface Treatment	Cape Seal	\$ 51,415.12	\$ 51,415.12		Landana Dr	Donaldson Wy	W Carolyn Dr	Design, PS&E, Construction
2026-27	Surface Treatment	Cape Seal	\$ 87,249.90	\$ 87,249.90		Joan Dr	W End	Carolyn Dr	Design, PS&E, Construction
2026-27	Surface Treatment	Cape Seal	\$ 72,392.49	\$ 72,392.49		Amarillo Dr	Carolyn Dr	W. End	Design, PS&E, Construction
2026-27	Surface Treatment	Cape Seal	\$ 71,617.63	\$ 71,617.63		Los Altos Dr	Donaldson Wy	Carolyn Dr	Design, PS&E, Construction
2026-27	Reconstruct	Reconstruct inc. SD & C&G	\$ 392,076.30	\$ 392,076.30		Andrew Rd	Thayer Wy	Crawford Wy	Design, PS&E, Construction
2026-27	Reconstruct	Reconstruct inc. SD & C&G	\$ 816,401.30	\$ 816,401.30		Andrew Rd	Crawford Wy	Donaldson Wy	Design, PS&E, Construction
2026-27	Reconstruct	Reconstruct inc. SD & C&G	\$ 604,238.80	\$ 604,238.80		Andrew Rd	Donaldson Wy	Wilson Wy	Design, PS&E, Construction
2027-28	Reconstruct	Full Reconstruct (AC)	\$ 135,784.00	\$ 135,784.00		Brixton Ct	North Hampton Dr	E. End	Design, PS&E, Construction
2027-28	Reconstruct	Full Reconstruct (AC)	\$ 271,568.00	\$ 271,568.00		Dorchester Pl	Knightsbridge Wy	S. End	Design, PS&E, Construction
2028-29	Overlay	Mill+Overlay	\$ 308,579.04	\$ 308,579.04		Marla Dr	Kilpatric St	Blanco	Design, PS&E, Construction
2028-29	Overlay	Mill+Overlay	\$ 43,718.40	\$ 43,718.40		Marla Dr	Kilpatric	240 Feet West	Design, PS&E, Construction
2028-29	Overlay	Mill+Overlay	\$ 45,418.56	\$ 45,418.56		Tyler Ct	Kimberly Dr	N. End	Design, PS&E, Construction
2029-30	Reconstruct	Full Reconstruct (AC)	\$ 1,629,408.00	\$ 1,629,408.00		Flosden Dr	American Canyon Road	South City Limits	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 54,294.37	\$ 54,294.37		Corbin Dr	N. End	S. City	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 36,196.24	\$ 36,196.24		Reed Dr	Danrose Dr	Corbin Dr	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 43,076.52	\$ 43,076.52		Bettona Way	San Marco Way	Vinci Way	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 21,687.83	\$ 21,687.83		Blue Elder Ct	Red Clover Wy	East End	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 21,895.57	\$ 21,895.57		Bresso Ct	Vinci Way	E End	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 12,040.49	\$ 12,040.49		Bullrush Ct	Red Clover Wy	East End	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 20,412.32	\$ 20,412.32		Carrara Ct	Vinci Way	East End	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 17,163.30	\$ 17,163.30		Gull	Peacock	E End	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 101,708.45	\$ 101,708.45		Hummingbird	Benton Way	W. Am. Can. Rd	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 49,059.37	\$ 49,059.37		Kensington Wy	Chaucer	Wetlands Edge Rd	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 31,397.50	\$ 31,397.50		Knightsbridge Wy	W. End	Chaucer Ln	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 62,383.68	\$ 62,383.68		Knightsbridge Wy	Chaucer Ln	Elliott Dr	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 17,163.30	\$ 17,163.30		Lark	Peacock	E End	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 10,469.99	\$ 10,469.99		Northampton Dr	Chaucer	San Marco Way	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 22,601.88	\$ 22,601.88		Northrup Ln	Chaucer	West End	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 20,482.95	\$ 20,482.95		Northrup Ln	Chaucer	West End	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 109,407.22	\$ 109,407.22		Peacock	Humming Bird	Humming Bird	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 132,669.70	\$ 132,669.70		Red Clover Wy	North End	South End	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 22,435.69	\$ 22,435.69		Reed Grass	Redclover	E End	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 150,319.11	\$ 150,319.11		San Marco Way	Wetlands Edge Rd	Bettona Way	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 209,773.69	\$ 209,773.69		Spikerush Cir	S Wetlands Edge Rd	N Wetlands Edge Rd	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 69,700.21	\$ 69,700.21		Vinci Way	San Marco Way	Bettona Way	Design, PS&E, Construction
2029-30	Surface Treatment	Cape Seal	\$ 25,127.97	\$ 25,127.97		Water Fern	Redclover	E End	Design, PS&E, Construction

Equivalent Fund Class I / IV Multi-Purpose Paths:

Please provide a five year list of multimodal projects (Class I or IV) beginning in FY 2025-30 (add rows as needed):

