



## REGULAR CITY COUNCIL MEETING AGENDA

City Hall - Council Chambers  
4381 Broadway St., Suite 201, American Canyon  
**October 7, 2025**  
**6:30 PM**

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

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### 3:30 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

### 3:30 P.M. 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 Real Property Negotiators - Authorized Pursuant to Government Code Section 54956.8**
  - a. **Property: APN: 059-020-023; Agency negotiator: Jason Holley, City Manager**
  - b. **Property: APN's: 057-090-065, 057-120-036, 059-020-044, 059-020-044, 059-020-043, 057-120-017, 057-430-001, 059-430-002; Agency negotiator: Jason Holley, City Manager**

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

CALL TO ORDER - OPEN SESSION

PLEDGE OF ALLEGIANCE

ROLL CALL - OPEN SESSION

#### REPORT ON CLOSED SESSION/CONFIRMATION OF REPORTABLE ACTION

## PROCLAMATIONS AND PRESENTATIONS

3. **Proclamation: Domestic Violence Awareness Month**
4. **Proclamation: Filipino American History Month**
5. **Proclamation: The Wall That Heals Week**
6. **Appointment of Youth Commissioners/Oaths of Office**  
**Recommendation:** Appoint by minute order Youth Commissioners: Abyssinia Belvin and Royce Hall to the Planning Commission; Saniya Chandy and Charles Plummer, V to the Parks and Community Services Commission; and Katherine Bit to the Open Space, Active Transportation and Sustainability Commission and direct the City Clerk to administer an Oath of Office to the Youth Commissioners.

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

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

## AGENDA CHANGES

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

## CONSENT CALENDAR

7. **Minutes of the Regular City Council Meeting of September 16, 2025**  
**Recommendation:** Approve the minutes of the Regular City Council meeting held on September 16, 2025
8. **Minutes of Special Joint City Council/Open Space, Active Transportation, and Sustainability Commission**  
**Recommendation:** Approve the minutes of the Special Joint City Council/Open Space, Active Transportation, and Sustainability Commission meeting held on September 16, 2025.
9. **Minutes of Special City Council Closed Session**  
**Recommendation:** Approve the minutes of the Special City Council Closed Session held on September 30, 2025.
10. **The Wall That Heals Special Event**  
**Recommendation:** Adopt a Resolution authorizing a budget appropriation of \$14,000 from the General Fund Undesignated Reserve to the Parks and Recreation Community Events Division (100-70-790-43115) for The Wall That Heals event.
11. **Parking Restrictions on Danrose Drive**

**Recommendation:** Adopt Resolutions restricting overnight parking on on Danrose Drive near City Limits.

**12. Corporation Yard Relocation and Facility Upgrade Project Budget Increase**

**Recommendation:** Adopt a Resolution increasing the Project Budget for the Corporation Yard Relocation and Facility Upgrade Project (CF23-0300) from \$1,780,000 to \$2,015,000.

**PUBLIC HEARINGS**

There are no Public Hearing items.

**BUSINESS**

**13. Community Grant Program Policy**

**Recommendation:** Adopt a Resolution approving the updated Community Grant Program Policy.

**14. Staff Position for Sustainability**

**Recommendation:** Adopt a Resolution Amending the Fiscal Year 2025-26 Budget to Increase Line Item 100-10-120-41120 "Wages - Part-Time" by \$30,000 to Add Part-Time, Limited Term Personnel in the City Manager's Department in Furtherance of the City's Sustainability Goal and Strategic Work Plan.

**MANAGEMENT AND STAFF ORAL REPORTS**

**15. Q2 FY25/26 Capital Project Schedule Update**

**Recommendation:** Receive this informational item and provide feedback.

**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.*

**16. City Council Committee Report - Mayor Pierre Washington**

**FUTURE AGENDA ITEMS**

**17. 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.

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Taresa Geilfuss, CMC, City Clerk

## PUBLIC PARTICIPATION

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*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.*

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:** 847 1017 1711; **Passcode:** 123456. **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](mailto: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](http://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](mailto: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.

# CITY OF AMERICAN CANYON

## PROCLAMATION



### ***Domestic Violence Awareness Month – October 2025***

**WHEREAS**, NEWS, Domestic Violence and Sexual Abuse Services is commemorating 44 years of service to survivors of domestic violence (DV) in Napa County, having opened the first confidential safe house on October 5<sup>th</sup>, 1981, and began providing safety to those escaping abuse; and

**WHEREAS**, every year since 1989, the United States Congress has proclaimed October as Domestic Violence Awareness Month (DVAM), renewing our Country’s commitment to standing against domestic violence and meeting the needs of survivors; and

**WHEREAS**, DVAM is about raising awareness and uplifting the needs, voices and experiences of survivors. This year’s national campaign of “With Survivors, Always” emphasizes a commitment to partnering with survivors, advocating for their rights, and providing continuous support, safety, and solidarity; and

**WHEREAS**, DV is a public health concern that impacts the well-being and success of individual community members, as well as the community as a whole. Data shows that nearly 1 in 3 women and 1 in 4 men in the U.S. report experiencing severe physical violence from an intimate partner in their lifetime while nearly half of U.S. adults have experienced psychological aggression such as humiliating or controlling behaviors from their partner. DV can cause severe physical and emotional distress for survivors who are more likely to become suicidal and lose economic opportunities from abuse. Children who witness abuse are likely to experience abuse themselves and are often used to control other family members which can have lifelong impacts on their mental health. Aside from the obvious physical and emotional trauma inflicted, DV contributes to over 10% of all intentional violent deaths (not including suicide) and costs America over 8 billion dollars a year; and

**WHEREAS**, by observing October as DVAM we show that our community is committed to supporting survivors and working toward the prevention of DV among future generations; and

**WHEREAS**, NEWS provides services to over 1,700 people in Napa County, including providing direct client and shelter services 24 hours a day, 7 days a week; and

**NOW, THEREFOR**, I, Pierre Washington, on behalf of the City Council, do hereby proclaim October 2025 as “Domestic Violence Awareness Month”, and encourage all residents of American Canyon to honor domestic violence survivors and those who serve them this month and throughout the year.

Dated: October 7, 2025

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Pierre Washington, Mayor

# CITY OF AMERICAN CANYON PROCLAMATION



## *Filipino American History Month - October 2025*

**WHEREAS**, in 2009, the United States Congress recognized October as Filipino American History Month in the United States; and

**WHEREAS**, Filipino Americans are the second-largest Asian American group in the nation and the third-largest ethnic group in California; and

**WHEREAS**, the celebration of Filipino American History Month in October commemorates the first recorded presence of Filipinos in the continental United States, which occurred on October 18, 1587, when “Luzones Indios” came ashore from the Spanish galleon Nuestra Senora de Esperanza and landed at what is now Morrow Bay, California; and

**WHEREAS**, through the development of these three institutions – Filipino American Studies (FAS), Filipino American National Historical Society (FANHS), and Filipino American History Month (FAHM) – we recognize how Filipino Americans have initiated collective, grassroots efforts to ensure that their voices are heard, that their experiences are recognized, and their histories are told; and

**WHEREAS**, we acknowledge these major historical markers in our community, and we encourage Filipino Americans and their allies across the country to collectively celebrate Filipino American Heritage Month with these legacies in mind; and

**WHEREAS**, we recognize the many ways that Filipino Americans have made significant economic contributions and have other profound positive influences on our community through their strong commitment to family, faith, education, hard work, culture, and service; and

**WHEREAS**, in acknowledging the many legacies created by Filipino Americans across the United States, and in American Canyon, we encourage our community members to be enriched by the cultural contributions of our Filipino-American friends and neighbors for many decades to come.

**NOW, THEREFORE**, I, Pierre Washington, on behalf of the City Council, do hereby proclaim October 2025 as Filipino American Heritage Month in the City of American Canyon.

Dated: October 7, 2025

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Pierre Washington, Mayor

# CITY OF AMERICAN CANYON

## PROCLAMATION



### ***The Wall That Heals Week – October 16 – 19, 2025***

**WHEREAS**, The Wall That Heals is a traveling three-quarter scale replica of the Vietnam Veterans Memorial in Washington, D.C., accompanied by a mobile Education Center, offering the community a chance to remember, honor, and heal; and

**WHEREAS**, since its debut in 1996, The Wall That Heals has visited hundreds of communities across our nation, creating a space for veterans, families, and citizens to reconnect with the names, stories, and sacrifices of those who served, while fostering education and understanding of the Vietnam War's impact on individuals, families, and communities; and

**WHEREAS**, the Vietnam Veterans Memorial Fund's mission is to honor and preserve the memory of those who served, and to educate all generations about the sacrifices made by service members and their loved ones; and

**WHEREAS**, we recognize the special importance of this monument coming to American Canyon between October 16-19, 2025, which gives our community, including Vietnam Veterans, their families, and residents a space to reflect, remember, and give thanks in a meaningful way; and

**WHEREAS**, Vietnam Veterans from American Canyon and Napa County, whether still among us or remembered, made sacrifices both abroad and at home, and their courage and service are part of our city's heritage; and

**WHEREAS**, it is fitting that American Canyon welcomes The Wall That Heals not only with ceremonies but with open hearts, to honor their stories, to learn, and to heal together as a community; and

**WHEREAS**, we invite all citizens, community organizations, schools, veteran groups, and local leaders to participate in the ceremonies, visit the exhibit, and stand together in remembrance, gratitude, and healing; and

**NOW, THEREFORE**, I, Pierre Washington, on behalf of the City Council, do hereby proclaim October 16-19, 2025, as The Wall That Heals Week in American Canyon, in honor of all Vietnam Veterans, those who did not return, and those who remain missing, and in gratitude to their families, whose sacrifices and strength are woven into the story of our nation.

Dated: October 7, 2025

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Pierre Washington, Mayor



# Youth Commissioner Application

**Thank you for your interest in serving as a Youth Commissioner.** The City of American Canyon desires to appoint three (3) American Canyon High School Seniors to serve as "Youth Commissioners" on each of the following City Commissions: Parks and Community Services Commission; Open Space, Active Transportation, and Sustainability Commission; and Planning Commission.

To serve on a commission, each Youth Commissioner must complete an application. The application period will begin in August. Youth Commissioners will be appointed in September. The various Commission meetings occur once per month (from October through April). The meetings are held in person during the evening at City Hall, 4381 Broadway, Suite 201, American Canyon, CA 94503.

## Applicant Information

**Name \***

Abyssinia Mikeal Belvin

**Phone Number \***

[REDACTED]

**E-mail \***

[REDACTED]

**Address \***

Street Address

[REDACTED]

Address Line 2

City

American Canyon

State/Province/Region

California

Postal/Zip Code

94503

**Do you work outside of school? \***

Yes

No

**If yes, where do you work? \***

[REDACTED]

**School year applying for: \***

2025-26

**Are you or will you be a Senior this school year? \***

Yes

No

**How long have you lived in American Canyon? \***

9 years

**Are you registered or preregistered to vote? \***

Yes

No

**How did you hear about the Youth Commissioner opportunity? \***

Through a google search. (I also wanted to clarify that I'm in the process of pre-registering to vote) !

## Commission Information

### WHAT DOES THE PARKS & COMMUNITY SERVICES COMMISSION DO?

The Parks and Community Services Commission advises the City Council about matters pertaining to park development, park and recreation facility use issues, recreation programming and related issues. The meetings are held on the second Thursday of each month at 6:30 PM.

### WHAT DOES THE OPEN SPACE, ACTIVE TRANSPORTATION, AND SUSTAINABILITY COMMISSION DO?

The Open Space, Active Transportation, and Sustainability Commission advises the City Council about matters pertaining to open space, trails and related issues. The meetings are held on the first Wednesday of each month at 6:30 PM.

### WHAT DOES THE PLANNING COMMISSION DO?

The Planning Commission advises the City Council on proposed new development, use permits, subdivision maps, and other land use matters. The meetings are held on the fourth Thursday of each month at 6:30pm.

**Commission You are Applying For: \***

Planning Commission

**1. Tell us about yourself and why you want to be a Youth Commissioner: \***

When I was growing up, I felt conflicted between dreaming big and being stuck on what was real. My parents would work long hours, and I would witness members of my community work two or three jobs for years before they were able to get ahead in life. It gets difficult not to let those experiences inform how you think about fairness, opportunity, and the value of education. I learned early on that nothing would be given to me, but if I worked hard, stayed after it and made good decisions, I could create a different future than I was presented with. Those were important lessons for my account of self, and they are why I feel so compelled to create change now.

**2. Why should we select you over the other candidates? \***

I believe I should be selected because I exhibit perspective as well as commitment. As a dual enrollment student, I have finished high school and college courses at the same time, and have demonstrated the ability to carry out responsibility and think critically. I have also gained leadership experience through Peer Court and the TurnUp program and learned how to recognize the importance of listening to diverse voices while advocating for fair, inclusive solutions. As an early graduate, I have the motivation to have a say in decisions that shape the growth and future of American Canyon.

**3. What would you like to accomplish while serving as a Youth Commissioner? \***

I want to make sure that young people are heard in decisions about planning and development in American Canyon. There are many decisions about zoning, housing, transportation, and community places that directly affect students and families that are made without youth input. My objective is to help create more awareness and opportunities for youth residents to voice their opinions, and to encourage planning that creates more growth as well as sustainability and accessibility.

**4. What is your vision for the future of American Canyon? \***

I envision American Canyon growing in ways that promote opportunity, sustainability, and community. I want to see smart growth that creates better housing options, safe means of transportation, and spaces for youth and family interaction and development. I would also like to see the city continue to invest in education, civic engagement, and universal participation in the planning of the community's future so that everyone has a say in it.

**5. Is there anything else you would like to us to consider when reviewing your application? \***

I'm an early graduate therefore, I'm graduating class of 26' instead of 27'.

**Signature \***

*Abyssinia Belvin*

**Date Time \***

09/02/2025



## Youth Commissioner Application

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To serve on a commission, each Youth Commissioner must complete an application. The application period will begin in August. Youth Commissioners will be appointed in September. The various Commission meetings occur once per month (from October through April). The meetings are held in person during the evening at City Hall, 4381 Broadway, Suite 201, American Canyon, CA 94503.

### Applicant Information

**Name \***

Royce Hall

**Phone Number \***

[REDACTED]

**E-mail \***

[REDACTED]

**Address \***

Street Address

[REDACTED]

Address Line 2

City

American Canyon

State/Province/Region

CA

Postal/Zip Code

94503

**Do you work outside of school? \***

Yes

No

**School year applying for: \***

2025-26

**Are you or will you be a Senior this school year? \***

Yes

No

**How long have you lived in American Canyon? \***

17

**Are you registered or preregistered to vote? \***

Yes

No

**How did you hear about the Youth Commissioner opportunity? \***

The City Manager's update

### Commission Information

#### WHAT DOES THE PARKS & COMMUNITY SERVICES COMMISSION DO?

The Parks and Community Services Commission advises the City Council about matters pertaining to park development, park and recreation facility use issues, recreation programming and related issues. The meetings are held on the second Thursday of each month at 6:30 PM.

#### WHAT DOES THE OPEN SPACE, ACTIVE TRANSPORTATION, AND SUSTAINABILITY COMMISSION DO?

The Open Space, Active Transportation, and Sustainability Commission advises the City Council about matters pertaining to open space, trails and related issues. The meetings are held on the first Wednesday of each month at 6:30 PM.

#### WHAT DOES THE PLANNING COMMISSION DO?

The Planning Commission advises the City Council on proposed new development, use permits, subdivision maps, and other land use matters. The meetings are held on the fourth Thursday of each month at 6:30pm.

**Commission You are Applying For: \***

Planning Commission

**1. Tell us about yourself and why you want to be a Youth Commissioner: \***

My name is Royce Hall and I'm a senior at American Canyon High School. I want to be a Youth Commissioner to help give back to the city I was raised in. I'm already heavily involved around the community through the local little league, leadership at ACHS, sports, and volunteering through PTO groups. I want to help leave a positive impact in this community and make it a better place. The chance at being a Youth Commissioner also offers valuable experience and a chance to grow in a workplace setting, working with a very diverse group of people from all kinds of backgrounds.

**2. Why should we select you over the other candidates? \***

I'm already very involved around the community, so I'm accustomed and connected with the people around AC. My connections allow me to get insight on matters about everything in the city, which is valuable in any kind of commission. Also, being a student-athlete, leadership student, and ASB officer have helped train me how to delegate my time and work well within groups of different personalities and people. Furthermore, I'm very confident in my public speaking and adaptability skills.

**3. What would you like to accomplish while serving as a Youth Commissioner? \***

Something I would like to accomplish while I'm serving as a Youth Commissioner is helping to put American Canyon on the map. Many people I've talked to in the bay area or in other places I've traveled, know Napa, or Vallejo, or the wine country area, but not us. I want to help build us away from a pass-through town, and into somewhere people would be interested in exploring and getting to learn more about. While this is more of a long term goal that I may not be able to accomplish fully during my time as a commissioner, in the short term, I want to help explore options for more activities and entertainment tailored towards teenagers and younger adults. From my experience, whenever my friends and I want to hangout and do an activity, we go outside of American Canyon to do so. Bringing attractions for young adults to American Canyon would help increase business and community connection as people wouldn't have to always leave the city to find things to do.

**4. What is your vision for the future of American Canyon? \***

As I said previously, I would like to see American Canyon grow into a city that people come to see for what it is, a small, interconnected, beautiful community, with many different things to offer. Not just a pass-through town, somewhere that people would come to hang out, explore, and spread word about. While we still keep the same level of community connection and togetherness that we already have.

**5. Is there anything else you would like to us to consider when reviewing your application?**

**Signature \***



**Date Time \***

08/31/2025



## Youth Commissioner Application

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### Applicant Information

**Name \***

Saniya Chandy

**Phone Number \***

[REDACTED]

**E-mail \***

[REDACTED]

**Address \***

Street Address

[REDACTED]

Address Line 2

City

American Canyon

State/Province/Region

CA

Postal/Zip Code

94503

**Do you work outside of school? \***

Yes

No

**School year applying for: \***

2025-2026

**Are you or will you be a Senior this school year? \***

Yes

No

**How long have you lived in American Canyon? \***

16 yrs

**Are you registered or preregistered to vote? \***

Yes

No

**How did you hear about the Youth Commissioner opportunity? \***

City Councilman Mark Joseph at a school event I organized in partnership with him .

### Commission Information

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#### **WHAT DOES THE PLANNING COMMISSION DO?**

The Planning Commission advises the City Council on proposed new development, use permits, subdivision maps, and other land use matters. The meetings are held on the fourth Thursday of each month at 6:30pm.

**Commission You are Applying For: \***

Any Available Commission

**1. Tell us about yourself and why you want to be a Youth Commissioner: \***

My name is Saniya Chandu, and I am a junior at American Canyon High School. As a first-generation student, I am passionate about expanding opportunities for youth who may not always have access to networks, resources, or mentorship. Over the past several years, I have committed myself to public service through leadership roles in the American Red Cross, the ACHS California Scholarship Federation (CSF), Mentis' Teens Connect program, and the NVUSD Student Advisory Board.

