



REGULAR CITY COUNCIL MEETING AGENDA

City Hall - Council Chambers
4381 Broadway St., Suite 201, American Canyon
December 20, 2022
6:30 PM

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

AMENDED AGENDA

This agenda was amended to replace an attachment to Business Item No. 9

Consistent with Government Code Section 54953 and the American Canyon City Council Resolution Declaring the Existence of a Local Emergency due to the COVID-19 Pandemic, City Council and other public meetings will be conducted both in person at City Hall, 4381 Broadway, Suite 201, and also via Zoom Teleconferencing to promote local, state, and federal guidelines and social distancing recommendations for the containment of the coronavirus. City officials and members of the public are invited to attend the meeting either in person or via teleconference. This meeting will be broadcast live to residents on Napa Valley TV, on our website [here](#) and on YouTube [here](#).

PUBLIC PARTICIPATION

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

Written comments, via eComments: Please submit written comments through the eComments link, located on the Meetings & Agendas page of our website [here](#). Comments will be available to council members in real time. eComments will remain open throughout the meeting. All comments received will be posted online and become part of the meeting record.

Zoom Meeting Link: [Click here](#)

Webinar ID: 836 1946 5437 **Passcode:** 873516

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

AGENDA MATERIALS: City Council agenda materials are published 72 hours prior to the meeting and are available to the public via the City’s website at www.cityofamericancanyon.org.

AMERICANS WITH DISABILITIES ACT: The City Council will provide materials in appropriate alternative formats to comply with the Americans with Disabilities Act. Please send a written request to City Clerk at 4381 Broadway, Suite 201, American Canyon, CA 94503 or by email to

cityclerk@cityofamericancanyon.org. 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.

PUBLIC ADDRESS – CLOSED SESSION 5:30 P.M.

The Mayor will call the meeting to order and conduct role 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.

4:00 P.M. CLOSED SESSION

- 1. Matters Relating to Public Employment Public Employee Performance Evaluations Pursuant to Gov. Code Section 54957.
Position: Jason Holley, City Manager**

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT ON CLOSED SESSION/CONFIRMATION OF REPORTABLE ACTION

PROCLAMATIONS AND PRESENTATIONS

PUBLIC COMMENTS - ITEMS NOT ON THE AGENDA

*This time is reserved for members of the public to address the City Council on items of interest that are not on the Agenda and are within the subject matter jurisdiction of the City Council. Comments are limited to 3 minutes. Comments for items on the Agenda will be taken when the item is called. The City Council is prohibited by law from taking any action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the City Council does not respond to public comment at this time. Speakers are asked to please speak clearly, and provide their name. Any handouts for distribution to the City Council must be emailed by 3:00 p.m. on meeting day. To comment via zoom during the meeting: click the “raise your hand” button if joining by computer, or press *9 if joining by phone, when the item is called. To avoid confusion, hands raised outside of Public Comment periods will be lowered.*

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

- 2. [Report Upon Return from Closed Session](#)
Recommendation: Approve the Report Upon Return from Closed Session from the Regular City Council Meeting of December 6, 2022.**

3. **AB361 In Person and Remote Teleconferenced Meetings - December 20, 2022 - January 19, 2022**
Recommendation: Adopt a Resolution reaffirming that, due to the continuing COVID-19 Pandemic, a local emergency exists, re-ratifying the Proclamation of a State of Emergency by Governor Newsom on March 4, 2020, and authorizing in-person and remote teleconferenced meetings of legislative and advisory bodies of the City of American Canyon for the period of December 20, 2022 - January 17, 2023, pursuant to the Ralph M. Brown Act.
4. **Quarterly Investment Report for City and Fire District Fiscal Year 2022-23 Quarter 1**
Recommendation: Receive and file the City and Fire District’s Treasurer’s Report for the month ended September 30, 2022.
5. **2023 Local Commission and Committee Appointments List**
Recommendation: Receive and file the “2023 Local Commission and Committee Appointments List” and direct staff to recruit for vacant and expired positions.

PUBLIC HEARINGS

6. **106 Wilson Way - Special Assessment Lien Continued from December 6, 2022**
Recommendation: Adopt a Resolution of the City Council of the City of American Canyon confirming the report of proceedings and accounting for the costs incurred in abating the public nuisance located at 106 Wilson Way and notice of ordering the imposition of a Special Assessment Lien.

BUSINESS

7. **New Open Space, Active Transportation, and Sustainability Commission**
Recommendation: Adopt a Resolution reconstituting the Open Space Advisory Committee as the Open Space, Active Transportation, and Sustainability Commission, and approving the Commission's Fiscal Year 2022/2023 Work Plan.
8. **Human Resources Annual Presentation**
Recommendation: Receive and file a report on City workforce trends and demographics from the Human Resources Division.
9. **Matters relating to the selection of Vice Mayor and various City Council committee appointments for 2023**
Recommendation: Matters relating to the selection of Vice Mayor and various City Council committee appointments for 2023:
 1. By Minute Order, nominate and select a Vice Mayor to serve for a one-year term, January to December 2023.
 2. By Minute Order, approve the “2023 City Council Appointments List”.

MANAGEMENT AND STAFF ORAL REPORTS

MAYOR/COUNCIL COMMENTS, COMMITTEE REPORTS, AND FUTURE AGENDA ITEMS

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

A) Report from Vice-Mayor Aboudamous on the CalCites League Leader Conference.

10. Council Committee Report - Councilmember Mark Joseph

Recommendation: Receive and file the Council Committee Report from Councilmember Mark Joseph.

11. Future Agenda Items of Note:

January 17, 2023

Measure T Maintenance of Effort

OSATS Ordinance

Annual Cannabis Report

Parks, Buildings, and Recreation Update

February 7, 2023

Black History Month Proclamation

ARPA Funds: Skatepark and Playground Upgrades

Auditors Report FY 21/22

February 21, 2023

Giovanonni Project

Fire Impact Fees

Recreation User Fee Schedule

ADJOURNMENT

CERTIFICATION

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

Cherri Walton, CMC, Deputy City Clerk

William D. Ross
David Schwarz
Kypros G. Hostetter

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File No: 199/6

December 8, 2022

VIA E-MAIL

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

Re: Report Upon Return from Closed Session; Virtual Regular City Council Closed Session Meeting of the American Canyon City Council; December 6, 2022

Dear Mayor Garcia and Members of the City Council:

This communication sets forth reportable action, if any, of the City Council (“Council”) of the City of American Canyon (“City”), consistent with provisions of the Ralph M. Brown Opening Meeting Act (Government Code Section 54950, *et seq.*) resulting from the Closed Session of the Virtual Regular City Council Closed Session Meeting of December 6, 2022, consistent with Government Code Section 54957.1.

The City Council (Vice Mayor Mariam Aboudamous being absent) convened in Open Session at 5:03 p.m. and ascertained that there were no public comments on matters agendized for Closed Session consideration, your then Council adjourned to Closed Session at 5:03 p.m.

There were three matters agendized for City Closed Session consideration.

1. Conference with Legal Counsel – Anticipated Litigation
Authorize Pursuant to Government Code Section 54956.9(d)(2)
One Matter
2. Conference with Legal Counsel - Existing Litigation (2 matters).
Authorized pursuant to Government Code Section 54956.9(d)(1):
 - a. *City of American Canyon v. City of Vallejo, et al.* (Napa Superior Court Case No. 22CV000772)
 - b. *City of American Canyon v. Leon Dale Schmidt* (Napa Superior Court Case No. 22CV001041)

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3. Conference with Real Property Negotiators - Authorized Pursuant to Government Code Section 54956.8.
Property: APN 059-030-037 and 059-030-007 (No situs address).
Agency negotiator(s): City Manager Jason B. Holley.
Negotiating Parties: City of American Canyon.
Under negotiation: Terms of Acquisition of Property.

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

With respect to Closed Session Agenda Item No. 2.a., except for matters of public record in the litigation, there was no reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(1). *See*, Sacramento Superior Court Case No. 34-2022-00327471-CU-CO-GDS.

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

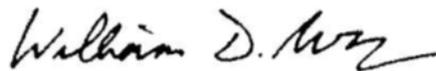
With respect to Closed Session Agenda Item No. 3., there was no reportable action under the provisions of Government Code Section 54956.8.

Your Council concluded the Closed Session at 6:28 p.m.; when the Council convened in Open Session, it was indicated that a written report upon return from Closed Session consistent with Government Code Section 54957.1, would be prepared.

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

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

Very truly yours,



William D. Ross
City Attorney

WDR:jf

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and Members of the City Council
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cc: Jason B. Holley, City Manager
Maria Ojeda, Assistant City Manager
Taresa Geilfuss, City Clerk
Cherri Walton, Deputy City Clerk



TITLE

AB361 In Person and Remote Teleconferenced Meetings - December 20, 2022 - January 19, 2022

RECOMMENDATION

Adopt a Resolution reaffirming that, due to the continuing COVID-19 Pandemic, a local emergency exists, re-ratifying the Proclamation of a State of Emergency by Governor Newsom on March 4, 2020, and authorizing in-person and remote teleconferenced meetings of legislative and advisory bodies of the City of American Canyon for the period of December 20, 2022 - January 17, 2023, pursuant to the Ralph M. Brown Act.

CONTACT

Taresa Geilfuss, CMC, City Clerk

BACKGROUND & ANALYSIS

Because of the COVID-19 Pandemic, the City Council, as well as the City Planning Commission and Board of Directors of the American Canyon Fire Protection District, have been conducting meetings via Zoom teleconference, as allowed by Executive Order N-29-20. However, the Executive Order expired on September 30, 2021.

Assembly Bill 361, which was approved at by the Governor on September 16, 2021, allows local agencies such as the City to continue to meet by Zoom or other teleconferencing methods, provided that certain conditions are met.

The effect of Executive Order N-29-20 was to suspend certain provisions of the Ralph M. Brown Open Meeting Act (Government Code Section 54950 et seq.), which only allowed remote teleconference participation by City Council Members through a posting process at each teleconferenced member's location, with agenda provisions indicating that each teleconferenced location be accessible to the public.

The attached Resolution complies with the provisions of AB 361 to allow continued Zoom meetings of the City Council, while also allowing the meetings to be conducted with in-person attendance. This "hybrid" style of meeting continues to promote social distancing by allowing members of the Council, City Staff, and members of the public to participate in the manner in which they feel most safe, thereby promoting public participation while simultaneously protecting vulnerable members of

the public, such as those with compromised immune systems.

The ability to continue to meet by Zoom, even in conjunction with Open Meetings, can be accomplished by the City Council provided that monthly resolutions as amended are enacted with provisions referencing appropriate confirmation of declared emergencies are described.

Stated plainly, the City Council will have to enact a "361 Resolution" at least every 30 days to allow the Zoom teleconferencing procedure to continue.

Changes to the first page of the City Council Agendas were made beginning October 2021, as the means for the public to participate via continued Zoom teleconference will have to be described consistent with the AB 361 procedures rather than the now-expired Executive Order N-29-20. These changes indicate that, pursuant to this authority, members of the public and members of the City Council may continue to participate by Zoom video/teleconferencing, or alternatively participate in-person at the designated physical meeting location.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Not applicable.

FISCAL IMPACT

None.

ENVIRONMENTAL REVIEW

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

ATTACHMENTS:

[1. Resolution AB361](#)

RESOLUTION NO. 2022-

A RESOLUTION OF THE CITY OF AMERICAN CANYON CITY COUNCIL REAFFIRMING THAT A LOCAL EMERGENCY EXISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020, AND AUTHORIZING IN-PERSON AND REMOTE TELECONFERENCED MEETINGS OF LEGISLATIVE AND ADVISORY BODIES OF THE CITY OF AMERICAN CANYON FOR THE PERIOD OF DECEMBER 20, 2022 – JANUARY 19, 2023, PURSUANT TO THE RALPH M. BROWN ACT

WHEREAS, the City of American Canyon (“City”) is committed to preserving and nurturing public access and participation in meetings of the American Canyon City Council (“City Council”), Council committees, Planning Commission, and all other advisory, elected and appointed committees and commissions (“City Decision Making Bodies”); and,

WHEREAS, all meetings of the City’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the City’s legislative bodies conduct their business; and,

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and,

WHEREAS, a required condition for such teleconference meetings is that a state of emergency be declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and,

WHEREAS, that proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the City’s boundaries, caused by natural, technological, or human-caused disasters; and,

WHEREAS, that proclamation also requires that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and,

WHEREAS, emergency conditions exist in the City, specifically, a State of Emergency has been proclaimed by Governor Newsom on March 4, 2020, proclaiming a State of Emergency to exist in California because of the threat of COVID-19; and,

WHEREAS, during the COVID-19 pandemic, the City Council has conducted remote, teleconferenced meetings consistent with the Governor’s Executive Orders promoting social distancing; and

WHEREAS, consistent with AB 361, as a condition of extending the use of the provisions found in section 54953(e), the City Council must reconsider the circumstances of the state of emergency that exists in the City, and the City Council has done so; and,

WHEREAS, in response to COVID-19, the Governor of the State of California issued a Proclamation of a State of Emergency in response to COVID-19 on March 4, 2020, and issued Executive Order N-25-20 on March 12, 2020, proclaiming temporary amendments to State law and regulations related thereto; and

WHEREAS, on March 16, 2020, the City’s Director of Emergency Services issued a Proclamation of a Local Emergency by the City of American Canyon Director of Emergency Services and Acknowledgement of a State Proclamation Declaring of a State of Emergency and Acknowledgement of a Federal Proclamation Declaring of a National Emergency (P2020-001) (the “Proclamation”); and

WHEREAS, due to the emergence of new variants of COVID-19, such as Delta Variant, followed by the surging Omicron Variant of COVID-19, not all members of the public may feel safe to participate personally at in-person meetings; and,

WHEREAS, the City Council has determined that conducting “hybrid” style meetings with the option for members of the public and members of the City Council to attend either virtually or in person would allow participation in a way individuals feel most safe, thereby promoting public participation while simultaneously promoting social distancing and protecting vulnerable members of the public, such as those with compromised immune systems; and,

WHEREAS, as a consequence of the local emergency, the City Council does hereby find that City Decision Making Bodies shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and,

WHEREAS, the City is providing teleconference access via a conference phone-line number to the meetings to ensure public access.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Exists. The City Council hereby proclaims that a local emergency continues to exist throughout the city, and the surging of Delta and Omicron Variants of COVID-19 would present an imminent risk to meeting in person.

