



REGULAR CITY COUNCIL AGENDA

City Hall - Council Chambers
4381 Broadway St., Suite 201, American Canyon
March 3, 2026
6:30 PM

Mayor: Pierre Washington

Vice Mayor: Mayor Mark Joseph

Councilmembers: Brando Cruz, Melissa Lamattina, David Oro

6:30 P.M. OPEN SESSION

CALL TO ORDER - OPEN SESSION

PLEDGE OF ALLEGIANCE

ROLL CALL - OPEN SESSION

CLOSED SESSION REPORT OUT / CONFIRMATION OF REPORTABLE ACTION

PROCLAMATIONS AND PRESENTATIONS

1. **Proclamation: National Women's History Month**
2. **Proclamation: Acknowledging Holi**

PUBLIC COMMENT - ITEMS NOT ON THE AGENDA

This time is reserved for members of the public to address the City Council on items not appearing on the agenda that are within the Council's jurisdiction. Comments are limited to three (3) minutes per speaker. Pursuant to the Brown Act, the City Council is generally prohibited from discussing or taking action on items not listed on the agenda.

AGENDA CHANGES

The City Council may change the order of the agenda or request discussion of an item on the Consent Calendar. Members of the public may request discussion of a Consent Calendar item during Public Comment.

CONSENT CALENDAR

3. **Minutes of February 6, 2026**
Recommendation: Approve the minutes of the Special City Council meeting held February 6, 2026.
4. **Minutes of February 17, 2026**
Recommendation: Approve the minutes of the Regular City Council meeting held February 17, 2026.

PUBLIC HEARINGS

There are no public hearing matters.

BUSINESS

5. **Zone 5 Water Pump Station Project (WA25-0200): Project Budget Increase**

Recommendation: Adopt a Resolution increasing the Zone 5 Water Pump Station (WA25-0200) project budget from \$2,000,000 to \$5,500,000 and appropriating an additional \$3,500,000 of Fund 520 Water Capacity Fee to the project budget.

6. **Building E Pump Station Improvements Project (WW26-0200)**

Recommendation: Adopt a Resolution amending the Fiscal Year 2025-26 Capital Improvement Program Budget to include the Building E Pump Station Improvements Project (WW26-0200) for an amount not to exceed \$350,000 and appropriating \$350,000 from Fund 550 Wastewater Capacity Fee to the project budget.

7. **Human Resources Annual Presentation and Vacancy Report**

Recommendation: Receive and file a report on City workforce trends and demographics, and the annual vacancies report from the Human Resources Division of the City Manager's Office.

MANAGEMENT / STAFF ORAL REPORTS

8. **Utilities Update**

CITY COUNCIL COMMENTS / COMMITTEE REPORTS

City Council may provide brief comments on matters of public concern, announce matters of public interest, and provide Council Committee reports. No action will be taken.

9. **City Council Committee Report - Councilmember David Oro**

10. **City Council Committee Report - Vice Mayor Mark Joseph**

FUTURE AGENDA ITEM REVIEW

The City Council will review upcoming agenda items. Councilmembers may request that items be added to future City Council agendas.

11. **Future Agenda Items of Note**

ADJOURNMENT

CERTIFICATION

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

Taresa Geilfuss, City Clerk

PUBLIC PARTICIPATION

This meeting is a limited public forum. The City expects respectful conduct from all participants. Offensive language or discriminatory remarks based on any protected classification under federal, state, or local law will not be tolerated, and the speaker may be immediately disconnected.

Meetings are conducted in person and are also available via Zoom. Meetings are broadcast live on Napa Valley TV, the [City's website](#), and [YouTube](#).

Zoom Link: [Click here](#). **Webinar ID:** 847 1017 1711. **Passcode:** 123456. **Phone-in:** (408) 638-0968

Oral Comments: In person during Open/Closed Session, or via Zoom during Open Session only. Use "Raise Your Hand" during public comment periods only.

Written Comments: Submit via [eComments](#) on the City's Meetings & Agendas webpage. eComments close at 3:00 p.m. on the day of the meeting.

Agenda Materials: Posted 72 hours in advance at www.americancanyon.gov.

ADA: Requests for accommodations or alternative formats must be submitted at least three calendar days in advance to the City Clerk at 4381 Broadway, Suite 201, American Canyon, CA 94503 or cityclerk@americancanyon.gov.

Need Additional Assistance? Contact the City Clerk by phone at (707) 647-4369 or by email at cityclerk@americancanyon.gov.

CITY OF AMERICAN CANYON PROCLAMATION



NATIONAL WOMEN'S HISTORY MONTH MARCH 2026

WHEREAS, since 1987, the United States has formally recognized March as National Women's History Month, setting aside March to inspire those globally to learn about Women's History; and

WHEREAS, National Women's History Month celebrates the collective power of women and girls, pays tribute to their achievements, and recognizes the remaining challenges to further efforts for women's rights and gender equality, encouraging and mobilizing all people to contribute to positive change; and

WHEREAS, the City of American Canyon honors the accomplishments and visionary women and girls who have helped build our country, including those whose contributions have not been adequately recognized and celebrated; and

WHEREAS, the City of American Canyon pays tribute to the trailblazers from the recent and distant past for daring to envision a future for which no past precedent existed, and for building a Nation of endless possibilities for all its women and girls; and

WHEREAS, currently, women are serving locally in leadership positions, inspiring the continued work in advancing the rights, opportunities, and full participation of women and girls of all backgrounds; and

WHEREAS, Women in American Canyon have continued to transform and enhance our community in a wide range of fields, including through elected and appointed public office, city and county government, local businesses, agricultural, military services, education, medicine, the arts, community service, philanthropy, and nonprofit organizations; and

WHEREAS, American Canyon residents are encouraged to celebrate National Women's History Month and to educate and pass on learned wisdom regarding the extraordinary contributions women have made within our community and county, and recognize that continued progress is still needed to reach equality; and

NOW, THEREFORE, I, Pierre Washington, Mayor of American Canyon, do hereby proclaim March 3, 2026, as International Women's Day and proclaim the month of March 2026 as National Women's History Month.

Dated: March 3, 2026

Pierre Washington, Mayor

CITY OF AMERICAN CANYON PROCLAMATION



Acknowledging Holi, March 4, 2026

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

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

WHEREAS, Holi is a time of joy, and community, bringing people together through vibrant colors, music, dance, and traditional foods; and

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

WHEREAS, recognizing and honoring cultural and religious traditions strengthens our shared community and reflects the City's commitment to respect, equity, and belonging; and

WHEREAS, in 2026, Holi will be observed on March 4, and celebrated by the American Canyon community on April 12, 2026, at Shenandoah Park in partnership with Helping Hands Indo American, a nonprofit organization; and

NOW, THEREFORE, I, Pierre Washington, Mayor of the City of American Canyon, on behalf of the American Canyon City Council, do hereby proclaim March 4, 2026, as Holi Day in American Canyon, and recognize its cultural, spiritual, and community significance. I encourage all residents to learn about, respect, and celebrate the spirit of Holi through joy, renewal, and togetherness that enrich our City.

Dated: March 3, 2026

Pierre Washington, Mayor

CITY OF AMERICAN CANYON

SPECIAL CITY COUNCIL MEETING

ACTION MINUTES

February 6, 2026

9:00 A.M. SPECIAL COUNCIL WORKSHOP

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

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

Absent: None

PUBLIC COMMENT

Mayor Washington opened the public comment period. Written comments: none. Oral comments: Joan Bennett was called to speak; Tammy Wong was called to speak. The public comment period was closed.

WORKSHOP ITEMS

1. Annual Strategic Planning and Work Plan Development

Council participated in a Strategic Planning and Work Plan Development Workshop.

ADJOURNMENT

The meeting was adjourned at 3:00 p.m.

CERTIFICATION

Respectfully Submitted,



Taresa Geilfuss, City Clerk

CITY OF AMERICAN CANYON

REGULAR CITY COUNCIL MEETING

ACTION MINUTES

February 17, 2026

6:30 P.M. OPEN SESSION

CALL TO ORDER - OPEN SESSION

The City Council meeting was called to order at 6:32 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

PROCLAMATIONS AND PRESENTATIONS

1. Proclamation: Ramadan

Mayor Washington announced the Ramadan proclamation. It was received by member of the Muslim community of American Canyon and Vallejo.

PUBLIC COMMENT - ITEMS NOT ON THE AGENDA

Mayor Washington opened a public comment period. Written comments: Yvonne Baginski. Oral comments: Jeanette Goyetche was called to speak; Karina Servente 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 Councilmember David Oro, seconded by Councilmember Melissa Lamattina, and CARRIED by roll call vote.

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

Nay: None
Abstain: None
Absent: None

2. Minutes of February 3, 2026

Action: Approved the minutes for the Regular City Council meeting held February 3, 2026.

3. Green Island Road Project Design Amendment

Action: Adopted a Resolution 2026-10 approving Amendment #10 (Agreement 2026-20) to Agreement 2016-15 with CONSOR North America, Inc., in the amount of \$213,175 for construction support and design services, for a total contract amount not to exceed \$1,762,205, in conjunction with the Green Island Road Reconstruction and Widening Project (TR16-0700).

4. Water Treatment Plant SCADA Upgrade Budget Increase

Action: Adopted Resolution 2026-11 increasing the Water Treatment Plant SCADA Upgrade (WA26-0200) project budget \$150,000, from \$250,000 to \$400,000, and authorizing the City Manager to amend Agreement No. 2025-A161 with Telstar Instruments in an amount not to exceed the project budget (Agreement 2026-21).

5. Quarterly Investment Report for City and Fire District for Fiscal Year 2025-26 Quarter 2

Action: Adopted Resolution 2026-12 approving Mid-Year Budget Amendments to Operating Budget for Fiscal Year 2025-26.

PUBLIC HEARINGS

There were no Public Hearing matters.

BUSINESS

6. Annual Comprehensive Financial Report and Year-end Financial Results

Council received an Annual Comprehensive Financial Report and Year-end Financial Results staff report and presentation from Finance Director Jemelyn Cruz. Mayor Washington opened a public comment period. Written comments: none. Oral comments: none. The public comment period was closed.

7. Fiscal Year 2025-26 Mid-Year Budget Amendments

Council received a Fiscal Year 2025-26 Mid-Year Budget Amendments staff report and presentation from Finance Director Jemelyn Cruz. Mayor Washington opened a public comment period. Written comments: none. Oral comments: none. The public comment period was closed.

Action: Motion to adopt Resolution 2026-12 approving Mid-Year Budget Amendments to Operating Budget for Fiscal Year 2025-26. made by Councilmember Brando Cruz, seconded by Vice Mayor Mark Joseph, and CARRIED by roll call vote.

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

Nay: None

Abstain: None

Absent: None

MANAGEMENT / STAFF ORAL REPORTS

Council received oral updates from Deputy City Manager Alexandra Ikeda.

CITY COUNCIL COMMENTS / COMMITTEE REPORTS

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

8. City Council Committee Report - Councilmember David Oro

9. City Council Committee Report - Vice Mayor Mark Joseph

10. City Council Committee Report - Mayor Pierre Washington

FUTURE AGENDA ITEM REVIEW

11. Future Agenda Items of Note

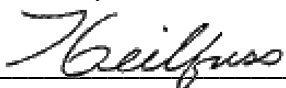
Future agenda items were reviewed.