Through these experiences, I have gained skills in advocacy, collaboration, and project management. For example, I led humanitarian law education events with the Red Cross, organized American Canyon's first student-led blood drive, and developed wellness events through Mentis that reached hundreds of students across Napa Valley. As CSF president, I created career readiness opportunities while emphasizing wellness and leadership.

I also serve on Congressman Mike Thompson's Youth Leadership Council, where I collaborate with local leaders on education, healthcare, and civic engagement initiatives. These roles have taught me the importance of amplifying youth voices and creating programs that leave a lasting impact.

I want to serve as a Youth Commissioner because I aspire to continue my path into public service as a City Council member or school board trustee. This role would give me the opportunity to represent the voices of students in American Canyon today, while also preparing me for a future career in civic leadership. My goal is to ensure that youth perspectives help shape the city we are building for tomorrow.

**2. Why should we select you over the other candidates? \***

My name is Saniya Chandu, and I am a junior at American Canyon High School. As a first-generation student, I am passionate about expanding opportunities for youth who may not always have access to networks, resources, or mentorship. Over the past several years, I have committed myself to public service through leadership roles in the American Red Cross, the ACHS California Scholarship Federation (CSF), Mentis' Teens Connect program, and the NVUSD Student Advisory Board.

Through these experiences, I have gained skills in advocacy, collaboration, and project management. For example, I led humanitarian law education events with the Red Cross, organized American Canyon's first student-led blood drive, and developed wellness events through Mentis that reached hundreds of students across Napa Valley. As CSF president, I created career readiness opportunities while emphasizing wellness and leadership.

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I want to serve as a Youth Commissioner because I aspire to continue my path into public service as a City Council member or school board trustee. This role would give me the opportunity to represent the voices of students in American Canyon today, while also preparing me for a future career in civic leadership. My goal is to ensure that youth perspectives help shape the city we are building for tomorrow.

**3. What would you like to accomplish while serving as a Youth Commissioner? \***

If selected, I would focus on building programs that make a real difference for students. First, I want to establish more recognition for youth who serve their community. My idea is to create an annual Youth City Award that honors outstanding student volunteers across American Canyon. Recognizing volunteer service at the city level would encourage more students to get involved and highlight the impact youth already have on our community.

Second, I plan to advocate for stronger health and wellness initiatives. One of my goals is to work with schools to allow Red Cross blood drives to be hosted on high school campuses. Not only would this save lives, it would teach students about civic responsibility and the importance of giving back. I also want to push for mandatory mental health education for all students, whether through health classes or standalone workshops. Every student should learn how to manage stress, support peers, and access resources, because mental health is as vital as physical health.

Finally, I want to create a city-recognized volunteer program focused on healthcare and public policy. This would connect students to meaningful service opportunities, while building pathways into careers where youth voices are underrepresented.

By pursuing these goals, I hope to leave behind lasting systems that encourage service, promote health, and prepare youth to be engaged citizens. My priority is not just to lead for a year, but to create structures that continue benefiting students for years to come.

**4. What is your vision for the future of American Canyon? \***

My vision for the future of American Canyon is of a city that invests deeply in its youth and recognizes them as partners in building the community. I want American Canyon to be known as a place where students are not only preparing for their future careers, but also actively shaping the present through service, leadership, and innovation.

In this vision, student contributions are celebrated through citywide recognition, such as the Youth City Award, which would highlight the diverse ways young people give back. Volunteer service would be supported by programs that connect students to fields like healthcare, education, and public policy, helping them explore careers while meeting community needs.

I also imagine American Canyon as a city where health and wellness are prioritized. This means more accessible mental health resources, as well as integrating mental health education into all schools. Every student should graduate with tools to care for their own well-being and support their peers. Blood drives and community health events could become part of the culture of service that defines our city.

Most importantly, I see American Canyon as a model of youth civic engagement. Students would regularly attend city council meetings, serve on boards, and collaborate with leaders to shape policy. By fostering civic participation early, we can inspire the next generation of leaders to stay rooted in their community.

In short, my vision is for American Canyon to grow not only in size, but in opportunity, inclusion, and recognition of the power of youth.

**5. Is there anything else you would like to us to consider when reviewing your application?**

Although this role is often filled by seniors, Councilmember Mark Joseph personally encouraged me to apply because of my civic involvement and record of leadership. As a junior, I believe I offer both a fresh perspective and the ability to commit to serving for more than one year, which would allow me to see long-term projects through from start to finish.

As a first-generation student, I understand the importance of creating opportunities for youth who may not always have access to mentorship or resources. This has shaped my work as president of the California Scholarship Federation at ACHS, where I connect students to career and college readiness opportunities, and as a Red Cross Youth Executive Board member, where I organized American Canyon's first blood drive and advanced humanitarian law education. My involvement with Mentis has deepened my passion for youth wellness, while my roles on the NVUSD Student Advisory Board and Congressman Thompson's Youth Leadership Council have given me experience representing students at both the district and congressional levels.

If selected as a Youth Commissioner, I want to build on this foundation by helping to create a Youth City Award to honor outstanding volunteers, advocating for school-based blood drives, developing a city-recognized volunteer program in healthcare and policy, and supporting the integration of mental health education into all health curricula. These initiatives would provide lasting benefits for students while strengthening civic engagement. My ultimate goal is to continue serving my community through local government, and I see this role as an important step toward that path.

**Signature \***

*Saniya Chandy*

**Date Time \***

09/05/2025



## Youth Commissioner Application

**Thank you for your interest in serving as a Youth Commissioner.** The City of American Canyon desires to appoint three (3) American Canyon High School Seniors to serve as "Youth Commissioners" on each of the following City Commissions: Parks and Community Services Commission; Open Space, Active Transportation, and Sustainability Commission; and Planning Commission.

To serve on a commission, each Youth Commissioner must complete an application. The application period will begin in August. Youth Commissioners will be appointed in September. The various Commission meetings occur once per month (from October through April). The meetings are held in person during the evening at City Hall, 4381 Broadway, Suite 201, American Canyon, CA 94503.

### Applicant Information

**Name \***

Charles B Plummer V

**Phone Number \***

[REDACTED]

**E-mail \***

[REDACTED]

**Address \***

Street Address

[REDACTED]

Address Line 2

City

American Canyon

State/Province/Region

CA

Postal/Zip Code

94503

**Do you work outside of school? \***

Yes

No

**If yes, where do you work? \***

[REDACTED]

**School year applying for: \***

2025-26

**Are you or will you be a Senior this school year? \***

Yes

No

**How long have you lived in American Canyon? \***

10

**Are you registered or preregistered to vote? \***

Yes

No

**How did you hear about the Youth Commissioner opportunity? \***

my dad

### Commission Information

#### WHAT DOES THE PARKS & COMMUNITY SERVICES COMMISSION DO?

The Parks and Community Services Commission advises the City Council about matters pertaining to park development, park and recreation facility use issues, recreation programming and related issues. The meetings are held on the second Thursday of each month at 6:30 PM.

#### WHAT DOES THE OPEN SPACE, ACTIVE TRANSPORTATION, AND SUSTAINABILITY COMMISSION DO?

The Open Space, Active Transportation, and Sustainability Commission advises the City Council about matters pertaining to open space, trails and related issues. The meetings are held on the first Wednesday of each month at 6:30 PM.

#### WHAT DOES THE PLANNING COMMISSION DO?

The Planning Commission advises the City Council on proposed new development, use permits, subdivision maps, and other land use matters. The meetings are held on the fourth Thursday of each month at 6:30pm.

**Commission You are Applying For: \***

Planning Commission

**1. Tell us about yourself and why you want to be a Youth Commissioner: \***

My name is Charlie Plummer and I am a senior in the American Canyon High School community who cares about making a positive but powerful impact. I am involved in school activities like Varsity Swim and Waterpolo, AVID (A college preparation and readiness class), and programs such as the The American Canyon Parks Foundation. Which all have taught me teamwork, leadership, and responsibility. Outside of school, I enjoy exploring American Canyon, whether it's walking the wetlands or visiting local spots around the city for a snack or to play around with friends. I want to be a Youth Commissioner because I care about representing the voices of young people and sharing ideas that can improve our city. I believe it's important to balance growth and change whilst protecting the things that make American Canyon unique. Serving as a Youth Commissioner would allow me to give back to my community and help make it an even better place for both current and future groups of citizens who love this city just as much as I do.

**2. Why should we select you over the other candidates? \***

I live in American Canyon and really care about our city and the people in it. I love walking the wetlands and exploring the city to see everything it has to offer when it comes to restaurants or places to visit. I would love to share input on new additions that could make the city even better while also protecting the places that make it unique. I think it's important to balance new growth with preserving the parts of the city that people already enjoy and that are integral to the identity of American Canyon such as the wetlands. I would listen to community voices, give fair and thoughtful opinions when making decisions. Serving on the Planning Commission would give me the chance to give back to my community and help shape the future of American Canyon for the better.

**3. What would you like to accomplish while serving as a Youth Commissioner? \***

While serving as a Youth Commissioner I would love to help guide changes that improve everyday life in American Canyon. I want to give insight on issues that a plethora of people notice, such as traffic problems, or a concern on some areas that affect how people can interact or view this growing city. I also hope to share ideas that could bring more energy and life to American Canyon, whether through new community spaces or spots that can connect more people in this city. My goal (and hope!) is to represent the voices of the youth while working toward a city that feels safer, more connected and welcoming to everyone. And with that in mind, I hope as youth commissioner for the insight I give to be helpful to the other members when coming to a decision.

**4. What is your vision for the future of American Canyon? \***

My vision for the future of American Canyon is for it to always feel like a home, not just for me but for every person who lives here. I want it to be a place where people can connect with one another, build powerful long lasting relationships, and feel proud to be part of the community. I want the good things about American Canyon, like the wetlands, the parks we have, and the so so amazing close community we have should be noticed more and improved so they can shine even brighter. At the same time, I think the obstacles we face like traffic or areas that could use more attention, should be worked on and changed for the better. I want American Canyon to be a city that protects what makes it special while also adding new opportunities for people to come together and enjoy life here with eachother. My vision is that in the future American Canyon will continue to be a safe, welcoming, and connected community where everyone can feel at home.

**5. Is there anything else you would like to us to consider when reviewing your application? \***

I really care about American Canyon and just want the chance to give back. I'd like to share my ideas and help make the city even better with my ideas! Thank You!

**Signature \***



**Date Time \***

09/04/2025



## Youth Commissioner Application

**Thank you for your interest in serving as a Youth Commissioner.** The City of American Canyon desires to appoint three (3) American Canyon High School Seniors to serve as "Youth Commissioners" on each of the following City Commissions: Parks and Community Services Commission; Open Space, Active Transportation, and Sustainability Commission; and Planning Commission.

To serve on a commission, each Youth Commissioner must complete an application. The application period will begin in August. Youth Commissioners will be appointed in September. The various Commission meetings occur once per month (from October through April). The meetings are held in person during the evening at City Hall, 4381 Broadway, Suite 201, American Canyon, CA 94503.

### Applicant Information

**Name \***

Katherine Bit

**Phone Number \***

[REDACTED]

**E-mail \***

[REDACTED]

**Address \***

Street Address

[REDACTED]

Address Line 2

City

American Canyon

State/Province/Region

California

Postal/Zip Code

94503

**Do you work outside of school? \***

Yes

No

**School year applying for: \***

2025-26

**Are you or will you be a Senior this school year? \***

Yes

No

**How long have you lived in American Canyon? \***

My entire life (17 years).

**Are you registered or preregistered to vote? \***

Yes

No

**How did you hear about the Youth Commissioner opportunity? \***

Reached out to by Deputy City Manager, Alexandra Ikeda, after a public comment I delivered during an OSATS meeting.

### Commission Information

#### **WHAT DOES THE PARKS & COMMUNITY SERVICES COMMISSION DO?**

The Parks and Community Services Commission advises the City Council about matters pertaining to park development, park and recreation facility use issues, recreation programming and related issues. The meetings are held on the second Thursday of each month at 6:30 PM.

#### **WHAT DOES THE OPEN SPACE, ACTIVE TRANSPORTATION, AND SUSTAINABILITY COMMISSION DO?**

The Open Space, Active Transportation, and Sustainability Commission advises the City Council about matters pertaining to open space, trails and related issues. The meetings are held on the first Wednesday of each month at 6:30 PM.

#### **WHAT DOES THE PLANNING COMMISSION DO?**

The Planning Commission advises the City Council on proposed new development, use permits, subdivision maps, and other land use matters. The meetings are held on the fourth Thursday of each month at 6:30pm.

## **Commission You are Applying For: \***

Open Space, Active Transportation, and Sustainability Commission

### **1. Tell us about yourself and why you want to be a Youth Commissioner: \***

I've lived in American Canyon my entire life and am a part of the flourishing youth community embedded within our city. As such, I am solely a product of the 16 years of life I've so far experienced, constructed by the influence of my environment and those around me here. For the past twenty years, my mother has been a third-grade teacher, my initial and most enduring inspiration for my passion for youth advocacy. Growing up, it became tradition to visit my mother's classroom— neighbor to the Chevron Richmond Oil Refinery. As I matured and grew up, I began to recognize the serious environmental threat and injustice this proximity held over the communities of Richmond, including the schools that pledge to "protect" their students and nourish their development. Following this sense of awareness, reality began to hit me everywhere I went. It became easy to recognize societal inequities, especially those upon the youth. Every decision we make for our modern-day society will inevitably impact the futures of our rising generations. The Youth Commissioner position will enable me, as a young climate justice advocate, with resources, support, and the opportunity to represent the needs of the youth in a world where we often remain unheard. Action is needed more than ever in collaboration with our youth, and for our youth. We must ensure the safety and security of our futures, ensure the youth of the following years do not have to wonder if their future is jeopardized, and ensure we are taking proactive measures to fight the worsening climate emergency; proactive measures I am eager to pursue, execute, and continue advocating for.

### **2. Why should we select you over the other candidates? \***

Like other candidates, I'm a member of the rising generation, I'm a senior at American Canyon High School, and I'm passionate about making significant change in our modern world. However, this past year, in particular, my experience with climate action, youth advocacy, and student government have actively taught me crucial skills and lessons that I absorb and apply in everything I do. Following a long-time passion of mine, climate and environmental advocacy, I've been a usual attendee of meetings and opportunities to represent the youth when encountering city leadership across Napa County, the American Canyon OSATS Commission included. As the Co-President of Napa Schools for Climate Action, a student-led group that advocates for climate justice, I've taken advantage of public commenting opportunities and frequently engage with city officials to increase the action needed to address the climate emergency. Similarly, on campus at American Canyon High School, I've been heavily involved in Student Government as the previous Sophomore Class Vice President, Junior Class President, and current Associated Student Body Vice President. With the numerous roles and duties that come along with being in these positions, I've learned how to effectively represent, prioritize, and acknowledge the needs of my fellow youth community, qualities I look forward to bringing to the Open Space, Active Transportation, and Sustainability Commission. My experience in youth advocacy has taught me critical lessons on how to exceptionally represent those around me, advocate for our needs, and stay excited to continue advancing my skillsets and learning from my environment.

### **3. What would you like to accomplish while serving as a Youth Commissioner? \***

As a Youth Commissioner, I plan to be a constant reminder of the youth and the importance of our prioritization in decisions constructed and considered by the OSATS Commission to help ensure a long-term, safe and healthy climate for all. I will absorb from those around me; learning the needs of my fellow youth and representing them in government settings. One of the many things American Canyon does exceptionally well is the recognition of every voice, no matter the age, and no matter the circumstances. At the same time, it's common for many within the rising generations to be discouraged by a lack of recognition of our voices and collaborative response from authority figures. As a Youth Commissioner, I aim to influence and empower our youth to stand up for their voices, demonstrate persistence, and advocate for initiatives they're truly passionate about. I am heavily committed to representing the concerns of the youth and encouraging them to recognize the influence, strength, and potential their voices hold.

### **4. What is your vision for the future of American Canyon? \***

Living in American Canyon for the past sixteen years of my life, it's been easy to recognize the beauty, connectivity, and progression of our city. We've grown as a compact and unified community and have exceptionally approached our challenges together. For the future of American Canyon, I envision American Canyon as not just a city, but a sanctuary, a safe haven for all, from every background. American Canyon will continue to be where the people are prioritized and where our city government values community and effective, wide-ranging collaboration over exclusion. We have already begun towards this ideal community, and to allow it to flourish to its fullest potential, we must preserve our powerful values and continue to support one another in cultivating priorities that maintain and enhance the long-term health of our city and beyond.

### **5. Is there anything else you would like to us to consider when reviewing your application? \***

An additional, recent, experience that has been fueled by my passion and encouraged me to continue my youth advocacy was my recent collaboration with the American Canyon City Council. From October to June, I led my peers in asking the city council to remain strong in their previous climate commitments. Back in 2022, the city council passed a Climate Emergency Resolution, calling for immediate and sustained action to achieve net zero climate pollution by or before 2030. In 2025, with climate action "on hold" and the new American Canyon General Plan being finalized, I recognized an opportunity to advocate for proactive change and to be a reminder of their previous commitments. I became a regular at City Council meetings, commenting on the need for strong climate leadership and for American Canyon to remain true to its 2030 pledge. With ongoing communication with city leadership, including Mayor Pierre Washington, Vice Mayor Mark Joseph, and members of the community constituents, I arranged for a meeting with Vice Mayor Mark Joseph to discuss the identified issue. With perseverance, the support of my AP Environmental Science teacher, and fellow students, Vice Mayor Mark Joseph agreed to implement the specification of the 2030 deadline as an

official policy in the new General Plan. I am eager and passionate to bring this same strong work ethic, perseverance, focus on sustainability, and representation to the position of Youth Commissioner.

**Signature \***

*Katherine Bit*

**Date Time \***

09/05/2025

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

**ACTION MINUTES**  
*September 16, 2025*

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**4:30 P.M. – CLOSED SESSION**

**CALL TO ORDER - CLOSED SESSION**

The meeting was called to order at 4:31 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

**PUBLIC COMMENTS - CLOSED SESSION ITEMS**

Mayor Washington opened Public Comments. Written: Ernie Knodel. Oral: none. The public comment period was closed.

**MEETING RECESS - COUNCIL TO CONVENE IN CLOSED SESSION**

**4:30 P.M. CLOSED SESSION ITEMS**

1. Conference with Legal Counsel – Anticipated Litigation. Authorized pursuant to Government Code Section 54956.9 (d)(2). One (1) Matters.
2. Matters Relating to Public Employment: Public Employee Performance Evaluations (pursuant to Gov. Code section 54957) Positions: Jason Holley, City Manager

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

**CALL TO ORDER - OPEN SESSION**

The City Council meeting was called to order at 6:37 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 Teresa Highsmith.