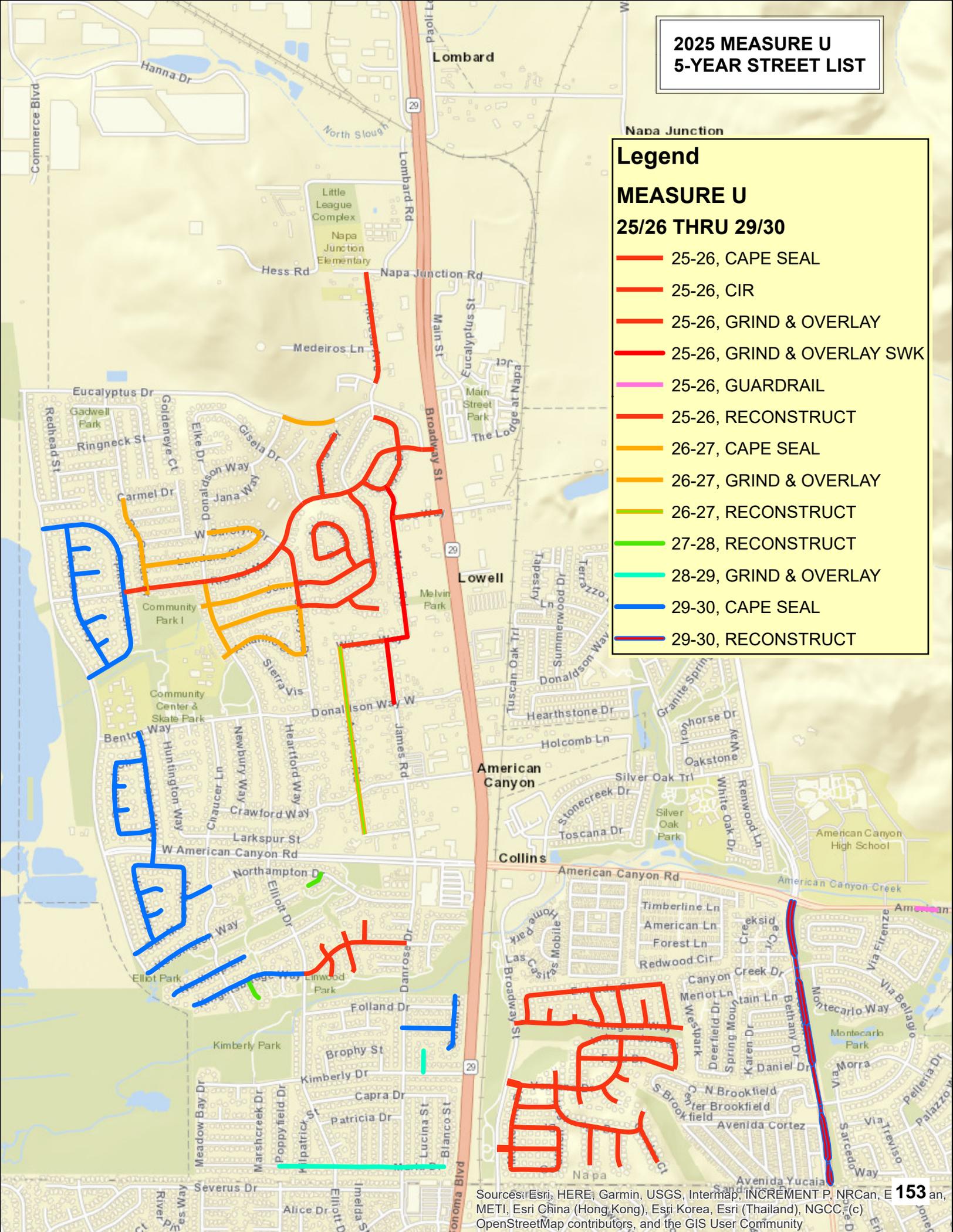
**2025 MEASURE U
5-YEAR STREET LIST**

Legend

MEASURE U

25/26 THRU 29/30

- 25-26, CAPE SEAL
- 25-26, CIR
- 25-26, GRIND & OVERLAY
- 25-26, GRIND & OVERLAY SWK
- 25-26, GUARDRAIL
- 25-26, RECONSTRUCT
- 26-27, CAPE SEAL
- 26-27, GRIND & OVERLAY
- 26-27, RECONSTRUCT
- 27-28, RECONSTRUCT
- 28-29, GRIND & OVERLAY
- 29-30, CAPE SEAL
- 29-30, RECONSTRUCT





TITLE

Rancho Del Mar Paving and Utility Improvements Project Construction Budget

RECOMMENDATION

Adopt a Resolution amending the FY2024-25 Capital Budget and increasing the Project Budget from \$7,666,232 to \$8,216,232 in conjunction with the Rancho Del Mar Paving and Utility Improvements Project (TR24-0300).

CONTACT

Erica Ahmann Smithies, P.E., Public Works Director/City Engineer
Ron Ranada, P.E., Senior Civil Engineer

BACKGROUND & ANALYSIS

On December 17, 2024, the City Council approved Resolution 2024-95, awarding a construction contract to Ghilotti Construction Company, Inc. in the amount of \$5,997,715 in conjunction with the Rancho Del Mar Paving and Utility Improvements Project (TR24-0300), and authorizing the Public Works Director to approve and execute change orders in an aggregate amount not to exceed the Project Budget.

Ghilotti commenced work activity in February 2025, and has steadily pursued and prepared for the installation of the Project's various improvements. Their preparatory work has included performing necessary explorations such as potholing to identify and locate existing utilities in order to identify potential conflicts. Through the course of their efforts, various unforeseen conditions have been encountered. These include extensive conflicts with PG&E's gas distribution system throughout Rio Del Mar, conflicts with existing shallow storm drain lines, and conflicts with existing sidewalk and driveway improvements that impact and impede the proposed pavement rehabilitation efforts. Due to the Project's schedule constraints particularly related to the ARPA fund deadlines, the design phase needed to be abbreviated, which impacted the ability to perform utility verifications via potholing. Hence, typical depths were assumed of existing utilities.

The most significant of these unforeseen conditions that are increasing the construction cost is the conflicts related to shallow gas facilities, which would impact the proposed pavement rehabilitation via full depth reclamation with cement treated base (FDR-C). Staff is currently working with PG&E to try and have it relocate its shallow gas lines without impacting the Project schedule. Staff has also

worked with Ghilotti to develop at least three options to mitigate the conflicts with the gas utility. One option (likely the most costly) involves what is known as "deep lift asphalt," which provides the ability to mitigate for the possibility that PG&E is unable to relocate its gas facilities.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Infrastructure: "Develop and maintain infrastructure resources to support sustainable growth."