ADJOURNMENT

The City Council meeting was adjourned at 7:38 p.m.

CERTIFICATION

Respectfully Submitted,



Taresa Geilfuss, City Clerk



TITLE

Zone 5 Water Pump Station Project (WA25-0200): Project Budget Increase

RECOMMENDATION

Adopt a Resolution increasing the Zone 5 Water Pump Station (WA25-0200) project budget from \$2,000,000 to \$5,500,000 and appropriating an additional \$3,500,000 of Fund 520 Water Capacity Fee to the project budget.

CONTACT

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

Norman Woods, Assistant Public Works Director - Utilities and Environmental Services

BACKGROUND & ANALYSIS

The Zone 5 Pump Station Project, to be located within the Canyon Estates Subdivision, was included in the adopted FY 2026/27 Capital Improvement Program with a budget of \$2,000,000 funded by Water Capacity Fees (Fund 520). At the time of adoption, the project was in the preliminary design phase and a fully developed engineer's estimate was not yet available.

Design has progressed to almost 100% plans and specifications therefore project requirements have been more comprehensively defined; including site improvements, mechanical and electrical systems, controls integration, and construction cost escalation. The updated cost estimates indicate that additional funding is necessary to deliver the project as intended.

Accordingly, a budget increase of \$3,500,000 is requested, bringing the total project budget to \$5,500,000. The revised budget reflects current construction market conditions, refined scope elements, and the funding required to ensure complete and successful implementation of the Zone 5 Pump Station improvements. The additional funding is intended to include design, construction, contingency, and construction management to complete the project. It is anticipated that the project will be publicly advertised in March and brought back to City Council either in April or May for award of contract. Construction is expected to last 12 -16 months depending upon the procurement time frame for equipment.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

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

FISCAL IMPACT

The project Zone 5 Pump Station Project is included in the adopted FY2026/27 Capital Improvement Program with a budget of \$2,000,000 funded by Water Capacity Fee Fund (Fund 520). A budget increase of \$3,500,000 (to a new total of \$5,500,000) is requested to fully fund the project and ensure successful completion of all required improvements.

The fiscal impact of the Recommended Action will decrease the balance of the Water Capacity Fee Fund (Fund 520) from \$5.6M to \$3.1M. Currently each new single family house in American Canyon pays a Water Capacity Fee of \$24k. Thus, it will take approximately 230 new dwelling units to cover the cost of the pump station. By way of reference, there are 245 units planned in the Promontory and Canyon Estates subdivisions - both of which will be served by the pump station.

ENVIRONMENTAL REVIEW

In January 2015, City Council adopted Resolution 2015-06, approving a Mitigated Negative Declaration for the project in conjunction with the General Plan Amendment, rezoning and initiation of annexation for the Canyon Estates project. The pump station, which was originally contemplated as part of the Canyon Estates project, is consistent with the previous project evaluation and no further environmental review is needed.

COMMUNICATION

Level 1: Minimal Communication

The project is located within a previously identified footprint at the Canyon Estates Subdivision with zero to minimal impacts anticipated to the American Canyon community during construction.

ATTACHMENTS:

[1. Resolution - Zone 5 Water Pump Station](#)

RESOLUTION NO. 2026-_____

RESOLUTION INCREASING THE ZONE 5 WATER PUMP STATION (WA25-0200) PROJECT BUDGET FROM \$2,000,000 TO \$5,500,000 AND APPROPRIATING AN ADDITIONAL \$3,500,000 OF FUND 520 WATER CAPACITY FEE TO THE PROJECT BUDGET

WHEREAS, the City Council adopted the FY 2026/27 Capital Improvement Program (CIP), which included funding in the amount of \$2,000,000 for the Zone 5 Pump Station Project, funded by Water Capacity Fee (Fund 520); and

WHEREAS, at the time of CIP adoption, the project was in the preliminary design phase and a fully developed engineer's cost estimate was not yet available; and

WHEREAS, as design has advanced and project requirements have been further defined, including mechanical, electrical, site, and controls integration components, updated cost estimates reflect the full scope of improvements necessary to construct and place the facility into service; and

WHEREAS, the revised total project cost is estimated at \$5,500,000, reflecting current construction market conditions, refined scope elements, and appropriate contingency to ensure successful project delivery; and

WHEREAS, sufficient funds are available within Water Capacity Fee Fund 520 to support the requested increase from \$2,000,000 to \$5,500,000; and

WHEREAS, the Zone 5 Pump Station Project is necessary to support system reliability, operational efficiency, and capacity to serve planned development within the service area.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby approves the increase to the Zone 5 Water Pump Station (WA25-0200) project budget from \$2,000,000 to \$5,500,000 and appropriating an additional \$3,500,000 of Fund 520 Water Capacity Fee to the project budget.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 3rd day of March 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Pierre Washington, Mayor

ATTEST:

APPROVE AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

Teresa L. Highsmith, City Attorney



TITLE

Building E Pump Station Improvements Project (WW26-0200)

RECOMMENDATION

Adopt a Resolution amending the Fiscal Year 2025-26 Capital Improvement Program Budget to include the Building E Pump Station Improvements Project (WW26-0200) for an amount not to exceed \$350,000 and appropriating \$350,000 from Fund 550 Wastewater Capacity Fee to the project budget.

CONTACT

Erica Ahmann Smithies, P.E., Public Works Director
Norman Woods, Assistant Public Works Director

BACKGROUND & ANALYSIS

Background

The future Napa River Ecology Center, located at 205 Wetlands Edge, includes both active and decommissioned City sanitary sewer infrastructure. Active facilities include the existing Building E Pump Station and a sewer overflow pond that is typically activated only during major storm events, when inflow and infiltration (I/I), including stormwater entering the sanitary sewer system, can temporarily exceed downstream treatment capacity.

The Building E Pump Station has been incrementally upgraded over the years to improve reliability and manage wet-weather flow conditions as the City has expanded. However, a permanent in-ground bypass pipeline to convey excess flows to the overflow pond during extreme storm events was not constructed as part of prior capital improvement efforts.

To manage peak flows and prevent sanitary sewer overflows, City staff have historically deployed temporary above-ground piping to divert excess flows to the overflow pond. While this approach has effectively protected the system during extreme weather events, it requires field mobilization and installation of temporary surface infrastructure across portions of the site.

Analysis

The planned development of the Napa River Ecology Center fundamentally changes the context of this facility. The site will transition from a primarily utility-support function to a publicly accessible,

education-oriented community asset. Recurring deployment of above-ground bypass piping is not compatible with the intended public interface of the Ecology Center, as it creates physical barriers to pedestrian circulation, affects site accessibility, and conflicts with the long-term vision for the property.

The Building E Improvements were originally scheduled for construction in the Fiscal Year 2026/27 Capital Improvement Program (CIP). However, the American Canyon Community and Parks Foundation (ACCPF) has recently secured additional funding sufficient to award the Ecology Center construction contract. With groundbreaking anticipated later in the near future, staff recommends expediting the pump station bypass improvements to ensure the permanent in-ground pipeline is installed prior to vertical construction.

Completing this work in advance of the Ecology Center construction will minimize site conflicts, reduce overall disruption, and avoid costly retrofits once the public facility is operational. Installation of a permanent in-ground bypass pipeline represents a necessary modernization of critical wastewater infrastructure and ensures long-term compatibility between essential utility operations and the City's investment in a publicly accessible Ecology Center.

Upon approval of this item, staff will coordinate with ACCPF's civil engineering firm, RSA+, to finalize the pump station design plans and proceed with public advertisement of the project. Staff is requesting City Council authorization to allocate the necessary budget authority to complete design, construction, and provide project management and inspection services.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Community and Sense of Place: "Build on the strength of our local community to develop a clear 'sense of place' and establish our unique identity."

FISCAL IMPACT

Staff recommends appropriating \$350,000 for the Building E Pump Station Improvements Project (WW26-0200) with the source of funding coming from Wastewater Capacity Fee Fund (Fund 550). The fiscal impact of the Recommended Action will reduce the balance of Fund 550 from \$1.2M to \$850k.

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.

COMMUNICATION

Level 0: No Further Public Communication Needed

ATTACHMENTS:

1. [Resolution - Building E Pump Station](#)

RESOLUTION NO. 2026-_____

RESOLUTION AMENDING THE FISCAL YEAR 2025-26 CAPITAL IMPROVEMENT PROGRAM BUDGET TO INCLUDE THE BUILDING E PUMP STATION IMPROVEMENTS PROJECT (WW26-0200) FOR AN AMOUNT NOT TO EXCEED \$350,000 AND APPROPRIATING \$350,000 FROM FUND 550 WASTEWATER CAPACITY FEE TO THE PROJECT BUDGET

WHEREAS, the owns and operates the Building E Pump Station and overflow pond located at 205 Wetlands Edge; and

WHEREAS, during major storm events, when inflow and infiltration (I/I), including stormwater entering the sanitary sewer system, can temporarily exceed downstream treatment capacity; and

WHEREAS, excess wet-weather flows have historically been managed through temporary above-ground bypass piping to convey flows to the overflow pond; and

WHEREAS, the planned development of the Napa River Ecology Center at this location will transition the site to a publicly accessible, education-oriented facility; and

WHEREAS, installation of a permanent in-ground bypass pipeline is necessary to ensure long-term compatibility between essential wastewater infrastructure and the future public use of the site; and

WHEREAS, the American Canyon Community and Parks Foundation has secured funding to proceed with construction of the Napa River Ecology Center, and groundbreaking is anticipated later this year; and

WHEREAS, expediting the Building E Pump Station Bypass Improvements in Fiscal Year 2025-26 will allow the work to be completed prior to Ecology Center construction, minimizing conflicts and avoiding future retrofit costs; and

WHEREAS, staff is recommending a project budget of \$350,000 to cover the expenses of design, construction and any staff time spent overseeing the work; and

WHEREAS, there are sufficient funds in Fund 550 Wastewater Capacity Fee to fund the project.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby amends the Fiscal Year 2025-26 Capital Improvement Program Budget to include the Building E Pump Station Improvement Project (WW26-0200) for an amount not to exceed \$350,000 and appropriate \$350,000 from Fund 550 Wastewater Capacity Fee to the Project Budget; and

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 3rd day of March 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Pierre Washington, Mayor

ATTEST:

APPROVE AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

Teresa L. Highsmith, City Attorney



TITLE

Human Resources Annual Presentation and Vacancy Report

RECOMMENDATION

Receive and file a report on City workforce trends and demographics, and the annual vacancies report from the Human Resources Division of the City Manager's Office.

CONTACT

Juan Gomez, Assistant City Manager

Scott Corey, Human Resources Manager

BACKGROUND & ANALYSIS

The Human Resources Division of the City Manager's Office is staffed by (1) Human Resources Manager, (1) Human Resources Analyst I and (1) part-time Office Assistant with general executive oversight by the Assistant City Manager. The Division is responsible for attracting, retaining, and developing a highly qualified and diverse City workforce, and implementing organizational policies and procedures. In addition to overall Human Resources and Risk Management administration, staff provides the following key services: recruiting, classification and compensation, risk management, workers compensation administration, retirement and benefits coordination, safety and staff development training, policy review and development, and labor/employee relations.