## **PROCLAMATIONS AND PRESENTATIONS**

### **3. Presentation - Community Action Napa Valley**

Council received a Community Action Napa Valley presentation from Board Chair Doug Hawker, with Board Member Leon Garcia.

### **4. Proclamation - National Community Planning Month 2025**

Mayor Washington announced the proclamation. It was received by Planning Commissioner Marilyn Abelon.

### **5. Proclamation - Suicide Prevention Month 2025**

Mayor Washington announced the Suicide Prevention Month 2025 proclamation. It was received by Prevention Director Jeni Olsen, MENTIS.

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

Mayor Washington opened public comments. Written comments: none. Oral comments: Barry Christian was called to speak; Jeannette Goyetche was called to speak; Hugh Marquez was called to speak; Justin Hamilton Hole 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 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

### **6. Minutes of September 2, 2025**

**Action:** Approved the minutes of the Regular City Council meeting held on September 2, 2025.

## **7. Closed Session Report for September 2, 2025**

**Action:** Approved the Closed Session Report for the meeting of September 2, 2025.

## **8. Sanitary Sewer Management Plan (SSMP) Adoption**

**Action:** Adopted Resolution 2025-81 of the City Council of the City of American Canyon adopting the Sanitary Sewer Management Plan (SSMP).

## **9. Business License Fee Program Amendments Second Reading**

**Action:** Approved second reading by title only, adopting Ordinance 2025-04 of the City Council of the City of American Canyon, amending chapter 5.04.220 and chapter 5.04.410 of the City of American Canyon Municipal Code, regulating exemption for charitable and nonprofit organizations and business license fees - flat rate.

## **PUBLIC HEARINGS**

There were no Public Hearing Items.

## **BUSINESS**

### **10. Contract Award for the Synagro Water Reclamation Facility Sludge Hauling and Biosolids Project (WW-26-0400)**

Council received a Synagro Water Reclamation Facility Sludge Hauling and Biosolids Project staff report from Assistant Public Works Director Norman Woods with Environmental Services Manager Pam Phillips and Chief Plant Operator Nolan Garcia.

Mayor Washington opened public comments. Written comments: none. Oral comments: Hugh Marquez was called to speak. The public comment period was closed.

**Action:** Motion to adopt Resolution 2025-82 amending the FY2025-26 Capital Budget and increasing the FY2025-26 Project Budget from \$500,000 to \$620,000; awarding a construction contract (Agreement 2025-A-187) to Synagro in the amount of \$610,987, and authorizing the Public Works Director to execute contract change orders in an aggregate amount not to exceed the Project Budget, in conjunction with the Sludge Removal and Hauling Project (WW26-0400) 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

## MANAGEMENT AND STAFF ORAL REPORTS

### 11. Public Works Utilities Update

Council received a Public Works Utilities update from Assistant Public Works Director Norman Woods with Environmental Services Manager Pam Phillips, Chief Plant Operator Nolan Garcia, and Water Systems Manager Dominic Patrick. No action was taken on this matter.

## MAYOR/COUNCIL COMMENTS AND COMMITTEE REPORTS

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

### 12. City Council Committee Report - Mayor Pierre Washington

### 13. City Council Committee Report - Vice Mayor Mark Joseph

## FUTURE AGENDA ITEMS

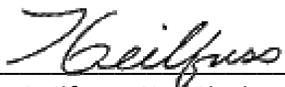
### 14. Future Agenda Items of Note

## ADJOURNMENT

The meeting was adjourned at 7:51 p.m.

## CERTIFICATION

Respectfully Submitted,

  
\_\_\_\_\_  
Taresa Geilfuss, City Clerk

**CITY OF AMERICAN CANYON  
SPECIAL JOINT CITY COUNCIL/OPEN SPACE, ACTIVE TRANSPORTATION,  
AND SUSTAINABILITY COMMISSION MEETING**

**ACTION MINUTES**  
*September 16, 2025*

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**7:30 P.M. OPEN SESSION - SPECIAL JOINT MEETING**

**CALL TO ORDER**

The meeting was called to order at 8:05 p.m.

**PLEDGE OF ALLEGIENCE**

The Pledge of Allegiance was recited.

**ROLL CALL**

**Present:** Commissioner Debbie Chavarria, Commissioner Barry Christian, Chair Tara McClinton-Horner, Councilmember Brando Cruz, Councilmember Melissa Lamattina, Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington

**Absent:** Commissioner Nance Matson, Vice Chair Sean Hughes

**PUBLIC COMMENTS - ITEMS NOT ON THE AGENDA**

Mayor Washington opened public comments. Written comments: none. Oral comments: Justin Hamilton Hole was called to speak. The public comment period was closed.

**BUSINESS**

**1. Napa Regional Climate Action and Adaptation Plan**

Council and OSATS Commissioners received a Napa Regional Climate Action and Adaptation Plan presentation from Napa County Principal Planner Jesse Gutierrez and Napa County consultant Director of Interdisciplinary Planning Erik de Kok, Ascent.

Mayor Washington opened public comments. Written comments: none. Oral comments: Kate Bit was called to speak; Justin Hamilton Hole was called to speak. The public comment period was closed.

**Action:** Motion to add to the next agenda a discussion on whether to proceed with part time staffing to assist with low hanging fruit of Climate Action was made by Vice Mayor Mark Joseph, seconded by Councilmember Melissa Lamattina, and CARRIED by roll call vote.

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

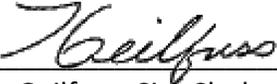
**Nays:** Councilmember David Oro

**ADJOURNMENT**

The meeting was adjourned at 9:32 p.m.

**CERTIFICATION**

Respectfully Submitted,



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Taresa Geilfuss, City Clerk

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

**ACTION MINUTES**  
*September 30, 2025*

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**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**

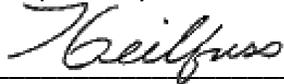
1. Matters Relating to Public Employment: Public Employee Performance Evaluations (pursuant to Gov. Code section 54957) Positions: Jason Holley, City Manager

**ADJOURNMENT**

The meeting was adjourned at 7:27 p.m.

**CERTIFICATION**

Respectfully Submitted,



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Taresa Geilfuss, City Clerk



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**TITLE**

The Wall That Heals Special Event

**RECOMMENDATION**

Adopt a Resolution authorizing a budget appropriation of \$14,000 from the General Fund Undesignated Reserve to the Parks and Recreation Community Events Division (100-70-790-43115) for The Wall That Heals event.

**CONTACT**

Alexandra Ikeda, Deputy City Manager

**BACKGROUND & ANALYSIS**

The Wall That Heals event provides a once-in-a-lifetime opportunity for American Canyon and the broader Napa County region to honor, educate, and heal our military community through reflection and remembrance. From October 16-19, 2025, The City of American Canyon will host the exhibit, which features a three-quarter scale replica of the Vietnam Veterans Memorial in Washington, D.C., along with a mobile Education Center. American Canyon is the only location in Northern California selected to host The Wall That Heals in 2025, making this an especially meaningful and unique opportunity for our community and the region. This event is expected to draw visitors from throughout Northern California, creating both a solemn space for healing and a strong sense of community pride.

For Fiscal Year 2025/26, the City adopted an initial event budget of \$20,000 based on early estimates. However, as planning has progressed and detailed quotes have been received, additional funds are needed to support this four-day event. This one-time appropriation will ensure the City can successfully host this significant community and regional event while honoring the sacrifices of Vietnam Veterans and their families.

**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**

Funding for the recommended action will be appropriated from the General Fund Undesignated Reserve in the amount of \$14,000 and transferred to the Parks and Recreation Community Events Division (100-70-790-43115).

### **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

Included in the City Council Agenda Packet - this serves as the official communication for this item.

### **ATTACHMENTS:**

[Resolution for The Wall That Heals Event](#)

**RESOLUTION NO. 2025 -**

**A RESOLUTION AUTHORIZING A BUDGET APPROPRIATION OF \$14,000 FROM THE GENERAL FUND UNDESIGNATED RESERVE TO THE PARKS AND RECREATION COMMUNITY EVENTS DIVISION (100-70-790-43115) FOR THE WALL THAT HEALS EVENT.**

**WHEREAS,** The Wall That Heals is a traveling three-quarter scale replica of the Vietnam Veterans Memorial in Washington, D.C., accompanied by a mobile Education Center. The City of American Canyon will host the exhibit from October 16-19, 2025, at Independence Park, serving as a place for the community to remember, honor, and heal; and

**WHEREAS,** American Canyon has deep military roots, and we honor both those who have served our nation and the families whose sacrifices and strength are inseparable from that service; and

**WHEREAS,** The Wall That Heals brings the stories and sacrifices of Vietnam Veterans to our community, providing a unique opportunity for reflection, remembrance, and education that ensures their service will never be forgotten; and

**WHEREAS,** American Canyon is the only location in Northern California selected to host The Wall That Heals in 2025, making this visit a distinct honor for our city and the broader region; and

**WHEREAS,** the exhibit and Education Center will provide residents, students, and visitors with the opportunity to learn about the Vietnam War, its impact on families and communities, and the importance of honoring those who have served; and

**WHEREAS,** the City of American Canyon is committed to creating spaces for remembrance, gratitude, and healing, and recognizes The Wall That Heals as an extension of that commitment; and

**WHEREAS,** the City originally budgeted \$20,000 for The Wall That Heals event, however, detailed quotes have identified higher costs and additional funds are needed to host and operate the four-day event; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the City Council of the City of American Canyon hereby authorizes a budget appropriation from the General Fund Undesignated Reserve in the amount of \$14,000.

**PASSED, APPROVED, and ADOPTED** at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 7<sup>TH</sup> day of October 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Pierre Washington, Mayor

ATTEST:

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Taresa Geilfuss, City Clerk

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Teresa L. Highsmith, City Attorney



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## TITLE

Parking Restrictions on Danrose Drive

## RECOMMENDATION

Adopt Resolutions restricting overnight parking on on Danrose Drive near City Limits.

## CONTACT

Erica Ahmann Smithies, P.E., Public Works Director/City Engineer  
Rick Greenberg, Police Chief

## BACKGROUND & ANALYSIS

In response to community concerns regarding overnight parking in Vallejo immediately south of City limits, staff requests this item to consider new restrictions.

The Police Chief and Public Works Director reviewed on-street parking conditions on Danrose Dr. Given there are no residences fronting this short segment of Danrose Dr., they conclude new restrictions (from 10:00 P.M. to 6:00 A.M.) would closely aligned with community expectations parking restrictions in this area. Clarity for motorist and parking enforcement officers is important from an enforcement perspective. APMC 10.32.280 provides sufficient authority to impose these restrictions by adopting the resolution shown in Attachment 1.

If Council adopts the resolutions, then signs will be installed along Danrose ( south of Marla Dr. to the City Limits) as shown in Attachment 2.

Concurrently, staff will conduct public outreach, notifying users of the change. Parking restrictions will be periodically monitored, and if adjustments are needed, staff will provide an update and recommendation to City Council accordingly.

## COUNCIL PRIORITY PROGRAMS AND PROJECTS

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

## FISCAL IMPACT

The Fiscal Year 2025/26 Budget contains sufficient funds to cover the costs of new signage.

## **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 2: Targeted Communication

No overnight parking signage will be emphasized with orange flag to highlight the changed condition.

## **ATTACHMENTS:**

1. [\\_Resolution\\_Parking\\_Restriction\\_Danrose.pdf](#)
2. [Danrose No Overnight Parking.jpg](#)
1. [\\_Resolution\\_Parking\\_Restriction\\_Danrose.docx](#)

**RESOLUTION NO. 2025-**

**A RESOLUTION OF THE AMERICAN CANYON CITY COUNCIL RESTRICTING OVERNIGHT PARKING ON DANROSE DRIVE SOUTH OF MARLA DRIVE TO CITY LIMITS**

**WHEREAS**, restricting parking on Danrose Dr. from south of Marla Dr. to City Limits will reduce nuisances related to prolonged parking of vehicles and trailers – including boats, campers and utility trailers; and

**WHEREAS**, these parking restrictions will also promote equitable use of public spaces, and ensure safety and cleanliness in municipal areas; and

**WHEREAS**, these restrictions for Danrose Dr. will specifically prohibit parking from 10:00 P.M. to 6:00 A.M.; and

**WHEREAS**, sufficient authority exists pursuant to the City's Municipal Code 10.32.280 to impose the on-street parking restrictions.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby restricts overnight parking on Broadway (from 2801 Broadway to the southern City Limits) from 10:00pm to 6:00 am.

**PASSED, APPROVED and ADOPTED** at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 7<sup>th</sup> day of October, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

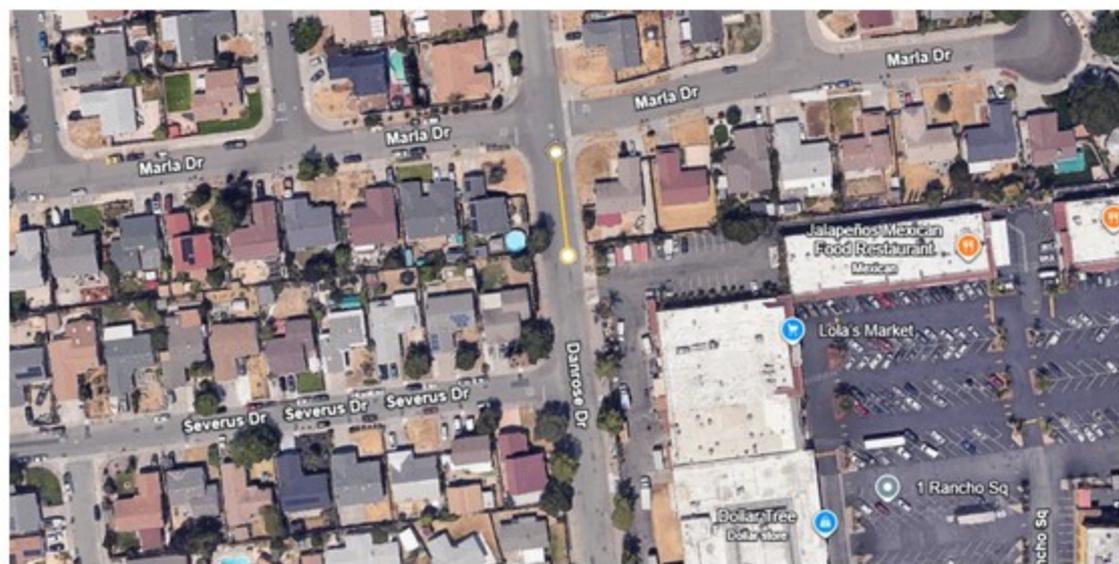
\_\_\_\_\_  
Pierre Washington, Mayor

ATTEST:

APPROVE AS TO FORM:

\_\_\_\_\_  
Taresa Geilfuss, CMC, City Clerk

\_\_\_\_\_  
Teresa Highsmith, City Attorney



**RESOLUTION NO. 2025-**

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**WHEREAS**, these restrictions for Danrose Dr. will specifically prohibit parking from 10:00 P.M. to 6:00 A.M.; and

**WHEREAS**, sufficient authority exists pursuant to the City's Municipal Code 10.32.280 to impose the on-street parking restrictions.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby restricts overnight parking on Broadway (from 2801 Broadway to the southern City Limits) from 10:00pm to 6:00 am.

**PASSED, APPROVED and ADOPTED** at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 7<sup>th</sup> day of October, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Pierre Washington, Mayor

ATTEST:

APPROVE AS TO FORM:

\_\_\_\_\_  
Taresa Geilfuss, CMC, City Clerk

\_\_\_\_\_  
Teresa Highsmith, City Attorney



## TITLE

Corporation Yard Relocation and Facility Upgrade Project Budget Increase

## RECOMMENDATION

Adopt a Resolution increasing the Project Budget for the Corporation Yard Relocation and Facility Upgrade Project (CF23-0300) from \$1,780,000 to \$2,015,000.

## CONTACT

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

## BACKGROUND & ANALYSIS

### Background:

In 2023, City Council authorized the Corporation Yard Relocation and Facility Upgrade Project (CF23-0300) and the City Manager to execute contracts and change orders within the project budget. This project initiated the relocation of the former Public Works Corporation Yard from Wetlands Edge to the site of the former Napa Junction Elementary School. The project also included repurposing a portion of the school campus to support Parks and Recreation programming.

The original project scope envisioned reusing existing facilities for maintenance operation offices, constructing a new maintenance shop, and adapting the site to accommodate unique constraints. By late 2023, it became evident that these site constraints would require additional planning and design work. To address this, a consultant was engaged to develop a refined site plan that could support relocating essential maintenance operations to a smaller footprint.

### Progress to Date:

Substantial progress has been made under the Corporation Yard Relocation project. Completed improvements include:

- A new modular office building accommodating approximately 20 staff members
- A new maintenance shop building
- A new breakroom, repurposed from an existing classroom
- Installation of a fuel island
- Perimeter fencing, security lighting, surveillance, and alarm systems
- Repurposing of two additional structures for operational use

**Remaining Work:**

Several key components remain to complete the relocation and fully vacate the former Corporation Yard site. These include:

- Construction of new concrete pads for material and solid waste storage
- A concrete wash bay to service the City’s fleet and equipment
- Installation of covered storage over debris and material areas (as required by California stormwater pollution prevention regulations)
- Development of stormwater detention basins (as required by California stormwater pollution prevention regulations)
- Resurfacing of parking and drive areas

To proceed with vacating the old corporation yard site, the concrete pads, debris storage areas, and wash bay must be constructed as a priority. Covered storage for materials and solid waste areas will need to follow the construction of concrete areas as well as the stormwater detention features and site resurfacing. However, the remaining work will be scheduled at a future date with budget authority from Council.

The estimated total aggregate cost to complete all the remaining improvements is approximately \$1.5 million. However, staff is only requesting a budget increase of \$235,000 at this time to complete the concrete work.

**Bid Process and Contract Award Recommendation:**

In accordance with California Uniform Public Construction Cost Accounting Act (CUPCCAA) procedures, City staff solicited informal bids from contractors on the City’s CUPCCAA list for the construction of concrete pads and the wash bay. Two bids were received, with the lowest responsive bid submitted by Coastside Concrete and Construction, Inc. in the amount of \$196,022.

**COUNCIL PRIORITY PROGRAMS AND PROJECTS**

Not applicable.

**FISCAL IMPACT**

The recommended action amends the Capital Improvement Program budget and appropriates \$78,333 each from Water Operations (Fund 510) and Wastewater Operations (Fund 540) and \$78,334 from Civic Facilities Renovation and Replacement (Fund 657) to the Corporation Yard Relocation and Facility Upgrade Project (CF23-0300) for a total authorized budget amount of \$2,015,000. There are adequate funds available in all three funds.