FISCAL IMPACT

The current available Project Budget is \$7,666,232. With the additional street-related work, preliminary estimates indicate a need for additional funds in the amount of \$550,000. This amount is expected to accommodate the most costly option to mitigate for the shallow gas lines (approximately \$150,000 in added cost) while still providing for 20% contingency for street work. Had potholing been performed during design, it is quite likely that FDR-C would not have been the chosen method for rehabilitation and costs would be higher, similar to the current condition. Staff recommends the funds be sourced from Measure T Fund (Fund 211). In order to meet the total anticipated construction budget, the following amendment is proposed to the FY24-25 CIP and Project Budget:

Fund Number and Name	Current Amount	Proposed Increase	New Amount
Fund 211, Measure T	\$1,201,000	\$550,000	\$1,751,000
Fund 240, ARPA	\$2,219,232	\$0	\$2,219,232
Fund 510, Water Operations	\$2,912,000	\$0	\$2,912,000
Fund 540, Wastewater Operations	\$1,334,000	\$0	\$1,334,000
TOTAL	\$7,666,232	\$550,000	\$8,216,232

Measure T Fund (Fund 211) has sufficient fund balance for the proposed increase. Drawing the proposed increase from Fund 211 will reduce fund balance from approximately \$2.6 million to \$2.0 million.

ENVIRONMENTAL REVIEW

15301 - The Project is exempt from review under the California Environmental Quality Act ("CEQA") under the Class 1 exemption of existing facilities of Section 15301 of Title 14 of the California Code of Regulations and said exemption is not negated by any exception under Section 15300.2 of said Regulations.

ATTACHMENTS:

- 1. [Resolution](#)

RESOLUTION NO. 2025-_____

ADOPT A RESOLUTION AMENDING THE FY2024-25 CAPITAL BUDGET AND INCREASING THE PROJECT BUDGET FROM \$7,666,232 to \$8,216,232 IN CONJUNCTION WITH THE RANCHO DEL MAR PAVING AND UTILITY IMPROVEMENTS PROJECT (TR24-0300).

WHEREAS, on December 17, 2024, the City Council of the City of American Canyon authorized the award of the Construction Contract for the Rancho Del Mar Paving and Utility Improvements Project (TR24-0300) to Ghilotti Construction Company, Inc. in the amount of \$5,997,715; and

WHEREAS, the Project Budget provided for an amount of \$7,666,232; and

WHEREAS, unforeseen conditions related to shallow existing utilities including gas and storm drain lines, and existing concrete driveway and sidewalk improvements have been encountered, which impact the construction of the proposed pavement improvements, increasing their costs by an estimated \$550,000; and

WHEREAS, the current fund balance of Measure T Fund (Fund 211) is sufficient to provide for the proposed increase.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon, hereby amends the FY 2024-25 Capital Budget as follows; and

Budget Line Item	Name	Proposed Increase
211-85-450-48310	Measure T (Fund 211)	\$550,000
350-85-450-46110	CIP Fund Capital	\$550,000

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of American Canyon, hereby amends the Project Budget for the Rancho Del Mar Paving and Utility Improvements Project, increasing it as follows:

Source	Current Amount	New Amount
Fund 211, Measure T	\$1,201,000	\$1,751,000
Fund 240, ARPA	\$2,219,232	\$2,219,232
Fund 510, Water Operations	\$2,912,000	\$2,912,000
Fund 540, Wastewater Operations	\$1,334,000	\$1,334,000
Total	\$7,666,232	\$8,216,232

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 6th day of May, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Pierre Washington, Mayor

ATTEST:

APPROVE AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney



TITLE

Council Committee Appointments

RECOMMENDATION

Adopt a Minute Order modifying the 2025 Council Committee Appointment List

CONTACT

Taresa Geilfuss, City Clerk

BACKGROUND & ANALYSIS

Each December, the Council makes appointments to various committees. Mayor Washington request two changes and staff proposes an additional appointment.

NVUSD 2x2 Committee

The NVUSD 2x2 Committee is a collaborative body consisting of representatives from the City Council and the Napa Valley Unified School District (NVUSD) Board. The Committee meets periodically to discuss mutual interests, upcoming initiatives, and ways to strengthen partnerships between the city and the school district. Participation on the NVUSD 2x2 Committee provides Council Members with a direct line of communication and partnership with school district leadership. This collaborative platform is particularly valuable for sharing updates on city initiatives affecting schools, discussing student and community programs, and supporting the mutual goal of a thriving, youth-centered community. Mayor Washington requests Council Member Lamattina replace him on the Committee. Mayor Washington request this change due to scheduling conflicts.

North Bay Watershed Association

The North Bay Watershed Association (NBWA) (<https://www.nbwatershed.org/>) is a group of diverse regional and local public agencies throughout the North Bay region working to craft regional approaches to managing our common watershed. Association members work cooperatively on water resources issues and go beyond traditional boundaries to promote good stewardship of the North Bay watersheds. American Canyon is one many local jurisdictions who participate in the NBWA. Board meetings are held the first Friday of the month. Mayor Washington requests Council Member Cruz replace him on the NBWA Board. Mayor Washington request this change due to scheduling conflicts.

Communications Subcommittee

Staff recommends the formation of an Ad-hoc Council Subcommittee to focus on communication strategies during a period of transition and evolution. Committee Members will participate in quarterly communication planning meetings and help develop/refine communication strategies.

The Subcommittee is also envisioned to be a feedback loop for Council when considering escalation and/or response to citywide communication needs while balancing limited fiscal resources. Staff recommends the Council appoint Mayor Washington (as defacto City spokesperson) and Council Member Oro (because of his professional communications expertise).

To enact any of the requested changes, the Council may wish to:

- Nominate interested members during the meeting
- Discuss availability and alignment with other existing committee assignments
- Determine if an alternate should also be designated

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

There is no fiscal impact associated with this action.