Section 3. Re-Ratification of the Governor’s Proclamation of a State of Emergency. The City Council hereby re-ratifies the Governor’s Proclamation of State of Emergency issued on March 4, 2020.

Section 4. Remote Teleconference Meetings. City Decision Making Bodies and City Staff are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting open and public teleconferenced meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective for 30 days or until such time as the City Council adopts a subsequent Resolution in accordance with Government Code section 54953(e)(3) to extend the time during which City Decision Making Bodies may continue to conduct teleconferenced meetings without compliance with paragraph (3) of subdivision (b) of section 54953, whichever occurs sooner.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the American Canyon City Council held on the 20th day of December 2022, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Leon Garcia, Mayor

ATTEST:

APPROVED AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney



TITLE

Quarterly Investment Report for City and Fire District Fiscal Year 2022-23 Quarter 1

RECOMMENDATION

Receive and file the City and Fire District's Treasurer's Report for the month ended September 30, 2022.

CONTACT

Jemelyn Cruz, Interim Finance Director

BACKGROUND & ANALYSIS

The City's Investment Policy requires; the Treasurer to submit a quarterly investment report to the City Council. The report ([Attachment 1](#)) for the quarter ended September 30, 2022 includes investment transactions for both the City and Fire District. The report shows the City's cash and investment book balance, including debt reserves and unspent proceeds, was \$72,980,434. The Fire District's book balance was \$4,791,949.

- The City's diversified portfolio includes \$43.00 million invested in the California State Treasurer's Office Local Agency Investment Fund (LAIF) and \$23.96 million managed by Chandler Asset Management. The funds managed by Chandler are invested in U.S. Treasury Notes, Federal Agency Securities, Asset Backed Securities, U.S. Corporate Notes, Supranational Securities, and FDIC insured Corporate Notes. The lower market value to book value is due to the rising interest rate environment. That is an unrealized number, since the City normally holds investments to maturity. The increasing rate environment also offers an opportunity to invest to achieve higher returns.
- The Fire District maintains cash and investment accounts separately from the City. The book value of the District's total portfolio is \$4.79 million. All cash not needed to meet the current operational requirements of the Fire District is invested with Local Agency Investment Fund (LAIF).

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

The recommended action will have no impact on the city's budget.

ENVIRONMENTAL REVIEW

Not Applicable

ATTACHMENTS:

1. [Investment Report Sept 30, 2022](#)

**Investment Report
For the Month Ended
September 30, 2022**



City of American Canyon

<u>Operating and Capital Funds</u>	<u>Book Value</u>	<u>Market Value</u>	<u>Book Yield</u> ⁽¹⁾	<u>% of Portfolio</u>
Cash - Petty	\$ 2,300	\$ 2,300		0.00%
Cash - Westamerica Bank	2,081,972	2,081,972	0.25%	3.01%
Local Agency Investment Fund	43,006,146	42,178,749	1.35%	62.28%
Asset Backed Securities	2,427,256	2,346,171	1.73%	3.51%
Federal Agency Securities	4,606,410	4,307,836	1.32%	6.67%
Collateral Mortgage Obligations	157,023	145,843	0.72%	0.23%
Corporate Notes	6,217,955	5,749,357	2.04%	9.00%
Money Market Fund	271,938	271,938	2.45%	0.39%
Negotiable CD	900,001	898,803	0.25%	1.30%
Supranational	974,272	901,342	1.03%	1.41%
U.S. Treasury Notes	8,412,060	7,772,476	1.41%	12.18%
TOTAL OPERATING CASH	69,057,331	66,656,786		100.00%

Debt Reserves and Proceeds

Debt Service Reserves				
602 - American Canyon Road	223,856	223,856	2.42%	
601 - 2004 Reassessment				
603 - CFD	3,092,032	3,092,032	2.31%	
Capital Reserve				
601 - 2004 Reassessment	315,483	315,483	1.35%	
360 - AmCyn Road East	291,732	291,732	2.41%	
TOTAL DEBT & CAPITAL RESERVES	3,923,103	3,923,103		

TOTAL CASH AND INVESTMENTS - CITY \$ 72,980,434 \$ 70,579,888

(1) The weighted average yield as operating and capital funds for the month ended 6/30/22 was 1.38%.

American Canyon Fire Protection District



<u>Description</u>	<u>Book Value</u>	<u>Market Value</u>	<u>Book Yield</u> ⁽²⁾	<u>% of Portfolio</u>
Cash - Westamerica Bank	\$ 156,300	\$ 153,293	0.25%	3.26%
Local Agency Investment Fund	4,635,649	4,546,464	1.35%	96.74%
TOTAL CASH AND INVESTMENTS - FIRE	\$ 4,791,949	\$ 4,699,757		100.00%

(2) The weighted average yield for the month ended 6/30/22 was 1.31%.

The investments, as shown above, are in conformance with the Investment Policy or bond agreements
There are sufficient funds to meet the City's budgeted financial obligations for the next six months.

Respectfully submitted,



Jemelyn Cruz
Interim Finance Director



TITLE

2023 Local Commission and Committee Appointments List

RECOMMENDATION

Receive and file the "2023 Local Commission and Committee Appointments List" and direct staff to recruit for vacant and expired positions.

CONTACT

Taresa Geilfuss, CMC, City Clerk

BACKGROUND & ANALYSIS

On an annual basis, the City Clerk's Office assures the city is following Government Code Section 54970 (i.e., the "Maddy Act"). As required, the City Council approves a list of all commission and committee members whose terms will expire during the coming year. The City Clerk is responsible for publishing and posting a list of appointments each year in December. The list contains the names of all incumbents and identifies any terms that will expire during the next calendar year. The "2022 Local Commission and Committee Appointments List - with 2023 Vacancies" will be posted at City Hall and on the city's website. The Maddy Act document is below as Attachment 1.

The City Clerk's Office recruits for Planning, Parks & Community Services, and Open Space Advisory Committee every two years. On November 29, 2022, three Planning Commissioners, Davet Mohammed, Eric Altman and Brando Cruz were appointed to serve new 4-year terms.

We are mid recruitment for the Parks & Community Services Commission with two terms expiring in 2022. Interviews for those positions will be held in January 2023.

This year Council reformatted the former Open Space Advisory Committee to the new Open Space Active Transportation and Sustainability Commission. We are mid recruitment to fill two vacant positions and anticipate holding interviews in January 2023.

There are multiple Napa County appointment opportunities for our citizens, most terms expiring in December 2023. Recruitments will be advertised at the appropriate time next year to fill the vacancies.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

None.

ENVIRONMENTAL REVIEW

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

ATTACHMENTS:

[1\) Local_Appointment_List_-_Maddy_Act_-_2023_Vacancies.pdf](#)



2022 Local Appointments List of Boards, Commissions and Committees
In compliance with the requirements of Government Code [§54972](#), below is a listing of all appointments, with 2023 vacancies highlighted in yellow.

PLANNING COMMISSION (Authority: American Canyon Municipal Code 2.32)			
Function: The functions, powers and duties of the Planning Commission shall be all those functions, powers and duties of a planning commission and board of zoning adjustment as provided in Chapters 3 and 4 of Title 7 commencing with <i>Government Code §65100</i> (the planning and zoning law) and shall perform such other duties and functions as may be designated by the city council. APPLICATION			
Requirements: Must be a resident of American Canyon, a registered voter, and 18 years or older by beginning of term.			
Additional info: 5 members appointed by City Council; 4-year term; meets the 4 th Thursday of each month at 6:30 p.m.			
Commissioner	Date of Appointment		Term Expires
1 Eric Altman	3/15/2011 (R 2011-16); 01/20/2015 (CC Minutes); 01/15/2019 (MO 2019-01); 2/11/2019 (MO 2019-05) (MO 2022-08)		12/31/2026
2 Brando Cruz	12/06/2022 (MO 2022-08)		12/31/2026
3 Crystal Dispo Mallare	01/10/2017 (MO 2017-00); 12/15/2020 (MO 2020-14)		12/31/2024
4 Andrew Goff	01/10/2017 (MO 2017-00); 12/15/2020 (MO 2020-14)		12/31/2024
5 Davet Mohammed	12/06/2022 (MO 2022-08)		12/31/2026

PARKS & COMMUNITY SERVICES COMMISSION (Authority: American Canyon Municipal Code 2.29 ; Resolution 2011-100)			
Function: The functions, powers and duties shall include review of issues referred to the Commission by the City Council, the City Manager, Parks & Recreation Department, residents or organizations of the city; to provide advice, comment and make recommendations regarding such issues as requested; to organize or facilitate community benefit activities or functions; and other duties as assigned by the City Council. (Ord. 2003-04 § 1, 2003; Ord. 2001-04 § 1, 2001) APPLICATION			
Requirements: Must be a resident of American Canyon, a registered voter, and 18 years or older by beginning of term.			
Additional info: 5 members appointed by City Council; 4-year term; meets the 2 nd Thursday of each month at 6:30 p.m.			
Commissioner	Date of Appointment		Term Expires
1 Clarence Mamaril	2/13/2013 (CC Minutes); 06/06/2017 (CC Minutes); 12/15/2020 (MO 2020-14)		12/31/2024
2 Cathy Margolati	6/6/2017 (CC Minutes); 12/15/2020 (MO 2020-14)		12/31/2024
3 Pending Appointment			12/31/2022
4 Gina Griggs	12/15/2020 (MO 2020-14)		12/31/2024
5 Pending Appointment	3/03/2015 (CC Minutes); 2/26/2019 (MO 2019-04)		12/31/2022
6 Selah Hmun	Student – 1 or 2 school year term from October to June		06/30/2022

OPEN SPACE ACTIVE TRANSPORTATION AND SUBSTAINABILITY ADVISORY COMMISSION			
Function: The OSATS Commission serves in an advisory capacity to the City Council, with its members appointed by the city Council. Commission meetings are held on the first Wednesday of each month at 6:30 p.m. The Committee should establish priority goals and projects, subject to Council review and confirmation. APPLICATION			
Requirements: Must be a resident of American Canyon, a registered voter, and 18 years or older by beginning of term.			
Additional info: 5 members appointed by City Council; 4-year term; meets the 1 st Wednesday of each month at 6:30 p.m.			
Committee Member	Date of Appointment		Term Expires
1 Nance Matson	09/01/2005 (R 2005-83); 03/02/2010 (R 2010-20); 01/21/2014 (R 2014-07); 03/26/2019 (MO 2019-07); 12/21/2021 (MO 2021-05)		12/31/2025
2 Barry Christian	09/01/2005 (R 2005-83); 03/02/2010 (R 2010-20); 01/21/2014 (R 2014-07) 03/26/2019 (MO 2019-07); 12/21/2021 (MO 2021-05)		12/31/2025
3 Pending Appointment			12/31/2022
4 Pending Appointment			12/31/2022
5 Scott Artis	01/14/2021 (Minute Order 2021-01 Partial); 12/21/2021 (MO 2021-05)		12/31/2025

NAPA COUNTY BOARDS, COMMISSIONS AND COMMITTEES

Appointed by American Canyon City Council as representatives on Napa County Commissions or Committees

(A full list of Napa County Boards, Commissions and Committees vacancies, including those appointed directly by Napa County, can be found on the Napa County website [here.](#))

NAPA COUNTY LIBRARY COMMISSION

General Information: 8 members: 3 appointed by the BOS; 1 appointed by each city in Napa County. Term is 3 years, beginning on February 1st. Meets the 1st Thursday of every other month, 5:00 p.m., Napa County Library, [APPLICATION](#)

	Representative	Date of Appointment	Term Expires
1	Ashley Taylor Almond	07/21/2020 (MO 2020-11a)	02/01/2023

NAPA COUNTY MOSQUITO ABATEMENT DISTRICT

General Information: 1 member appointed from the district at large by the BOS; 1 appointed by each city in Napa County. Term is 2 or 4 years. Meets 2nd Wednesday of each month, 7:00 p.m., 15 Melvin Road, American Canyon, CA 94503. [APPLICATION](#)

	Representative	Date of Appointment	Term Expires
1	Deborah Maffei	04/04/2017 partial (MO 2017-07), 11/28/2017 (MO 2017-23); 12/3/2019 (MO 2019-15) 12/21/2021 (MO 2021-04)	12/31/2023

NVTA - ACTIVE TRANSPORTATION ADVISORY COMMITTEE (ATAC)

General Information: 11 members: 1 appointed by each city in Napa County, 2 from American Canyon. Term is 3 years. Meets Wednesday evenings, six times a year at NVTA's office at 625 Burnell Street, Napa; 5:00 p.m. [APPLICATION](#)

	Representative	Date of Appointment	Term Expires
1	Barry Christian	03/18/2014 (MO 2014-02); 10/03/2017 (MO 2017-16) 12/15/2020 (MO 2020-15)	12/31/2024
2	Vacant		

NVTA - CITIZEN ADVISORY COMMITTEE (CAC)

General Information: 19 members: 1 appointed by each city in Napa County. Term is 2 years. Meets Wednesday evenings, six times a year at NVTA's office at 625 Burnell Street, Napa; 5:00 p.m. [APPLICATION](#)

	Representative	Date of Appointment	Term Expires
1	VACANT		

GENERAL RULES REGARDING CITY OF AMERICAN CANYON APPOINTMENTS, TERMS AND VACANCIES

(Authority: American Canyon Municipal Code [2.28.010](#))

- All members of boards and commissions of the city shall be appointed by the City Council for four-year terms, commencing on January 1st following the year of appointment. Interim vacancies shall be filled by appointment for the unexpired term of the member replaced.
- Any member of a board or commission of this city may be removed from office at any time, with or without cause, by a majority vote of the city council, except in cases where the mayor or city council are not the appointing authority (in which cases such regular appointing authority may exercise this power of removal).
- Commissioners and board members are expected to attend all meetings, regular and special. If a commissioner or board member cannot attend a regular or special meeting, he shall notify either the commission or board chair or the appropriate staff person assigned to support that commission or board. The full commission or board will decide to either excuse the absence or not excuse it. Whenever a commissioner or board member has more than three unexcused absences in a twelve-month period, then that commissioner or board member shall be removed from office.
- All members of any board or commission shall be initially, and during their incumbencies, bona fide residents of the city. No such member shall, at or during their incumbency, be an employee of the city.