**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 - Corp Yard](#)

**RESOLUTION NO. 2025-\_\_\_\_\_**

**RESOLUTION INCREASING THE PROJECT BUDGET FOR THE CORPORATION YARD RELOCATION AND FACILITY UPGRADE PROJECT (CF23-0300) FROM \$1,780,000 TO \$2,015,000**

**WHEREAS**, in 2023, City Council authorized the Corporation Yard Relocation and Facility Upgrade Project (CF23-0300) and initiated the relocation of the former Public Works Corporation Yard from Wetlands Edge to the site of the former Napa Junction Elementary School.; and

**WHEREAS**, substantial work has been completed on the new Corporation Yard, but additional funding is needed; and

**WHEREAS**, in order to completely vacate the former City Corporation Yard, concrete pads for material and solid waste storage as well as a wash bay for City fleet and equipment need to be constructed; and

**WHEREAS**, staff utilized the California Uniform Public Construction Cost Accounting Act (CUPCCAA) procedure to solicit informal bids from contractors on the City’s CUPCCAA list for the construction of concrete pads and the wash bay in the amount of \$196,022 which is within the CUPCCAA’s informal bid limit of \$220,000; and

**WHEREAS**, staff is recommending a total budget increase of \$235,000 to account for any inspections or testing needed on the site; and

**WHEREAS**, there are sufficient funds available in Water Operations (Fund 510), Wastewater Operations (Fund 540) and Civic Facilities Renovation and Replacement (Fund 657) for completing the work.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of American Canyon, hereby amends the FY2025-26 Capital Budget as follows; and

| <b>Fund Source</b>   | <b>Name</b>                                 | <b>Budget Increase</b> |
|--|---|------------------------|
| 510  | Water Operations                            | \$78,333               |
| 540  | Wastewater Operations                       | \$78,333               |
| 656  | Civic Facilities Renovation and Replacement | \$78,334               |
| Total Capital Outlay Increase 350-85-450-46110 (CF23-0300) |   | \$235,000              |

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the City Council of the City of American Canyon hereby increase the Project Budget for the Corporation Yard Relocation and Facility Upgrade Project (CF23-0300) from \$1,780,000 to \$2,015,000.

**PASSED, APPROVED and ADOPTED** at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 7<sup>th</sup> day of October 2025, 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**

Community Grant Program Policy

## **RECOMMENDATION**

Adopt a Resolution approving the updated Community Grant Program Policy.

## **CONTACT**

Alexandra Ikeda, Deputy City Manager

## **BACKGROUND & ANALYSIS**

The City of American Canyon has a longstanding history of supporting local nonprofit organizations that provide programs, services, and events enhancing the quality of life for residents. The Community Grant Program Policy (Attachment 2) was originally adopted by the City Council on March 21, 2020. As part of the Parks and Community Services (PCS) Commission's Fiscal Year 2025/26 Work Plan, the Council tasked the PCS Commission to review and update the policy.

At its August 14, 2025, meeting, the PCS Commission began its review of the Community Grant Program Policy. During that Discussion, several questions arose that required Council's direction.

On September 2, 2025, staff presented these questions to the Council, seeking clarification on award authority, funding amounts, residency requirements, allowable uses of funds, and grant period. Incorporating the Council's feedback, staff prepared an updated draft policy and returned to the PCS Commission.

On September 11, 2025, the PCS Commission reviewed the revised draft and requested several additional changes, including: 1) adding a non-discrimination requirement to the policy; 2) making the application narrative based, consistent with other grant programs (to be implemented outside the policy); and 3) requiring applicants to list their Board of Directors and primary contacts on the application.

Staff joins the PCS Commission in recommending the City Council approve and adopt the updated Community Grant Program Policy (Attachment 1).

## **Next Steps**

Upon adoption of the updated Community Grant Program Policy, staff will share the policy with American Canyon nonprofits and solicit applications, with the goal of completing the review and awarding funds at the December 16, 2025, Council Meeting.

## **COUNCIL PRIORITY PROGRAMS AND PROJECTS**

Organizational Effectiveness: "Deliver exemplary government services."

## **FISCAL IMPACT**

The Fiscal Year 2025/26 Budget includes a \$30,000 appropriation for the Community Grant Program.

## **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 2: Targeted Communication

Information about the updated policy will be shared with American Canyon nonprofit organizations directly. These groups will be invited to apply for the grant program once opened.

## **ATTACHMENTS:**

- [1. Resolution - Updated Community Grant Program Policy](#)
- [1. Exhibit A - Community Grant Program Policy](#)
- [2. Existing Community Grant Program Policy](#)

**RESOLUTION NO. 2025 -**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON  
ADOPTING THE UPDATED COMMUNITY GRANT PROGRAM POLICY**

**WHEREAS**, the Council values the role of local nonprofit organizations in enhancing the quality of life for residents; and

**WHEREAS**, American Canyon relies upon the partnership, support, and vibrancy brought to the community from our nonprofit organizations and the services they provide; and

**WHEREAS**, the Council desires to provide financial support to eligible nonprofit organizations through a transparent and accountable process; and

**WHEREAS**, the Community Grant Program Policy establishes clear guidelines for eligibility, allocation, review, reporting, and oversight to ensure broad public benefit; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of American Canyon hereby adopts the Community Grant Program Policy, attached hereto as Exhibit A, and directs staff to implement the program in accordance with its provisions.

**PASSED, APPROVED, and ADOPTED** at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 21<sup>st</sup> day of October 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Pierre Washington, Mayor

ATTEST:

\_\_\_\_\_  
Taresa Geilfuss, City Clerk

\_\_\_\_\_  
Teresa L. Highsmith, City Attorney



## **CITY OF AMERICAN CANYON COMMUNITY GRANT PROGRAM POLICY**

### **PURPOSE**

The Community Grant Program provides financial support to nonprofit organizations serving the American Canyon community. The program's goals are to strengthen capacity, foster partnerships, and to support programs, services, and events that enhance quality of life in American Canyon. Priority will be given to organizations demonstrating broad benefits, especially those that reinvest proceeds back into the community. Program funding is determined annually by the City Council; funding levels may vary from year to year and are not guaranteed.

### **ROLES AND RESPONSIBILITIES**

The City Council and the Parks and Community Services Commission (PCS Commission) work together to support nonprofit organizations. The City Council awards funds based on the PCS Commission's recommendations as follows:

#### **PCS Commission**

- Application review
- Applicant interviews
- Grant award recommendation to the City Council
- Grant reporting oversight

#### **City Council**

- Oversight and authority of Community Grant Program
- Award determination
- Program direction and funding

### **ELIGIBILITY AND USE OF FUNDS**

To qualify for funding, applicants must be a nonprofit organization with a current 501(c) status based in American Canyon. Grant funds are intended to directly benefit American Canyon residents, whether delivered as a program, service, or event (collectively 'program' herein). The proposed program must take place within City limits.

Individuals, for-profit entities, and organizations using funds for religious or political purposes are

not eligible. Organizations with outstanding obligations from prior City grants or that failed to meet program requirements are also ineligible. Grant funds may be used for direct costs of planning and delivering the program, such as materials, equipment, facility rentals within City limits, marketing and outreach, insurance and permits, and staff or contractor time tied to the activity. Funds may not be used for general administration, start-up or ongoing operations, or political or religious activities.

### **GRANT PERIOD**

The grant period coincides with the City's Fiscal Year (July 1-June 30). The PCS Commission will generally review applications and conduct interviews in October, with final awards determined by the City Council in December.

### **ALLOCATION OF GRANT FUNDS**

The PCS Commission will recommend the City Council to distribute funds based on the number of applications received, demonstrated community need, overall benefit to American Canyon residents, and the extent applicants give back to the community. Allocation of funds must stay within the annual budget approved by the City Council, and all funds must be awarded within the fiscal year; unallocated funds will not roll over.

### **APPLICATION REQUIREMENTS**

Applicants must provide complete and accurate information for fair and consistent evaluation by the PCS Commission and the City Council. Incomplete applications will not be considered. A complete application will include: a clear description of the proposed program with objectives and anticipated impact; a detailed budget with funding sources; organizational background and capacity; an implementation timeline; evaluation plan for measuring success; and proof of nonprofit status (State of California Exemption Letter or IRS 501(c) determination letter).

### **REVIEW AND RECOMMENDATION PROCESS (PCS COMMISSION)**

City staff will conduct an initial screening of applications to confirm completeness and required documentation. Eligible applicants will be invited to participate in an interview with the PCS Commission during a regular meeting. As part of the interview process, applicants will be required to provide a brief presentation and respond to questions about their proposal. The PCS Commission will review all qualified applications and interviews, considering community priorities, anticipated impact, and financial need. Following its review, the PCS Commission will prepare a recommendation to the City Council with proposed awarded amounts.

### **FUNDING AWARDS (CITY COUNCIL)**

Final funding decisions are made by the City Council. In awarding grants, the City Council will consider the PCS Commission's recommendations and the overall community benefit

demonstrated by each proposal. The City Council may approve, modify, or deny recommendations. The City Council's decision represents the final action in the grant process.

#### **AGREEMENT**

Applicants approved for funding will be required to enter into a formal agreement with the City of American Canyon outlining program deliverables, reporting requirements, and terms of funding. Grant funds will be distributed in accordance with the terms of the agreement.

#### **REPORTING**

Recipients must submit a closeout report to the PCS Commission within 120 days of completing their program or before applying for a future Community Grant, whichever comes first. The report must include a summary of the program, the outcomes achieved (with metrics or supporting materials such as photographs), and a detailed accounting of expenditures with receipts.

#### **NON-DISCRIMINATION REQUIREMENT**

Organizations receiving funding through this program must operate in a manner that is free from discrimination. Grant funds may not be used to support programs that discriminate against an individual or group on the basis of race, color, ethnicity, national origin, age, gender, gender identity or expressed, sexual orientation, disability, religion, or any other protected characteristic as defined by law.

#### **NON-COMPLIANCE**

Failure to comply with the terms of the grant agreement, including timely submission of required reports and documentation, may result in the grantee being deemed ineligible for future Community Grant funding.

**RESOLUTION NO. 2020-27**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON APPROVING AN  
UPDATED COMMUNITY GRANTS PROGRAM POLICY**

**WHEREAS**, American Canyon relies upon the partnership, support and vibrancy brought to the community from community groups, non-profits and other community service agencies; and

**WHEREAS**, the City of American Canyon traditionally awards "microgrants" to support community organizations that provide programs and projects that directly benefit American Canyon residents; and

**WHEREAS**, the Community Grants Program Policy creates a formal policy that identifies program goals, eligibility criteria, standards of practice, funding requirements, proposal requirements, and contractual requirements.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of American Canyon hereby approves the updated Community Grants Program Policy as shown in Exhibit A attached hereto and incorporated by reference.

**PASSED, APPROVED and ADOPTED** at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 21st day of March, 2020, by the following vote:

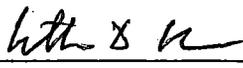
AYES: Council Members Aboudamous, Joseph, Leary, Vice Mayor Oro, and Mayor Garcia  
NOES: None  
ABSTAIN: None  
ABSENT: None

  
\_\_\_\_\_  
Leon Garcia, Mayor

ATTEST:

  
\_\_\_\_\_  
Suellen Johnston, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
William D. Ross, City Attorney



## COMMUNITY GRANT PROGRAM POLICY

2020-XX

### PURPOSE

Community Service Grants provide fiduciary support to local serving organizations to host programs or projects that directly benefit American Canyon residents. The policy identifies program expectations, organization eligibility, proposal evaluation criteria and the Community Service Community Grant Program process.

Important Notice: The City of American Canyon facilitates two grant programs. The program referenced in this policy addresses smaller "Community Grants" awarded to local organizations providing specific programs/projects to American Canyon residents. The Community Grant program is locally-based, competitive and encourages accountability and measurable outcomes.

The other lesser known program pertains to the process of line-item funding of organizations that contract directly with the City for community services in the City's Budget. Examples include the Chamber of Commerce, Collabria Care and Community Action Napa Valley, Fair Housing Napa Valley, and AC-CERT.

### 1.0 – Policy

City Council recognizes the creativity and valuable service provided by local community organizations and non-profits. As such, the City has developed a competitive process for local community organizations and non-profits to apply for Community Grants to fund a specific program or project that directly benefits American Canyon residents.

Community Grant Program parameters:

1. City Council allocates funds and approves final awards each year.
2. City Council delegates proposal review, applicant interviews and initial award recommendations to the Parks and Community Service Commission.
3. Call for grant proposals occurs generally one time per year.
4. No one organization shall receive more than 30% of total grant funds available.
5. Community Grants shall not be used for administrative or operational expenses. Community Grants should be used for one-time or seed programs and projects. Should an organization desire ongoing funding for community serving programs or services.
6. Community Grant proposals must:

- a. Include basic contact information for both the individual completing the application and the organization they are affiliated with, if any.
  - b. Identify the community need the program, event or project intends to address.
  - c. Clearly describe the program, event or project, including the means, methods and pertinent details (day, time, location, frequency, and what is occurring).
  - d. Clearly identify expected community outcomes, benefits and impacts (how many served, how affected, and what are the community benefits). Outcomes need to be as specific and measurable as possible.
  - e. Necessary resources, including in-kind support and volunteer hours, to execute the program/project and how/what and why Community Grant funds are needed.
7. The Parks and Community Services Commission (PCS), or a related sub-committee, interviews, evaluates and recommends Community Grant awards to City Council.
  8. Community Grant recipients shall complete a Community Grant agreement, agreeing to the terms and conditions set forth by the City.
  9. The awarded organization shall maintain regular communication with the City and provide regular status updates.
  10. Community Grant recipients shall complete a closeout report within 60 days of the program/project completing, or before they apply for another year's Community Grant. The closeout report must include:
    - a. final program/project details,
    - b. actual outcomes from the program/project (photos are highly recommended), and
    - c. detailed accounting of grant funds spent, including receipts.

## **2.0 – Community Grant Eligibility**

Certain Community Grant eligibility criteria exists. Failure to comply with eligibility criteria shall result in an immediate disqualification. Community Grant applicants and their proposals must:

1. Serve American Canyon residents. At least 70% of participants must be American Canyon residents. The City may request verification of residency of program/project participants.
2. Be an American Canyon resident, or affiliated organization whose office or official address is within American Canyon.
3. Not be for a for-profit business or venture. The applicant should be affiliated with a local-serving non-profit or not-for-profit organization.
4. Be in good standing and successfully completed past closeout reports.

## **3.0 – Application Evaluation**

American Canyon City Council delegates responsibility to evaluate proposals to the Parks and Community Services Commission. The process and evaluation criteria used by PCS follows.

### 3.1 – Evaluation Process

The Community Grant evaluation process involves three main steps, application development and submittal, application evaluation and award. The evaluation process is detailed below.

#### Step 1 – Application Development and Submittal

1. Applications are made available on the City website.
2. Applicants complete the application, being sure to complete it prior to the deadline, and addressing requirements in this policy and associated forms.
3. Applicants submit application.

#### Step 2 – Application Evaluation

4. City staff provides initial screening of applicants to ensure eligibility criteria are met and applications are complete.
5. City staff contacts applicants and notifies them of the PCS meeting they must attend to present their proposed program, projects or service described in their application.
6. At the PCS meeting, applicants present their proposed program, project or service and take questions.
7. PCS Commissioners score proposals based on the criteria identified in the following section.
8. City staff aggregates scores and rank-orders applicants.

#### Step 3 – Application Award

9. Based on rank-ordered list, PCS chooses to recommend to City Council full funding, partial funding or no funding for each application. PCS formalizes their recommendation via motion and vote.
10. Following the PCS meeting, formal award of Community Grants will be scheduled on the next feasible Council Meeting. Community Grant applicants should attend the Council meeting where the final funding awards are scheduled. City staff will inform applicants of the Council Meeting date.
11. City Council may choose to accept or amend PCS's recommendation.
12. Following the City Council Meeting, City Staff reaches out to the applicant to complete a Community Service Community Grant Agreement solidifying the terms and expectations of the grant.
13. Once a final executed grant agreement is completed, a check in the amount of the grant award is issued to the applicant.

### 3.2 – Evaluation Criteria

The Parks and Community Services Commission shall use the following criteria to evaluate the Community Grant applications. Following presentations from applicants, PCS Commissioners shall score each Community Services Community Grant Application using the criteria listed below. The scores shall be given based on how well the application addresses the criteria using the following rating scale; 0 = does not meet criteria, 5 = meets criteria completely. Specific evaluation criteria include:

1. Application program/project targets American Canyon residents.
2. Application clearly addresses the need the program/project intends to address.
3. Application clearly describes the program/project, means and methods are clear including time, date, place, frequency, etc.
4. Application clearly identifies intended outcomes, benefits and impacts (how many served, how affected, and what are the community benefits). The proposed outcomes are realistic and attainable.
5. The program/project is creative, unique and not duplicated by another program or organization.
6. The program/project includes "In-kind" support and/or volunteers to execute.
7. The program/project is a one-time or seed program/project. If intended to be an on-going project/program, future funding is identified in their application.
8. The program/project maximizes resources and leverages other non-city, non-organization funds.
9. BONUS: The program/project improves the health, wellness or fitness of American Canyon Residents.
10. BONUS: The program/project serves underserved communities in American Canyon.

#### **4.0 – Community Grant Annual Timeline**

The Community Grants Program generally follows the same schedule each year. The annual timeline follows.

1. July/August – Parks and Community Services Commission and/or City Council reviews funding priority and sets annual program goals.
2. September/October – Community Grant Applications available on City website.
3. September/October – Community Grant Applications due to Parks and Recreation Department.
4. October – December – Parks and Recreation Department schedules application review at PCS meeting. Application proposals presented by requesting organization to PCS for consideration. PCS recommends funding to City Council. City staff schedules formal award at next feasible Council Meeting.
5. December – January – Grant Agreement executed and funds available.

6. October-December following year – Final report presented to PCS for consideration.

**5.0 – Contact:**

Community Services Community Grant Program  
Parks and Recreation Department  
Phone: 707.648.7275  
Email: [parksinfo@cityofamericancanyon.org](mailto:parksinfo@cityofamericancanyon.org)  
Website: [www.cityofamericancanyon.org](http://www.cityofamericancanyon.org)



## TITLE

Staff Position for Sustainability

## RECOMMENDATION

Adopt a Resolution Amending the Fiscal Year 2025-26 Budget to Increase Line Item 100-10-120-41120 "Wages - Part-Time" by \$30,000 to Add Part-Time, Limited Term Personnel in the City Manager's Department in Furtherance of the City's Sustainability Goal and Strategic Work Plan.

## CONTACT

Jason Holley, City Manager

## BACKGROUND & ANALYSIS

\*\*\*\*\*The following is a Council-directed item. \*\*\*\*\*

Below is an excerpt from the City's FY25-26 Strategic Work Plan (Attachment 3) adopted by Council on April 15 as it pertains to the Environmental Sustainability Goal: "Demonstrate leadership in environmentally sustainability." Beneath each "Strategy" are the "Key Initiatives" and their respective "FY 25-26 Milestones" (shown italics in parathesis).