In 2025, Human Resources

- Deployed the NEOGOV Learning and Performance modules across the organization as the primary training and accountability platform.
- Sponsored in-person all-staff harassment prevention and ethics training.
- Instituted the Safety & Risk Committee with representation from each work area to increase internal discussion and focus on safety and claims management.
- Continued to support participation in the Napa Valley Regional Training Consortium with the Centre for Organization Effectiveness in partnership with other Napa County agencies, offering a five-level progressive training program focused on excellence in public service. The City enrolled 13 employees in Foundations in Excellence, 15 in the Supervisor Transition and Readiness Training Program, 2 in the Supervisor Academy, 2 in the Management Academy, and 1 in the Leadership Academy.
- Navigated a recruiting environment roiled by growing economic uncertainty and employment

sector shifts that resulted in a marked increase in applications from former federal workers and a decrease in applications for entry level construction and maintenance positions.

In the rest of this report, we provide an overview of our recruitment activity, workforce demographics, trends related to employee separations and retirements, an analysis of employee hours worked, and a look at what lies ahead in 2026. The figures shown in Attachment 1 provide a graphical representation of the data described below.

Retaining Employees

For the second year in a row, the City experienced a below average number of employee separations in 2025. Since 2017, the City averages about 10 separations per year. In 2025, 6 employees departed - 4 retired and 2 sought other career opportunities. The average tenure of the separating staff (11.37 years) was above the historic average (9.63 years). (Attachment 1, Figure 1).

Most employees who separated did so due to retirement after fairly long careers with the City. The number of retirements is very close to the historic average per year, but an uptick from recent years in which only 1 or 2 employees retired. We'll discuss later the retirement exposure the City faces in the next 5 years.

Recruiting Top Applicants

The City experienced two significant dynamics in the recruitment arena in 2025:

- Full implementation of part-time to full-time career pipelines particularly in the Service Worker/Maintenance Worker and the Office Assistant/Administrative Clerk job families. This promoted an increase in internal recruitments and helped decrease the overall number of applications received.
- The City recruited more skilled technical workers during a time of economic uncertainty. There was a decrease in the overall number of applications for full-time recruitments, an increase in applications from dislocated federal workers, and a significant decline in applications for entry level Service Worker openings.

Human Resources conducted 14 recruitments in 2025, consistent with the average of 15 annual recruitments during the past five years. Of the 14 recruitments, 5 were internal promotional recruitments reflecting maturity in the strategy of hiring and developing part-time staff members better prepared to promote into a full-time position.

Overall, the City received about 560 applications, about half the number received in 2024. For the 7 full-time open recruitments, the City received an average of 65 applications per recruitment, exceeding the historical average of 46 per recruitment. These open recruitments were Plant Maintenance Mechanic, Environmental Specialist, Senior Budget Analyst, Accounting Assistant, Communications and Engagement Supervisor, Recreation Coordinator and Chief Plant Operator. Hiring managers continue to review full slates of final applicants that exceed minimum qualifications, usually in education, experience and job-knowledge, for each recruitment. The

applicant pools are well-stocked with highly qualified local residents who want to serve their community and eliminate commutes into the greater Bay Area, though Human Resources noted an increase in applicants from the greater Northern California region and beyond. (Attachment 1, Figures 2-4)

American Canyon continues to be well-positioned in the recruitment marketplace. Our positions are attractive to job applicants and our organization is well-regarded as an employer of choice. We continue to monitor and utilize new recruitment features NEOGOV implements to leverage AI in expanded job matching and marketing tools.

Hiring Quickly

A key metric in a highly competitive hiring market is time-to-hire, which measures how long it takes to recruit and hire a new employee. This can be measured in several ways:

- Time-to-Offer - the amount of time lapsed between an application submitted and offer letter accepted
- Time-to-Start - the time between an application submittal and the employee's first day on the job
- Time-to-Fill - the time between the Department submitting a requisition and the employee's first day on the job

Human Resources uses the Time-to-Fill metric.

Public agencies similar to American Canyon took 234 days to fill vacancies, according to NEOGOV. American Canyon takes 61 days - 3.5 times faster than peer agencies.

Since staff began tracking this metric, Human Resources has focused on trimming excess time out of all processes to complete hires as quickly as possible without jeopardizing the integrity of our processes. Our average time-to-hire performance has been

- 2021 - 174.3 days
- 2023 - 133.1 days
- 2024 - 78 days; 67 days for positions with continuous recruitments
- 2025 - 61 days

Applicant Pool Diversification Continues

As we continue to focus on the diversity of our workforce, we're aware that is only possible if we can attract a diverse pool of applicants.

Between 2017 and 2025, the number of non-White applicants has increased from 54% to 74%. The greatest increases are among applicants identifying as Hispanic and African-American (Attachment 1, Figure 5).

Over this 9-year measurement period, the average applicant pool is 34% White, 25% Hispanic, 16% Asian, 12% African-American, 9% Two or More Races, 3% Pacific Islander and 1% Native American.

Workforce Demographics

Diversity of the workforce is a multi-faceted dynamic that can be indicated by factors such as racial/ethnic identity, gender, age, tenure and location of residence. Staff began collecting and analyzing City workforce demographic data in 2021. Since then, the full-time workforce has become more diverse and is consistently locally oriented.

Gender

Since 2021, the workforce is 1% more female (See Figure 6 in Attachment 1). Recent gains in the number of women in the workforce reversed in 2025 as women who separated from the workforce were replaced by men. In the overall American Canyon community, the binary gender split is 50% male and 50% female, according to U.S. Census data.

NEOGOV provided the City with the opportunity to collect non-binary gender identity information, which is beginning to appear in our applicant pool particularly among younger applicants.

Age

The average age of the full-time City workforce is 44.68 years, a decrease from the 45.52 years reported in 2024 (see Figure 7 in the Attachment 1). The majority of the workforce (52%) is between 40 and 59 years of age, an 6% decrease from 58% in 2024. This is consistent among men and women. Overall, men in our workforce tend to be slightly older than women.

CalPERS retirement age is 55 for employees covered by the Classic plan and 62 for employees covered by the PEPRA plan. Currently, 68% of the City's workforce is covered by the PEPRA plan.

Tenure

Given the age of the City workforce, it is worthwhile to examine the tenure, or length of service, of our employees (see Figure 8 of Attachment 1).

Half of the City workforce has been employed by the City for less than 5 years. The other groups breakdown as

- 18% between 5-10 years
- 11% 10-15 years
- 13% 15-20 years
- 8% more than 20 years

Since 2021, we've consistently retained employees for the first 10 years of employment and exceeding 15 years. In 2025, we saw an uptick in the number of retained employees in the 10-15-year range.

Even as the City sees turnover in the workforce, newer employees are hired in a variety of age ranges, indicating that the City remains attractive to mid-career workers, which tend to have a higher level of experience and professional proficiency.

Place of Residence

A consideration when evaluating how well the full-time City workforce reflects the overall American Canyon community is the location where City employees choose to live. It is reasonable that one method of helping to ensure the workforce better reflects the community is to hire more employees who live in the community.

According to City payroll data, 86% of full-time employees live in Napa and Solano counties, a decline of 3% compared to 2024. Overall, 52% of full-time employees live in Napa County, and 37% live in American Canyon (see Figure 9 in Attachment 1). We do see an increasing number of employees living in other counties and commuting to American Canyon to work.

Race/Ethnicity

Staff asks all newly hired employees to provide this information about how their ethnic identification, which the City is required to maintain by the federal Equal Employment Opportunity Commission.

Below are the year-to-year results for the past four years:

Racial/Ethnic Identity of City of American Canyon Employees						
Group	2021	2022	2023	2024	2025	5-Year Change
Asian	4%	4%	4%	5%	5%	+1%
Black	1%	6%	8%	11%	12%	+11%
Hispanic	15%	18%	24%	25%	27%	+12%
Native Hawaiian/Other Pacific Islanders	9%	7%	5%	5%	5%	-4%
Two or more	18%	13%	9%	9%	10%	-8%
White	53%	51%	49%	45%	42%	-11%

While most (42%) of the City’s full-time workforce identifies as White, 58% identifies as another ethnic group. This trend also is present in the diversity of the applicants seeking to work for the City.

The table below presents the racial/ethnic identities of American Canyon residents as captured in the annual American Community Survey Data collected by the US Census Bureau.

Racial/Ethnic Identity of American Canyon Residents	
Group	Percent of Total

Asian	33%
Native American/Alaskan	1%
Black	7%
Hispanic	31%
Native Hawaiian/Other Pacific Islanders	1%
Two or more	7%
White	20%

This data indicates that 20% of City residents identify as White while 80% identify as another ethnic group. These broad snapshot measures indicate that the City's full-time workforce is racially diverse, but not as diverse as the overall community. The City has recruited a diverse group of local residents representing every major ethnic/racial grouping (See Figure 10 in Attachment 1). Staff will continue to monitor recruitment trends to identify any systemic barriers preventing certain ethnic groups from progressing to hire.

Retirement

When reviewing a workforce, it can be helpful to consider future retirement.

In the next six years, it is likely that the workforce will continue to lose senior members as employees age and become eligible for retirement. Currently, 15% of the workforce is eligible for full CalPERS retirement having reached age 55 for Classic employees or 62 for PEPRA employees. By 2031, that number is expected to increase to 31%. (See Figure 11 in the attachments).

While many of these employees will work well past their minimum retirement age, there will need to be an increased focus on succession planning and leadership development with each passing year. Key staff departures have highlighted the importance of continual review of our overall staffing needs, as well as cross-training and succession planning to improve organizational resilience.

In light of this, the City is participating in the Napa Valley Regional Training Consortium with the Centre for Organizational Effectiveness and continuing to support the professional development of all staff members.

Annual Vacancy Report

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 choice 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 law requires public agencies

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 2025, the City experienced an average monthly vacancy rate of 6.2% (down from 7.0% in 2024) across all positions in full-time classifications. The lowest monthly rate was 3.4% (down from 4.7% in 2024) and the highest monthly rate was 9.5% (the same as in 2024). The table below provides detailed information on a monthly basis.

2025	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Vacancies	0	2	2	4	0	0	7	0	1	1	0	1
Filled Vacancies	0	4	1	5	1	0	5	2	4	0	0	0
Remaining Vacant	8	6	8	6	5	5	7	6	3	3	3	4
Budgeted FTEs	84	84	84	84	84	84	89	89	89	89	89	89
% Vacancies	9.5%	7.1%	9.5%	7.1%	6.0%	6.0%	7.9%	6.7%	3.4%	3.4%	3.4%	4.5%

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 2025, the City filled 22 vacancies:

- 17 through internal promotional recruitments
- 7 through open competitive recruitments
- 1 through an existing eligibility list

The average number of days between a vacancy occurring and when it was filled was

- 55 for internal promotional recruitments
- 126 for open competitive recruitments
- 101 for an existing eligibility list

Obstacles to the Hiring Process

Staff reviewed City hiring policies and procedures, and the results of these recruitments to identify potential obstacles to the City's hiring process. We noted the following:

- Vacancies create opportunities to evaluate organizational efficiencies and staffing pivots. These assessments and deliberations can take time.
- Communication lapses between Human Resources and hiring Departments can lead to gaps in the hiring process.
- A lack of awareness by the hiring department about its options to fill a vacancy can cause delays.