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. [2025 City Council Appointments List with Updates](#)

2025 City Council Committee Appointment List

Name	Meeting Location	Notes	Meeting Contact	First Appointee	Second Appointee	Alternate	Form 700 Filers	Comp.
City Council Standing Committee and Ad-Hoc Subcommittees								
Finance Subcommittee	City Hall	Standing: 9:00 am 2nd Thursday, Quarterly. Brown Act applies	City Manager: 707-647-4351; jholley@americancanyon.gov	Washington	Joseph		Not Required	No
Public Art Subcommittee	City Hall	Ad-hoc	City Manager: 707-647-4351; jholley@americancanyon.gov	Joseph	Oro		Not Required	No
Legislative Subcommittee	City Hall	Ad-hoc	City Manager: 707-647-4351; jholley@americancanyon.gov	Lamattina	Joseph		Not Required	No
Commission Interview Subcommittee	City Hall	Ad-hoc	City Manager: 707-647-4351; jholley@americancanyon.gov	Oro	Cruz		Not Required	No
Watson Ranch Subcommittee	City Hall	Ad-hoc	City Manager: 707-647-4351; jholley@americancanyon.gov	Cruz	Joseph	Lamattina	Not Required	No
Economic Development Subcommittee	City Hall	Ad-hoc	City Manager: 707-647-4351; jholley@americancanyon.gov	Joseph	Lamattina		Not Required	No
Community Grant/Volunteer Service Award Subcommittee	City Hall	Ad-hoc	City Manager: 707-647-4351; jholley@americancanyon.gov	Oro	Joseph		Not Required	No
The Wall That Heals	City Hall	Ad-hoc	City Manager: 707-647-4351; jholley@americancanyon.gov	Washington	Cruz		Not Required	No
Communications Subcommittee	City Hall	Ad-hoc	City Manager: 707-647-4351; jholley@americancanyon.gov	Washington	Oro		Not Required	No
Multi-Jurisdictional 2x2 Committee								
Napa County	TBD	Ad-hoc	City Manager: 707-647-4351; jholley@americancanyon.gov	Joseph	Oro		Not Required	No
Napa Valley Unified School District	City Hall	Ad-hoc	City Manager: 707-647-4351; jholley@americancanyon.gov	Lamattina	Joseph		Not Required	No
Local								
TBID Local Governing Committee	City Hall	Meets: 1st Wednesday in May and December; at 11:00 a.m. Brown Act applies.	City Clerk: 707-647-4369; cityclerk@americancanyon.gov	Oro		Joseph	Not Required	No
American Canyon Fire Protection District Board	City Hall	Meets: 4th Tuesday. Monthly. Brown Act applies.	ACFPD Executive Assistant: 707-551-0653; mbanuelos@americancanyon.gov	All Council Members			Required	Yes
Countywide								
Napa County Flood Control and Water Conservation District	1195 Third Street, 3rd Floor, Napa 94558	Meets: 9:00 am. 2nd Tuesday. Monthly. Brown Act applies	clerkoftheboard@countyofnapa.org; paulette.cooper@countyofnapa.org; FPPC: elections@countyofnapa.org	Washington		Cruz	Required	No
Napa County Local Agency Formation Commission (LAFCO)	1196 Third Street, 3rd Floor, Napa 94558	Meets: 2:00 p.m., 1st Monday. Bi-Monthly. Appointment by City Select Committee. Brown Act Applies	Stephanie.pratt@napa.lafco.gov; 707-259-8645	Oro			Required	Yes

2025 City Council Committee Appointment List

Name	Meeting Location	Notes	Meeting Contact	First Appointee	Second Appointee	Alternate	Form 700 Filers	Comp.
Napa County Resource Conservation District (RCD)	625 Burnell St., Napa	Meets: 8:00 a.m., 2nd Thursday. Monthly. Appointment made by Board of Supervisors.	Lucas Patzek 707-690-3119; lucas@naparcd.org	Washington		Joseph	Required	No
Napa County Watershed Information Center & Conservancy (WICC)	1195 Third Street, 3rd Floor, Napa 94558	Meets: 3:00 p.m. 4th Thursday. Quarterly. Appointment made by Board of Supervisors.	Dana Morrison, Supervising Planner; 707-253-4437; meetingclerk@countyofnapa.org	Lamattina		Cruz	Not Required	No
Napa County Climate Action Committee (CAC)	1195 Third Street, 3rd Floor, Napa 94558	Standing: 9:30 am 4th Friday. Monthly. Brown Act applies	meetingclerk@countyofnapa.org; 707-253-4417	Joseph	Lamattina	Washington	Not Required	No
Napa Vallejo Waste Management Authority (NVWMA)	City Hall	Meets: 4:00 p.m. on third Mondays in Jan, Mar, Apr, May, Jun, Jul, Sept, Nov. Brown Act applies	Marie.Nicholas@countyofnapa.org; 707-299-1731; nvwma@countyofnapa.org	Washington		Oro	Required	\$100 per meeting
Napa Valley Transportation Authority (NVTA)	625 Burnell Street, Napa 94559	Meets: 1:00 p.m. 3rd Wednesday. Monthly. Brown Act applies	lsanderlin@nvta.ca.gov; 707-259-8633	Washington	Joseph	Cruz	Required	No
Napa Valley Tourism Corporation	Varies	Meets: 8:30 a.m. Last Thursday. Quarterly. Brown Act applies	linsey@visitnapavalley.com; 707-226-5813	Oro		Joseph	Not Required	No
Napa County City Selection Committee	1195 Third Street, 3rd Floor, Napa 94558	Meets: 9:00 p.m., 3rd Tuesday. Quarterly. Rep must be Mayor	707-253-4580; clerkoftheboard@countyofnapa.org	Washington			Not Required	No
(ON HOLD) Napa County Youth Opportunity Commission	Varies	Meets: 4:30 p.m., on 3rd Wednesdays, as needed	District Attorney 707-253-4211	Washington		Cruz	Not Required	No
Napa-Solano Agency on Aging Oversight Board	Alternates: Napa County 1195 Third St., 3rd Floor, Napa Solano County 676 Texas Street, Fairfield	Meets: 10:00 a.m. 4th Monday. Monthly. Appointment made by Board of Supervisors.	Elaine Clark; eclark@solanocounty.gov; Direct 707-784-8792 - Main 707-784-8960	Lamattina		Oro	Not Required	No
Regional								
Association of Bay Area Governments (ABAG) Executive Board	375 Beale Street, 1st Floor, San Francisco, 94105	Meets: 5:10 p.m., 3rd Thursday. Monthly City select appointment	Fred Castro: fcastro@bayareametro.gov; office 415-820-7913; cell 415-690-0829	Washington (to city selection committee)			Required	\$150 per meeting
Association of Bay Area Governments (ABAG) General Assembly	375 Beale Street, 1st Floor, San Francisco, 94105	Meets: Annually - Usually in June	Fred Castro: fcastro@bayareametro.gov; office 415-820-7913; cell 415-690-0829	Cruz		Oro	Not Required	No
North Bay Water Reuse Authority	ZOOM ONLY	Meets: 9:30 a.m. 3rd Monday, Quarterly	707-235-8965; info@nbwra.org	Joseph		Oro	Required	No
North Bay Watershed Association	Varies	Meets: 9:30 a.m., 1st Friday. Quarterly.	707- 235-8965; northbaywa@gmail.com	Cruz			Not Required	No



TITLE

AB 2561 Presentation on Staff Vacancies, and Recruitment & Retention Efforts in 2024

RECOMMENDATION

Receive and file report.