### Strategy ES-1: Achieve Net-Zero Climate Pollution for City Operations

- Research methodology to track "carbon footprint" at City facilities (*Council receive and file*).
- Properly dispose of waste at City facilities (*Deploy recycling, compost and landfill bins at City facilities*).

### Strategy ES-2: Increase Resiliency by Fortifying Vulnerabilities.

- Prepare Regional Shoreline Adaptation Plan to protect against sea-level rise (SB 272) (*Council approve scope of work and hire consultant*).

### Strategy ES-3: Collaborate with Partners to Reduce Climate Pollutants.

- Increase community usage of Napa County Climate Challenge App (*Promote app through City media*).
- Work with BayRen and others to promote retro-fitting older homes to be more energy efficient (*Promote grant funding programs through City media network*).
- Adopt Napa Countywide Regional Climate Action and Adaptation Plan (RCAAP) *Council*

approval).

Strategy ES-4: Constrain Future Development to Existing Planned Areas.

- Analyze Urban Limit Line (ULL) from an environmental perspective (*Council review ULL Agreement with OSATS*).

In addition, the Strategic Work Plan contains a variety of other Key Initiatives (such as "Complete the Eco-Center Project") that also relate to sustainability.

***Napa Countywide Regional Climate Action and Adaptation Plan***

At its September 16 meeting, the Council received a presentation from Napa County staff and their consultant on the Napa Countywide Regional Climate Action and Adaptation Plan (RCAAP). Thereafter, the Council directed staff to bring a related this item tonight regarding staffing options to accomplish the Milestones listed above along with other related tasks.

Attached are four (4) potential job classifications responsive to the Council's request (Attachment 2). While none of the existing job classifications completely align with the Council's interest, they all contain applicable elements. The chart below provides additional detail.

The Program Coordinator position is the cheapest option because it is a part-time, entry level position. While a Program Coordinator “plans, organizes, coordinates, develops, implements, promotes and evaluates assigned program areas and provides lead direction to lower-level staff and volunteers”, they are typically assigned to the Parks and Recreation Department and they don’t apply for grants or have any leadership or authority to effect change. It's unclear whether this lowest level of responsibility aligns with the Council priorities, so three other (more expensive) options are included.

| Title                      | Funding Source            | Pay Range   | Classification                     | Represented | Notes   |
|----------------------------|---------------------------|---|------------------------------------|-------------|---|
| Program Coordinator        | General Fund              | \$24.91 to \$30.28/hr                             | Part-Time, Unbenefited, Non-Exempt | No          | Entry-level   |
| Management Aide            | General Fund              | \$34.00 to \$150/hr                               | Part-Time, Unbenefited, Non-Exempt | No          | Typical mid-management or executive level - often PERS Retired Annuitant. |
| Sustainability Coordinator | Water Fund & General Fund | \$41.17- \$50.04/hr<br>(\$85,633 to \$104,083/yr) | Full-Time, Benefited, Non-Exempt   | Yes         | Entry-level   |

|                    |              |                           |                              |     |  |
|--------------------|--------------|---------------------------|------------------------------|-----|--|
| Management Analyst | General Fund | \$104,339 to \$126,825/yr | Full-Time, Benefited, Exempt | Yes | Mid-Management. College degree and work experience required. |
|--------------------|--------------|---------------------------|------------------------------|-----|--|

The Management Aide is a more flexibly job classification and often is filled by experienced retirees looking to work part-time. The Sustainability Coordinator position is an entry-level full-time position focused primarily on water conservation. The Management Analyst position is also full-time and flexibly-assigned to various program areas.

Lastly, there is no staff person assigned to Open Space, Active Transportation and Sustainability Commission. Instead, myself, Director's Ikeda, Smithies and Cooper all rotate this responsibility. Of note, the Management Analyst classification is the only one of this group that could be assigned as a singular staff liaison to OSATS if that is of interest to the City Council.

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

Environmental Sustainability: "Demonstrate leadership in environmental sustainability."

### **FISCAL IMPACT**

If the Council desires to move forward with a new position, then an appropriation with an identified funding source is required.

Staff estimates the cost for a part-time Program Coordinator for the remainder of the Fiscal Year (i.e. "limited term") to be approximately \$30,000. Of note, this estimate assumes the part-time employee would work less than 1,000 hours through the end of the fiscal year and no more than 28-hours per week to the cost of avoiding paying healthcare and retirement benefits.

Although it is unusual to add positions during the middle of a fiscal year, if the Council agrees the position should be part-time and limited term (i.e. through the end of FY 25-26), then the Council could appropriate funds from the General Fund Undesignated Fund Balance with limited consequence because the current estimated Fund Balance is \$1,881,131.

Council adoption of the Resolution in Attachment 1 would provide the necessary appropriation to for the City Manager proceed with the Program Coordinator option.

### **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 3: Broad Communication

If approved, the City will advertise the new job opening through its various communication channels.

## **ATTACHMENTS:**

1. [Resolution - Staff Position for Sustainability](#)
2. [Job Classification Options](#)
3. [Council Approved Strategic Work Plan 2025-26](#)

**RESOLUTION NO. 2025 -**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON, CALIFORNIA, AMENDING THE FISCAL YEAR 2025-26 BUDGET TO INCREASE LINE ITEM 100-10-120-41120 "WAGES - PART-TIME" BY \$30,000 TO ADD PART-TIME, LIMITED TERM PERSONNEL IN THE CITY MANAGER'S DEPARTMENT IN FURTHERANCE OF THE CITY'S SUSTAINABILITY GOAL AND STRATEGIC WORK PLAN.**

**WHEREAS**, the City's FY25-26 Strategic Work Plan adopted by Council on April 15, 2025, contains an Environmental Sustainability Goal: "Demonstrate leadership in environmentally sustainability."; and

**WHEREAS**, the Work Plan contains several Key Initiatives and Milestones in support of the Environmental Sustainability Goal; and

**WHEREAS**, these Milestones may not be completed without sufficient staff resources; and

**WHEREAS**, the American Canyon City Council directs the hiring of part-time, limited term staff to accomplish these Milestones.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of American Canyon as follows:**

**SECTION 1.** The City Council hereby amends the Fiscal Year 2025-26 Budget to increase line item 100-10-120-41120 "Wages - Part-Time" by \$30,000.

**SECTION 2.** The City Council hereby directs the City Manager to hire part-time, limited term personnel in the City Manager's Department in furtherance of the City's Sustainability Goal and Fiscal Year 2025-26 Strategic Work Plan.

**SECTION 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED, APPROVED and ADOPTED** at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 7th day of October, 2025, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Pierre Washington, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Taresa Geilfuss, CMC, City Clerk

\_\_\_\_\_  
Teresa Highsmith, City Attorney

**PROGRAM COORDINATOR**  
(Temporary)

*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, organizes, coordinates, develops, implements, promotes and evaluates assigned program areas and provides lead direction to lower level staff and volunteers.

**EXAMPLES OF DUTIES**

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

- Plan, organize, implement, and lead assigned program areas in one or more City departments.
- Assist in the development, recommendation and implementation of goals, objectives, policies, procedures and work standards for assigned program area.
- Monitor day-to-day operations of programs and events, including making site visits handling and resolving complaints.
- Formulate and organize program plans and schedules for seasonal and year-round activities related to program areas.
- Provide lead direction to staff in assigning and scheduling work.
- Train lower level staff and volunteers in program activities and ensure compliance with safety procedures.
- Review work area and ensure it is safe and appropriate for all employees and participants.
- Develop and coordinate program marketing efforts through news releases, posters, flyers, web pages, mailing lists and other methods.
- Monitor supplies and equipment for assigned programs; maintain adequate supply inventory; ensure equipment is operational and safe; advise supervisor of needed repairs or replacement.
- Prepare clear and comprehensive written reports as requested.
- Respond to citizen concerns and requests.
- Attend department meetings as requested.
- Answer the telephone and assist and register customers as needed.
- Perform related duties as assigned.

**EMPLOYMENT STANDARDS**

Knowledge of:

- Methods and techniques of planning, organizing and implementing programs specific to assigned department.
- Good customer service techniques.
- Financial record keeping practices.

- Practices and principles of first aid and CPR lifesaving when assigned to the Parks and Recreation Department
- Knowledge of child development processes and principles when assigned to the Parks and Recreation Department
- Computer programs and related software.
- Practices of training and supervision.

## **EMPLOYMENT STANDARDS**

### Ability to:

- Lead a variety of recreation programs when assigned to Parks and Recreation.
- Lead a variety of program activities in various departments throughout the City.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Evaluate success and make improvements that increase customer satisfaction by completing and implementing participant surveys, hosting debriefing sessions with staff, and developing reports.
- Lead, organize, and review the work of staff and volunteers.
- Lead and instruct individuals and groups in assigned programs.
- Elicit community and organizational support for programs overseen.
- Respond to requests and inquiries from the general public.
- Interpret and enforce policies and procedures.
- Maintain files and monitor and track fees and payments.

### **Minimum Qualifications:**

#### Experience and/or Education:

High school diploma or its equivalent.

One year experience in program development and implementation.

#### Certificate Requirement for assignments in the Parks and Recreation Department:

- CPR and First Aid

#### 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.

#### 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:

Some positions may require evening, weekend, or other shift work.

| Classification      | Adopted | Revised | Retitled | Class Code | FLSA Designation | Rep Unit |
|---------------------|---------|---------|----------|------------|------------------|----------|
| Program Coordinator | 1992    | 5/2006  |          | 5603       | Non-Exempt       | 5        |
| Program Coordinator |         | 7/2015  |          |            |                  |          |

APPROVED: \_\_\_\_\_  
 Administrative Services Director

Date: \_\_\_\_\_

**MANAGEMENT AIDE**

(Temporary, At-Will, Limited Duration, Extra Help)

*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 of a professional or management City staff member, performs various types of work/project assignments at the professional and/or technical level in City departments.

**DISTINGUISHING CHARACTERISTICS**

Employment in this temporary, at-will job class is restricted to assignments of a consulting, professional, and/or technical level on specific projects and assignments that are temporary in nature, [and may be filled as a limited-duration or extra help assignment](#). Depending upon the specific assignment(s), appointment will be at a pay rate commensurate with the market for similar type and level of work. [This classification can be filled by a retired annuitant, consistent with State law and CalPERS regulations.](#)

**EXAMPLES OF DUTIES**

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

- Perform a variety of professional/technical duties in various City departments.
- Conduct and handle various projects, write reports, and handle special City issues and studies.
- Provide departments and managers with specialized expertise and skills in the required subject area such as, but not limited to, planning, engineering, architecture, field inspections, management and organizational development and analysis, financial and administrative analysis, etc.
- Confer with department heads, consultants, employees, and interested parties regarding existing and proposed issues, policies, and strategies; assist in development and implementation of policies, procedures, goals, and objectives; analyze, interpret, and apply policies, procedures, and regulations.
- Gather, compile, tabulate, and report statistical and other data.
- Perform related duties as assigned.

**EMPLOYMENT STANDARDS**

Knowledge of:

- Principles, practices, and techniques of public administration and public policy and of the specific subject area of the assignment.
- Research and analytical methods, techniques, and procedures.
- Project management principles.
- Civil engineering principles and practices including design.
- Common computer applications including spreadsheet, database, word processing, and presentation software.

- Federal, State, and local laws, rules, and regulations applicable to the assignment given.

**Ability to:**

- Analyze a variety of complex technical, administrative, and organizational problems, and to make sound policy and procedural recommendations.
- Communicate clearly, verbally and in writing.
- Establish and maintain effective working relationships with others including elected officials, City management and staff, members of the public and business community, and other jurisdictions and agencies.
- Interpret and apply laws, regulations, and policies.
- Prepare comprehensive and accurate reports.
- Work effectively with sensitive and confidential information in a political environment.
- Adjust to rapidly shifting priorities and timelines.
- Work effectively with multidisciplinary teams.
- Facilitate groups.

**Minimum Qualifications:**

Each separate temporary assignment will require its own education and/or experience requirements and will be determined for each assignment.

**License Requirement:**

Some positions may require possession of a valid California Class C Driver License 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.

**Physical Requirements:**

Most of the assignments will be performed in typical indoor environment: (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; moderate bending and 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. (For those assignments that will occur in the field, the physical requirements will be similar to the Civil Engineering Technician job and can be found in that class specification)

| <b>Classification</b> | <b>Adopted</b> | <b>Revised</b> | <b>Retitled</b> | <b>Class Code</b> | <b>FLSA Designation</b> | <b>Rep Unit</b> |
|-----------------------|----------------|----------------|-----------------|-------------------|-------------------------|-----------------|
| Management Aide       | 9/2006         |                |                 | 5609              | Exempt                  | 5               |
| Management Aide       |                | 05/2022        |                 | 5609              | Exempt                  | 5               |

APPROVED: \_\_\_\_\_  
Assistant City Manager

Date: \_\_\_\_\_

## **SUSTAINABILITY COORDINATOR**

*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, performs a variety of paraprofessional, technical, administrative, programmatic and customer service support duties related to the development and implementation of an effective water conservation and sustainability program, and other pollution prevention and conservation programs; researches and compiles information, prepares reports; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Deputy Public Works Director and/or their designee.

### **DISTINGUISHING CHARACTERISTICS**

The individual(s) in this class is an independent thinker with a vision to research and plan and has effective communication skills to serve as the City's representative to the community in implementation of conservation programs and is in frequent contact with the community in situations that require technical expertise and effective communications and public relation skills. Internally, this position will participate in interdepartmental coordination related to conservation and sustainability programs.

### **EXAMPLES OF DUTIES**

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

- Develops, implements, modifies, coordinates, and monitors elements of a water use reduction or conservation program, encouraging use of such devices and techniques as high-efficiency fixtures and appliances, leak detection and control, water efficient landscaping, smart irrigation methods and customer education. Coordinate sustainability and conservation activities among City departments, external agencies and partners, community organizations, residents and businesses with the goal of achieving buy-in, education, and habit transformation.
- Serve as the City representative on various sustainability committees and organizations as assigned.
- Work with City departments to establish sustainable practices applicable to their respective functions, projects and programs.
- Evaluate possible sustainability measures to prioritize investment through cost/benefit analysis.
- Develop processes to track the City's sustainability objectives and initiatives to ensure positive progress in achieving stated goals within the specified time frame.
- Research, write, and manage grant and award applications.
- Coordinate energy efficiency programs related to the City's Climate Action Plan.
- Track annual water demands and prepare reports for the City Council.

- Conduct outreach to enhance recycled water conversions throughout the City. Monitor and evaluate sustainability and conservation program effectiveness, document performance trends, and recommend and implement modifications to improve program effectiveness to insure achievement of stated goals within the specified time frame.
- Maintain and update the City's sustainability, water conservation and green program webpages.
- Oversee and perform inspections and outreach to implement water conservation incentive programs including C4G, toilet retrofit, washer rebate programs, and other water reduction incentive programs.
- Assists in the preparation of, or prepares, correspondence, various compliance reports, public information, and other related documentation.
- Interprets, implements, and enforces pertinent provisions of Federal, State, and Local regulations.
- Develop and implement a water audit program that includes visits to homes and businesses to assess leaks, water using apparatus and fixtures, and irrigation systems and schedules. The program would also make recommendations on water-wise changes in behavior. For business, monitor actual water consumption compared to allowed consumption in Will-Serve Letters.
- Provide consistent attention and communication such as inspection, field/plant sample collection, sample analysis, quality control checking, data validation, reporting, billing calculation, operation and maintenance of field equipment, outreach, public meetings and presentations, recordkeeping, and data/information collection/analysis.
- Manage and implement Zero Water Footprint policies and programs. Develop and maintain a set of projects and programs that would be eligible for ZWF funding, and coordinate with developers to implement those projects (or provide funding).
- Coordinate with other City staff to develop and implement a robust school outreach program to teach water-wise habits.
- Provide lead worker guidance to part-time workers and volunteers in the implementation of conservation programs and projects.
- Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

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

### Knowledge of:

- Principles and practices of water conservation such as California Urban Water Conservation Council Best Management Practices.
- Appropriate materials, plants, equipment, and techniques for water efficient landscaping.
- Methods and techniques for creating written and oral public information programs.
- Techniques for dealing with the public in difficult situations
- Data collection, project analytical methods and practices.
- Practices of preparing written reports, correspondence, and educational materials
- Standard office administrative policies and procedures

Ability to:

- Communicate clearly and concisely, orally and in writing.
- Compile and interpret data regarding water consumption and identify possible areas of reducing long and short-term water use.
- Interpret landscape designs and building plans.
- Plan, conduct and carry through various data collection, compilation and analytical studies.
- Work independently, without close supervision in the office and in the field.
- Provide lead worker guidance of part-time support staff.
- Make effective, professional presentations to a wide variety of audiences.
- Write and create technical and informational publications, reports, graphs, brochures, and other materials.
- Understand and interpret laws/regulations/codes; interpret and evaluate technical information; resolve technical issues.
- Use appropriate software to perform work and to generate reports and documents.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Minimum Qualifications**

Education:

A bachelor's degree from an accredited college or university with major in Public Health, Environmental Health, Environmental Studies, Integrated Waste Management, Environmental Engineering, Public or Business Administration, Geography, Geology, or a closely related field.

**-AND-**

Experience: Two years of work experience in either (1) water conservation, landscaping, water systems, plumbing or related field, and (2) in field or office work involving public outreach or frequent customer contact.

NOTE - *For all levels:* A master's degree from an accredited college or university with major in Public Health, Environmental Health, Environmental Studies, Integrated Waste Management, Environmental Engineering, Public or Business Administration, Geography, Geology, or a closely related field may substitute for one year of the required experience.

**-AND-**

Certificates:

- Possession of Water Use Efficiently Practitioner Grade 2 Certification from the California-Nevada Section of the American Water Work Association (AWWWA) is desirable.
- Status as a Certified Landscape Irrigation Auditor (CLIA) from the Irrigation Association is desirable.
- CWEA Grade 1 or 2 Environmental Compliance Inspector Certification desirable

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.

Physical Requirements

Work is performed in a typical outdoor/indoor environment on a year-round basis.