To address these, the City has

- Designated recruiting as the primary work for a Human Resources analyst.
- Human Resources staff has improved the frequency and quality of hiring discussions with Departments.

Some of these delays do not lend themselves to quick fixes because

- Organizational assessments take time to complete, particularly when budgetary decisions are required.
- Departments sometimes need time to determine whether the vacancy can be filled using existing temporary staff resources or whether external recruitments are necessary.

Retention Statistics

Staff reviewed the primary drivers behind the 18 vacancies created in 2025:

- 39% (7 vacancies) were from newly budgeted positions or staff growth
- 28% (5 vacancies) were from internal promotions or transfers
- 22% (4 vacancies) were from retirements
- 11% (2 vacancies) were from voluntary separations

The City experienced no involuntary separations in 2025.

Bargaining Group Impacts

AB2561 requires the City to perform an analysis of the impact of ongoing 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 2 vacancies representing 3.6% of its represented membership of 56:

- Engineering Technician
- Plant Operator

For the Mid-Management Unit, there were 0 vacancies in its membership of 19.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

None.

ENVIRONMENTAL REVIEW

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

COMMUNICATION

Level 0: No Further Public Communication Needed

ATTACHMENTS:

[1. Presentation Exhibits](#)

Exhibits for Annual Human Resources Presentation

Figure 1 – Employee Separations

Calendar Year	Total Separations	REASONS FOR SEPARATION						Ave. Age at Separation	Ave. Tenure at Separation
		Retired	Career Opportunity - General	Moved	Probation Release	Resigned	Unknown		
2017	8	5	1	1	0	0	1	51.90	12.13
2018	11	4	5	0	2	0	0	47.85	9.88
2019	8	2	5	0	0	1	0	43.94	7.59
2020	14	8	3	1	1	1	0	53.51	11.63
2021	8	5	2	0	0	1	0	53.56	11.35
2022	10	1	6	1	1	1	0	65.92	12.32
2023	15	1	9	1	1	3	0	38.84	5.04
2024	7	2	6	1	0	0	0	43.29	5.34
2025	6	4	2	0	0	0	0	48.00	11.37
Totals	87	32	39	5	5	7	1	49.64	9.63

Figure 2 – Number of Recruitments

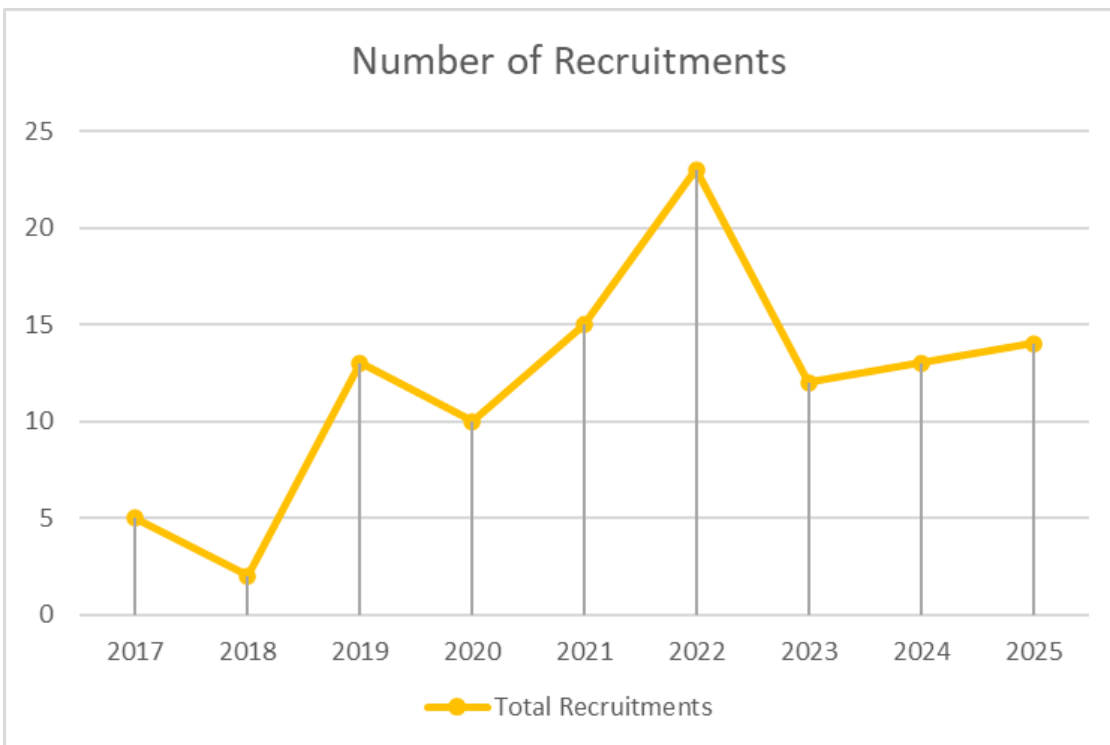


Figure 3 – Number of Applicants

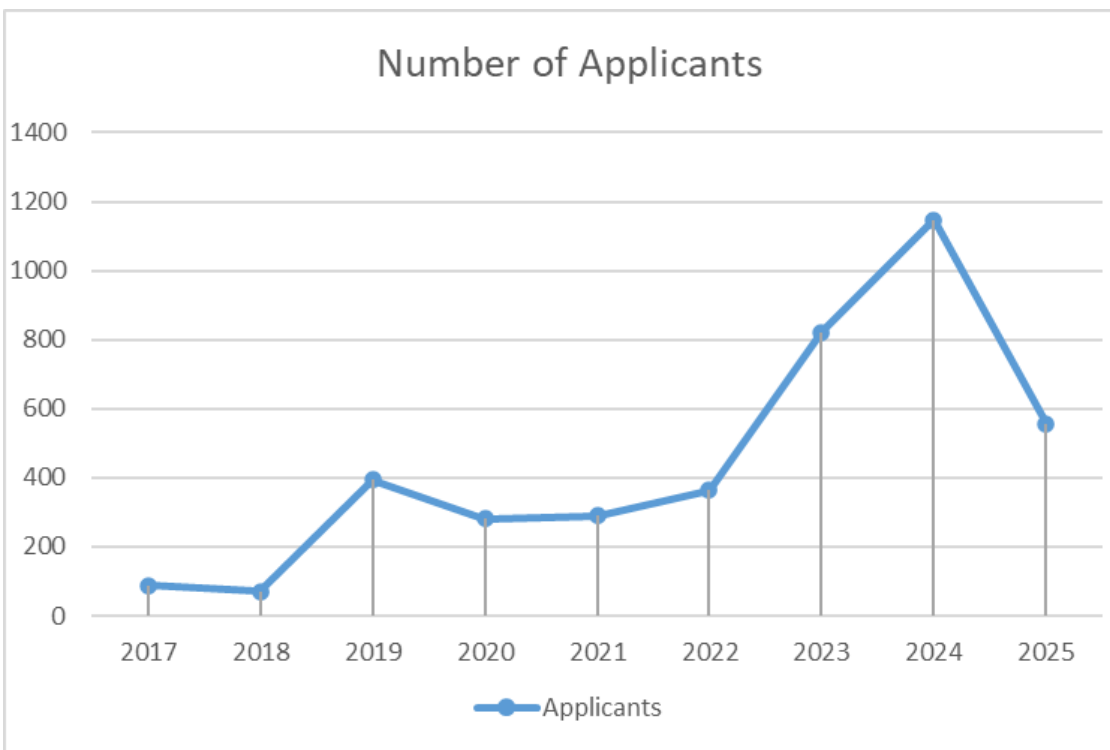


Figure 4 – Recruitments by Type

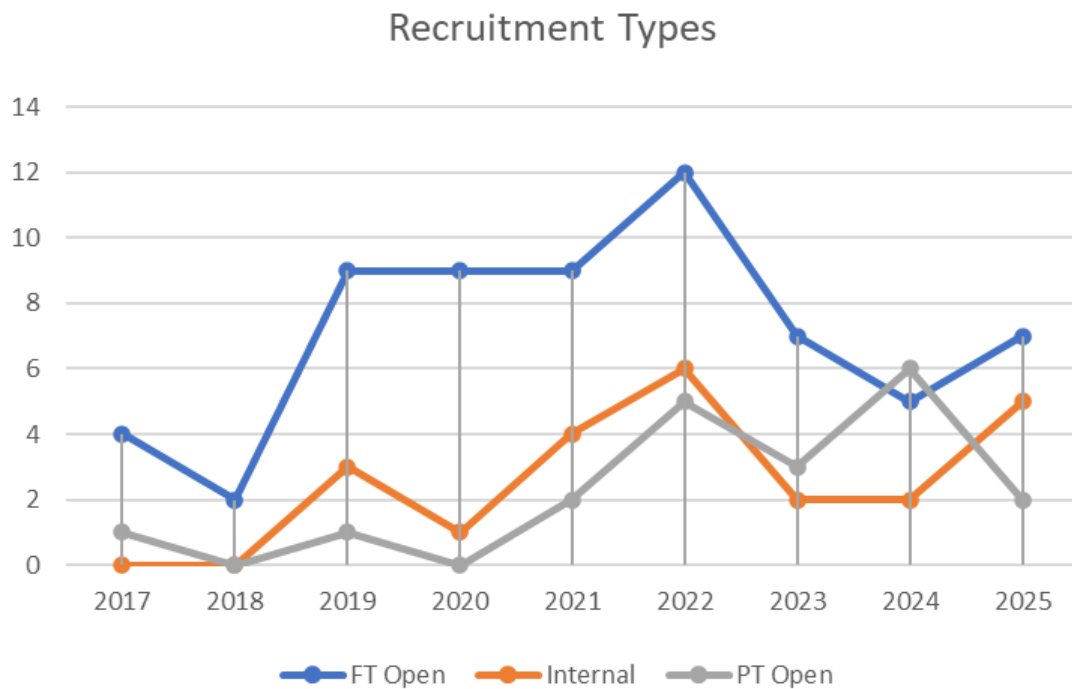


Figure 5 – Applicant Diversity (All Applicants)