CONTACT

Juan Gomez, Assistant City Manager
Scott Corey, Human Resources Officer II

BACKGROUND & ANALYSIS

Effective January 1, 2025, Government Code section 3502.3 was added to the Meyers-Milias-Brown Act (the "MMBA") by AB 2561. The MMBA authorizes local public employees, as defined, to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of labor relations. In adopting AB 2561, the State Legislature found a statewide interest in ensuring that public agency operations are appropriately staffed and that high vacancy rates do not undermine public employee labor relations.

The new law requires public agencies to present the following information in a public presentation to the governing board once per fiscal year prior to the adoption of a new fiscal year budget:

- the status of vacancies
- recruitment and retention efforts, and
- any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

If the vacancy rate of any bargaining unit is 20% or more of its membership or higher, the agency is required to provide additional more detailed information.

Preparing this report is an affirmative obligation of the public agency. An employee organization does not need to request its presentation. The City notified Teamsters Local 315 of this presentation and its opportunity to present additional information to the City Council regarding these matters.

Vacancies

In 2024, the City experienced an average monthly vacancy rate of 7.0% across all positions in full-time classifications. The lowest monthly rate was 4.7% and the highest monthly rate was 9.5%. The table below provides detailed information on a monthly basis.

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Vacancies	1	1	0	0	0	2	3	0	1	0	2	2
Filled Vacancies	0	0	0	0	1	1	0	2	0	1	0	2
Remaining Vacant	4	5	5	5	4	5	8	6	7	6	8	8
Budgeted FTEs	85	85	85	85	85	85	84	84	84	84	84	84
% Vacancies	4.7%	5.9%	5.9%	5.9%	4.7%	5.9%	9.5%	7.1%	8.3%	7.1%	9.5%	9.5%

Recruitment Process

The purpose of the City's recruitment process is to hire the most qualified and superior applicants through an open competitive process based on the knowledge, skills and abilities required for the job classification. Recruitment policies and procedures are described in the Human Resources Policies and Practices Manual and the Employee Selection Handbook. The recruitment process is summarized in the table below.

Recruitment / Hiring Process Step	Description
Vacancy Created	Voluntary Separation, Retirement, Involuntary Separation, Internal Movement, Newly Budgeted Position
Recruitment Requisition	Department submits recruitment requisition to fill vacancy, City Manager approves requisition for HR to process
Determine Recruitment Activity Type	Utilize existing eligibility list/ongoing recruitment, open recruitment, or internal promotional recruitment
Job Posting	Advertise job opening and recruitment on websites and agency social media
Application Screening	Pass applicants that meet minimum qualifications
Candidate Examination	Pass candidates scoring 80% or more on written/practical exam or pass subject matter expert oral exam
Place Candidate on Eligibility List	HR places qualifying applicants on eligibility list and recommends top qualifiers for interview
Candidate Internal Panel Oral Exam	Approve candidates to eligibility list that pass internal panel oral exam

Select Candidate	HR recommends hire of top candidate to Manager, Manager approves recommendation
Conditional Job Offer	City Manager authorizes HR to make conditional job offer to selected candidate
Pre-Placement Process	Selected candidate accepts conditional job offer, HR processes background check and physical
Job Placement	Selected candidate passes background check and physical, selected candidate is given an employment start date

In 2024, the City filled seven vacancies:

- 5 through open competitive recruitments
- 2 through internal promotional recruitments

The average number of days between the vacancy occurring and when it was filled were

- 222 days for the open external recruitments
- 275 days for the internal recruitments

Obstacles to Hiring

Staff reviewed our hiring policies, procedures and results of these recruitments to identify potential obstacles in the City's hiring process. We noted the following potential obstacles:

- Vacancies can create opportunities to evaluate organizational efficiencies and staffing pivots.
- Communication lapses between Human Resources and the hiring Departments can lead to gaps in hiring process.
- Hiring specialty public safety support positions that had not been recruited in many years is complex.

To address these, the City has:

- Filled a vacancy in Human Resources enabling an increase in recruitment focus
- Human Resources staff improved frequency and quality of hiring discussions with Departments

Some of these delays do not lend themselves to quick fixes, particularly because

- Public safety support positions have unique requirements and qualifications
- Organizational assessments take time to complete, particularly when budgetary decisions are required. Temporary or interim staff appointments are used to complete work.

Retention Statistics

Staff reviewed the primary drivers behind the 12 vacancies created in 2024. Of the 12 vacancies in 2024:

- 41% (5 vacancies) were from voluntary separations
- 25% (3 vacancies) were from newly budgeted positions or staff growth
- 17% (2 vacancies) were from internal promotions
- 17% (2 vacancies) were from retirements

The City experienced no involuntary separations in 2024.

Bargaining Group Impacts

AB2561 requires the City to perform an analysis of the impact of total vacancies on each bargaining group to determine if any group experienced a vacancy rate of 20% or more. If that threshold is met, the City is required to provide additional information for each impacted group. The City has two bargaining groups: the General Unit representing hourly employees and the Mid-Management Unit representing supervisors and managers.

For the General Unit, there were 4 vacancies representing 7.7% of its represented membership of 52:

- Engineering Technician
- Maintenance Worker (2)
- Plant Operator

For the Mid-Management Unit, there were 2 vacancies representing 13.3% of its represented membership of 15:

- Management Analyst
- Wastewater Operations Manager

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

There is no fiscal impact related to accepting and filing this report.

ENVIRONMENTAL REVIEW

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

ATTACHMENTS:

None

CITY OF
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Public Works Department
Water/Water Reclamation/Environmental
Services/Distribution & Collection Divisions
City Council Update

May 6, 2025

Water Reclamation Facility (WRF)

Our main objectives are to improve the quality of wastewater by eliminating pollutants and toxicants and preserving our natural water resource for reuse.