TITLE

106 Wilson Way - Special Assessment Lien Continued from December 6, 2022

RECOMMENDATION

Adopt a Resolution of the City Council of the City of American Canyon confirming the report of proceedings and accounting for the costs incurred in abating the public nuisance located at 106 Wilson Way and notice of ordering the imposition of a Special Assessment Lien.

CONTACT

William D. Ross, City Attorney

BACKGROUND & ANALYSIS

On or about April 9, 2021, a fire partially burned the single-family residence located at 106 Wilson Way, in American Canyon, CA, 94503 (the "Property"). During their response firefighters observed excessive amounts of trash and debris in and around the house making it a greater fire hazard as well as more difficult to extinguish the fire. City Staff had received multiple complaints prior to the fire regarding the condition of the Property. City Staff issued multiple notices of violation for numerous health and nuisance violations.

In October 2021 and February 2022, the property, by and through Property Owner's insurance carrier, was partially abated by a private contractor. Since February 2022 health and nuisance violations continued and worsened on the Property. Due to the continuing and progressively more severe violations, on July 28, 2022, the City Attorney filed an *Ex-Parte* Application for Inspection Warrant and Abatement Order with the Napa County Superior Court. Finding cause to issue, the Court granted and issued the Inspection Warrant and Abatement Order on July 29, 2022. City Staff began the process of inspecting the property and preparing to abate the public nuisance on the Property. An independent contractor was hired to perform the hazardous abatement of the property and its accumulation of rubbish, debris, and abandoned, wrecked, or inoperable vehicles. Due to the extent of the public nuisance the work was not completed until September 27, 2022.

Chapter 9.04 et seq. and 10.36 et seq. of the American Canyon Municipal Code outlines the process for City-led abatement of property and vehicles. The Code requires an itemized report by the City Manager to be filed with the City Council. Following the filing of the report and confirmation by Council, the City Clerk will deliver the Resolutions by certified mail to the Napa County Recorder's

Office to establish special assessment liens for the cost of the abatement. The total cost of abating both the property and the vehicles through September 30, 2022, was \$181,016.50.

On November 2, 2022, the City Manager delegated the responsibility of drafting the itemized Report to the City Attorney.

By adopting the Resolution (Attachment 1) the City Council will authorize the City Clerk to process the filing of the Resolution to allow for a special assessment to be placed on the 106 Wilson Way property tax rolls for monies owed to the City for abatement.

The Resolution accounts for costs incurred by the City through September 31, 2022. Additional costs will be presented to the City Council for consideration at future City Council meetings. The City Manager's Report contains an itemized accounting of expenses incurred through September 30, 2022 (Attachments 2 and 7). The invoices reflecting the line items for the expenses incurred are attached as Exhibits 3-10.

On November 15, 2022, the properly scheduled public hearing on this matter was continued to December 6, 2022 on recommendation of the City Attorney to allow the Property Owner time to obtain legal counsel. Notice was again subsequently given regarding the public hearing and the right to obtain legal counsel. As of the date of this Staff Report, the Property Owner has not indicated he has obtained legal counsel.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

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

FISCAL IMPACT

The City has incurred and been billed for expenses incurred for this abatement. Current bills include City Attorney fees, abatement/cleanup contractor costs, and staff time costs through September 30, 2022. If the special assessment lien is confirmed by Council, the amount of \$181,016.50 can be a lien against the Property and eventually recovered and remitted to the City General Fund.

ENVIRONMENTAL REVIEW

Not a Project under CEQA Guidelines Section 15378.

ATTACHMENTS:

1. [Resolution- 106 Wilson Way](#)
2. [Itemized Accounting for Property Abatement](#)
3. [CVE Invoice for Property Abatement](#)
4. [Delta One Security Invoice](#)

5. Law Offices of William D. Ross Invoices
6. Personnel Costs Documentation
7. Itemized Accounting for Vehicle Abatement
8. CVE Invoice for Vehicle Abatement
9. Before-During Abatement Photographs
10. CVE Completion Report

RESOLUTION NO. 2022-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON
CONFIRMING THE REPORT OF PROCEEDINGS AND ACCOUNTING FOR THE COSTS INCURRED IN
ABATING THE PUBLIC NUISANCE LOCATED AT 106 WILSON WAY AND NOTICE OF ORDERING THE
IMPOSITION OF A SPECIAL ASSESSMENT LIEN**

WHEREAS, the City has taken actions to abate a public nuisance located on the property described as 106 Wilson Way, American Canyon, California; and

WHEREAS, said property is listed as Assessor's Parcel No. 058-370-002 (the "Property"); and

WHEREAS, the Code Enforcement Officer has issued violation notices in accordance with Chapter 9.04 *et seq.* and 10.36 *et seq.* of the American Canyon Municipal Code for nuisance; and,

WHEREAS, pursuant to the referenced provisions of the Code, the City abated the public nuisance located on the Property by a Court Order.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby approves the following:

SECTION 1. Approves the reports of Proceedings and Accounting of the cost in the total amount of \$181,016.50.

SECTION 2. That a special assessment lien in the amount of \$181,016.50 is hereby imposed upon the property described herein.

SECTION 3. That the City Clerk, or other designee, shall file a certified copy of this Resolution and the Property Reports with the Napa County Recorder's office.

SECTION 4. That the County Recorder is respectfully requested to record the notice of special assessment lien in the amount of \$181,016.50 against 106 Wilson Way.

SECTION 5. That after recordation, the City Clerk shall cause a certified copy of the city council's decision confirming the abatement costs to be filed with the Napa County auditor-controller. The auditor-controller is respectfully requested to add \$181,016.50 to the next regular tax bill levied against for 106 Wilson Way on the County Tax Roll opposite the parcel of land referred to, and that thereafter said amount shall be collected at the same time and in the same manner as ordinary municipal taxes.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 6th day of December, 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Leon Garcia, Mayor

ATTEST:

APPROVE AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney



PROCEEDINGS AND ACCOUNTING REPORT

PUBLIC NUISANCE PROPERTY ABATEMENT

- I. LOCATION/LEGAL:
 - Assessor’s Parcel Number: 058-370-002
 - Address: 106 Wilson Way

- II. OWNER OF RECORD: Lee Schmidt

- III. PROCEDURE:
 - a. Notice of Violation: 7/1/2021
 - b. Non-Compliance: 7/22/2021
 - c. Notice of Violation: 9/21/2021
 - d. Non-Compliance: 10/5/2021
 - e. Notice of Violation: 2/2/2022
 - f. Non-Compliance: 2/7/2022
 - g. *Ex-Parte* Application filed: 7/28/2022
 - h. Inspection Warrant/Abatement Order Issued: 7/29/2022
 - i. *Ex-Parte* Renewal Application filed: 8/15/2022
 - j. Inspection Warrant/Abatement Order Issued: 8/17/2022
 - k. *Ex-Parte* Extension Application filed: 9/1/2022
 - l. Inspection Warrant/Abatement Order Issued: 9/2/2022
 - m. *Ex-Parte* Extension Application filed: 9/16/2022
 - n. Inspection Warrant/Abatement Order Issued: 9/16/2022
 - o. Abatement Work Completion: 9/27/2022

IV. ACCOUNTING (through September 30, 2022):

Property Abatement	\$109,630.00
-----	-----
Security	\$21,937.50
-----	-----
Attorneys Fees	\$ 8,605.00 (July)
	\$19,966.25 (Aug)
	\$19,011.25 (Sept)
-----	-----
Personnel Costs	\$ 1,866.52 (Tiffany Ford)
-----	-----
Total	\$ 181,016.52

William D. Ross
 William D. Ross, City Attorney



CENTRAL VALLEY ENVIRONMENTAL

North Bay: 135 Utility Court Suite A, Rohnert Park, CA 94928
San Diego: 7912 Armour Street, San Diego, CA 92111

Tax I.D.# 45-4398710

Invoice

BILL TO:
LEE SCHMIDT
4381 BROADWAY ST.
SUITE 201
AMERICAN CANYON, CA

INVOICE #: 1429
DATE: 09/21/2022
DUE DATE: 10/01/2022
TERMS: NET 10

PROJECT #	PROJ. MANAGER	JOBSITE ADDRESS	P.O. #	CLAIM #
30220345	JESUS VILLAREAL	106 WILSON WAY, AMERICAN CANYON, CA		

DESCRIPTION	ITEM PRICE	% COMPLETE (THIS PERIOD)	% COMPLETE (TOTAL)	RETAINAGE	AMOUNT DUE
DEBRIS & BIOHAZARD CLEANUP	\$91,421.00	100.00%	100.00%	\$0.00	\$91,421.00

TOTAL	\$91,421.00
PAYMENTS/CREDITS	\$0.00
BALANCE DUE	\$91,421.00

Thank you for allowing CVE to be part of your project!

Remit payments online, or by mail

Accounts Receivable
Phone: (559) 222-1122
Fax: (559) 222-1174
AR@cvecorp.com

By Mail:
Central Valley Environmental
Attn: Accounts Receivable – NB
4263 N. Selland Ave.
Fresno, CA 93722

Online: www.cvecorp.com/paymentsNB

A late fee of 1.5% will be added to the balance for every 30 days that the invoice remains unpaid



CENTRAL VALLEY ENVIRONMENTAL

Invoice

North Bay: 135 Utility Court Suite A, Rohnert Park, CA 94928
San Diego: 7912 Armour Street, San Diego, CA 92111

Tax I.D.# 45-4398710

BILL TO:
LEE SCHMIDT
4381 BROADWAY ST.
SUITE 201
AMERICAN CANYON, CA

INVOICE #: 1458
DATE: 09/22/2022
DUE DATE: 10/02/2022
TERMS: NET 10

PROJECT #	PROJ. MANAGER	JOBSITE ADDRESS	P.O. #	CLAIM #
30220345	JESUS VILLAREAL	106 WILSON WAY, AMERICAN CANYON, CA		

DESCRIPTION	ITEM PRICE	% COMPLETE (THIS PERIOD)	% COMPLETE (TOTAL)	RETAINAGE	AMOUNT DUE
CO #1	\$18,209.00	100.00%	100.00%	\$0.00	\$18,209.00

TOTAL	\$18,209.00
PAYMENTS/CREDITS	\$0.00
BALANCE DUE	\$18,209.00

Thank you for allowing CVE to be part of your project!

Remit payments online, or by mail

Accounts Receivable
Phone: (559) 222-1122
Fax: (559) 222-1174
AR@cvecorp.com

By Mail:
Central Valley Environmental
Attn: Accounts Receivable – NB
4263 N. Selland Ave.
Fresno, CA 93722

Online: www.cvecorp.com/paymentsNB

A late fee of 1.5% will be added to the balance for every 30 days that the invoice remains unpaid

Delta One Security, Inc.

P.O. Box 2849
Suisun City, CA 94585

Invoice

Date 10/6/2022

Invoice # 5416

Phone # 707-425-9346 accounting@delta1security.com
Fax # 707-425-8846

PAST DUE

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

Terms Net 15

Due Date 10/21/2022

P.O. #	
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Description	Qty	Rate	Amount
September Invoice			
Site Location: 106 Wilson Way American Canyon, CA 94503			
1 Unarmed Security Officer w/ marked patrol vehicle 9/6/2022 from 0800-1600 and 1 from 1600-2400	16	45.00	720.00
1 Unarmed Security Officer w/ marked patrol vehicle 9/7/2022 from 2400-0800, 1 from 0800-1600 and 1 from 1600-2400	24	45.00	1,080.00
1 Unarmed Security Officer w/ marked patrol vehicle 9/8/2022 from 2400-0800, 1 from 0800-1600 and 1 from 1600-2400	24	45.00	1,080.00
1 Unarmed Security Officer w/ marked patrol vehicle 9/9/2022 from 2400-0800, 1 from 0800-1600 and 1 from 1600-2400	24	45.00	1,080.00
1 Unarmed Security Officer w/ marked patrol vehicle 9/10/2022 from 2400-0800, 1 from 0800-1600 and 1 from 1600-2400	24	45.00	1,080.00
1 Unarmed Security Officer w/ marked patrol vehicle 9/11/2022 from 2400-0800, 1 from 0800-1600 and 1 from 1600-2400	24	45.00	1,080.00
1 Unarmed Security Officer w/ marked patrol vehicle 9/12/2022 from 2400-0800, 1 from 0800-1600 and 1 from 1600-2400	24	45.00	1,080.00
1 Unarmed Security Officer w/ marked patrol vehicle 9/13/2022 from 2400-0800, 1 from 0800-1600 and 1 from 1600-2400	24	45.00	1,080.00
1 Unarmed Security Officer w/ marked patrol vehicle 9/14/2022 from 2400-0800, 1 from 0800-1600 and 1 from 1600-2400	24	45.00	1,080.00
1 Unarmed Security Officer w/ marked patrol vehicle 9/15/2022 from 2400-0800, 1 from 0800-1600 and 1 from 1600-2400	24	45.00	1,080.00
1 Unarmed Security Officer w/ marked patrol vehicle 9/16/2022 from 2400-0800, 1 from 0800-1600 and 1 from 1600-2400	24	45.00	1,080.00
1 Unarmed Security Officer w/ marked patrol vehicle 9/17/2022 from 2400-0800, 1 from 0800-1600 and 1 from 1600-2400	24	45.00	1,080.00

Payments/Credits

Current Invoice

Please make checks payable to: Delta One Security, Inc.