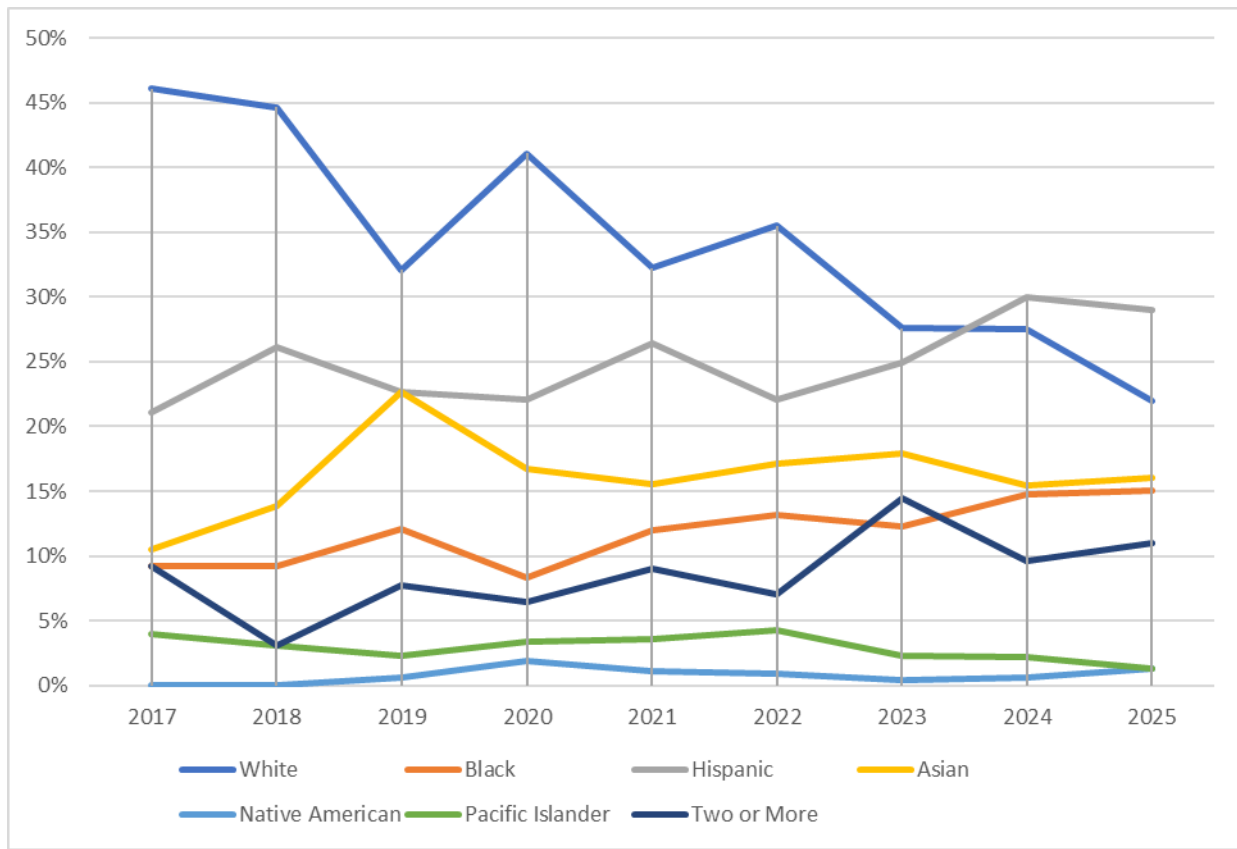


Figure 6 – Workforce Gender Identity

Gender	2021	2022	2023	2024	2025	5-Year Delta
Male	61%	56%	59%	57%	60%	-1%
Female	39%	44%	41%	43%	40%	1%

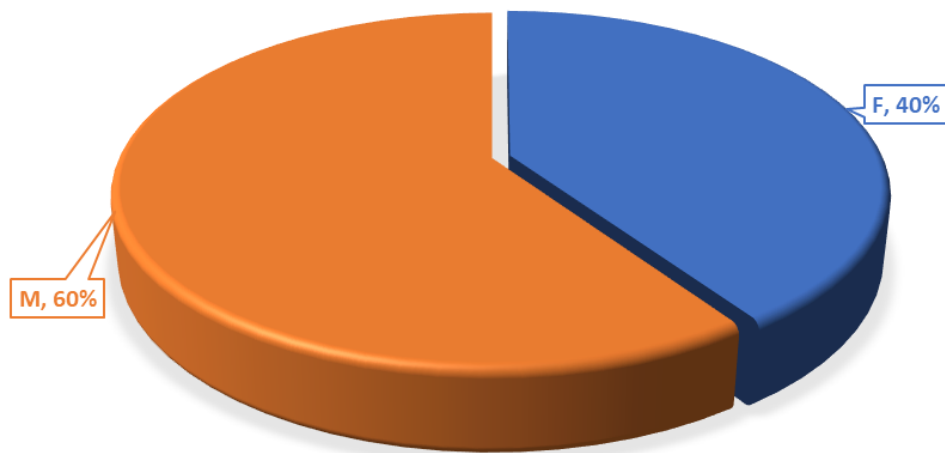


Figure 7 – Workforce Age

FULL-TIME EMPLOYEES BY AGE			
Age	All	Men	Women
20s	13	6	7
30s	19	12	7
40s	20	13	7
50s	24	13	11
60s	8	6	2
Average Age	44.68	45.67	43.23

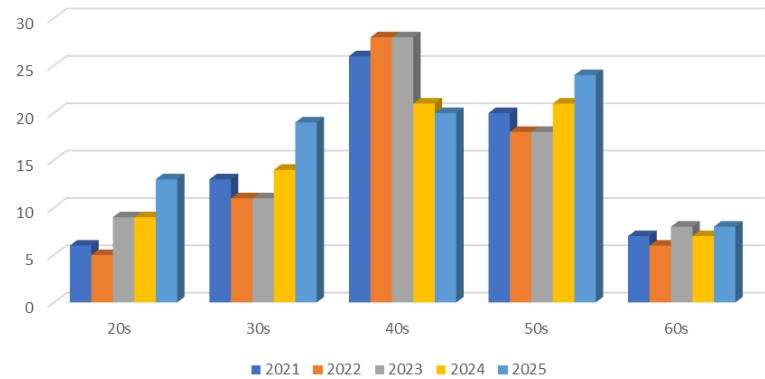


Figure 8 – Employee Tenure

FULL-TIME EMPLOYEES BY TENURE			
Tenure	All	Men	Women
0-4.9	42	24	18
5-9.9	15	9	6
10-14.9	9	6	3
15-19.9	11	7	4
20+	7	4	3
Average Tenure	8.27	8.11	8.42

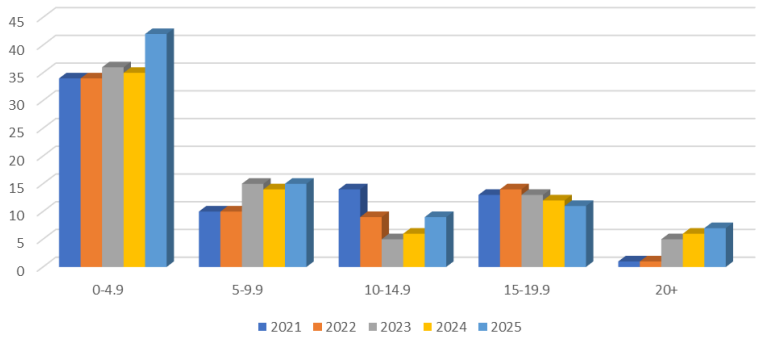


Figure 9 – Workforce by County of Residence

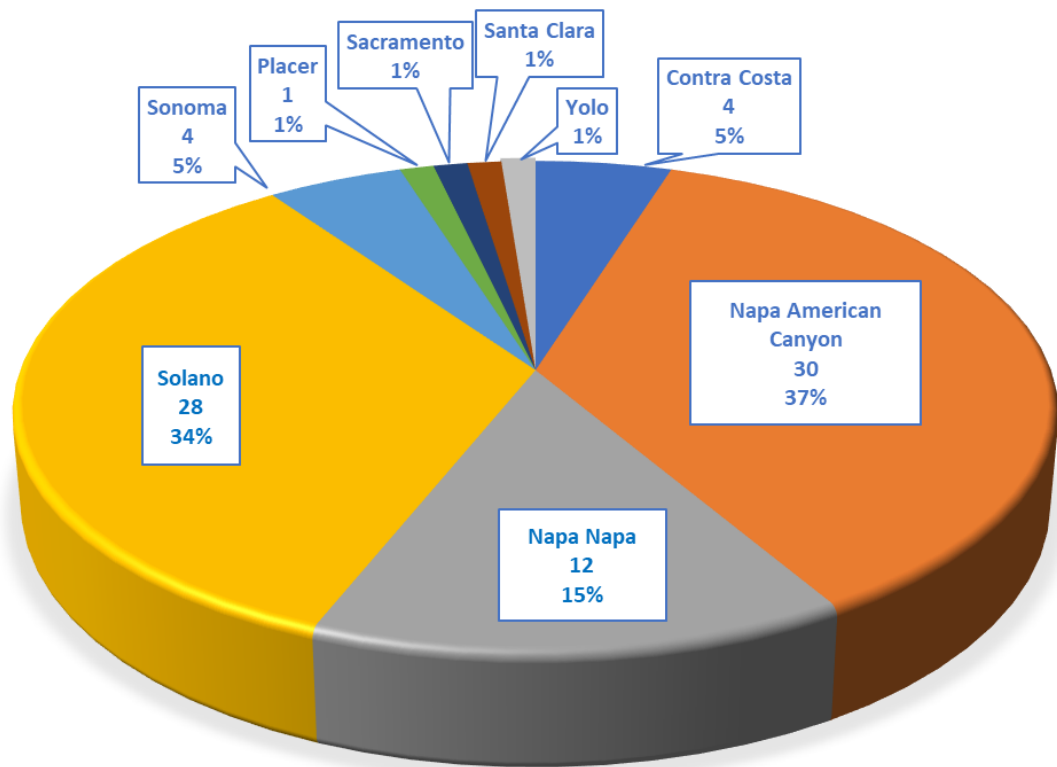


Figure 10 – Workforce Ethnicity and Residency

Residence	Asian	Black	Hispanic	NHOPI	Two or More	White	Total
Contra Costa		1	1	1		1	4
Napa - American Canyon	3	2	8	3	4	11	31
Napa - Napa			5			7	12
Placer		1					1
Solano	1	6	8		2	12	29
Sonoma					1	3	4
Sacramento						1	1
Santa Clara					1		1
Yolo			1				1
Grand Total	4	10	23	4	8	35	84

Figure 11 – Workforce Eligibility to Retire

	2026	2027	2028	2029	2030	2031
Eligible to Retire by Age	13	14	15	20	21	26
Year Over Year Increase		1	1	5	1	5
% of Full-Time Staff	15%	17%	18%	24%	25%	31%



Public Works Department
Water/Water Reclamation/Environmental Services/Distribution & Collection Divisions

City Council Update
March 3, 2026

WATER DISTRIBUTION STATS

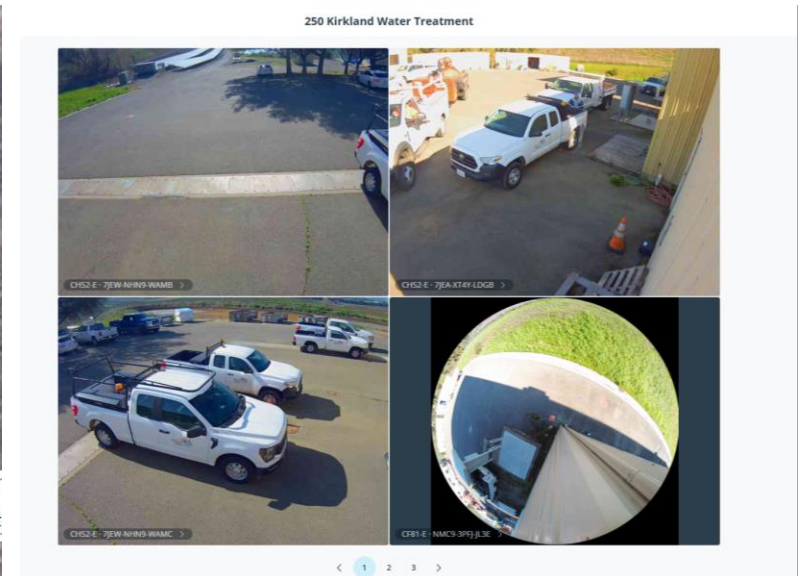


- 1,649 service calls.
- 395 USA (811) responses.
- 686 hours valve repair & maintenance.
- 795 shut-off/turn-on water services.
- 241 water meter leaks repaired/identified.
- 62 water meters replaced.
- 66 new water meters installed.
- 22 water service connections replaced.
- 4 water mains repaired.
- 3,705,250 gallons used for Hydrant Flushing