Staffed by Four certified operators and one mechanic:

- Operate and maintain the WRF to meet stringent State/Local Limits
- Maintain and operate five sewer pump and lift stations.
- Maintain a safe work environment.
- Stay up with new emerging technologies and trends
- Always looking for continual improvement and growth

- **Maintenance activities:**

1. Completed drain through liner for vector dump location, with the Collections Team.
2. Replace train 1 Membrane
3. HSW Contractor conversations regarding AnMBR Technology with GHD, Brown and Caldwell, Carrollo, Kennedy Jenks.

Walked with final contractor for land clearing for HSW project Membrane replacement

- **Projects in the works:**

- SCADA Upgrade WRF & WTP
- Master Planning phase
- Ponds Solids Hauling SB 1
- Additional Membrane Replacement



Collections System

We are committed to providing responsible and reliable services for the community through a comprehensive maintenance and operations program.

Staffed by Four certified Collections Workers and one Supervisor:

Maintain Compliance in accordance with our Sanitary Sewer Management Plan

Knowledge on how to respond to a sewer spill

Cleaning the sewer system

CCTV or camera the inside of the collection system

Prevent sanitary sewer overflows

Inform Public through outreach



Collections Highlights

June –April 2024- 2025

- ✓ Complete wiring and Setup of new CCTV Trailer to operate new GranitNet Software.
- ✓ Cleaned out the Center Pond, over 500,00 Gallons of capacity gained
- ✓ 3 Smart covers were installed
- ✓ Over 12,000' sewer pipe cleaned and maintained.
- ✓ One sewer overflow reported.
- ✓ Six sewer backups caught before becoming a spill.
- ✓ Updating the 2025 SSMP with new requirements issued from the State Water Board.
- ✓ New Spill Emergency Response Plan for each pump station in development.



Water Treatment Facility (WTP)

Our main objectives to remove impurities and contaminants from water, making it safe for human consumption and other purposes.

Staffed by Three certified operators and one mechanic:

- Operate and maintain the WTP to meet stringent State/Local Limits
- Maintain and operate the conventional and MBR treatment facilities.
- Maintain a safe work environment.
- Stay up with new emerging technologies and trends
- Always looking for continual improvement and growth

Water Division Stats

June –April 2024- 2025

- ▶ 1,785 service calls.
- ▶ 307 USA Responses.
- ▶ 526 Valve Repair & Maintenance.
- ▶ 650 Shut-off/Turn-on services.
- ▶ 319 water meter leaks repaired/identified.
- ▶ 98 water meters replaced.
- ▶ 33 new water meters installed.
- ▶ 50 water service connections replaced.
- ▶ 3 water main repaired. t.



Water Division Projects

June –April 2024- 2025

- ▶ Replaced lighting in Membrane Plant building.
- ▶ Replaced Membrane Stainer.
- ▶ Sludge Pond removal, testing and hauling.
- ▶ New septic treatment system installed.
- ▶ New access gate.
- ▶ Replaced roll-up door and installed emergency gates North & South of property.
- ▶ New Insight Management Panel – Veolia.
- ▶ 12 membrane cassettes replaced & added 4 new cassettes equivalent to 800



Environmental Services Division (ESD)

Our main objectives to protect public health and the environment by ensuring compliance with relevant laws and regulations, while also promoting environmental awareness and stewardship.

Staffed by Three certified EDS specialist and one mechanic:

- **Meet the City of American Canyons stringent State/Local regulatory limits, while also promoting outreach.**
- **Maintain and operate the cities permits and compliance obligations.**
- **Maintain a safe work environment.**
- **Stay up with new emerging technologies and trends.**
- **Always looking for continual improvement and growth.**

Environmental Services Division Programs

- Water Reclamation Facility & Water Quality Compliance/Reporting
 - Pretreatment Inspections/Programs
 - Pollution Prevention/Outreach
 - Recycled Water Permits/Programs/Spill Reporting
 - Water Conservation Public Programs
- Solid Waste Franchise/SB 1383 Regulations/Hazardous Waste
 - Bay Area Air Quality Management District Permits
- Hazardous Materials Business Plan (HMBP) Unified Program
 - Support Stormwater Illicit Discharges/Reporting
 - Sustainability /EV Charging System/ Solar

• Environmental Services:

WRF Laboratory

- Processed approximately 2000 samples of Influent and Effluent water
- Tested for California Dept of Health – COVID, RSV, Flu, H5, monkey pox 3
- Manage -49 Commercial Permits , 22 Zero Discharge Permits , 3 SIU Permits, 58 Permitted Commercial Users