Account Balance Due

Delta One Security, Inc.

P.O. Box 2849
Suisun City, CA 94585

Invoice

Date 10/6/2022

Invoice # 5416

Phone # 707-425-9346 accounting@delta1security.com

Fax # 707-425-8846

PAST DUE

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

Terms Net 15

Due Date 10/21/2022

P.O. #	
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Description	Qty	Rate	Amount
1 Unarmed Security Officer w/ marked patrol vehicle 9/18/2022 from 2400-0800, 1 from 0800-1600 and 1 from 1600-2400	24	45.00	1,080.00
1 Unarmed Security Officer w/ marked patrol vehicle 9/19/2022 from 2400-0800, 1 from 0800-1600 and 1 from 1600-2400	24	45.00	1,080.00
1 Unarmed Security Officer w/ marked patrol vehicle 9/20/2022 from 2400-0800, 1 from 0800-1600 and 1 from 1600-2400	24	45.00	1,080.00
1 Unarmed Security Officer w/ marked patrol vehicle 9/21/2022 from 2400-0800, 1 from 0800-1600 and 1 from 1600-2400	24	45.00	1,080.00
1 Unarmed Security Officer w/ marked patrol vehicle 9/22/2022 from 2400-0800, 1 from 0800-1600 and 1 from 1600-2400	24	45.00	1,080.00
1 Unarmed Security Officer w/ marked patrol vehicle 9/23/2022 from 2400-0800, 1 from 0800-1600 and 1 from 1600-2400	24	45.00	1,080.00
1 Unarmed Security Officer w/ marked patrol vehicle 9/24/2022 from 2400-0800, 1 from 0800-1600 and 1 from 1600-2400	24	45.00	1,080.00
1 Unarmed Security Officer w/ marked patrol vehicle 9/25/2022 from 2400-0800, 1 from 0800-1600 and 1 from 1600-2400	24	45.00	1,080.00
1 Unarmed Security Officer w/ marked patrol vehicle 9/26/2022 from 2400-0800 and 1 from 0800-1530	15.5	45.00	697.50

Payments/Credits	\$0.00
Current Invoice	\$21,937.50

Please make checks payable to: Delta One Security, Inc.

Account Balance Due \$21,937.50

Law Offices of William D. Ross

400 Lambert Avenue
Palo Alto, CA 94306
Phone: (650) 843-8080
Fax: (650) 843-8093
lawross.com

Invoice To:
City of American Canyon
4381 Broadway, Suite 201
American Canyon, CA 94503

Payable To:
400 Lambert Avenue
Palo Alto, CA 94306
Phone: (650) 843-8080
Fax: (650) 843-8093
lawross.com

INVOICE

Invoice # 10597
Date: 08/17/2022

Invoice Number	Total
10597	\$8,605.00
	Subtotal \$8,605.00
	Tax \$0.00
	Amount Due \$0.00

Law Offices of William D. Ross

400 Lambert Avenue
Palo Alto, CA 94306
Phone: (650) 843-8080
Fax: (650) 843-8093
lawross.com

INVOICE

Invoice # 10597
Date: 08/17/2022

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

199/6.92 106 Wilson Way

Date	Attorney	Notes	Quantity	Rate	Total
07/06/2022	CB	Review and revise Inspection/Abatement Warrant; legal research re Municipal and Civil Code procedures; confer with Mr. Hostetter re same; email to Mr. Ross re same	1.50	\$120.00	\$180.00
07/06/2022	KH	Confer with Mr. Ross re status of Inspection Warrant at 106 Wilson Way; confer with Ms. Bellardo re same; review and reform revisions	0.50	\$250.00	\$125.00
07/08/2022	CB	Review and revise Ms. Ford Declaration; research re Municipal Code Section 9.04 et seq. and Code of Civil Procedure 1822.50 et seq. and 731; confer with Mr. Hostetter multiple times	2.00	\$120.00	\$240.00
07/08/2022	KH	Confer with Mr. Ross re finalizing 106 Wilson Way Affidavit with respect to new facts; analyze and reform Ms. Ford Affidavit re same; confer with Ms. Bellardo re outstanding steps to finalize Warrant; transmit Ford Affidavit to Ms. Ford; review and analyze response communication by Ms. Ford re same	1.00	\$250.00	\$250.00
07/09/2022	CB	Review and revise documents for 106 Wilson Way Inspection Warrant and Abatement Order, including Ms. Ford's revised Affidavit, Ex Parte Application, Proposed Order, and Memorandum of Points and Authorities	1.50	\$120.00	\$180.00
07/10/2022	KH	Brief review and approval of proposed peer review changes to Ford Affidavit proposed by Ms. Bellardo	0.25	\$250.00	\$62.50
07/11/2022	CB	Review and revise 106 Wilson Way documents	0.50	\$120.00	\$60.00
07/11/2022	KH	Confer with Ms. Bellardo re finalization of 106 Wilson Way and remaining changes to the Inspection Warrant	0.25	\$250.00	\$62.50
07/12/2022	CB	Review and revise 106 Wilson Way Inspection Warrant and Abatement Order documents; confer with Mr. Hostetter multiple times re same	3.00	\$120.00	\$360.00
07/12/2022	KH	Confirm schedule for Ex Parte Hearings to hear	0.25	\$250.00	\$62.50

Inspection Warrant in 106 Wilson Way matter					
07/13/2022	CB	Contact Court re 106 Wilson Way Inspection Warrant Hearing date/time; review and revise Points and Authorities; research re Abatement Warrant/Order; confer with Mr. Hostetter multiple times re same	2.50	\$120.00	\$300.00
07/13/2022	KH	Review and reform Memorandum of Points and Authorities re 106 Wilson Way in preparation for filing Ex Parte Application re same; confer with Mr. Ross and Ms. Bellardo re same	0.75	\$250.00	\$187.50
07/14/2022	KH	Continue review and reform 106 Wilson Way re Points and Authorities in preparation for finalizing same	0.75	\$250.00	\$187.50
07/15/2022	KH	Review and reform Ex Parte Application for Inspection Warrant; confer with Ms. Bellardo re conformity to supporting documents in preparation for filing same	0.75	\$250.00	\$187.50
07/20/2022	KH	Further revision of Memorandum of Points and Authorities for consistency with Ex Parte Application and Mr. Ross Declaration; confer with Ms. Ford re revising of Affidavit	0.50	\$250.00	\$125.00
07/21/2022	KH	Review email from Ms. Ford re status of 106 Wilson Way Warrant Application; confer with Ms. Ford re same; review revisions to same by Ms. Bellardo; revise Ford Affidavit to support revised provisions in 106 Wilson Way Points and Authorities to support abatement and remove outdated violations and include newer violations	1.00	\$250.00	\$250.00
07/22/2022	CB	Confer with Mr. Ross, Mr. Hostetter and Mr. Schwarz re 106 Wilson Way; continue revision of 106 Wilson Way documentation (.50)	0.50	\$120.00	\$60.00
07/22/2022	WR	Confer with Mr. Schwarz and Mr. Hostetter re 106 Wilson Way	0.50	\$375.00	\$187.50
07/22/2022	KH	Confer with Ms. Ford re finalizing her Affidavit in support of Inspection Warrant; revise and reform same per Ms. Ford; revise Points and Authorities consistent with same; confer with Mr. Schwarz re same	1.50	\$250.00	\$375.00
07/23/2022	CB	Review 106 Wilson Way documentation and gather exhibits for filing	1.50	\$120.00	\$180.00
07/25/2022	CB	Finalize 106 Wilson Way Inspection Warrant and Abatement Order documents; confer with Mr. Ross and Mr. Hostetter multiple times re same; email with Ms. Ford re same; research Mr. Schmidt contact information; review Court docket multiple times after Hearing for executed Warrant	4.75	\$120.00	\$570.00
07/25/2022	WR	Confer with Ms. Tiffany Ford, Mr. Hostetter and Mr. Schmidt re Inspection Warrant and timing for access of property in association with Inspection Warrant	1.25	\$375.00	\$468.75

07/25/2022	KH	Confer with Mr. Ross and Ms. Bellardo re finalizing 106 Wilson Way Warrant Application packet, review, reform and revise all documents for filing; review for consistency and proper pleading form; confer with Ms. Bellardo re ensuring proper filing of same	3.25	\$250.00	\$812.50
07/25/2022	RK	Calendar Ex Parte Hearing for 106 Wilson Way (.25); help with compiling exhibits for Ex Parte documents; confer with Ms. Bellardo re same (.75)	1.00	\$120.00	\$120.00
07/26/2022	CB	Finalize 106 Wilson Way Inspection Warrant and Abatement Order documents; confer with Mr. Ross and Mr. Hostetter multiple times re same; email with Ms. Ford re same; contact Clerk re filings; file Inspection Warrant/Abatement Order; request personal service of documentation by Ms. Ford; draft Proof of Service; begin APS research	4.50	\$120.00	\$540.00
07/26/2022	KH	Oversee final review and filing of Application for Ex Parte Warrant for 106 Wilson Way; confer with Mr. Ross and Ms. Bellardo re filing regulations; direct personal service of documents to Mr. Schmidt; direct Proof of Service by Ms. Ford of same	1.50	\$250.00	\$375.00
07/28/2022	CB	Contact Clerk and Court re rejected 106 Wilson Way filing; confer with Mr. Hostetter re same; refile pleadings; email to Mr. Ross and Mr. Hostetter re same	0.75	\$120.00	\$90.00
07/28/2022	CB	Draft, revise, and review Inspection Warrant; research re same; confer with Mr. Ross and Mr. Hostetter re same; preparation of physical filing for Court	3.25	\$120.00	\$390.00
07/28/2022	WR	Review and revise Application for Inspection Warrant for 106 Wilson Way after conferring with Ms. Bellardo	1.00	\$375.00	\$375.00
07/29/2022	CB	Confer with Mr. Ross multiple times re Ex Parte Hearing; prepare documentation for Court; efile Warrant/Order; attempt to locate a Court reporter	1.75	\$120.00	\$210.00
07/29/2022	WR	Preparation for and attendance at Ex Parte Hearing re Inspection Warrant for 106 Wilson Way (2.00); confer with Ms. Ford re same (.25); return to Court to obtain Executed Order re same (.25); confer with Mr. Holley re same (.25)	2.75	\$375.00	\$1,031.25

Quantity Subtotal 46.75

Quantity Total 46.75

Subtotal \$8,605.00

Total \$8,605.00

Payment (10/04/2022) -\$8,605.00

Balance Owning \$0.00

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
10707	10/13/2022	\$19,011.25	\$0.00	\$19,011.25

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
10597	08/17/2022	\$8,605.00	\$8,605.00	\$0.00

Outstanding Balance \$19,011.25
Total Amount Outstanding \$19,011.25

Please make all amounts payable to: Law Offices of William D. Ross

Payment is due upon receipt.

Law Offices of William D. Ross

400 Lambert Avenue
Palo Alto, CA 94306
Phone: (650) 843-8080
Fax: (650) 843-8093
lawross.com

Invoice To:
City of American Canyon
4381 Broadway, Suite 201
American Canyon, CA 94503

Payable To:
400 Lambert Avenue
Palo Alto, CA 94306
Phone: (650) 843-8080
Fax: (650) 843-8093
lawross.com

INVOICE

Invoice # 10656
Date: 09/13/2022

Invoice Number	Total
10656	\$19,966.25
	Subtotal \$19,966.25
	Tax \$0.00
	Amount Due \$0.00

Law Offices of William D. Ross

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 Palo Alto, CA 94306
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 lawross.com

INVOICE

Invoice # 10656
 Date: 09/13/2022

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

199/6.92 106 Wilson Way

Services

Date	Attorney	Notes	Quantity	Rate	Total
08/01/2022	WR	Transmit Inspection Warrant for review by Staff	0.50	\$375.00	\$187.50
08/01/2022	KH	Review status re executed Inspection Warrant for City's immediate use in proceeding with inspection/abatement	0.25	\$250.00	\$62.50
08/02/2022	RK	Review and analysis of Doodle Poll for meeting re 106 Wilson Way; reply to same; confer with Mr. Ross re confirmation of availability; email and confer with Ms. Flathers re same; update the calendar with information for City Council Meeting; confer with Mr. Ross re same	0.50	\$120.00	\$60.00
08/02/2022	WR	Review conditions of property	0.50	\$375.00	\$187.50
08/03/2022	CB	Confer with HHS Department re Mr. Lee Schmidt; research follow up after conference; confer with Mr. Ross and Mr. Hostetter re same	1.00	\$120.00	\$120.00
08/03/2022	KH	Confer with Ms. Bellardo re options from HHS for a conservatorship and continued enforcement of Inspection Warrant in preparation for advice to client; analyze memorandum re options for conservatorship	0.50	\$250.00	\$125.00
08/03/2022	WR	Confer with Ms. Ford re inspection of 106 Wilson Way and next steps (.50); confer with Mr. Hostetter re same (.50); confer with Chief Greenberg re same (.25); meeting with Ms. Lan Nguyen re Development Application (1.00)	2.25	\$375.00	\$843.75
08/04/2022	KH	Confer with Mr. Ross re the potential of extension of Inspection Warrant in light of vehicles on property and the need for additional inspection and County's program for assisted living; confer with Ms. Bellardo re obtaining new Declaration from Ms. Ford for renewal of Inspection and Abatement Warrant	0.50	\$250.00	\$125.00
08/04/2022	WR	Review and revise Declaration of Assistant Chief	1.75	\$375.00	\$656.25