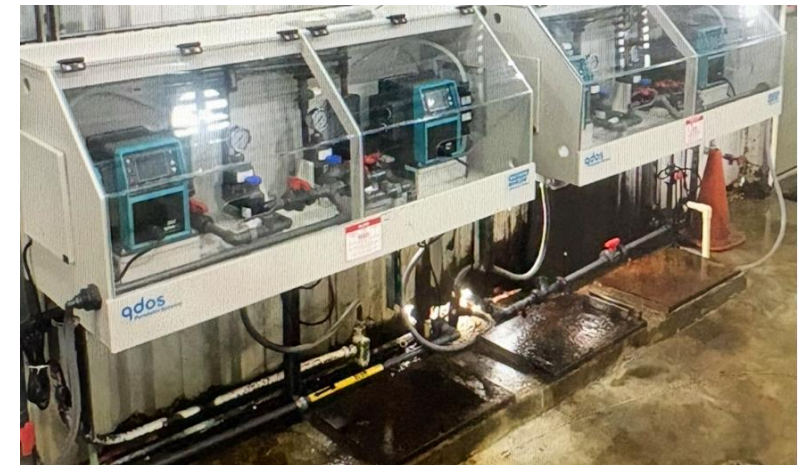
WATER TREATMENT PLANT SAFETY AND SECURITY

- Emergency response & evacuation updated
- 24-hr cameras & security upgraded
- Chemical safety improvements
- Shipping/receiving dock rehab
- Chemical room ceiling repaired
- Lock Out/Tag Out revised
- SDS online program updated



WATER TREATMENT PLANT MAINTENANCE

- 9 chemical & water leaks repaired
- 4 pumps replaced in Conventional Plant
- 1 pump replaced in Membrane Plant
- 2 analyzer pumps replaced
- Pressure transmitters replaced in Membrane Plant
- Permeate flow meters replaced
- Backwash check valves replaced, \$10K saved



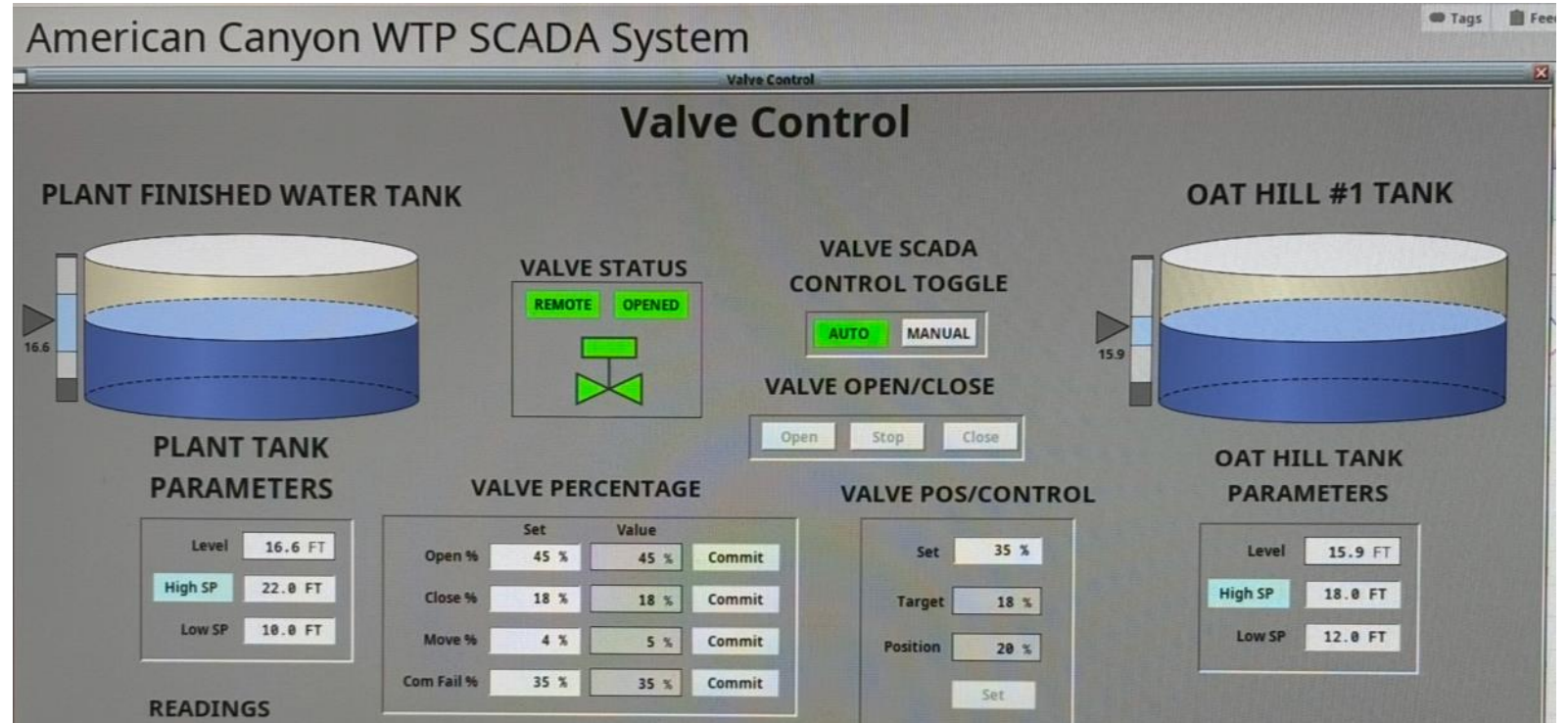
WATER TREATMENT PLANT RELIABILITY

- Electrical load analysis complete
- Annual electrical cleaning
- Water quality instrument calibration
- Fire extinguisher inspection
- Generator maintenance & inspection
- Solar cleaning & inspection
- Gantry crane inspection
- SCADA project underway



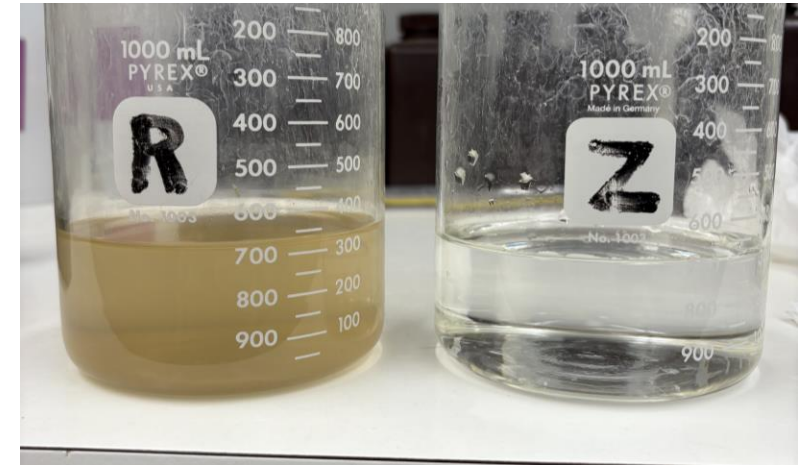
WATER TREATMENT PLANT PROJECTS

- 16" valve and tank control upgraded – improved SCADA & Water Quality
- HMI & sludge automation – better filter performance
- ~200 feet conduit/wiring – chemical pump automation, \$40k saved
- Pretreatment chemical pumps installed – improved coagulant efficiency

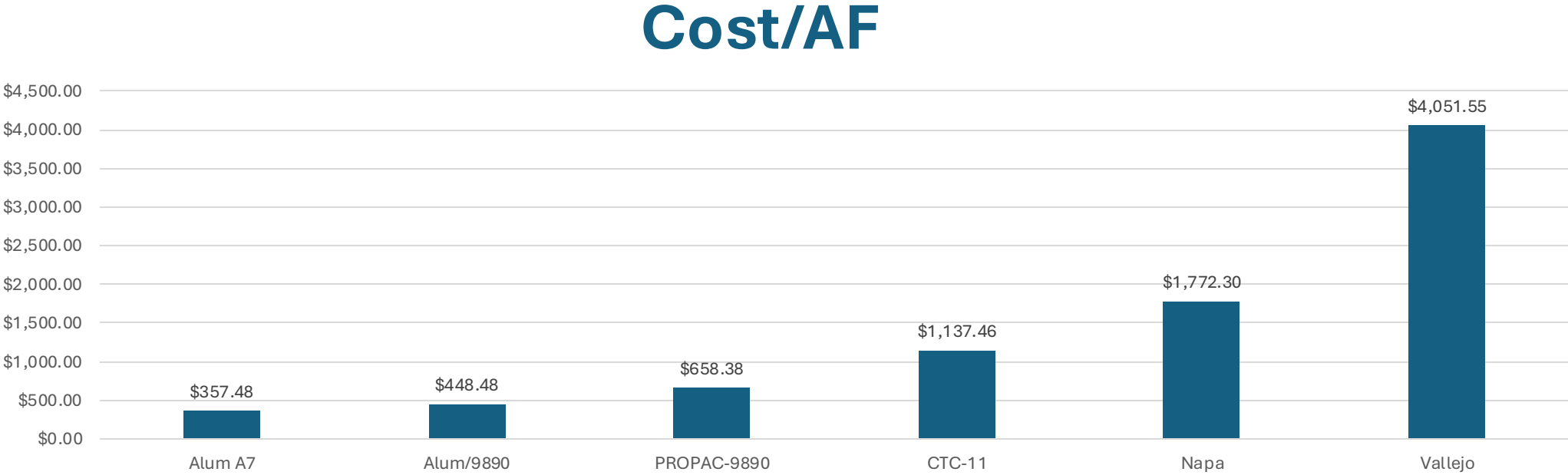


PROPAC-9890 & 9800

- Locally manufactured – removes suspended solids
- Filter runs doubled (24 to 48 hours) – saves ~84k gallons/backwash
- Reduced Sodium Hydroxide & Chlorine dosing
- More cost-effective than imported water
- Imported 18 AF in Dec 2024 (\$72k); none in Dec 2025

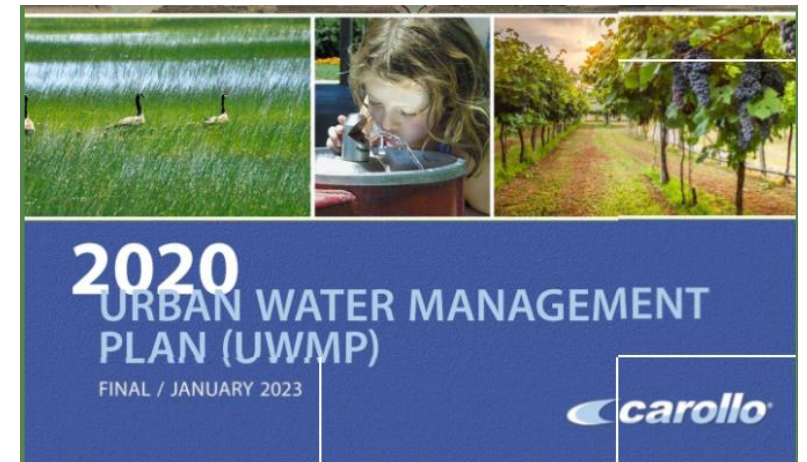


Alternative coagulants
vs
Imported Water Cost



ADMINISTRATIVE & MANAGEMENT

- Produced 2,207 AF potable water (2025)
- Transferred 1,075 AF - \$400k value
- Removed ~ 400 tons backwash solids - \$1.2M value
- Implemented CMMS with GIS mapping
- 2024 Water Quality Report complete; 2025 in progress.
- 2025 Urban Water Management Plan in progress.
- Cross-connection Control Handbook in progress.