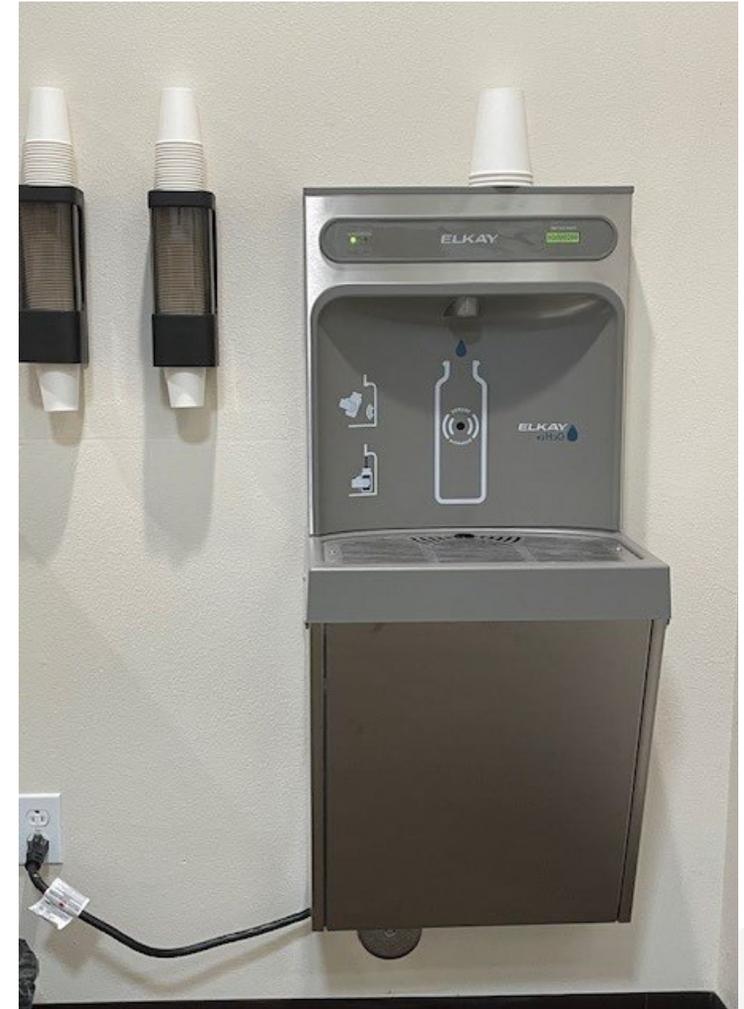
- **Environmental Services:**

Stormwater Support- Illicit Discharges Investigated 11
Stormwater Illicit Discharges 2024

- 6 Bay Area Air Quality Management District Napa County HMBP • Manage 7 Permits from BAAQMD • Manage 5 Facilities regulated as HMBP and will be adding 3 more this year • Inspected 226 residential accounts and flipped 611 lids

Residential Compost Hub Renegotiated 10-year Franchise Agreement with Recology 11,314 Tons Garbage 3,472 Tons Recycling 6,987 Tons Organics

OUTREACH • Donaldson Way Career Fair • ACHS Citizens Academy • Watershed Explorers Field Day – Canyon Oaks • Meet Me In the Streets.



Staff Accomplishments June 2024 – April 2025



- ✓ Kelly Passed Grade 1 Collections
- ✓ Daniel Passed Treatment Operator 3
- ✓ Eric Passed his Collections 3 Exam
- ✓ New Maintenance Worker for Collections – Andy
- ✓ Mid-Managers completed RGS Leadership Academy and Support of staff with exam prep courses



CITY OF
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CANYON

Questions?



City Council Committee Report

Submitted * Councilmember Brando Cruz
by:

Council Meeting 05/06/2025
Date:

Event Date: 02/04/2025

Event Type: Conference

Event Title: * Fire Districts Association of California - Leadership Symposium

Event Report: Councilmember David Oro and I attended the annual Fire Districts Association of California Leadership Symposium. We heard from key note speakers and had an opportunity to connect with executive chief officers and civilian fire service professionals. It was an informative and engaging experience.

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Event Date: 10/04/2025

Event Type: Community Event

Event Title: * American Canyon High School Business Plan Presentations (Judging)

Event Report: Interim Assistant City Manager Juan Gomez and I participated in a judging panel at the American Canyon High School. ACHS Teacher Scott Marsden, in collaboration with Chamber of Commerce CEO Valerie Zizak-Morais, educated students on how to develop and present a business plan. We were very impressed with the ideas and plans these future entrepreneurs presented to us. Great job, Mr. Marsden and Valerie!

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City Council Committee Report

Submitted by: * Mayor Pierre Washington

Council Meeting Date: 05/06/2025

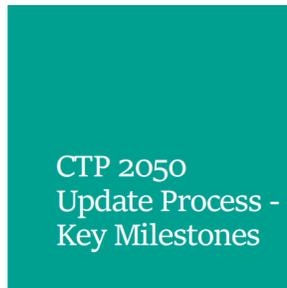
Event Date: 16/04/2025

Event Type: Committee Report

Event Title: * Napa Valley Transportation Authority (NVTA) Special Meeting

Event Report: On April 16, 2025, Vice Mayor Mark Joseph (who is also the Chair of NVTA) and I attended the NVTA Board Members intersection 2050 Countywide Transportation Plan (CTP) Kick-Off Retreat. We received a lot of good feedback from the public. We will be bringing the public comments back to the Board, as well as prompting additional comments and feedback as we progress through the CTP process.

- June – First Workshop/Engagement
- July – Call for Projects
- October – Second Workshop/Engagement
- December – Public Draft/Board Presentation
- April 2026 – Board Adoption of CTP 2050



Highway 29 - American Canyon Improvements



A rendering of Donaldson Way in American Canyon, Napa County, with roundabouts instead of signalized traffic lights, one of two proposed options.

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Event Date: 16/04/2025

Event Type: Committee Report

Event Title: * The Napa Valley Transportation Authority-Tax Agency (NVTA-TA)

Event Report: On April 16, 2025, Vice Mayor Joseph (*also the Chair*) and I attended the Napa Valley Transit Authority Tax Agency (NVTA-TA). The NVTA-TA is the local transportation sales tax authority. On November 6, 2012, the voters in Napa County approved Measure T, the Napa Countywide Road Maintenance Act. Measure T is a ½% sales tax expected to generate roughly \$300 million over a 25-year period beginning July 1, 2018, when the Measure A Flood Tax expires, and is to be used for the rehabilitation of local streets and roads.

In preparation of the Measure T Ballot measure, NVTA-TA developed an expenditure plan, which was approved by NVTA. The expenditure plan requires that NVTA-TA appoint members to the ITOC. In accordance with the Expenditure Plan and Ordinance, the ITOC will be tasked with review of fiscal and program performance of the retail transaction and use tax transportation program through a biennial performance audit to ensure that all transportation retail transactions and use tax revenues are spent by the Authority in accordance with all provisions of the voter-approved Expenditure Plan and Ordinance.

To learn more about the ITOC, find agendas, or apply to be a member, please visit [here](#).

File/Photo Upload Max file size for all uploads is 25 MB

Event Date: 17/04/2025

Event Type Committee Report

Event Title: * Association of Bay Area Governments (ABAG) Executive Board meeting in SF

Event Report: On April 17, 2025, Supervisor Belia Ramos (*who is the President of ABAG*) and I attended the Association of Bay Area Government Board (ABAG) meeting in San Francisco.

A little background and history of why this committee is important to our city. ABAG is part regional planning agency and part local government service provider. Within each of these two categories we perform a broad range of activities for our members.