		Comisky with respect to continuing an enlarged problem onsite for Fire Code compliance (1.00); confer with Mr. Hostetter re same (.25); confer with Ms. Ford re verification of quantification of abandoned vehicles on property (.50);			
08/05/2022	KH	Review email from Mr. Comisky re external inspection of property for Fire Code violations; confer with Mr. Ross and Ms. Bellardo re integrating Declaration re renewal of Inspection Warrant	0.50	\$250.00	\$125.00
08/07/2022	CB	Draft Application, Affidavit, and Declaration re 106 Wilson Way Inspection Warrant extension; email same to Mr. Hostetter	1.50	\$120.00	\$180.00
08/07/2022	KH	Initial review of Comisky Affidavit for renewal of Inspection Warrant for further refinement	0.25	\$250.00	\$62.50
08/08/2022	CB	Review and revise extension of deadline Application, Declaration, and Affidavit re 106 Wilson Way	0.75	\$120.00	\$90.00
08/08/2022	KH	Review, analyze, and reform Affidavit for Extension/Renewal of Inspection Warrant; confer with Mr. Ross and Ms. Bellardo re same; analyze Fire Code for potential additional violations	1.25	\$250.00	\$312.50
08/10/2022	CB	Research re vehicle abatement; confer with Mr. Hostetter multiple times; review and revise Affidavit to Renew Inspection Warrant; conference with Mr. Ross, Mr. Schwarz, Mr. Hostetter re strategy; draft Notice of Intent to Abate and Remove Abandoned Vehicle; email of same to Mr. Ross, Mr. Schwarz, Mr. Hostetter; request Abatement quotes; confer with three (3) abatement companies	3.50	\$120.00	\$420.00
08/10/2022	WR	Participation in 106 Wilson Way follow-up meeting	0.50	\$375.00	\$187.50
08/10/2022	KH	Confer with Ms. Bellardo re research re City procedures for abatement of vehicles; review and conduct own research; strategy conference call with Ms. Bellardo and Mr. Ross re abatement of vehicles; review and reform Notice of Intent to Abate in preparation for advice to client; additional strategy discussion re additional abatement procedures; review potential abatement companies and potential to use Police Department to abate vehicles; confer with Mr. Ross re same; reform Application for Renewal of Abatement Warrant	2.50	\$250.00	\$625.00
08/10/2022	WR	Instructions re cost for cleanup bid estimates (.25); confer with Mr. Hostetter re extension of Inspection Warrant and needed supporting evidence (.25); confer with Chief Greenberg re law enforcement jurisdiction for abandoned vehicles (.25)	0.75	\$375.00	\$281.25
08/11/2022	CB	Research Vehicle Abatement Procedure, general and vehicle abatement cost recovery; draft, review, revise	5.50	\$120.00	\$660.00

		and email on Vehicle Abatement Procedure and recovery of abatement costs to Mr. Ross, Mr. Hostetter, and Mr. Schwarz; review and revise Warrant renewal documents; confer with Mr. Hostetter multiple times			
08/11/2022	RK	Confer with Mr. Ross re obtaining Title Report for 106 Wilson Way, confer with Mr. Kevin Dornbush at First American Title re obtaining Title Report for 106 Wilson Way, emails re same; order Title Report	1.25	\$120.00	\$150.00
08/11/2022	KH	Review additional Abatement Procedures for expediting the abatement of 106 Wilson Way; review and analyze research re City Vehicle Abatement Procedures; confer with Ms. Bellardo re same; transmit same to Mr. Cooper; confer with Mr. Cooper re effectuating posting of vehicle notices on vehicles prior to Warrant expiring; confer with Mr. Ross re Title Report for 106 Wilson Way; direct obtaining of Title Report re same	1.75	\$250.00	\$437.50
08/12/2022	CB	Review and revise for Warrant renewal; confer with multiple abatement companies re availability and quotes; coordinate site visit with Mr. Hostetter; confer with Mr. Ross and Mr. Hostetter multiple times; begin drafting Nuisance Complaint; draft Remote Hearing Notice; contact Clerk and Court for follow up; set up Renewal Hearing	2.75	\$120.00	\$330.00
08/12/2022	KH	Review and reform renewal of abatement proceedings documents; confer 2x with Mr. Cooper re abatement companies' quotes and procedure when Ms. Ford is gone; confer with Mr. Ross re same; review email from Mr. Cooper re successful posting of notices on vehicles; confirm mailing of notices as well; review and reform Affidavit of Comisky in support of renewal of abatement; confer with Ms. Bellardo re same; review email from Mr. Comisky re same; draft email to Mr. Comisky re executed Affidavit; review and analyze executed Affidavit in preparation of filing same; confirm procedures for Zoom appearance; confer same with Ms. Bellardo	1.50	\$250.00	\$375.00
08/14/2022	CB	Draft Nuisance Complaint	1.00	\$120.00	\$120.00
08/15/2022	CB	Finalize all Warrant renewal documentation; confer with Mr. Ross and Mr. Hostetter multiple times; contact Court to verify Judicial Officer; file all Warrant renewal documents with the Court; draft Declaration of Non-Notice; confer with Mr. Hostetter re same file; file same with Court	5.00	\$120.00	\$600.00
08/15/2022	DS	Review Title Report re 106 Wilson Way and confer with Mr. Ross re strategy for nuisance abatement and Court Order re same	0.25	\$250.00	\$62.50
08/15/2022	KH	Draft Closed Session memorandum re status of 106 Wilson Way; confer with Mr. Ross re same; reform per Mr. Ross; direct and review research re law	3.00	\$250.00	\$750.00

		differentiating renewal and extension of Warrant; confer with Ms. Bellardo re same; review, analyze, and reform Application and supporting documents for Ex Parte Order renewing Warrant and Abatement Order; oversee filing of same; analyze research re timeline for Appeal of automobile abatement in preparation for advice to client; confer with Mr. Ross re same; review law re notice declaration for ex parte appearance for Warrant renewal; analyze and reform same; confer with Mr. Schwarz re City limits for expenditures on with respect to abatement costs in preparation for advice to client; analyze current expenditure delegations re same; review research on appointed Vehicle Abatement Officer in preparation for advice to client			
08/16/2022	CB	Confer with Mr. Hostetter multiple times re Ex Parte Hearing; draft and file Notice of Remote Appearance for Mr. Hostetter; confer with Mr. Ross re hearing; begin drafting first Warrant Return	2.75	\$120.00	\$330.00
08/16/2022	WR	Confer with Mr. Hostetter re Ex Parte Hearing (.25); confirm timing for Property clean up and necessity for further inspection to clarify content in view of Ms. Ford's findings (.25)	0.50	\$375.00	\$187.50
08/16/2022	RK	Review and analysis of Title Report received from First American Title; forward same to Mr. Ross and Mr. Hostetter for review	0.50	\$120.00	\$60.00
08/16/2022	KH	Prepare for and attend Ex Parte Hearing for renewal of Warrant; confer with Ms. Bellardo re same; confer with Mr. Ross re outcome of Warrant Hearing; revise Closed Session memorandum re same in preparation for advice to client; direct additional quotes for abatement including request from 188 abatement; review and analyze Title Report for 106 Wilson Way for potential clouds on title for liens; confer with Mr. Ross re same	2.50	\$250.00	\$625.00
08/17/2022	CB	Confer with Mr. Hostetter; continue to draft Warrant Return	0.25	\$120.00	\$30.00
08/18/2022	CB	Finalize 106 Wilson Way Warrant Return; email same to Mr. Hostetter; email with Mr. Ross and Mr. Hostetter re demand for public hearing	0.50	\$120.00	\$60.00
08/18/2022	KH	Confer with Ms. Bellardo re return needed for initial Inspection Warrant; review and reform and approve form Return; confer with Mr. Ross re same; review email to Ms. Geilfuss re review of mail for potential Appeals of Vehicle Abatement Notices; message to Ms. Geilfuss re same; confer with Mr. Ross re same	0.50	\$250.00	\$125.00
08/19/2022	KH	Direct obtaining of multiple bids for abatement; review proposal re same; review County animal control procedures re same; review email from Mr. Cooper re moving forward with abatement company; confer with Mr. Cooper re same and timeline for execution of	1.50	\$250.00	\$375.00

Warrant/Order; confer with Mr. Ross re same					
08/22/2022	CB	Finalize Warrant Return; confer with Mr. Hostetter multiple times re same; email Ms. Ford and Mr. Cooper re same; confer with abatement company about proposal; confer with Mr. Hostetter and Mr. Ross re same; draft and transmit email to Ms. Ford and Mr. Cooper re same and Project coordination; file Inspection Warrant Return with Court	3.50	\$120.00	\$420.00
08/22/2022	WR	Confirm content of return on initial Inspection Warrant (.25); confer with Mr. Hostetter re sequential remediation on site within contract authority of City Manager (.25); confer with Ms. Ford re continual inspection of property (.25); confirm timing with respect to abandoned vehicle removal (.25)	1.00	\$375.00	\$375.00
08/22/2022	KH	Confer with Mr. Ross and Ms. Bellardo re continued abatement efforts; draft status email to Ms. Ford re continuing to proceed with abatement under renewed Warrant; confer with Ms. Ford and Mr. Cooper re same; final review of approval and oversee the filing of Return on original Warrant; multiple calls with Ms. Ford and Mr. Cooper re arranging for abatement; confer with Mr. Ross re same; review Mr. Cooper's final changes to Return on Warrant; finalize same; draft email to Ms. Geilfuss reminding review of City desk to determine if an Appeal on vehicle abatement has been lodged	2.00	\$250.00	\$500.00
08/23/2022	CB	Confer with Mr. Hostetter multiple times; confer with abatement company re proposals; confer with Mr. Ross and Mr. Hostetter re proposals and Council direction; review and revise memorandum re same	2.00	\$120.00	\$240.00
08/23/2022	WR	Confer with Ms. Ojeda and Mr. Hostetter re further implementation of 106 Wilson Way cleanup; documentation for same (.50); confer with Ms. Ford re same and continued inspection of property (.25)	0.75	\$375.00	\$281.25
08/23/2022	KH	Confer with Ms. Ford and Mr. Cooper re abatement efforts; direct obtaining proposal for Central Valley Environmental (CVE) for abatement; analyze and research City limits for expenditures to pay for abatement; obtain and review new bid split into multiple proposals; review email approval from Mr. Holley; review email from Ms. Ojeda requesting confirmation of City Council approval for additional expenditures; strategy conference call with Mr. Ross and Mr. Schwarz re same; draft confirming memorandum to Ms. Ojeda re same; revise per Mr. Ross; finalize same and cause to be transmitted to Mr. Holley and Ms. Ojeda; confer with Ms. Ford and Mr. Cooper re same; confirm and reject other abatement company bid involvement as untimely	2.50	\$250.00	\$625.00
08/25/2022	WR	Confirm transmittal of Agreements for clean-up on August 29th and 30th after conferring with Ms. Ford	0.50	\$375.00	\$187.50

08/25/2022	KH	Continue to oversee abatement proceedings; confer with Ms. Ford and Mr. Cooper re same; confer with Mr. Ross re same; draft email directing Ms. Ford to proceed with executing Abatement Contract; review email from Ms. Ojeda questioning whether abatement proposal must be paid up front; or whether its an invoice; draft email to Ms. Ojeda re same; confer with Mr. Villereal re same	2.25	\$250.00	\$562.50
08/26/2022	CB	Confer with Mr. Ross and Mr. Hostetter multiple times; phone calls and text message to Ms. Jones re status of DocuSign proposal; standard form Agreement for contract for services; confer with Mr. Hostetter and Mr. Schwarz re same; transmittal to Ms. Ford and Chief Greenburg re deputy presence on site at time of clean up	1.00	\$120.00	\$120.00
08/26/2022	WR	Confirm approval and execution of CVE proposals for site clean up and radiation (.50); confirm schedule with Ms. Ford after confirming presence of police officer on site with Chief Greenberg (.50); confirm timing of vehicle abatement with Mr. Hostetter (.25)	1.25	\$375.00	\$468.75
08/26/2022	KH	Continue to oversee abatement proceedings; confer with Ms. Ford re execution of final Contract with abatement company; direct additional abatement company to be contacted to decline their services due to untimeliness; confirm abatement company is prepared to begin abatement on August 29, 2022; confer with Mr. Ross and Ms. Bellardo several times to effectuate same	2.00	\$250.00	\$500.00
08/29/2022	WR	Telephone calls with Ms. Ford and Mr. Holley re implementation of Order (.75); verification of no appeals filed on abandoned vehicles on site (.25)	1.00	\$375.00	\$375.00
08/29/2022	CB	Confer with Mr. Hostetter multiple times re status of active abatement and vehicle abatement; begin research re Lee Schmidt AKA; legal research re returned notices under Municipal Code and State Vehicle Code; confer with Mr. Hostetter multiple times re same; confer with Ms. Ford multiple times re status of active abatement; confer with Ms. Foster re NCIC/ Triple I	3.00	\$120.00	\$360.00
08/29/2022	KH	Continue to oversee abatement proceedings; confer with Ms Ford multiple times re same; review returned mailed Notice of Vehicle Abatements; direct investigation into the potential of returned mailed notices belonging to Mr Schmidt; confer with Ms Ford re same; confer with Mr. Ross and Ms. Bellardo re same; review email to Mr. Greenberg requesting 3i Report re same; review email re inability to do so because of non-criminal matter; confer with Mr. Ross re strategy for abatement going forward	2.50	\$250.00	\$625.00
08/30/2022	CB	Confer with Mr. Hostetter re legal research into Vehicle	3.75	\$120.00	\$450.00