(1) Mobility: frequent standing for long periods of time; frequent bending and squatting. (2) Occasional lifting up to 50 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: 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 loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

| <b>Classification</b>      | <b>Adopted</b> | <b>Revised</b> | <b>Retitled</b> | <b>Class Code</b> | <b>FLSA Designation</b> | <b>Rep Unit</b> |
|----------------------------|----------------|----------------|-----------------|-------------------|-------------------------|-----------------|
| Sustainability Coordinator | 10/2016        |                |                 | 4420              | Non-Exempt              | 4               |

APPROVED: \_\_\_\_\_  
Administrative Services Director

Date: \_\_\_\_\_

**MANAGEMENT ANALYST I**  
**MANAGEMENT ANALYST 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 general direction, to perform a wide variety of administrative and analytical support duties, generally for the City Manager or a department head; to direct and manage assigned special projects and programs such as the city's economic development program or city clerk services, contracts and grants administration, financial analysis and budget development, human resources, community engagement and/or dealing with housing issues; to coordinate activities and input on assigned projects from city management, staff, the community, and other organizations; to provide professional support in other assignments as needed to meet the mission of the organization; and, may provide direct and/or indirect supervision to lower level personnel. The work mainly involves the gathering, interpretation, development of options, making recommendations and reporting of data dealing with complex problems and includes those programs that deal with financial analysis and accounting, community/business involvement/outreach, human resources, program management, and surveys/studies.

**DISTINGUISHED CHARACTERISTICS**

Management Analyst I/II is a flexibly-staffed class 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 expert level as defined in the Distinguishing Characteristics of the Management Analyst II below.

Management Analyst I is the advanced journey level class and serves as the entry level into the series. It provides experienced administrative support at the professional level in one or more support areas that may include general economic development, housing, or internal support such as projects related to budget, finance, personnel, contracts and grants, procurement, public outreach, city clerk functions, or other assignments; compiles and analyzes data; participates in design and implementation of systems and procedures.

Management Analyst II is the expert level in the series that is responsible for those highly technical assignments requiring focused experience in a specialized subject area rather than general municipal administration and analytical support. This level is responsible for performing the full range of specialized and technical duties in such areas as economic development, human resources management, financial analysis and budget development, contracts and grants administration, community engagement, city clerk functions, and other identified technical support activities to the City. Incumbents in these positions are assigned significant responsibilities at the expert level that require, depending upon the area assigned, highly specialized knowledge, skills, experience, and the ability to exercise independent judgement in the performance of their duties.

## **EXAMPLES OF DUTIES**

*For Management Analyst I, duties are performed at the journey level; for Management Analyst II, duties are performed at advanced journey/expert level:*

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

- Perform a variety of administrative and analytical support functions for the City Manager or a department head, including developing administrative policies and procedures and reviewing pending and adopted legislation at the federal, state, and local levels.
- Participate on a variety of committees, commissions, and boards; prepare and present staff reports and other necessary correspondence.
- Implement and administer various programs and projects for the City Manager or a department head handle specialized projects that include economic development, human resources, financial analysis and budget development, grants and contracts administration, housing, records management, etc.; provide input and feedback on programs.
- Lead, coordinate, and manage civic engagement activities and projects; conduct outreach and develop surveys and/or other methods of getting community and/or business input; summarize and report results.
- When assigned economic development responsibilities, develop economic goals, objectives, and policies; prepare and maintain demographic, market, and real property databases; conduct market feasibility studies; respond to inquiries concerning industrial and commercial development opportunities; and assist businesses with site location process.
- Prepare applications for financing, tax credits, and grants; administer federal and state grant programs such as CDBG.
- Research, compile, and analyze information from various sources; prepare reports recommendations; make presentations to the City Manager and City Council.
- When assigned the human resources function, perform a wide variety of personnel functions, including the coordination of employee recruitments, establish and update of job classifications, facilitation of training programs and opportunities, and assist with safety and risk management programs.
- Participate in Citywide labor negotiations, as appropriate.
- Interpret and explain City policies and standards to members of the public and the business community; provide information about economic development matters and business advocacy services; may serve as the key contact with business owners, developers, and members of the public regarding specific programs and projects.
- When assigned to financial analysis and budget development, the incumbent, under general direction, will perform a wide variety of accountable, professional, administrative staff assignments; will administer a wide variety of interdepartmental and City-wide financial projects and programs including budget implementation, coordination, revision, review, evaluation and monitoring; create complex financial forecasts and analyses, monitor and provide water and wastewater enterprise funds analysis and financial forecasts, and organize and prepare council reports.
- Direct the work activities of assigned personnel; prioritize and coordinate work assignments and review work for accuracy.

- Coordinate, collaborate, and work closely with department heads and management staff on assigned projects; provide input and feedback as appropriate.
- Establish and maintain positive working relationships with representatives of community organizations, state and local agencies and associations, City management, staff, and the general public.
- When assigned City Clerk responsibilities, attend all City Council meetings as City Clerk and prepare minutes; maintain accurate records pertaining to agreements, ordinances, resolutions and other documents to ensure proper follow-up; accept subpoenas, summons and complaints on behalf of the City and maintain a litigation log; implement and coordinate the City's records management system; ensure proper posting of all agendas, notices, bid openings; administer Oath of Office for City Council and staff; serve as the City's Election Officer and coordinate all municipal election activities; coordinate the City's Public Access channel.
- Perform related duties as assigned.

### **EMPLOYMENT STANDARDS**

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

#### Knowledge of:

- Principles and practices of public administration.
- Principles and practices of economic development.
- Principles and practices of local government accounting, municipal budgeting, financial analysis and forecasting.
- Methods of research, program analysis, report preparation, and data analysis/statistics.
- Public relations techniques.
- Practices and procedures of grant writing and administration.
- Principles and practices of personnel administration.
- Principles and procedures of recordkeeping and records management.
- Principles and practices of program development and administration.
- Principles and practices of city clerk functions.
- Modern office procedures, methods, and equipment, including computers.
- Pertinent federal and state, and local laws, codes, and regulations.
- Computer applications including common packages for spreadsheets, databases, word processing, and presentation software.
- Supervisory practices and principles.

#### Ability to:

- Organize and direct the worked of assigned staff.
- Understand the organization and operation of City departments and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply administrative and departmental policies and procedures.
- Analyze complex financial data, reports, studies, and financial records.
- Work independently in the absence of supervision.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Research, analyze, and evaluate programs, policies, and procedures.

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Operate a variety of office equipment and computer software in the performance of assigned duties and responsibilities.
- Interpret, apply, and explain City policies and procedures, federal, state, and local regulations and guidelines related to assigned area of responsibility such as economic development.
- Prepare effective and complete staff reports and make presentations.
- Exercise tact, initiative, discretion, and good judgement within general policy and procedural and legal guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with City officials, managers and staff, developers, civic groups, various agency representatives, and the public.
- Exemplify an effective customer service attitude with the public, officials, and co-workers.
- Effectively act a project manager for various community development, outreach, housing, and/or economic development activities.

**Minimum Qualifications:**

**Experience and Education:**

**Management Analyst I**

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, human resources management, finance, planning, or a closely related field **and** two years of increasingly responsible professional experience in economic development, grants programs, human resources, budget development, financial analysis, city clerk functions, community outreach or other professional field as may be needed in a local government environment.

**Management Analyst II**

EITHER: Two years of full-time experience as a Management Analyst I with the City of American Canyon; – OR- A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, human resources management, finance, planning, or a closely related field **and** four years of increasingly responsible professional experience in economic development, grants programs, human resources, budget development, financial analysis, city clerk functions, community outreach or other professional field as may be needed in a local government environment.

**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 physical disability will be reviewed on a case-by-case basis.

**Probationary Period:**

*All Levels* – Each level in the Management Analyst series has a probationary period of twelve (12) months as the initial probationary period (initially hired into the City) and six (6) months as the promotional probationary period (promoted from one City job class to another City job class).

**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:**

May require evening or weekend work.

| <b>Classification</b>   | <b>Adopted</b> | <b>Revised</b>   | <b>Retitled</b>                                 | <b>Class Code</b> | <b>FLSA Designation</b> | <b>Rep Unit</b> |
|-------------------------|----------------|--|---|-------------------|-------------------------|-----------------|
| Management Analyst I    | 1/2002         | Revised and Became Conf. 7/07; Revised and retitled 8/12 | To Management Analyst I from Management Analyst | 6303              | Exempt                  | 3               |
| Management Analyst II   | 2/5/13         |  |   | 6304              | Exempt                  | 3               |
| Management Analyst I/II |                | 4/2015- Added City Clerk functions                       |   |                   |                         |                 |
| Management Analyst I/II |                | 8/2015- Clarified Budget/Finance Functions               |   |                   |                         |                 |

APPROVED: \_\_\_\_\_  
Administrative Services Director

Date: \_\_\_\_\_

**Public Safety Goal - Ensure American Canyon remains a safe community**

**Strategy PS-1: Ensure American Canyon is prepared for emergencies and disasters.**

| Key Initiative                                 | FY 25/26 Milestone                          |
|--|---|
| Formalize interagency relationship with ACFPD. | Council approval of new operating agreement |
| Update 'Emergency Operations Plan'.            | Council review and comment                  |

**Strategy PS-2: Engage and respond to the community's safety concerns.**

| Key Initiative  | FY 25/26 Milestone   |
|---|--|
| Deter would be criminals from entering city limits by install signage at entry points | Notice of completion   |
| Proactively respond to illicit activity in neighborhoods                              | Evaluate calls for service and monitor parking impacts from Vallejo Broadway Project |

**Community and Sense of Place Goal - Build on the strength of our local community to develop a**

**Strategy CD-1: Activate Napa Valley Ruins and Gardens**

| <b>Key Initiative</b>         | <b>FY 25/26 Milestone</b>               |
|-------------------------------|---|
| Extend Rio Del Mar to Hwy 29. | Aquire right-of-way from Adobe Property |

**Strategy CD-2: Promote a unique community identity.**

| <b>Key Initiative</b>                                   | <b>FY 25/26 Milestone</b>                             |
|---|---|
| Complete Wetlands Restoration and Kayack Launch Project | Prepare RFP and hire consultant for design            |
| Replace Welcome to American Canyon monument signage.    | Prepare RFP and hire consultant.                      |
| Complete Eco-Center Project                             | Remove all City equipment, etc. from former Corp Yard |

**Economic Development and Vitality Goal - Attract and expand diverse business and employment**

**Strategy ED -1: Identify opportunities to become more "business-friendly".**

**Key Initiative** **FY 25/26 Milestone**

Update business license policy for food trucks. Council approval

**Strategy ED-2: Facilitate industrial/commercial development within Green Island Industrial Area.**

**Key Initiative** **FY 25/26 Milestone**

Upgrade Water Reclamation Facility to treat industrial high-strength waste. Council approval "Go/No Go" decision on HSW treatment technology

**Strategy ED-3: Facilitate mixed-use development within Broadway District Specific Plan Area.**

**Key Initiative** **FY 25/26 Milestone**

Review development opportunities/barriers for priority properties/areas Council review and comment.

Prepare commercial viability study for 3rd grocery store Council review and comment of viability study

**Strategy ED-4: Encourage and facilitate tourism.**

**Key Initiative** **FY 25/26 Milestone**

**Strategy ED-5: Expand jurisdictional boundaries to provide areas for future growth.**

**Key Initiative** **FY 25/26 Milestone**

Annex Watson Lane Territory. Meet and confer with Vallejo leadership to advocate for resolution.

Expand Urban Limit Line (ULL). Council approval of new ULL Agreement

**Outdoors and Recreation Goal - Expand opportunities for use of outdoor recreation and an active**

**Strategy RE-1: Ensure recreation programming and events attract a broad spectrum of residents.**

**Key Initiative** **FY 25/26 Milestone**

Develop Active Adult Fee Waiver Policy Council approval

**Strategy RE-2: Partner with community groups to deliver opportunities for organized activity.**

**Key Initiative** **FY 25/26 Milestone**

Develop Community Group Grant Funding Policy Council approval and distribute funds.

**Strategy RE-3: Development and enhancement of parks, trails, and open space amenities.**

**Key Initiative** **FY 25/26 Milestone**

Update Parks & Community Services Master Plan Council approval

Complete Vine Trail Project Council approval of feasibility study for Paoli/Watson Lane segment

Complete Clark Ranch Project Remove dead/dying trees from northern property line.

Complete Wetlands Edge Environmental Educational Enhancement Project Notice of completion

Complete Melvin Road Park Project Complete design

Complete Melvin Tennis Court Project Complete design

Complete Aquatic Facility Improvement Project Prepare RFP and hire consultant

Complete Northampton Shade Canopy Project Notice of completion

Complete Northampton Park Restroom Project Notice of completion

Complete Silver Oak Park Restroom Project Notice of completion

Complete Linwood Park Improvements Project Prepare RFP and hire consultant

Complete Veterans Park Playground Replacement and Resurface Project Complete design

Complete Community Park I Playground Replacement and Resurface Project Complete design

Complete Main Street Park Improvement Project Complete design

**Transportation Goal - Improve the transportation network within the City to alleviate congestion**

**Strategy TR-1: Improve traffic flow along Highway 29.**

| Key Initiative   | FY 25/26 Milestone         |
|--|----------------------------|
| Complete 'Hwy 29 Multi-Modal Operational Improvement Project'. | Public workshop with NVTVA |

**Strategy TR-2: Better the condition of local streets.**

| Key Initiative   | FY 25/26 Milestone              |
|--|---------------------------------|
| Complete Green Island Rd Reconstruction/Widening Project         | Award construction contract     |
| Complete Knightsbridge Reconstruction & Water Main Improvements  | Notice of completion            |
| Complete South Kelly Road - Highway 29 Intersection Project      | Submit design to Cal Trans      |
| Complete American Canyon Road Guardrail Project                  | Award construction contract     |
| Complete Melvin Sidewalk and Storm Drainage Improvements Project | Notice of completion            |
| Complete Rancho Del Mar Paving and Utility Improvements Project  | Notice of completion            |
| Complete Rancho Del Mar Paving and Utility Phase II Project      | Prepare RFP and hire consultant |

|  |                                 |
|--|---------------------------------|
| Complete Green Island Road Class I Trail Project   | Award construction contract     |
| Complete Citywide Pavement Rejuvenation Project    | Complete design                 |
| Complete Melvin Rd Pavement Rehabilitation Project | Prepare RFP and hire consultant |

**Strategy TR-3: Expand network of local streets and parallel routes to Highway 29.**

| Key Initiative                | FY 25/26 Milestone  |
|-------------------------------|---|
| Update Traffic Impact Fee.    | Council approval  |
| Complete Newell Drive Project | Prepare RFP and hire consultant to conduct feasibility study. |

**Strategy TR-4: Improve safety and expand access for bicyclists, pedestrians and transit users.**

| Key Initiative   | FY 25/26 Milestone   |
|--|----------------------|
| Update Complete Streets Policy to prioritize active transportation over vehicular modes. | Council approval     |
| Update Countywide Active Transportation Plan   | Council approval     |
| Enhance pedestrian visibility at 5 locations identified in Local Roadway Safety Plan     | Notice of completion |

**Infrastructure Goal - Develop and maintain infrastructure resources to support sustainable**

**Strategy IN-1: Deliver high-quality drinking water from a stable, long-term supply.**

| Key Initiative  | FY 25/26 Milestone  |
|---|---|
| Complete Sites Reservoir Project.   | Council approval of Benefits and Obligations Agreement.             |
| Resolve Vallejo water litigation.   | Meet and confer with Vallejo leadership to advocate for resolution. |
| Complete Water Treatment Plant Master Plan  | Prepare RFP and hire consultant                                     |
| Update Urban Water Management Plan  | Prepare RFP and hire consultant                                     |
| Complete Water Treatment Plant Filter Media Replacement & Underdrain Repair Project | Prepare RFP and hire consultant                                     |
| Complete North Kelly Road Water Main Project  | Complete design   |
| Complete Zone 5 Water Pump Station Project  | Complete design   |
| Complete Northampton Water Main Replacement Project                                 | Prepare RFP and hire consultant                                     |
| Complete Water Treatment Plant SCADA Project  | Complete design   |

**Strategy IN-2: Provide recycled water alternatives for non-potable uses.**

| Key Initiative                       | FY 25/26 Milestone              |
|--------------------------------------|---------------------------------|
| Connect Tower Road customers.        | Prepare RFP and hire consultant |
| Complete RW Fill Station Project     | Notice of completion            |
| Complete Little League Field Project | Notice of completion            |

**Strategy IN-3: Collect and treat non-industrial and industrial wastes effectively and efficiently.**

| Key Initiative  | FY 25/26 Milestone          |
|---|-----------------------------|
| Complete Water Reclamation Facility SCADA Project             | Notice of completion        |
| Complete Broadway Sewer Rehab (Crawford to Donaldson) Project | Award construction contract |
| Complete Andrew Road Sewer Repair Project                     | Award construction contract |
| Complete Cartegena Manhole Rehabilitation Project             | Notice of completion        |

**Strategy IN-4: Prevent flooding of natural and man-made drainage systems.**

| Key Initiative          | FY 25/26 Milestone |
|-------------------------|--------------------|
| Storm Drain Master Plan | Council approval   |

|   |  |
|---|--|
| <b>Organizational Effectiveness Goal - Deliver exemplary government services.</b>         |  |
| <b>Strategy OR-1: Ensure fiscal stability to deliver services and maintain assets.</b>    |  |
| <b>Key Initiative</b>   | <b>FY 25/26 Milestone</b>  |
| Update Year-End Fund Balance & Capital Set Aside Fiscal Policy                            | Council approval   |
| <b>Strategy OR-2: Emphasize customer service and community priorities.</b>                |  |
| <b>Key Initiative</b>   | <b>FY 25/26 Milestone</b>  |
| Enhance the first-time customer service experience  | Conduct "Secret Shopper" test experience for phones, processes, etc. |
| <b>Strategy OR-3: Engage the entire community.</b>  |  |
| <b>Key Initiative</b>   | <b>FY 25/26 Milestone</b>  |
| Solicit feedback on Neighborhood Community Assessment and other issues from the community | Conduct 4 neighborhood "town hall" meetings.                         |
| <b>Strategy OR-4: Implement new technology.</b>   |  |
| <b>Key Initiative</b>   | <b>FY 25/26 Milestone</b>  |
| Implement Computerized Maint. Management System.<br>Develop A.I. Policy                   | Notice of completion<br>Council approval                             |
| <b>Strategy OR-5: Encourage continuous improvement and best practices.</b>                |  |
| <b>Key Initiative</b>   | <b>FY 25/26 Milestone</b>  |
| <b>Strategy OR-6: Increase employee engagement and development programs.</b>              |  |
| <b>Key Initiative</b>   | <b>FY 25/26 Milestone</b>  |
| Conduct Employee Job Satisfaction Survey  | Council receive and file   |

**Environmental Sustainability Goal: Demonstrate leadership in environmental sustainability.**

**Strategy ES-1: Achieve Net-Zero Climate Pollution for City Operations**

| Key Initiative  | FY 25/26 Milestone  |
|---|---|
| Research methodology to track "carbon footprint" at City facilities | Council receive and file  |
| Properly dispose of waste at City facilities                        | Deploy recycling, compost and landfill bins at City facilities. |

**Strategy ES-2: Increase Resiliency by Fortifying Vulnerabilities.**

| Key Initiative   | FY 25/26 Milestone   |
|--|--|
| Prepare Regional Shoreline Adaptation Plan to protect against sealevel rise (SB 272) | Council approve SOW for Regional Shoreline Adaptation Plan |

**Strategy ES-3: Collaborate with Partners to Reduce Climate Pollutants.**

| Key Initiative   | FY 25/26 Milestone  |
|--|---|
| Increase community usage of Napa County Climate Challenge App                                | Promote app through City media network                    |
| Work with BayRen and others to promote retro-fitting older homes to be more energy efficient | Promote grant funding programs through City media network |
| Adopt Napa Countywide Regional Climate Action and Adaptation Plan (RCAAP)                    | Council approval  |

**Strategy ES-4: Ensure Future Development is Environmentally Sustainable**

| Key Initiative   | FY 25/26 Milestone                      |
|--|---|
| Analyze Urban Limit Line (ULL) from an environmental perspective | Council review ULL Agreement with OSATS |



## **TITLE**

Q2 FY25/26 Capital Project Schedule Update

## **RECOMMENDATION**

Receive this informational item and provide feedback.