WATER DIVISION ACADEMIC ACHIEVEMENTS AND PROMOTIONS

- Frank Teodoro – received Water Distribution 1 cert, promoted Maintenance Worker 1
- Daniel Finnegan – received Water Treatment 3 cert, promoted Plant Operator 2
- Greg Day – received Mechanical Tech 1, passed Water Treatment 2 & Distribution 2, promoted to Plant Mechanic 1
- Nicholas Roualdes – received Water Treatment 3 & Distribution 2



2025 WRF at a Glance

- We had 602 MG of influent flow (less than previous years due to mild winter)
- We treated 508 MG through the U.V. system and discharged to the Napa River
- We made 152.5 MG of recycled water (increased 2.75MG from prior years)
- Replaced two trains with new membranes
- Started tree clearing for the future HSW Facility
- Started our SCADA replacement project



2026 Projected Projects

- Continue Membrane Replacement (two trains remaining)
- SCADA Upgrade (Installed and Testing)
- Biosolids Removal Project (starts 4/15)
- Duckweed removal (Completed)
- U.V. Rehab (Phase 2 of 4)
- Recycled water tank rehab
- High Strength waste facility planning



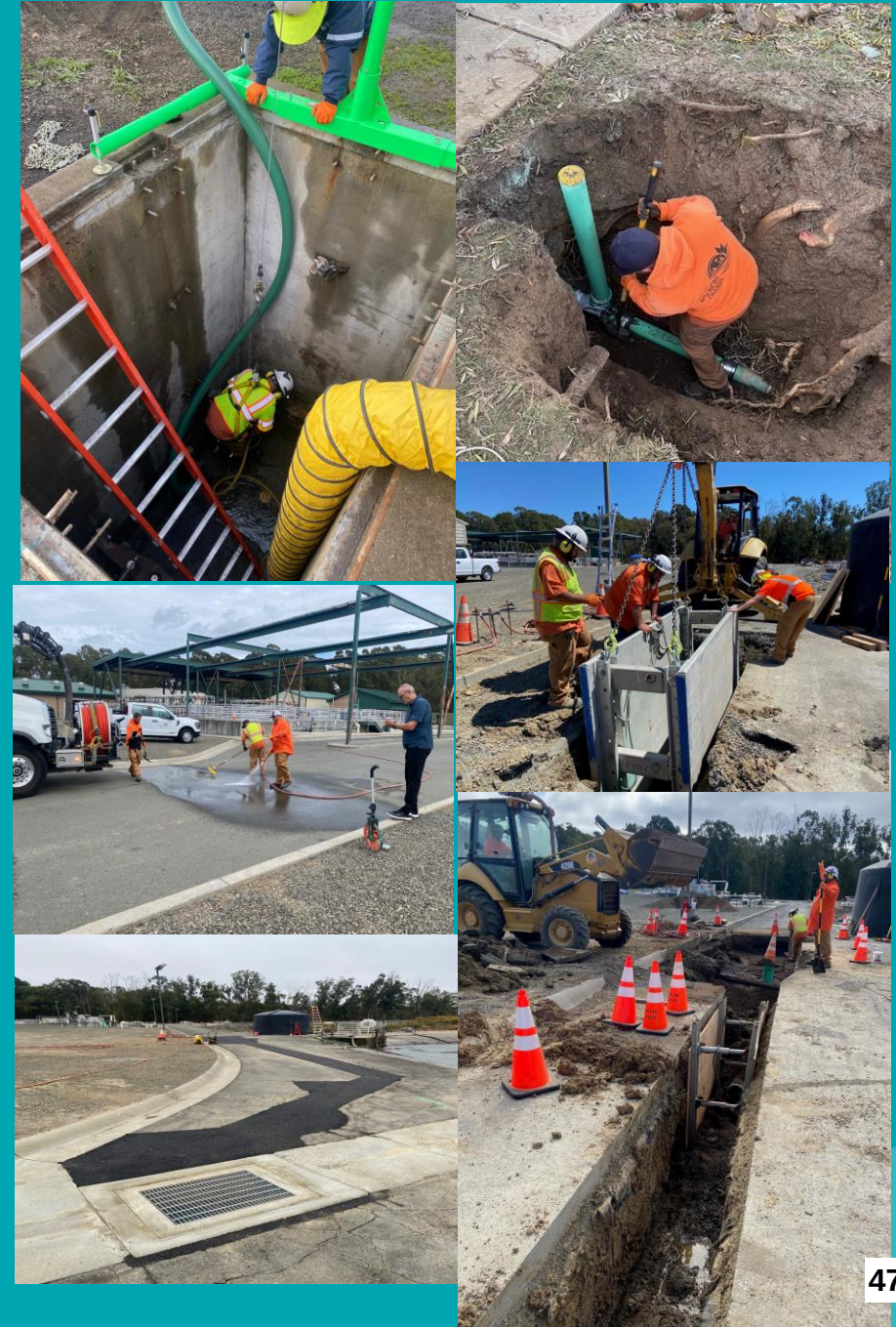
Wastewater Reclamation Facility

- October 2025 to March 2026
- New Employees Kelly Lockhart and Manny Ramirez
- Redwood Empire Small Collections Team of the Year 2025



Wastewater Collections 2025

- Over 100,000 feet of sewer main cleaned
- 3 Spills reported, total of 378 gallons
- CCV inspections: Vintage Ranch, Napa Jct., Donaldson, Rancho Del Mar areas
- New software for CCTV inspections implemented
- WRF Storm drain system installed
- Solids dump station installed
- New 2000sqft shop
- 3 Laterals repaired: Gisela, Knightsbridge and Landana
- New sewer lateral for the new Corp yard office
- Old Corp yard sewer repaired
- New SSMP written and adopted



Wastewater Collections 2026

- Installation/construction of a spill simulator station at the WRF
- Installation of two more SmartCover level sensors near environmentally sensitive areas
- CCTV inspections
- Sewer main cleaning
- Complete move into new shop, shelving, locker room, concrete driveway and around shop
- Manhole coatings/rehab



Enviromental Services



WRF NPDES Permit Reports Summary: 2025

•WRF NPDES Self-Monitoring Report

- Approximately 1900 Compliance samples evaluated
- No Violations reported
- NPDES Permit Expires July 2027 – renewal process underway – required quarterly species testing

•Biosolids

- 265.8 dry metric tons were off-hauled to landfill

•Pretreatment/Pollution Prevention

- Zero Dischargers: 22 Permitted, 22 Inspections, 3 Warning Letters
- SIU: 3 Permitted, 2 Inspections, 7 Notice of Violations (5 of these with \$1,000 fines)
- Commercial: 58 Permitted, 33 Inspections, 10 Verbal Warnings, 41 Warning Letters, 17 Notice of Violations

•Recycled Water Annual Report

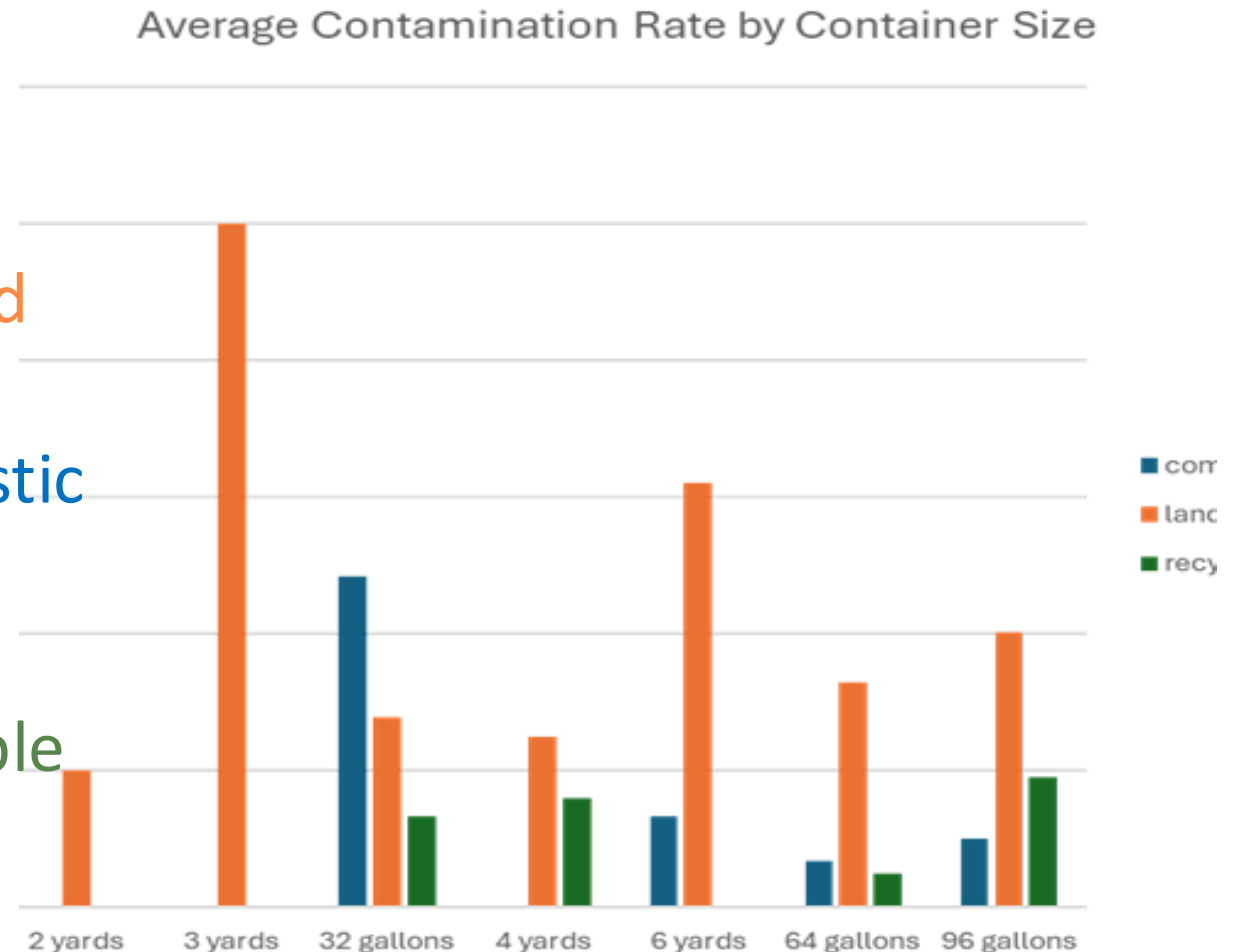
- Reported 4 spills, inspected 101 recycled water sites, re-issued 61 user permits.