		Code and returned notices; continue research into Mr. Schmidt AKA; review existing documentation and code citations and administrative citations re same; review of Title Report re same; confer with Mr. Hostetter and Mr. Ross multiple times re status of NCIC/Triple I; draft, review, revise, and send communication to Ms. Detwiler re same; confer with Ms. Ford and Mr. Hostetter multiple times re status of active abatement; confer with Mr. Hostetter and Mr. Ross re extension due to more time needed by CVE to abate; begin drafting extension paperwork			
08/30/2022	WR	Final request to Napa County Sheriff re verification of information on specific identified abandoned vehicles on site	0.25	\$375.00	\$93.75
08/30/2022	KH	Continue to oversee abatement proceedings; confer with Ms. Ford multiple times re same; review returned mailed notice of vehicle abatements; continue to verify known aliases of Mr. Schmidt to ensure abatement of vehicles; confer with Ms. Ford re more time needed for abatement due to unforeseen scope of work and interference of resident; strategy conference with Mr. Ross and Ms. Bellardo; begin drafting and review the Application for Extension of Warrant/Order; confer with Ms. Ford re same; confer with Mr. Ross re necessary involvement of additional City personnel including law enforcement; review and analyze new evidence supporting abatement extension; confer with Mr. Cooper re same; continue reviewing and drafting Application for Extension and review applicable law and evidence in support	3.50	\$250.00	\$875.00
08/31/2022	CB	Confer with Ms. Ford, Mr. Hostetter, and Mr. Ross multiple times re current abatement process and progress; confer with Mr. Hostetter and Mr. Ross re strategy for abatement and further abatement proceedings going forward, and extension especially with current Property Owner interference; legal research and analysis of cost recovery; email to Mr. Ross and Mr. Hostetter re same; legal research re Owner interference, criminal and civil penalties, and ability to arrest; confer with Mr. Hostetter and Mr. Ross multiple times re same; draft, review, and revise all pleadings for Application for Extension of Inspection Warrant and Abatement Order; confer with Mr. Hostetter and Ms. Ford multiple times re Ford Affidavit; revise and final same; compile all documents for filing; file same	8.50	\$120.00	\$1,020.00
08/31/2022	CB	Troubleshoot eFiling issues (N/C)	2.00	\$0.00	\$0.00
08/31/2022	WR	Confer with Mr. Holley, Mr. Cooper, Mr. Hostetter and Chief Greenberg re implementation of existing Inspection Warrant and Removal Order (.50); service of Notice of Ex Parte Hearing for Extension on Mr. Schmitt (.25); confer with Mr. Hostetter re additional evidence in	1.25	\$375.00	\$468.75

support of Extension (.50)

08/31/2022	RK	Confer with Ms. Bellardo re filing of Ex Parte Application for Extension to Inspection Warrant; review of same; try to fix issues with the same for filing	0.50	\$120.00	\$60.00
08/31/2022	KH	Continue to oversee abatement proceedings; review, reform, and finalize the Application for Extension of Warrant/Order; confer multiple times with Ms. Bellardo re same; confer multiple times with Mr. Ross re same; confer with Ms. Bellardo re difficulties with filing system, and ensuring filing is completed; confer with Mr. Ross re same	3.00	\$250.00	\$750.00

Quantity Subtotal 98.25
Services Subtotal \$19,286.25

Expenses

Date	Notes	Quantity	Rate	Total
08/11/2022	Preliminary Title Report	1.00	\$500.00	\$500.00
08/31/2022	LexisNexis	1.00	\$180.00	\$180.00

Expenses Subtotal \$680.00

Quantity Total 98.25

Subtotal \$19,966.25

Total \$19,966.25

Payment (10/31/2022) -\$19,966.25

Balance Owing \$0.00

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
10707	10/13/2022	\$19,011.25	\$0.00	\$19,011.25

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
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10656	09/13/2022	\$19,966.25	\$19,966.25	\$0.00
			Outstanding Balance	\$19,011.25
			Total Amount Outstanding	\$19,011.25

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Payment is due upon receipt.

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INVOICE

Invoice # 10707
Date: 10/13/2022

Invoice Number	Total
10707	\$19,011.25
	Subtotal \$19,011.25
	Tax \$0.00
	Amount Due \$19,011.25

Law Offices of William D. Ross

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INVOICE

Invoice # 10707
 Date: 10/13/2022

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

199/6.92 106 Wilson Way

Services

Date	Attorney	Notes	Quantity	Rate	Total
09/01/2022	CB	Legal research re extent of abatement; confer with Mr. Hostetter multiple times re same; confer with Mr. Ross and Mr. Hostetter multiple times re status of abatement; confer with Mr. Ross and Mr. Hostetter for preparation of Court Hearing; confer with Sheriff's Office re AKAs and vehicles; email re same to Ms. Detwiler, Mr. Ross, and Mr. Hostetter	2.25	\$120.00	\$270.00
09/01/2022	CB	Attend Strategy Session and Court Hearing (1.00)(N/C)	1.00	\$0.00	\$0.00
09/01/2022	RK	Confer with Mr. Hostetter re review of files for litigation involving nuisance complaints; review of files for same; forward information to Mr. Hostetter for review (1.00) (.50) (N/C)	0.50	\$120.00	\$60.00
09/01/2022	KH	Confer with Mr. Ross re preparation for Ex Parte Hearing on the Extension of Warrant; confirm filing of supporting documents re same; prepare for and attend Ex Parte Hearing; draft summary of results of Ex Parte Hearing for City use; review per Mr. Ross; confer with Mr. Ross re same; review email from Chief Greenberg re same; confer with Mr. Ross re confirmation of security company for 106 Wilson Way after Extension of Warrant; continue to oversee abatement procedures including verifying the identity of Property Owner's alias; confer with Ms. Bellardo re potential Nuisance Complaint	2.75	\$250.00	\$687.50
09/01/2022	WR	Confer with Mr. Hostetter re Ex Parte Order (.25); confirm implementation with Ms. Ford; confer with CVE representatives re extent of contract and prospective schedule (.25); confer with Chief Greenberg re same (.25); confer with Mr. Schwarz and Mr. Hostetter re remediation and assistance for Owner (.75) (.25) (N/C)	1.25	\$375.00	\$468.75

09/01/2022	DS	Review materials and assist in preparing for Court Hearing re Extension of Inspection Warrant/Abatement Order; confer with Mr. Hostetter re same (.50) (.25) (N/C)	0.25	\$250.00	\$62.50
09/02/2022	CB	Participation in strategy meeting; confer with Mr. Hostetter re strategy going forward and Nuisance Complaint; draft same; contact Court multiple times for signed copy of Order; email of same to City abatement team	2.00	\$120.00	\$240.00
09/02/2022	KH	Attend abatement team strategy meeting; oversee abatement proceedings including conferring with Mr. Cooper and Ms. Ford; review current status re same; review proposed Agreement with security company; research restrictions of security when not business hours of Warrant; confer with Ms. Bellardo re same in preparation for advice to client	2.25	\$250.00	\$562.50
09/02/2022	WR	Participate in status conference re abatement efforts; retention of Security Service; citations for debris in public right-of-way; distribution of Court Order (.75) (N/C)	0.75	\$0.00	\$0.00
09/04/2022	CB	Draft Nuisance Complaint	4.00	\$120.00	\$480.00
09/04/2022	KH	Review and analysis of draft Nuisance Complaint preparation revising and drafting same; reform same (1.50) (.50) (N/C)	1.00	\$250.00	\$250.00
09/05/2022	CB	Review and revise Nuisance Complaint; confer with Mr. Hostetter multiple times re same; confer with Mr. Schwarz re same	5.00	\$120.00	\$600.00
09/05/2022	KH	Review, reform and finalize Nuisance Complaint; confer with Mr. Ross and Ms. Bellardo re same; oversee filing of same; research applicable Court Rules; confer with Ms. Kirk re same	4.50	\$250.00	\$1,125.00
09/06/2022	CB	Confer with Mr. Hostetter multiple times re Nuisance Complaint and content of Coroner's Report and Fire Report re Schmidt behavior the night of the fire; confer with Mr. Ross re same; draft email to Greenberg re Incident Report; email same to Mr. Hostetter; continue to review and revise Nuisance Complaint; research on Municipal Code re animal keeping standards; confer with Mr. Hostetter re same; locate and send Contract for Delta One; review of Civil Case Cover Sheet; preliminary research on case preference and precedence; confer with Mr. Hostetter re same; research of specific injunctive relief; confer with Mr. Hostetter re same (6.50) (1.50) (N/C)	5.00	\$120.00	\$600.00
09/06/2022	RK	Confer with Mr. Hostetter several times re filing of Complaint for 106 Wilson Way; research re requirements for filing and documents re same; preparation of Civil Case Cover Sheet and Summons;	2.00	\$120.00	\$240.00

		research re entitlement to preference (3.00) (1.00) (N/C)			
09/06/2022	KH	Confer with Ms. Bellardo re status of amendments to Complaint; confer with Mr. Ross re same; review research re conservatorship for potential inclusion in Complaint; direct Ms. Kirk re Civil Case Cover Sheet and additional documents that must be filed along with Nuisance Complaint; review Mr. Ross changes to Complaint; confer with Ms. Bellardo re additions to Complaint; reform Complaint re same; oversee and review additional procedural documents to accompany Complaint; review law re preference and precedence granted to abatement cases; research same; direct further research re same; draft email to Chief Greenberg re Incident Report for 106 Wilson Way fire; review and analyze Incidence Report re same; review law re mandatory/temporary injunctions and further authority for preference; review and reform draft Complaint prior to sending to Mr. Holley for review; confer with Ms. Bellardo re additions needed for Complaint prior to filing (5.25) (.50) (N/C)	4.75	\$250.00	\$1,187.50
09/06/2022	WR	Revise and final advice memorandum to Council (.75); confer with Delta 1 re status of onsite security (.25) (N/C); confer with Mr. Holley re Agreement and approval (.25) (N/C)	0.75	\$375.00	\$281.25
09/07/2022	CB	Review and revise Nuisance Complaint; research on receivership; memorandum to Mr. Ross and Mr. Hostetter re same; confer with Mr. Ross and Mr. Hostetter re same; retrieval of Oakand v. Chau Complaint; review of same; confer with Mr. Hostetter re same; further research re injunctive relief prayer; confer with Mr. Hostetter re same; review Civil Case Cover Sheet and Summons; confer with Mr. Hostetter and Ms. Kirk re Summons; preparation of final Complaint packet for efilng; efile same; research on Temporary Restraining Order (TRO) process; communication of same to Mr. Hostetter	5.00	\$120.00	\$600.00
09/07/2022	KH	Confer with Ms. Bellardo re status re potential of receivership for Mr. Schmidt as part of Complaint; review order proposal for receivership; confer with Mr. Ross and Ms. Bellardo re additional refinements needed for Nuisance Complaint finalization; review amendments to Complaint in preparation for filing Complaint; final review and approval of Complaint; confer with Ms. Bellardo re options for injunctive relief after Complaint is served on Mr. Schmidt	2.50	\$250.00	\$625.00
09/07/2022	RK	Confer with Ms. Bellardo re filing of Summons; continue research re same (1.00) (.25) (N/C)	0.75	\$120.00	\$90.00
09/07/2022	WR	Confirm content of Nuisance Complaint after review; approve for filing	1.00	\$375.00	\$375.00

09/07/2022	DS	Review and revise draft materials re Nuisance Complaint to be filed with the Superior Court re clean up and abatement at the Property; confer with Mr. Hostetter and Ms. Bellardo re same; review and supplement legal authority for including in the supporting legal Brief	2.50	\$250.00	\$625.00
09/08/2022	RK	Confer with Ms. Nicole Hall re Agreement with Delta One Security; review of files for information re same; email to attorneys re same (1.00) (.50) (N/C)	0.50	\$120.00	\$60.00
09/08/2022	WR	Confer with Mr. Cooper re current status (.25); confirm next steps in Nuisance Complaint litigation (.25) (N/C)	0.25	\$375.00	\$93.75
09/09/2022	CB	Confer with Mr. Ross, Mr. Schwarz, and Mr. Hostetter re Nuisance Complaint and TRO; update efilings; call to clerk re filings	0.50	\$120.00	\$60.00
09/09/2022	KH	Confer with Mr. Ross re Nuisance Complaint filing and service issues; research TRO law for filing next week to take control of 106 Wilson Way property; confer with Mr. Ross re same and Ms. Bellardo re strategy re same	2.25	\$250.00	\$562.50
09/10/2022	CB	Research, review, and confirm legal standards re TRO and Preliminary Injunction; draft preliminary arguments re same; confer with Mr. Hostetter multiple times re same; draft email re same to Mr. Ross, Mr. Hostetter, and Mr. Schwarz	3.00	\$120.00	\$360.00
09/10/2022	KH	Confer with Ms. Bellardo re necessity for compelling irreparable harm for immediate TRO versus a later temporary injunction in preparation for advice to client	0.50	\$250.00	\$125.00
09/12/2022	KH	Confer with Mr. Ross re service of Nuisance Complaint by Deputy and form of temporary relief sought in preparation for advice to client; analyze law re applicability of receivership to prevent nuisance; confer with Ms. Bellardo re same; confirm status of filed Complaint	0.75	\$250.00	\$187.50
09/12/2022	CB	Draft Application for Preliminary Injunction/TRO; review filings re same; confer with Mr. Hostetter re same; obtain service documentation; email to Chief re same	1.00	\$120.00	\$120.00
09/12/2022	WR	Confer with Ms. Ford and Mr. Hostetter re service of Nuisance Complaint and status of cleanup onsite (.75) (.25) (N/C)	0.50	\$375.00	\$187.50
09/13/2022	KH	Confer with Mr. Ross re Demolition Permit needed to be transferred re completing residential building demolition; review and analyze remaining structures to be demolished; draft email to Ms. Trimberger re transfer of Demolition Permit; oversee abatement efforts at 106 Wilson Way	1.00	\$250.00	\$250.00
09/14/2022	CB	Confer with Mr. Hostetter multiple times re progress of abatement; strategy conference with Mr. Ross and Mr.	0.50	\$120.00	\$60.00