ABAG outlines work program goals and objectives for the Bay Area's nine counties and 101 cities and towns every year

ABAG membership is voluntary and represents the cities, towns and counties of the Bay Area with a population of more than 7 million people. We offer members research and analysis, education and outreach, regional coalition coordination, and cost-effective member service programs.

Building partnerships within the Bay Area and beyond reinforces ABAG's problem-solving approach to issues affecting every community in our region.

For general comments and questions please email us at info@bayareametro.gov.



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Event Date: 15/04/2025

Event Type Committee Report

Event Title: * Flood Control & Water Conservation District

Event Report: The Napa County Flood Control and Water Conservation District is governed by a Board of 11 elected officials. The Board consists of the five Napa County Supervisors, the mayors of Napa, St. Helena, American Canyon, Yountville and Calistoga, and one Napa City Council member.

The Napa County Flood Control and Water Conservation District's mission is the conservation and management of flood and storm waters to protect life and property; the maintenance of the County watershed using the highest level of environmentally sound practices; and to provide coordinated planning for water supply needs for the community.



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Event Date: 18/04/2025

Event Type: Other

Event Title: * ((((((((((((((Emergency Preparedness))))))))))))

Event Report: **Emergency Preparedness**

Riding Out a Disaster

Can you go it alone for three days? Would you be ready to ride it out if an earthquake hit today? Would you be self-sufficient after a major flood? With some basic planning and thinking ahead, preparing your home for a disaster is easy.

General Tips

Here are some general tips on what to do before, during and after an earthquake, flood or other disaster, developed by the **California Governor's Office of Emergencies Services** to help you get ready to ride it out.

The first 72 hours after a disaster are critical. Electricity, gas, water and telephones may not be working. In addition, public safety service such as police, fire departments and public works personnel will be busy handling serious crisis. You should be prepared to be self-sufficient (*able to live without running water, electricity and/or gas, telephones and assistance from safety services*) for at least three days following a disaster. To do so, keep on hand in a central location the following:

- o Alternative cooking source. Store a barbecue or camping stove for outdoor cooking.
- o Extra blankets, clothing, shoes and money.
- o Fire Extinguisher - Your fire extinguisher should be suitable for all types of fires.
- o First Aid Kit - Make sure it's well stocked, especially with bandages and disinfectants.

- o Flashlights with extra batteries - Do not use matches or candles after a disaster until you are certain there are no gas leaks.
- o Food - Enough for 72 hours, preferably one week.
- o Portable radio with extra batteries. Most telephones could be out of order after an earthquake. The radio will be your best source of information.
- o Special Items - Have at least a one-week supply of medications and food for those with special needs.
- o Tools - Have an adjustable or pipe wrench for turning off the gas meter.

- o Water - Enough so each person has a gallon a day for 72 hours, preferably one week. Store in airtight container and replace it every six months.



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Event Date: 14/04/2025

Event Type Committee Report

Event Title: * Napa Valley Transit Authority (NVTA) Executive Director Interview Panel

Event Report: On April 14, 2025, Vice Mayor Joseph (also the NVTA Chair) and I participated in an all-day interview panel for the new Executive Director of the NVTA.

CONGRADULATIONS to **Kate Miller**, Executive Director of the NVTA who will be retiring at the end of June 2025



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Event Date: 11/04/2025

Event Type Community Event

Event Title: * Mayors Lunch (Vallejo | Benicia | American Canyon)

Event Report: On April 11, 2025, I had lunch with our neighboring Mayors, **Mayor Steve Young** from Benecia and **Mayor Andrea Source** from Vallejo. The benefits of creating a Multi-City Community for these meetings is to build our "tri-cities" relationship and engage in ongoing communication.

Connecting with the mayors will get us talking, and we are discovering very quickly that we all have beautiful unique places where we Live, Work and Play, but our front pages often are the same.

We have committed to monthly meetings with one another because our roles are crucial to our individual city's day to day challenges and opportunities.

More to come...



Vallejo: Andrea Source



Benicia: Steve Young

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FUTURE AGENDA ITEMS OF NOTE

May 7, 2025 - OSATS Meeting. 6:30 p.m.

Parks and Community Services Master Plan
OSATS Draft Annual Work Plan FY25/26

May 8, 2025 - Parks and Community Services Meeting. 6:30 p.m.

Parks and Community Services Master Plan
PCS Draft Annual Work Plan FY25/26

May 20, 2025 - Regular City Council Meeting. 6:30 p.m.

Presentation - Kids Commerce/Fee Waiver; Meet Me in the Street
Proclamation – Memorial Day
Proclamation - Public Works Week
Proclamation – Mental Health Matters
Proclamation – Historic Preservation Month
Proclamation – National Bike Month
Presentation - Housing Authority of the City of Napa Annual Report
Presentation - Fair Housing Napa Valley Annual Report
Presentation - Napa Sonoma ADU
Green Island Road Widening – Award of Contract
General Plan Update, EIR, and Zoning Update First Reading
LLAD 2025/26 Engineer’s Report
FY 2025/26 Preliminary Budget

May 22, 2025 – Planning Commission Meeting. 6:30 p.m.

NACC Development Agreement Extension
Crawford Way Multi family project Design Review Permit

June 3, 2025 - Regular City Council Meeting. 6:30p Open Session

Proclamation – Pride Month
FY 2025/26 Final Budget
NACC DA Extension First Reading
LLAD 2025/26 Budget

June 17, 2025 - Regular City Council Meeting/Joint PCS and OSATS. 6:30p Open Session

Proclamation – Juneteenth

OSATS Work Plan FY25/26 – Joint with OSATS
Newell Management Plan – Joint with OSATS

PCS Work Plan FY25/26 – Joint with PCS
Facility Naming – Joint with PCS

June 26, 2025 - Planning Commission Meeting. 6:30 p.m.

July 15, 2025 - Regular City Council Meeting 6:30p Open Session

Proclamation – Park and Recreation Month
Newell Open Space Management Plan
Q1 CIP Update

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 <i>Berkeley</i> 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
Presentation by Audubon Society	Joseph	04/15/2025	In progress, council date TBD