Solid Waste – Route Reviews with Zabblle

- **Top 3 Contaminants per container type:**

- Landfill: Paper Towels, Food, Cardboard
- Compost: Plastic Liner Bags, Loose plastic film, Latex Gloves
- Recycle: Loose Plastic Film, Compostable Plates, Snack Wrappers



Annual Report from Recology



DIVERSION RATE	SFD	Commercial/MFD	Roll off/CND	TOTAL
Total Tons Collected	10,449.95	2,843.41	8,363.91	21,657.27
Total Tons Disposed (Residual)	412.22	88.47	308.54	12,606.93
Total Tons Diverted	4,610.57	568.46	4,680.55	9,050.35
Diversion Rate	44%	20%	56%	42%

CalRecycle Beverag Container Recycling Grant Completed

CalRecycle Beverage Container Recycling Grant Completed

Purchased 19 concrete,
beverage container
recycling bins



Purchased 13 outdoor water refill stations



Purchased the Hydration Station

Wall that Heals

Magic of the Season

Reindeer Run

~600 Plastic Bottles Saved to date



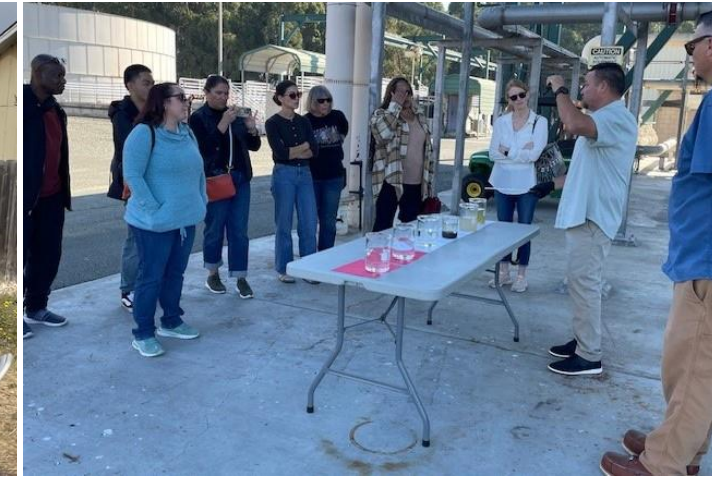
Recycled Water Refill Station

- Temporarily set up at WRF
- Setting up and testing module
 - Setting up fake accounts
 - How will billing work
 - How will permitting work



Outreach and Collaboration

- WRF hosting CWEA Tour, Dinner Meeting and Presentation for 3 local sections – March 19, 2026
- Participating in Napa Co Office of Education 8th Grade Career Expo – March 2026





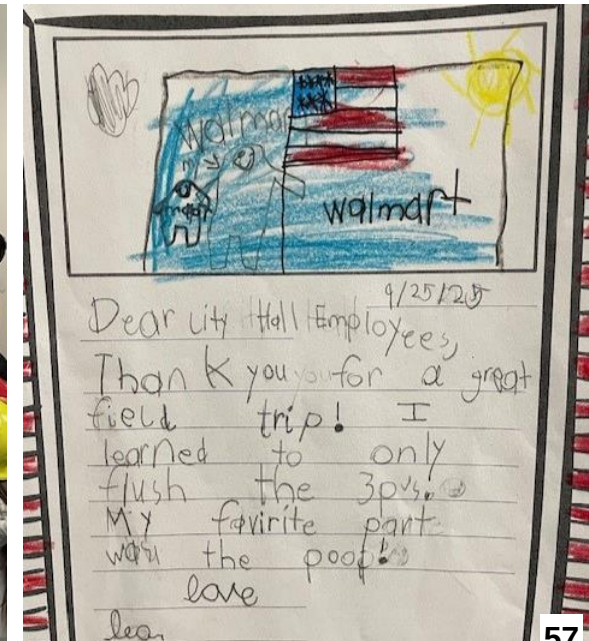
Empowering Environmental Inspectors

Digitizing FOG Compliance for Efficiency and Savings:
Paper to Platform

Pam Phillips, Environmental Services Manager
Melisa Guillen, Environmental Specialist II

P3S26.CWEA.ORG







Thank You

Questions?



CITY COUNCILMEMBER REPORT

Council Meeting Date: 03/03/2026

Submitted by: Councilmember David Oro

Event Date: 03/03/2026

Event Type Community Event

Event Title: January 31, 2026 – Library Reopening Celebration

Event Report: I want to share an informational update on a community event I inadvertently omitted from my previous report. The library reopening on January 31 was exceptionally well attended (far beyond what I anticipated) which speaks volumes about how much our community values this space.

The recent updates look fantastic, and the library continues to evolve as an important resource and gathering place for our residents. My appreciation to Napa County Library leadership and staff for their continued investment in and commitment to serving American Canyon. They're doing an excellent job supporting our community.

Event Date: 25/02/2026

Event Type Community Event

Event Title: State of the City Town Hall Meetings

Event Report: Attended both State of the City Town Hall meetings—held at Canyon Oaks on Wednesday, February 25, and at the Adult Activity Center on Thursday, February 26.



CITY COUNCILMEMBER REPORT

Council Meeting Date: 03/03/2026

Submitted by: Vice Mayor Mark Joseph

Event Date: 18/02/2026

Event Type Committee Report

Event Title: Napa Valley Transportation Authority

Event Report: Spent a lot of time in this area.

- Chaired the Ad Hoc Committee--this subcommittee was tasked with assessing the current Bylaws and whether any changes were needed. Our second and final meeting was on this date, before the regular board meeting. We decided the current makeup of two representatives from each jurisdiction made sense; that the use of alternative members could address any Mayors that did not want to regularly attend; stipends may not be that important at this time; and we already have the authority to schedule remote meetings for Board members that are an hour away. In short, we felt there was no need to formally modify the JPA.
- Strategic Plan--We did agree that we need a strategic plan, and to that end, staff solicited 12 proposals. I was on the reviewing committee that interviewed the top 2, and staff is negotiating with the top firm.
- Board Meeting--We heard from our PW Director on **American Canyon projects completed, using Measure T (now Measure U) funds**. We also formally **endorsed the Smart Signal Alternative for our SR 29 Multi-Modal project**. I requested three modifications: That we consider adding a "free right" turn at American Canyon going northbound on SR29; that we defer adding the two additional signals until we confirm that the "smart" signals are as educated as promised; and that we link the signal at South Kelley/SR 29 into our signals, even though South Kelley is outside of our project area. We also approved the release of the **Active Transportation Plan for public comment**. This plan will be used by all the jurisdictions to support improved mobility via bike or foot. We also **approved a new CAD/AVL system**. This package should improve our computer assisted dispatching for both our fixed routes and shuttles. It should also improve the ability to track where your bus is--on time, or running behind. And lastly, we had a good discussion about a **Mobility Manager**. This position is intended to improve the interconnectivity of all the various ways of getting to and from different locations. NVTa will conduct a six-month pilot program using in house staff, to help develop a longer term organizational program and secure funding (from regional dollars).

Event Date: 25/02/2026

Event Type Other

Event Title: State of the City/Town Hall Meeting

Event Report: We held our annual State of the City/Town Hall meeting--the first of two. After a slow start, it went remarkably well. We had a respectable turnout and plenty of audience participation. We also had a good amount of dialogue between Council, staff and the audience. Using questions/comments submitted beforehand, the City Manager grouped them into a handful of categories, and then we discussed each category separately. Everyone agreed that this format could be used in the future, potentially focusing on a particular item, rather than open ended.

The beginning portion was the premiere of our annual State of the City video. It was very impressive and showed a very professional look.

And we even got out on time!

**Event
Date:**

Event Type Community Event

Event Title: Community Activities

Event Report: **Kiwanis:** spent time on the Crab Feed. Hopefully, it will all come together--it's always nerve-racking, but it turns out great each year! I also helped with the monthly food distribution. For Valentine's Day, Cheryl and I went to the Community Church's annual fund raiser for our Food Pantry, the Empty Bowl. This year we had a great turnout and hopefully, the Pantry will do well. The soups were incredible, as usual!

Arts Foundation: We did a lot of event planning, including the upcoming ACHS Art and Music Fest, our new "Third Thursdays" program, our annual Art Extravaganza, and Juneteenth--which will be held in conjunction with the Chamber's Meet Me in the Street program.

We met with the *Vallejo Shakespeare in the Park* program, to tentatively host Richard III at Independence Park on August 8. This could be the beginning of an annual event.

We also talked about helping the *High School Art Club* raise some money to pay for their trip to Europe. We're excited to help, partly to help our young artists, but also to encourage them to come back and present what they learned at one of our Third Thursdays.

Future Agenda Items

March 4, 2026, OSATS Comm. 6:30 p.m.

Countywide Active Transportation Plan
FY2026/27 CIP Discussion

March 12, 2026, PCS Comm. 6:30 p.m.

FY2026/27 CIP Discussion
Draft Inflatable Policy Update

March 17, 2026, City Council. 6:30 p.m.

American Red Cross Month
Government Finance Professionals Week
Banking Contract Award
Fiscal Policy Update Reserve Policy
S. Kelly Rd/SR 29 Budget Amendment
Communications Update

March 26, 2026, Planning Comm. 6:30 p.m.

TBD

April 1, 2026, OSATS Comm. 6:30 p.m.

Parks and Community Services Master Plan
Active Transportation Plan - General Plan
Amendment

April 7, 2026, City Council 6:30 p.m.

Arts Month
Sexual Assault Awareness Month
National Bike Week
Annual Police Report

April 9, 2026, PCS Comm. 6:30 p.m.

Meeting Cancelled

April 21, 2026, City Council 6:30 p.m.

Earth Day - April 22, 2026
Building Safety Month May 2026
National Volunteer Week - April 19-25, 2026
Municipal Clerk's Week May 3-9, 2026
Sites Project Update
Q4 CIP Update

April 23, 2026, Planning Comm. 6:30 p.m.

Active Transp. Plan General Plan Amendment

May 5, 2026, City Council. 6:30 p.m.

Asian American and Native Hawaiian-Pacific
Islander Heritage Month May 2026
Mental Health Awareness Month May 2026
Public Works Week May 17-23, 2026
Older American's Month May 2026
Engineer's Report for LLAD FY26/27 and Set PH

May 6, 2026, OSATS 6:30 p.m.

FY2026/27 Work Plan Discussion

May 7, 2026, Finance Subcommittee 1:00 p.m.

Draft Budget Review FY 2026/27

May 14, 2026, PCS Comm. 6:30 p.m.

FY2026/27 Work Plan Discussion
Parks and Community Services Master Plan -
Final Draft

Unscheduled Council Directed Items			
Item	Councilmember	Date of Vote	Notes
All Electric Reach Code (Discussion only)	Joseph	11/7/2023	On hold pending RCAAP and Berkeley litigation.
Food Ware Ordinance	Joseph	9/17/2024	On hold, pending RCAAP
Purple Heart Designation	Washington	10/15/2024	In progress, Council date TBD
Clarke Ranch Improvements	Oro	12/16/2025	In progress, Council date TBD
Review of Inclusionary Housing Ordinance	Joseph	01/20/2026	In progress, Council date TBD
Endorsement of House Resolution 46	Joseph	02/03/2026	In progress, Council date TBD