Hostetter re TRO/Nuisance Complaint					
09/14/2022	KH	Oversee abatement efforts at 106 Wilson Way; analyze and confirm Demolition Permit transfer to Mr. Villareal; confer with Mr. Villareal re same; confer with Mr. Cooper and Mr. Ross re same; review email from Mr. Cooper re same; draft email to Mr. Cooper re same	2.00	\$250.00	\$500.00
09/14/2022	WR	Meet onsite with Ms. Ford and Mr. Chad Jones of CVE to review status (1.25); dictate summary of conversation with Property Owner (.50)	1.75	\$375.00	\$656.25
09/15/2022	CB	Confer with Mr. Hostetter re whether another extension is required; confer with Mr. Ross and Mr. Hostetter re same; contact Court to be put on Ex Parte calendar for September 16, 2022; provide telephonic notice of same to Mr. Schmidt; draft filings for extension; email of same to Mr. Hostetter for review; confer with Mr. Hostetter multiple times re same; confer with CVE multiple times re same	5.50	\$120.00	\$660.00
09/15/2022	KH	Confer with Mr. Ross and Ms. Bellardo in preparation for Inspection Warrant; review email from Ms. Ford re status of abatement; confer with Ms. Villareal re timing of abatement of the building; confer with Mr. Cooper re same; strategy conference with Ms. Bellardo and Mr. Ross re finalizing abatement; confer with Ms. Bellardo re draft Warrant; review and revise same; review email from Mr. Villareal re extension needed for abatement of building; confer with Ms. Bellardo re same; draft email to Mr. Holley and Mr. Cooper with associated proposal to remove building; review same; review final verification of inoperable vehicles let on property; confer with Mr. Villareal re Inspection Warrant to be transmitted to tow company; confer with Ms. Bellardo to ensure completion of same	3.50	\$250.00	\$875.00
09/16/2022	CB	Review and confirm final Municipal Code and Health and Safety Code citations for Application; confer with Mr. Hostetter re finalizing filings; efile same; confer with Mr. Hostetter re developments at Property yesterday during vehicle abatement; confer with Mr. Hostetter multiple times about hearing and abatement issues; contact Court re Hearing; attend Extension Hearing; draft and send mental health resources for Mr. Schmidt to Mr. Ross; distribution of signed Order	2.00	\$120.00	\$240.00
09/16/2022	WR	View site; confer with Ms. Ford, Contractor, Chief Greenberg and Mr. Hostetter re condition of property and next steps (1.50) (.25) (N/C)	1.25	\$375.00	\$468.75
09/16/2022	KH	Oversee 106 Wilson Way abatement; multiple calls to Mr. Villareal, Mr. Ross; oversee filing of Warrant; preparation for Extension Warrant Hearing; attend Warrant Hearing; confer with Mr. Ross re additional 106 Wilson Way tenant information; strategy conference with Mr. Ross re medical intervention; review email	3.75	\$250.00	\$937.50

		from Mr. Cooper re service of Warrant; draft email to Mr. Cooper re same			
09/16/2022	DS	Review and assist with preparation of materials for Ex Parte Hearing on Inspection Warrant; confer with Mr. Hostetter and Ms. Bellardo re same; confirm legal authority in Health and Safety Code, Building Code, and City Municipal Code for supporting abatement re burnt or charred structures and building materials	1.75	\$250.00	\$437.50
09/19/2022	WR	Confer with Ms. Ford re status (.25); confer with Mr. Cooper re status and service of extended Warrant and Order (.25)	0.50	\$375.00	\$187.50
09/19/2022	KH	Confer with Ms. Ford re status of final abatement for closing out file on same in preparation for advice to client	0.25	\$250.00	\$62.50
09/20/2022	KH	Confer with Ms. Ford re status of chimney removal for final inspection in preparation for closing out abatement process	0.25	\$250.00	\$62.50
09/21/2022	CB	Confer with Mr. Hostetter re coordination with CVE, quote, and Demolition Permit/scope of work re chimney/fireplace (N/C)	0.25	\$0.00	\$0.00
09/21/2022	KH	Oversee finalization of abatement proceedings; confer with Mr. Villareal and Mr. Cooper re outstanding chimney left on the property; confer with Mr. Ross re same; review scope of work for abatement and Demolition Permit re same; draft email to Ms. Ford re finalizing inspection of property for current code violations; confer with Ms. Ford re same	1.75	\$250.00	\$437.50
09/22/2022	CB	Confer with Mr. Hostetter re code violation inspection and final determination of scope of work completed in preparation for conference with Mr. Ross; confer with Mr. Hostetter and Mr. Ross to determine next steps	0.50	\$120.00	\$60.00
09/22/2022	KH	Oversee finalization of 106 Wilson Way remediation; confer with Mr. Cooper re same; confer with Mr. Ross re same; confer with Mr. Villareal re same in preparation for finalizing same; draft memorandum to Ms. Ford and Mr. Cooper re necessary property inspection; revise per Mr. Ross re same; finalize and transmit same; review email from Mr. Cooper re inspection of 106 Wilson Way property; confer with Mr. Ross re outstanding cleanup issues; draft email to Mr. Villareal re same	2.75	\$250.00	\$687.50
09/23/2022	KH	Confer with Mr. Cooper re remaining abatement issues on 106 Wilson Way property; confer with Ms. Bellardo and Mr. Schwarz re same in preparation for advice to client	1.00	\$250.00	\$250.00
09/26/2022	CB	Confer with Mr. Hostetter multiple times re security team, mental health resources, Warrant Return, and	0.50	\$120.00	\$60.00

status memorandum					
09/26/2022	KH	Oversee finalization of termination of abatement actions; confer with Mr. Cooper re terminating security; research receivership and mental health options for Property Owner in preparation for advice to client; draft email to abatement team re finalization of security at property and outstanding wrap-up matters; confer with Delta One Security 2x; strategy conference with Ms. Bellardo and Mr. Schwarz re same in preparation for advice to client	2.50	\$250.00	\$625.00
09/27/2022	KH	Review and analyze final Scope of Work Report from Mr. Villareal; draft email to Mr. Villareal re same in preparation for advice to client	0.50	\$250.00	\$125.00
09/28/2022	KH	Review email from Mr. Ross re final issues re 106 Wilson way; draft email to Mr. Ross re same	0.25	\$250.00	\$62.50
			Quantity Subtotal		95.0
			Services Subtotal		\$18,891.25

Expenses

Date	Notes	Quantity	Rate	Total
09/30/2022	LexisNexis	1.00	\$120.00	\$120.00
			Expenses Subtotal	\$120.00
			Quantity Total	95.0
			Subtotal	\$19,011.25
			Total	\$19,011.25

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
10707	10/13/2022	\$19,011.25	\$0.00	\$19,011.25
			Outstanding Balance	\$19,011.25
			Total Amount Outstanding	\$19,011.25

Please make all amounts payable to: Law Offices of William D. Ross

Payment is due upon receipt.

Subject: Time calculations for 106 Wilson Way

Date: Friday, October 28, 2022 at 2:27:40 PM Pacific Daylight Time

From: Tiffany Ford <tford@cityofamericancanyon.org>

To: William Ross <wross@lawross.com>

CC: Kypros Hostetter <khostetter@lawross.com>, Christina Bellardo <cbellardo@lawross.com>, Brent Cooper <bcooper@cityofamericancanyon.org>

Good afternoon Bill,

I have calculated that I've spent approximately 875 minutes on enforcement for 106 Wilson Way. My fully burdened hourly rate is \$127.99 for code enforcement. Here's how I did the math:

845 minutes divided by 60 = 14.5 hours x \$127.99 = \$1,866.52

Please let me know if you need anything else.

Kind regards,

Tiffany Ford

Code Enforcement Officer, Community Development Department

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

(707)647-4599 | tford@cityofamericancanyon.org



PROCEEDINGS AND ACCOUNTING REPORT

PUBLIC NUISANCE VEHICLE ABATEMENT

I. LOCATION/LEGAL:

Assessor's Parcel Number: 058-370-002
 Address: 106 Wilson Way

II. FIVE OF THE FOLLOWING VEHICLES REMOVED AND DISPOSED OF (see photos):

Plate	VIN	Year	Make	Model	Color
8R74803	JT4YR29V4G5001054	1986	Toyota	Van	Unknown
4R05108	JT4YR29V8G5027169	1986	Toyota	Van	Unknown
8H13117	JT4YR29VXH5057632	1987	Toyota	Cargo Van	Unknown
812UTK	JT2AL32V1G3638037	1986	Toyota	Tercel	Silver
128WKW	JT2AL32H8E3562260	1984	Toyota	Tercel	Blue
2AGW852	E11HHEF4502	1979	Ford	Unknown	Brown/Tan
2S43468	1FTEE14F1FHC09110	1985	Ford	F-150	Unknown
571KZR	JT5RN44D0D1146584	1984	Toyota	Pick-up	Unknown
1G59358	Unknown	UNK	Dodge	Van	Brown

III. PROCEDURE:

- a. *Ex-Parte* Application filed: 7/28/2022
- b. Inspection Warrant/Abatement Order Issued: 7/29/2022
- c. Notice of Violation Posted: 8/12/2022
- d. *Ex-Parte* Renewal Application filed: 8/15/2022
- e. Inspection Warrant/Abatement Order Issued: 8/17/2022
- f. *Ex-Parte* Extension Application filed: 9/1/2022
- g. Inspection Warrant/Abatement Order Issued: 9/2/2022
- h. *Ex-Parte* Extension Application filed: 9/16/2022
- i. Inspection Warrant/Abatement Order Issued: 9/16/2022
- j. Abatement Work Completion: 9/27/2022

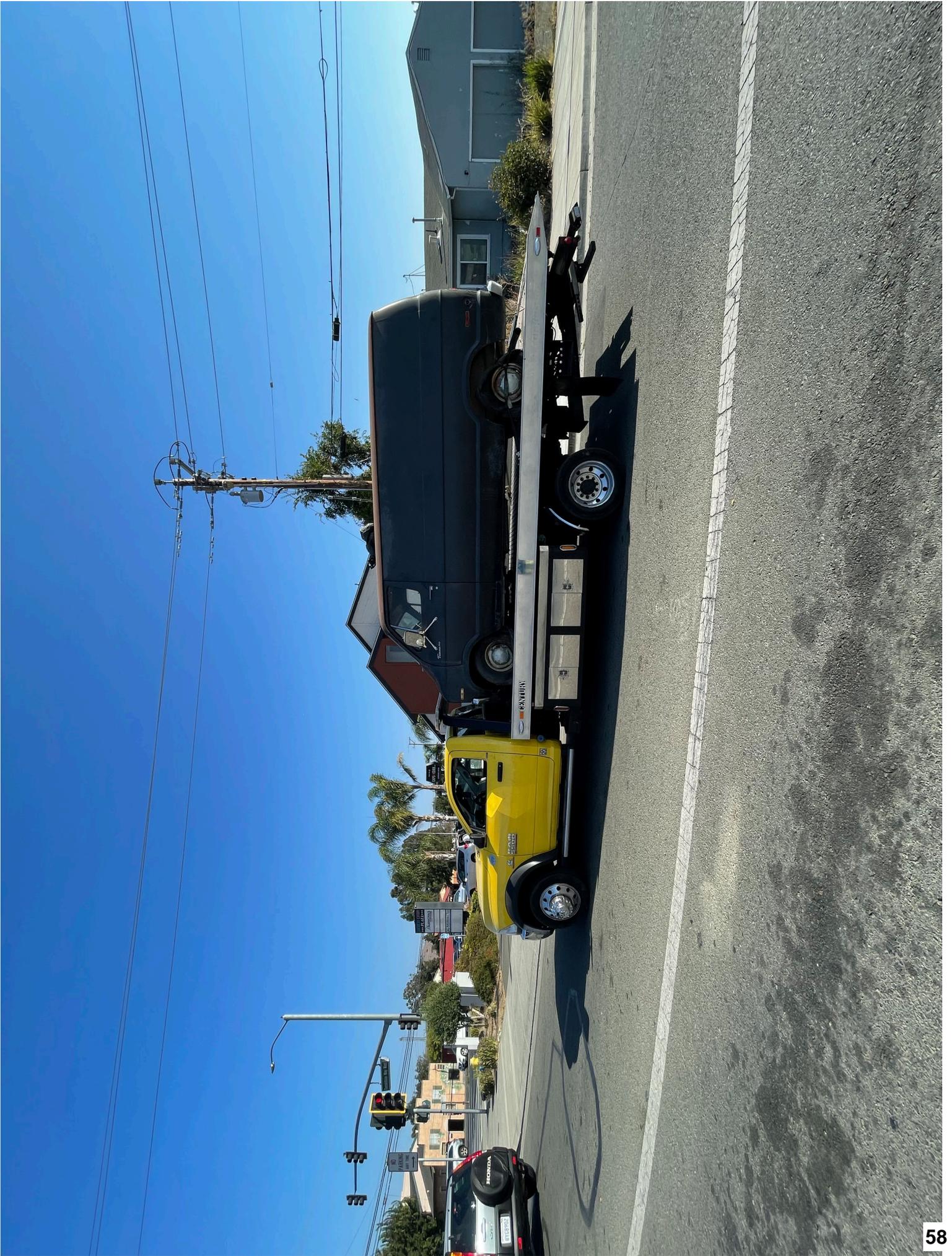
IV. ACCOUNTING (through September 30, 2022):

Vehicle Abatement	\$4,050.00
Total	\$4,050.00

William D. Ross, City Attorney











CENTRAL VALLEY ENVIRONMENTAL

North Bay: 135 Utility Court Suite A, Rohnert Park, CA 94928
San Diego: 7912 Armour Street, San Diego, CA 92111

Tax I.D.# 45-4398710

Invoice

BILL TO:
LEE SCHMIDT
4381 BROADWAY ST.
SUITE 201
AMERICAN CANYON, CA

INVOICE #: 1463
DATE: 09/23/2022
DUE DATE: 10/23/2022
TERMS: NET 30

PROJECT #	PROJ. MANAGER	JOBSITE ADDRESS	P.O. #	CLAIM #
30220345	JESUS VILLAREAL	106 WILSON WAY, AMERICAN CANYON, CA		

DESCRIPTION	ITEM PRICE	% COMPLETE (THIS PERIOD)	% COMPLETE (TOTAL)	RETAINAGE	AMOUNT DUE
VEHICLE DISPOSAL	\$4,050.00	100.00%	100.00%	\$0.00	\$4,050.00

TOTAL	\$4,050.00
PAYMENTS/CREDITS	\$0.00
BALANCE DUE	\$4,050.00

Thank you for allowing CVE to be part of your project!