## **CONTACT**

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

## **BACKGROUND & ANALYSIS**

The Public Works Department will be providing quarterly updates on the status and delivery of Capital Improvement Projects (CIP) for the current fiscal year. City Council will be provided with a master project schedule, a map of citywide projects, and photos when available. The projects will include the name of the city staff member leading the project and consultant when applicable. At this time there are some projects that do not include a project lead but will be updated as the fiscal year unfolds.

## **FISCAL IMPACT**

The Capital Improvement Program Budget was adopted by City Council on June 3, 2025.

## **ENVIRONMENTAL REVIEW**

None

## **COMMUNICATION**

Level 0: No Further Public Communication Needed

## **ATTACHMENTS:**

1. [FY25-26 Q2 CIP 90-Day Summary](#)
2. [FY25-26 Q2 CIP Schedule](#)
3. [FY25-26 Q2 CIP Project Map](#)
4. [FY25-26 Q2 CIP Construction Activity Update](#)

## Capital Project Accomplishments in the previous 90 Days:

### I. On-Going Construction:

- A. Rancho Del Mar Paving and Utility Improvements  
Completed: Sewer, Concrete, and Paving (FDR reconstruction, asphalt rubber cape seal)
- B. Melvin Sidewalk and Drainage Project  
On-going: Concrete curb, gutter, sidewalk, driveways, and ADA ramps; stormdrain installation
- C. Wetlands Edge Enhancement Project  
On-hold. Completed: Site grading, paths, utilities, planting. Pending: Restroom and Gazebo
- D. Green Island Road Reconstruction and Widening Project  
On-going: Hanna sidewalk and driveway reconstruction, and water main replacement
- E. SCADA Upgrades at the Water Reclamation Facility are underway
- F. SCADA Upgrades at the Water Treatment Plant are underway
- G. Northampton Shade Structure  
Completed

### II. Advertised and Awarded for Construction:

- A. Northampton Shade Structure  
Structure purchased for materials-on-hand
- B. Award SCADA Upgrades at Water Treatment Plant

### III. Design

- A. Northampton Park Restroom  
Completed
- B. Silver Oak Park Restroom  
Completed
- C. East American Canyon Road Guardrail Project – on-going (currently @ 100%)
- D. South Kelly & Hwy 29 (including Tower Road) – on-going (currently @ 65%)
- E. Veterans Park Playground & Surface – on-going (currently @ 85%)
- F. Melvin Park Tennis Courts – on-going (currently @ 75%)

## Capital Project Goals for the next 90 Days:

### I. Construction:

- A. **Rancho Del Mar Paving and Utility Improvements**  
Signage and striping. Notice of Completion.
- B. **Melvin Sidewalk and Drainage Project**  
Stormdrain, traffic calming, signage and striping. Substantial Completion.
- C. **Wetlands Edge Environmental Education**  
Pending: Restroom installation, gazebo installation (long lead item). Substantial Completion.
- D. **Green Island Road Reconstruction and Widening Project**  
On-going. Concrete, Utilities, FDR and Paving of side streets
- E. **Northampton Park Restroom**  
Advertise, Award, Start Construction
- F. **Silver Oak Park Restroom**  
To be packaged and constructed jointly with Northampton Park Restroom
- G. **City Hall Roof Replacement**  
Start work in October. Substantial Completion.
- H. **SCADA Upgrades at Water Reclamation Facility**  
On-going
- I. **SCADA Upgrades at Water Treatment Plant**  
On-going

### II. Advertise and/or Award of Construction Contracts:

- A. **Advertise and Award East American Canyon Road Guardrail Project**
- B. **Advertise and Award Northampton Park Restroom**
- C. **Advertise and Award Silver Oak Park Restroom**

D. Advertise Veterans Park Playground & Surface

E. Advertise Melvin Park Tennis Courts

III. Design

A. Green Island Road Class I Trail

B. South Kelly & Hwy 29 (including Tower Road) – on-going

C. SS4 Broadway Sewer – completion

D. Citywide Pavement Rejuvenation Project (Cape Seal)

E. Rancho Del Mar Phase II

F. Main Street Park ADA Upgrades

G. New Melvin Park

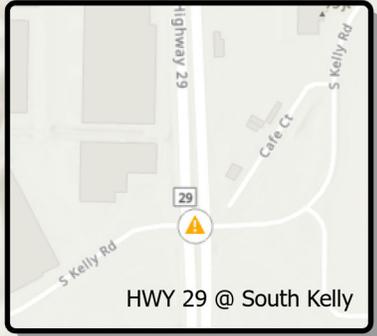
H. Wetlands Restoration and Public Access

| ID | Task Mode | Task Name   | Duration  | Start        | Finish       | % Complete | Resource Names                            | Notes             | Predecessors | '25 | Oct 5, '25 | Oct 12, '25 | Oct 19, '25 | Oct 26, '25 | Nov 2, '25 | Nov 9, '25 | Nov 16, '25 | Nov 23, '25 | Nov 30, '25 | Dec 7, '25 | Dec 14, '25 | Dec 21, '25 | Dec 28, '25 |
|----|-----------|---|-----------|--------------|--------------|------------|---|-------------------|--------------|-----|------------|-------------|-------------|-------------|------------|------------|-------------|-------------|-------------|------------|-------------|-------------|-------------|
| 11 |           | TR16-0700 Green Island Road                           | 200 days  | Mon 7/28/25  | Fri 5/1/26   | 0%         |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 12 |           | GREEN ISLAND ROAD RECONSTRUCTION AND WIDENING PROJECT | 200 days  | Mon 7/28/25  | Fri 5/1/26   | 0%         |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 13 |           | Green Island Road Reconstruction and Widening Project | 168 days  | Mon 7/28/25  | Wed 3/18/26  | 0%         |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 14 |           | Construction  | 168 days  | Mon 7/28/25  | Wed 3/18/26  | 0%         |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 15 |           | Green Island Road Class I Trail Project               | 74 days   | Tue 1/20/26  | Fri 5/1/26   | 0%         |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 16 |           | Award Contract (City Council)                         | 0 days    | Tue 1/20/26  | Tue 1/20/26  | 0%         |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 17 |           | Construction  | 45 days   | Mon 3/2/26   | Fri 5/1/26   | 0%         | Ronald Ranada, Consultant (TBD)           |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 76 |           | WW20-0100 SS4 Broadway Sewer                          | 479 days  | Tue 6/25/24  | Fri 4/24/26  | 0%         |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 77 |           | WW20-0100 SS4 Broadway Sewer                          | 479 days  | Tue 6/25/24  | Fri 4/24/26  | 0%         |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 78 |           | Mainline (City)                                       | 320 days  | Mon 2/3/25   | Fri 4/24/26  | 0%         |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 79 |           | Design  | 238 days  | Mon 2/3/25   | Wed 12/31/25 | 0%         | David Miller, Ronald Ranada               |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 80 |           | Award Contract (City Council)                         | 0 days    | Tue 2/3/26   | Tue 2/3/26   | 0%         |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 81 |           | Construction  | 40 days   | Mon 3/2/26   | Fri 4/24/26  | 0%         | Ronald Ranada                             |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 82 |           | SR29 Crossing (RSA)                                   | 479 days  | Tue 6/25/24  | Fri 4/24/26  | 0%         |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 83 |           | Design  | 288 days  | Tue 6/25/24  | Thu 7/31/25  | 0%         | Consultant (RSA)                          |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 84 |           | Award Contract (City Council)                         | 0 days    | Tue 2/3/26   | Tue 2/3/26   | 0%         |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 85 |           | Construction  | 40 days   | Mon 3/2/26   | Fri 4/24/26  | 0%         |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 65 |           | TR24-0300 Rancho Del Mar (ARPA)                       | 67 days   | Mon 9/1/25   | Tue 12/2/25  | 0%         |   | CONST CONTRA      |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 66 |           | TR24-0300 Rancho Del Mar                              | 67 days   | Mon 9/1/25   | Tue 12/2/25  | 0%         |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 67 |           | Construction  | 85 days   | Wed 8/6/25   | Tue 12/2/25  | 0%         | Ronald Ranada, Vendon McLeod              |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 68 |           | TR24-0200 Melvin SD and Swk (ARPA)                    | 90 days   | Mon 9/1/25   | Fri 1/2/26   | 0%         |   | CONST CONTRA      |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 69 |           | TR24-0200 Melvin SD and Swk                           | 90 days   | Mon 9/1/25   | Fri 1/2/26   | 0%         |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 70 |           | Construction  | 90 days   | Mon 9/1/25   | Fri 1/2/26   | 0%         | Ronald Ranada, Vendon McLeod              |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 60 |           | TR26-0100 Citywide Pavement Rejuvenation (Cape)       | 239 days  | Tue 9/2/25   | Fri 7/31/26  | 0%         |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 61 |           | TR26-0100 Citywide Pavement Rejuvenation (Cape)       | 239 days  | Tue 9/2/25   | Fri 7/31/26  | 0%         |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 62 |           | Design  | 109 days  | Tue 9/2/25   | Fri 1/30/26  | 0%         | Kristine Delos Santos                     |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 63 |           | Award Contract (City Council)                         | 0 days    | Tue 3/3/26   | Tue 3/3/26   | 0%         |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 64 |           | Construction  | 65 days   | Mon 5/4/26   | Fri 7/31/26  | 0%         | Kristine Delos Santos, Vendon McLeod      |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 50 |           | TR23-0200 S Kelly - SR29                              | 635 days  | Tue 6/25/24  | Mon 11/30/26 | 0%         |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 51 |           | TR23-0200 S Kelly - SR29                              | 461 days  | Mon 1/20/25  | Mon 10/26/26 | 0%         |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 52 |           | Design  | 250 days  | Mon 1/20/25  | Fri 1/2/26   | 0%         | Kristine Delos Santos, Ronald Ranada, Con | Award design co   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 53 |           | Award Contract (City Council)                         | 0 days    | Tue 2/17/26  | Tue 2/17/26  | 0%         |   | Advertise 4/21, t |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 54 |           | Construction  | 161 days  | Mon 3/16/26  | Mon 10/26/26 | 0%         | Kristine Delos Santos, Ronald Ranada      |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 55 |           | TR23-0300 Am Can Rd East Guardrail                    | 461 days  | Tue 6/25/24  | Tue 3/31/26  | 0%         |   | GRANT FUNDED      |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 56 |           | TR23-0300 Am Can Rd East Guardrail                    | 200 days  | Tue 6/25/24  | Mon 3/31/25  | 0%         |   | Check immediac    |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 57 |           | Design  | 240 days  | Mon 11/4/24  | Fri 10/3/25  | 0%         | Kristine Delos Santos, Ronald Ranada, Con |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 58 |           | Award Contract (City Council)                         | 0 days    | Tue 11/18/25 | Tue 11/18/25 | 0%         |   | Advertise 4/25, t |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 59 |           | Construction  | 87 days   | Mon 12/1/25  | Tue 3/31/26  | 0%         | Kristine Delos Santos, Ronald Ranada      |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 1  |           | WA24-0200 N Kelly Water Main                          | 88 days   | Wed 10/1/25  | Fri 1/30/26  | 0%         |   | BY W OPS, VIA C   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 2  |           | WA24-0200 N Kelly Water Main                          | 88 days   | Wed 10/1/25  | Fri 1/30/26  | 0%         |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 3  |           | Design  | 20 days   | Wed 10/1/25  | Tue 10/28/25 | 0%         | TBD                                       |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 4  |           | Award Contract  | 0 days    | Tue 11/18/25 | Tue 11/18/25 | 0%         | Water Dept staff or CUPCCAA               |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 5  |           | Construction  | 45 days   | Mon 12/1/25  | Fri 1/30/26  | 0%         | TBD                                       |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 6  |           | PR23-0700 Silver Oak Restroom                         | 383 days? | Tue 6/25/24  | Thu 12/11/25 | 67%        |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 7  |           | PR23-0700 Silver Oak Park Restroom                    | 409 days? | Tue 6/25/24  | Fri 1/16/26  | 67%        |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 8  |           | Design  | 331 days  | Tue 6/25/24  | Tue 9/30/25  | 74%        | Consultant (RSA)                          |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 9  |           | Award Contract (City Council)                         | 0 days?   | Tue 11/4/25  | Tue 11/4/25  | 0%         |   |                   | 8FS+2 days   |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 10 |           | Construction  | 35 days   | Mon 12/1/25  | Fri 1/16/26  | 0%         | TBD                                       |                   | 9            |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 18 |           | PR23-0500 Northampton Restroom                        | 382 days? | Tue 6/25/24  | Wed 12/10/25 | 0%         |   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |

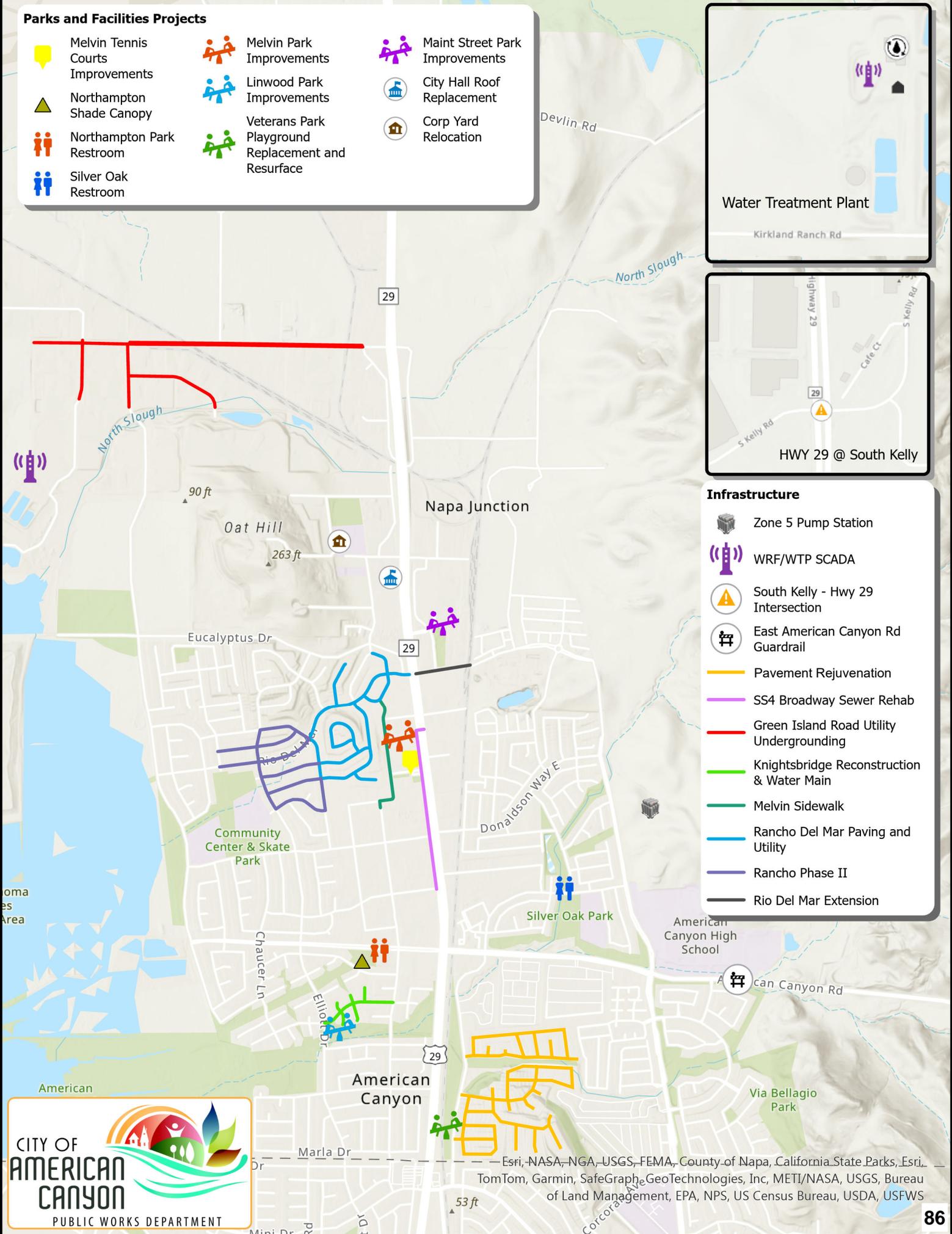
| ID | Task Mode | Task Name   | Duration         | Start               | Finish              | % Complete | Resource Names                     | Notes             | Predecessors | '25 | Oct 5, '25 | Oct 12, '25 | Oct 19, '25 | Oct 26, '25 | Nov 2, '25 | Nov 9, '25 | Nov 16, '25 | Nov 23, '25 | Nov 30, '25 | Dec 7, '25 | Dec 14, '25 | Dec 21, '25 | Dec 28, '25 |
|----|-----------|---|------------------|---------------------|---------------------|------------|------------------------------------|-------------------|--------------|-----|------------|-------------|-------------|-------------|------------|------------|-------------|-------------|-------------|------------|-------------|-------------|-------------|
| 19 |           | <b>NORTHAMPTON RESTROOM</b>                               | <b>382 days?</b> | <b>Tue 6/25/24</b>  | <b>Wed 12/10/25</b> | <b>0%</b>  |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 20 |           | Design  | 331 days         | Tue 6/25/24         | Tue 9/30/25         | 0%         | Consultant (RSA)                   |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 21 |           | Award Contract (City Council)                             | 0 days           | Tue 11/4/25         | Tue 11/4/25         | 0%         |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 22 |           | Construction  | 35 days          | Mon 12/1/25         | Fri 1/16/26         | 0%         | TBD                                |                   | 21           |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 23 |           | <b>PR23-0200 Melvin Tennis Courts</b>                     | <b>270 days?</b> | <b>Mon 3/3/25</b>   | <b>Fri 3/13/26</b>  | <b>0%</b>  |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 24 |           | Melvin Tennis Courts                                      | 270 days?        | Mon 3/3/25          | Fri 3/13/26         | 0%         |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 25 |           | Design  | 195 days         | Mon 3/3/25          | Fri 11/28/25        | 0%         | Kristine Delos Santos              |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 26 |           | Award Contract (City Council)                             | 0 days?          | Tue 1/20/26         | Tue 1/20/26         | 0%         |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 27 |           | Construction  | 30 days          | Mon 2/2/26          | Fri 3/13/26         | 0%         | TBD                                |                   | 26           |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 28 |           | <b>PR19-0100 Wetlands Enviro Educational Center</b>       | <b>116 days?</b> | <b>Fri 6/13/25</b>  | <b>Fri 11/21/25</b> | <b>0%</b>  |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 29 |           | WETLANDS ENVIRO EDU                                       | 116 days?        | Fri 6/13/25         | Fri 11/21/25        | 0%         |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 30 |           | Construction  | 116 days?        | Fri 6/13/25         | Fri 11/21/25        | 0%         | Capital Projects Coordinator (TBD) | Extended constr   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 31 |           | <b>CF23-0300 Corp Yard Relocation</b>                     | <b>526 days</b>  | <b>Tue 6/25/24</b>  | <b>Tue 6/30/26</b>  | <b>0%</b>  |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 32 |           | CORP YARD RELOCATION & UPGRADE                            | 526 days         | Tue 6/25/24         | Tue 6/30/26         | 0%         |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 33 |           | Construction  | 526 days         | Tue 6/25/24         | Tue 6/30/26         | 0%         | Brian Materne                      |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 34 |           | <b>CF23-0100 City Hall Roof</b>                           | <b>354 days</b>  | <b>Tue 6/25/24</b>  | <b>Fri 10/31/25</b> | <b>0%</b>  |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 35 |           | City Hall Roof Improvement                                | 354 days         | Tue 6/25/24         | Fri 10/31/25        | 0%         |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 36 |           | Design  | 164 days         | Tue 6/25/24         | Fri 2/7/25          | 0%         | Ginny Leija                        |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 37 |           | Award Contract (City Manager)                             | 0 days           | Mon 3/3/25          | Mon 3/3/25          | 0%         |                                    | CUPCCAA           | 36           |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 38 |           | Construction  | 23 days          | Wed 10/1/25         | Fri 10/31/25        | 0%         | Ginny Leija                        |                   | 37           |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 39 |           | <b>WA25-0100 Hanna Water Main (see TR16-0700)</b>         |                  |                     |                     | 0%         |                                    | UNDER GIR         |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 40 |           | <b>WA26-0200 Water Treatment Plant SCADA</b>              | <b>842 days?</b> | <b>Thu 6/20/24</b>  | <b>Fri 9/10/27</b>  | <b>0%</b>  |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 41 |           | WA26-0200 Water Treatment Plant SCADA                     | 842 days?        | Thu 6/20/24         | Fri 9/10/27         | 0%         | Design Build                       |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 42 |           | Design  | 194 days         | Tue 6/25/24         | Fri 3/21/25         | 0%         |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 43 |           | Award   | 0 days           | Tue 8/5/25          | Tue 8/5/25          | 0%         |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 44 |           | Implementation  | 540 days         | Mon 8/18/25         | Fri 9/10/27         | 0%         | Telstar                            |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 45 |           | <b>WW16-0300 SCADA</b>                                    | <b>265 days?</b> | <b>Tue 6/25/24</b>  | <b>Mon 6/30/25</b>  | <b>0%</b>  |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 46 |           | WW16-0300 SCADA   | 919 days         | Tue 6/25/24         | Fri 12/31/27        | 0%         |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 47 |           | Design  | 194 days         | Tue 6/25/24         | Fri 3/21/25         | 0%         | Design Build                       |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 48 |           | Award Contract (City Council)                             | 0 days           | Tue 6/17/25         | Tue 6/17/25         | 0%         |                                    | RFP Jan 6 - Feb 7 |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 49 |           | Implementation  | 655 days         | Mon 6/30/25         | Fri 12/31/27        | 0%         | Telstar                            |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 86 |           | <b>WW24-0100 Andrew Road Sewer Repair (see WW20-0100)</b> |                  |                     |                     | 0%         |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 87 |           | <b>PR25-0600 Main Street Park Improvements</b>            | <b>380 days</b>  | <b>Mon 1/6/25</b>   | <b>Fri 6/19/26</b>  | <b>0%</b>  |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 88 |           | Design  | 280 days         | Mon 1/6/25          | Fri 1/30/26         | 0%         | Capital Projects Coordinator (TBD) |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 89 |           | Award Contract (City Council)                             | 0 days           | Tue 3/17/26         | Tue 3/17/26         | 0%         |                                    |                   | 88           |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 90 |           | Construction  | 45 days          | Mon 4/20/26         | Fri 6/19/26         | 0%         |                                    |                   | 89           |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 91 |           | <b>PR25-0400 Veterans Park Playground Replacement</b>     | <b>280 days?</b> | <b>Tue 8/6/24</b>   | <b>Mon 9/1/25</b>   | <b>0%</b>  |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 92 |           | Design  | 206 days         | Wed 3/19/25         | Wed 12/31/25        | 0%         | Miracle Play Systems               |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 93 |           | Award Contract (City Council)                             | 0 days           | Mon 3/2/26          | Mon 3/2/26          | 0%         |                                    | 8 to 12 week Lea  |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 94 |           | Construction  | 60 days          | Mon 4/20/26         | Fri 7/10/26         | 0%         | Capital Projects Coordinator (TBD) |                   | 93           |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 95 |           | <b>PR23-0100 Melvin Park Improvements</b>                 | <b>250 days</b>  | <b>Mon 10/13/25</b> | <b>Fri 9/25/26</b>  | <b>0%</b>  |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 96 |           | Design  | 122 days         | Mon 10/13/25        | Tue 3/31/26         | 0%         |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 97 |           | Award Contract (City Council)                             | 0 days           | Tue 5/19/26         | Tue 5/19/26         | 0%         |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 98 |           | Construction  | 60 days          | Mon 7/6/26          | Fri 9/25/26         | 0%         |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 71 |           | <b>WA24-0100 Rio Del Mar Water Main (see TR24-0300)</b>   |                  |                     |                     | 0%         |                                    | RDM PH 2; ADD     |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 72 |           | <b>WA23-0200 WTP Filter Media</b>                         | <b>191 days</b>  | <b>Mon 4/7/25</b>   | <b>Mon 12/29/25</b> | <b>0%</b>  |                                    | BY WRF            |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 73 |           | Design  | 191 days         | Mon 4/7/25          | Mon 12/29/25        | 0%         | Water Ops                          |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 74 |           | <b>WA23-0100 WTP Shop</b>                                 | <b>195 days</b>  | <b>Wed 10/1/25</b>  | <b>Tue 6/30/26</b>  | <b>0%</b>  |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |
| 75 |           | Design  | 195 days         | Wed 10/1/25         | Tue 6/30/26         | 0%         |                                    |                   |              |     |            |             |             |             |            |            |             |             |             |            |             |             |             |

**Parks and Facilities Projects**

-  Melvin Tennis Courts Improvements
-  Northampton Shade Canopy
-  Northampton Park Restroom
-  Silver Oak Restroom
-  Melvin Park Improvements
-  Linwood Park Improvements
-  Veterans Park Playground Replacement and Resurface
-  Maint Street Park Improvements
-  City Hall Roof Replacement
-  Corp Yard Relocation



- Infrastructure**
-  Zone 5 Pump Station
  -  WRF/WTP SCADA
  -  South Kelly - Hwy 29 Intersection
  -  East American Canyon Rd Guardrail
  -  Pavement Rejuvenation
  -  SS4 Broadway Sewer Rehab
  -  Green Island Road Utility Undergrounding
  -  Knightsbridge Reconstruction & Water Main
  -  Melvin Sidewalk
  -  Rancho Del Mar Paving and Utility
  -  Rancho Phase II
  -  Rio Del Mar Extension



Esri, NASA, NGA, USGS, FEMA, County of Napa, California State Parks, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, USFWS

CITY OF  
AMERICAN  
CANYON



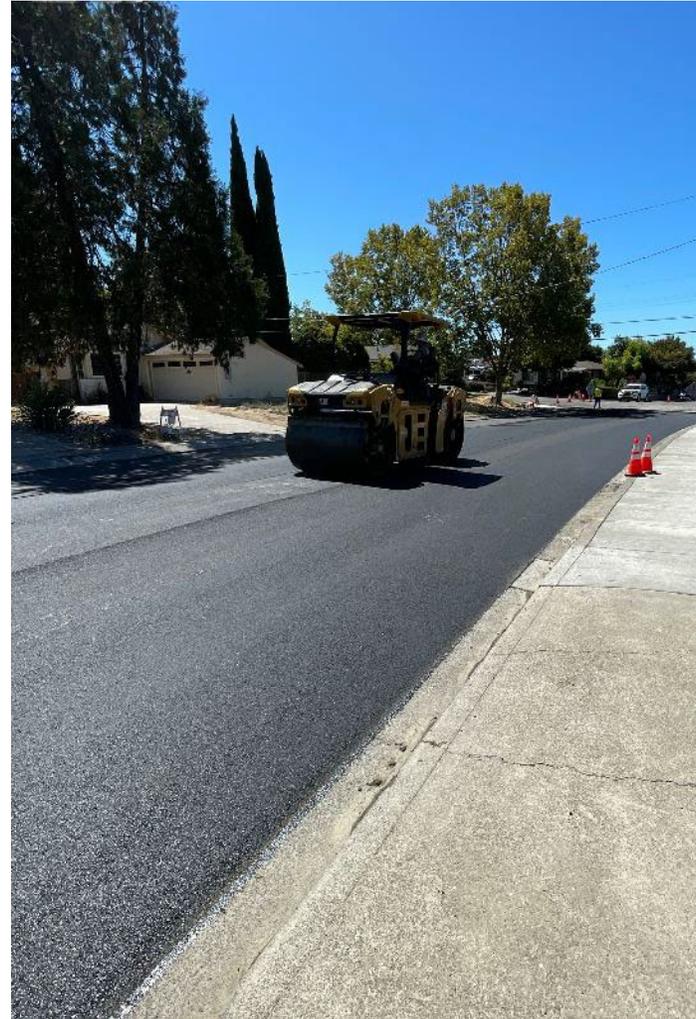
FY25-26 Q2  
CIP Activity Update

# Rancho Del Mar Paving and Utility Improvements

## Construction Completed



Road reconstruction (FDR)



New asphalt paving (Rio Del Mar)



# Rancho Del Mar Paving and Utility Improvements

## Construction Completed



Asphalt rubber chip seal



Slurry seal

# Green Island Road Reconstruction and Widening

## Construction On-going



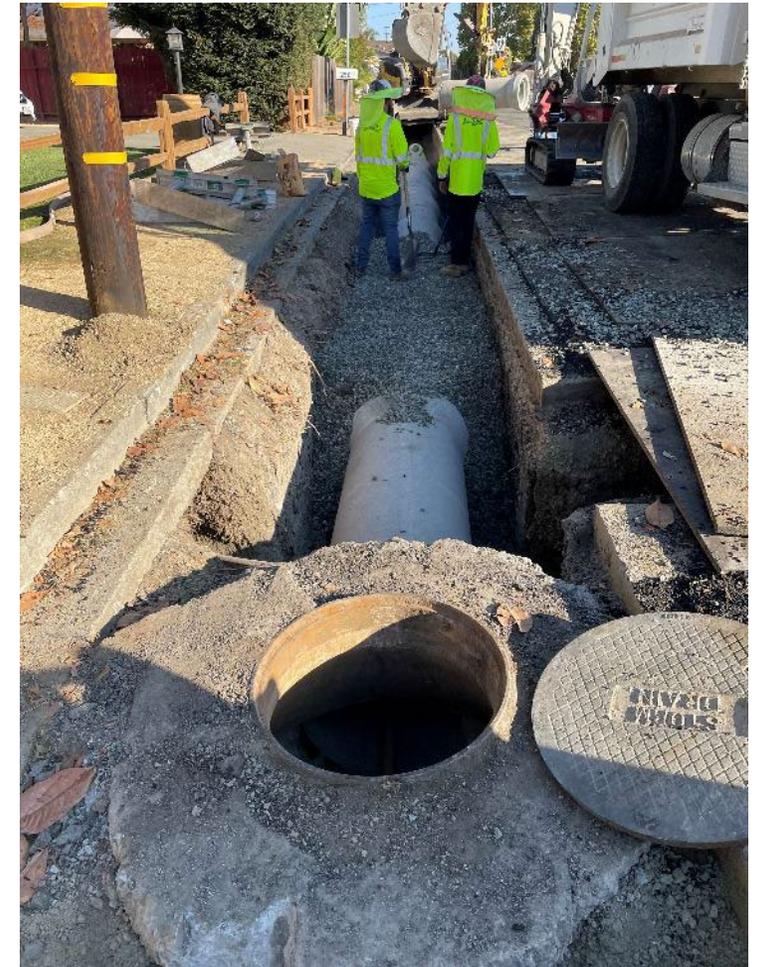
Hanna Drive  
Water main and sidewalk

# Melvin Sidewalk and Drainage Project Construction On-going



Concrete (sidewalks, ADA curb ramps, etc.)

# Melvin Sidewalk and Drainage Project Construction On-going



Storm drain system installation

# Wetlands Edge Enhancement Project

## Construction On-hold



Site grading and flatwork, utilities, and planting

# Northampton Shade Canopy Installation Completed



Shade installation



## CITY COUNCILMEMBER REPORT

**Council Meeting Date:** 10/07/2025

**Submitted by:** Mayor Pierre Washington

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**Event Date:** 24/09/2025

**Event Type:** Community Event

**Event Title:** 2025 Citizens Academy for the City of American Canyon

**Event Report:** I had the pleasure of attending the 2025 American Canyon Citizens Academy alongside **Councilwoman Melissa Lamattina** and a full class of engaged local residents.

Our City Manager, Jason Holley, led a powerful orientation covering the structure of our city government, the process behind managing a city of our size, and a look back at our rich local history.

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**Event Date:** 24/10/2025

**Event Type:** Committee Report

**Event Title:** Communications meeting American Canyon

**Event Report:** GREAT energy at our American Canyon Communications meeting! Joined by **Councilmember David Oro** and City Staff to review our citywide communication plan and assess the health of our systems in place. Proud to be part of a TEAM committed to transparency, connection, and continuous improvement for our community.

City Communication Plans are essential for effective engagement between local government and our residents, especially in times of crisis and for ongoing community relations.

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**Event Date:** 23/09/2025

**Event Type:** Committee Report

**Event Title:** American Canyon Fire Protection District meeting

**Event Report:** The Board met for our monthly American Canyon Fire Protection District meeting, and we had four Proclamations presented.

- Proclamation for outstanding training provided by **Todd Pelletier**
- Proclamation for the amazing volunteers of the **American Canyon CERT Team**
- Proclamation for **Fire Prevention Month**
- Proclamation for **Sudden Cardiac Awareness Month**



**Event Date:** 25/09/2025

**Event Type:** Community Event

**Event Title:** Governemnt Day Field Trip Donaldson Way 2nd Grade Class

**Event Report:** Second graders from **Donaldson Way Elementary School** visited American Canyon City Hall to learn how local government works. They met with me, the City Manager, Jason Holley and city staff from various departments including Environmental Services, Parks & Recreation and Public Works. They were provided souvenirs to remember their day.

This is all part of how the City of American Canyon engages with our community and inspires future leaders.



**Event Date:** 29/09/2025

**Event Type:** Community Event

**Event Title:** FilAM Carabao Vintners Annual FilAm Recognition

**Event Report:** I had the privilege of attending the annual Napa Vintners FilAm Recognition Event in Napa California. This Year's celebration was especially meaningful as it also services to promote Carabao, a newly opened Filipino restaurant that highlights the rich culture, hospitality, and cuisine of the Philippines. the restaurant name, Carabao, represents the strong and enduring water buffalo that is native to the Philippines, symbolizing resilience, hard work, and community spirit.

I was honored to be joined by distinguished leaders and community partners at this gathering, including Napa Mayor, Scott Sedgley and his wife Linda, Napa Supervisor, Belia Ramos, American Canyon City Councilmember David Oro and his wife, Patricia, and the consul General of the Philippines assigned to San Francisco, Neil Frank Ferrer, who attended with his delegation. The event was supported by the American Canyon FilAm, President, Jodi Cruz and his Wife Jem as well as all the dedicated members of the FilAm organization, whose continued leadership fosters unity and cultural pride across our community.

The evening provided an opportunity to celebrate the invaluable contributions of Filipino American in Napa Valley and beyond, while also show casing the way in which food, wine, culture, and fellowship bring us together. I am grateful for the warm hospitality and proud to stand alongside partners and residents in honoring the FilAm community's heritage and impact.

## FUTURE AGENDA ITEMS OF NOTE

**October 9, 2025, Joint PCS/OSATS 6:30 p.m.**  
Parks and Community Services Master Plan

**October 21, 2025, City Council 6:30p**  
Pres: Spirit Horse  
Proc: National Code Compliance Appreciation with Code Enforcement Update  
Watson Ranch Spec Pln Implementation Update

**October 23, 2025, Planning Comm. 6:30 p.m.**  
Meeting Cancelled

**November 4, 2025, City Council 6:30p**  
Proc: Acknowledging Diwali  
Proc: Veterans Day  
2025 Building Code Update First Reading  
AI and Data Policy

**November 5, 2025, OSATS Meeting. 6:30 p.m.**  
NVRTA Active Transportation Plan  
General Plan Sustainability Initiatives

**November 6, 2025, Finance Subcommittee. 1:00 p.m.**  
Fiscal Policies Discussion

**November 13, 2025, PCS Meeting 6:30 p.m.**  
Evaluate Potential Revenue Measure

**November 18, 2025, City Council 6:30p**  
High Strength Waste Project  
Fiscal Policies  
AI Policy and Data Policy

**November 20, 2025, Planning Comm. 6:30 p.m.**  
Crawford Way Tentative Subdivision Map

**December 2, 2025, City Council Meeting 6:30p**  
Sites Reservoir Project Update  
General Plan Sustainability Initiatives

**December 3, 2025, OSATS Meeting. 6:30 p.m.**  
Complete Streets Approach for CIP Projects  
BCDC's SB272 Sea Level Rise Report

**December 11, 2025, PCS Meeting. 6:30 p.m.**  
Potential Revenue Measure for Parks

**December 16, 2025, City Council 6:30p**  
Crawford Way Tentative Subdivision Map  
Annual Comprehensive Financial  
Open Gov Presentation

**December 18, 2025, Planning Comm. 6:30 p.m.**  
TBD

| Unscheduled Council Directed Items | Councilmember | Date of Council Vote | Notes   |
|------------------------------------|---------------|----------------------|---|
| All Electric Reach Code            | 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            | Scheduled for 11/04/2025                              |