Remit payments online, or by mail

Accounts Receivable
Phone: (559) 222-1122
Fax: (559) 222-1174
AR@cvecorp.com

By Mail:
Central Valley Environmental
Attn: Accounts Receivable – NB
4263 N. Selland Ave.
Fresno, CA 93722

Online: www.cvecorp.com/paymentsNB

A late fee of 1.5% will be added to the balance for every 30 days that the invoice remains unpaid





























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San Diego- 7912 Armour St San Diego, CA. 92111 Ph: (619) 838-4035 F: (707) 584-1911
CONTRACTOR’S LICENSE #: 974852 DOSH REG#1064

September 27, 2022

On August 26, 2022, CVE was hired to perform a property clean up at 106 Wilson Way American Canyon CA, the property was filled with a high volume of debris, vehicles, and biohazard waste. The scope of work was to remove and dispose of all debris, fire hazards, and abandoned vehicles within the property. In addition, at the request of code enforcement, we have removed and disposed of the remaining fire damaged structure wall, and associated carport, and red brick fireplace. The scope of work was completed on Thursday September 22, 2022. Feel free to reach out with any questions, see attached before and after photos. Thank you.

Sincerely,

Jesus Villarreal
Estimator/Project Manager/Safety Compliance officer
Jesusv@cvecorp.com
707-978-8997



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After





TITLE

New Open Space, Active Transportation, and Sustainability Commission

RECOMMENDATION

Adopt a Resolution reconstituting the Open Space Advisory Committee as the Open Space, Active Transportation, and Sustainability Commission, and approving the Commission's Fiscal Year 2022/2023 Work Plan.

CONTACT

Jason Holley, City Manager

BACKGROUND & ANALYSIS

The City Council formed the Open Space Advisory Committee (OSAC) in 2005. At the time, the Council sought to recognize local efforts "to improve access to the Napa River, the Wetlands, and Newell Open Space". The Council also sought "to preserve and enhance open space around American Canyon".

In 2010, the Council designated the OSAC as the City's "Bicycle Advisory Committee". Since then, the term "active transportation" has replaced "bicycles" in the parlance of local government professionals because it pertains to a broader array of "human-powered" transportation issues.

Through the hard work of committee members, former and current Councils, and City staff - along with contributions from local, state, and federal partners, and private partnerships - Newell Open Space and the Wetlands are now easily accessible through a system of trails and remain among the most popular destinations for residents and visitors. All the members of OSAC are dedicated to serving the American Canyon community and continue to undertake activities and projects related to open space, trails, and bicycles.

Reauthorization Resolution

On May 4, the OSAC developed a new draft "Reauthorization Resolution" and FY 22/23 Work Plan. The Council reviewed the draft Resolution/Work Plan and discussed the future of the OSAC at a Joint Special Meeting on May 31. Ultimately, the Council decided to meet with the Parks and Community Services Commission (PCS) prior to making a final decision regarding the OSAC.

The Council approved the PCS Commission's FY 22/23 Work Plan during a Joint Special Meeting (with PCS) on August 30. On October 5, the Council met again with the OSAC. That night, a Council majority supported re-constituting the OSAC as a new "paid commission", with an expanded purview to include open space, active transportation, and sustainability issues. The Council majority further directed staff to solicit input from the current OSAC first, before the further Council consideration.

On November 2, City Manager Holley, Parks and Recreation Director Ikeda, and Public Works Director Smithies met with the OSAC to refine the Reauthorization Resolution, modify the draft FY 22/23 Work Plan, and develop its new name: "Open Space, Active Transportation, and Sustainability Commission" (OSATS). On December 7, the OSAC reviewed the final version of the Resolution (Attachment 1) and FY 22/23 Work Plan (Attachment 2). In summary, there is broad consensus among the OSAC Members that the Resolution and Work Plan represent a good path forward.

Roles and Responsibilities

The new Resolution builds upon its predecessors while clarifying the OSATS Commission's roles and responsibilities. Generally, the Commission's role is one of *consultancy* (to staff) and *advisory* (to the Council). The Commission reviews and provides comments on various plans and policy documents prepared by staff (and consultants), before they are eventually considered by the Council. The Commission does not "approve" or "reject" items, nor does it take formal actions such as adopting Resolutions, Ordinances, etc. The OSAC also does not "provide direction" to staff, nor does it evaluate staff's performance. In many instances, staff will incorporate the Commission's comments; other times staff will not. Regardless of whether any or all of the Commission's comments are incorporated, staff is obligated to bring a record of the Commission's perspective forward (along with public comment) to the Council. The timing and schedule of items presented to the Commission are at the staff's discretion and subject to change based on workload and in consideration of City Council priorities.

Once approved by the Council, the Work Plan will guide the Commission's focus. For issues and projects outside of the Work Plan that arise during the year, the Commission should determine whether it is feasible to wait until the next year to address the issue. If the Commission determines the issue cannot wait, then a modification of the Work Plan will need to be submitted to Council for consideration. This recommendation for modification of the work plan will need to indicate which issues or projects will be postponed or eliminated to accommodate and add the new issue or project to the work plan.

Next Steps

On January 17, 2023, staff anticipates presenting a new Ordinance to Council for consideration/approval. The Ordinance will codify the existence of the OSATS Commission in the American Canyon Municipal Code (comparable to the PCS Commission and Planning Commission).

Staff assumes the Council favors appointing OSAC members Christian, Matson and Artis - whose

terms don't expire until December 2024 - to the new OSATS Commission. A recruitment for two remaining vacancies was opened on December 6, 2022; interviews are anticipated to take place mid-January 2023, with the positions being filled and seated by the February 1, 2023, OSATS meeting.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

The annual cost to support the Commission is approximately \$20,000 - primarily due to staff costs which are already budgeted. No new staff are proposed in conjunction with the Recommended Action.

For the remainder of FY 22/23, there are approximately 5 scheduled meetings. Assuming OSATS Commissioners are treated comparably to PCS and Planning Commissioners, they would receive a \$105 stipend per meeting. If the Resolution is approved, staff will request a budget transfer in the amount of approximately \$6,000 to cover Commissioner stipends and miscellaneous expenses (purchase of business cards, name tags, and plates, etc.) for the remainder of FY 22/23. This budget transfer will be requested as part of the aforementioned Ordinance on Jan 17, 2023.

ENVIRONMENTAL REVIEW

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

ATTACHMENTS:

1. [OSATS RESOLUTION](#)
1. [Exhibit A - OSATS FY 22/23 WORK PLAN](#)

RESOLUTION NO. 2022 - _____

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

WHEREAS, the City of American Canyon has always been supportive of open space preservation and enhancement, and such support has been integrated into the City's General Plan (for example, the Vision Statement notes we should "capitalize on the unique environmental setting of the foothills, river valleys and agriculture"); and

WHEREAS, the General Plan "Parks and Recreation Element" advocates for trail systems that connect the river areas with residential neighborhoods and open space areas in the foothills; and

WHEREAS, in 1999, the City was fortunate to receive 640 acres of foothill open space as a result of a generous donation from Jack and Bernice Newell; and

WHEREAS, at approximately the same time, the City received a \$3 million CalFed Grant to acquire and restore 460 acres of wetlands on our western border; and

WHEREAS, connecting the wetlands and Newell Open Space through a network of trails and bike paths is important to enhance public access and enjoyment; and

WHEREAS, the City Council formally recognized the efforts to establish, preserve and enhance open space in and around American Canyon through the establishment of the Open Space Advisory Committee (OSAC) as a standing "citizen's advisory committee" (Resolution 2005-83); and

WHEREAS, the City Council formally designated the OSAC as the City's Bicycle Advisory Committee in November 2010 (Resolution 2010-115); and

WHEREAS, the City Council desires to reconstitute the OSAC as a new commission having purview over issues of "open-space", "active transportation", and "sustainability"; and

WHEREAS, the role of the new Open Space, Active Transportation, and Sustainability Commission (OSATS Commission) is to review and provide input on various plans and policy documents prepared by staff (and consultants) before they are eventually considered by the Council.

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

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council establishes a five-member Open Space, Active Transportation, and Sustainability Commission (OSATS Commission) pursuant

to American Canyon Municipal Code Chapter 2.28 (Boards and Commissions Generally) for the purpose of supporting open space, active transportation, and sustainability efforts in and around American Canyon; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council endorses the OSATS Commission’s review and input on plans and policy documents supporting the following “Open Space” efforts and recognizes there may be future efforts needed, subject to Council review and confirmation:

- Restoration of the wetlands on the City’s western border to improve the eco-system in the Bay Area and provide public water access; and
- Updates to the General Plan, Parks and Open Space Master Plan, Newell Management Plan, Newell Grazing Plan, and other plans; and
- Open space, trails, and public access development, such as Clarke Ranch, re-use of the Corporation Yard, Jaegar Open Space, and other open space areas; and
- Trail use rules and regulations and trail maintenance and repair standards; and
- Volunteer conservation programs and projects, wildlife monitoring, and improvements or alterations to City-owned open space property; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council endorses the OSATS Commission’s review and input on plans and policy documents supporting the following “Active Transportation” efforts and recognizes there may be future efforts needed, subject to Council review and confirmation:

- Updates to the Citywide Bike Plan.
- Updates to the Citywide Pedestrian Plan.
- Updates Active Transportation Development Standards.
- Awards and recognitions such as the Bicycle Friendly Community designation.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council endorses the OSATS Commission’s review and input on plans and policy documents supporting the following “Sustainability” efforts and recognizes there may be future efforts needed, subject to Council review and confirmation:

- Countywide Greenhouse Gas Emissions Inventory
- Regional Climate Action Plan
- Climate Action Interim Plan for City of American Canyon

NOW, THEREFORE, BE IT FURTHER RESOLVED that the OSATS Commission shall support staff’s open space, active transportation, and sustainability efforts by reviewing and providing comment on plans and policy documents, funding programs, the annual Capital Improvement Program (CIP), CIP Project design documents, and/or serving on technical advisory committees.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the OSATS Commission shall draw upon the expertise of its members and other sources to provide advice to the City Council regarding open space, active transportation, and sustainability efforts.

NOW, THEREFORE, BE IT FURTHER RESOLVED that Commissioners serve as liaisons with the community regarding open space, active transportation, and sustainability efforts, keeping staff and the Council informed of issues and concerns.

NOW, THEREFORE, BE IT FURTHER RESOLVED that this Resolution does not constitute authority for Commissioners or the OSATS Commission to perform operational or management functions or to make decisions on behalf of the City.

NOW, THEREFORE, BE IT FURTHER RESOLVED that OSATS Commission shall develop an annual work plan regarding open space, active transportation, and sustainability efforts for approval by the City Council.

NOW, THEREFORE, BE IT FURTHER RESOLVED that City Council hereby approved the OSATS Commission's FY 2022/23 Annual Work Plan attached hereto as Exhibit "A" and incorporated by reference.

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

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

PASSES, APPROVED and ADOPTED at a regular meeting of the City Council of the City of American Canyon on the 20th of December 2022 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Leon Garcia, Mayor

ATTEST:

APPROVE AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney



DATE: December 20, 2022
TO: Mayor and City Council
C/C: Parks and Recreation Director Ikeda
RE: **Draft “FY 22/23 Work Plan” for the Open Space, Active Transportation, and Sustainability Commission**

On December 7, 2022, the Open Space, Active Transportation, and Sustainability Commission (OSATS) met to develop a *draft* Work Plan for FY 22/23. Below is the list of topics OSATS has identified:

1. Update the Newell Management Plan.
2. Update the Parks and Community Services Master Plan.
3. Fiscal Year 2023/2024 Capital Improvement Program (pertaining to Open Space, Active Transportation, and Sustainability projects).
4. Trail Accessibility and Maintenance Standards.
5. Presentation on Napa County Regional Green House Gas Inventory.
6. Review of Eco Center Use Permit.
7. Review of design documents for the Newell Open Space Trail Project.
8. Presentation on Napa County Drought Contingency Plan.



TITLE

Human Resources Annual Presentation

RECOMMENDATION

Receive and file a report on City workforce trends and demographics from the Human Resources Division.

CONTACT

Maria Ojeda, Assistant City Manager
Scott Corey, Human Resources Officer II

BACKGROUND & ANALYSIS

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

Tonight's presentation represents the establishment of an annual reporting pattern. Last year's report focused on diversity, equity and inclusion (DEI) concepts and provided initial demographic benchmarks to be used for future comparisons. Below are the DEI initiatives currently implemented by the Division to remove barriers to City employment:

- DEI training for Human Resources staff
- Focus on applicant "knowledge, skills and abilities" (KSA) rather than education and work history
- Acknowledge non-traditional paths to employment
- Broaden advertising methods and coordinating outreach efforts to reach diverse audiences.
- Matching employment testing methods to KSAs
- Diversifying Oral Board membership
- Digitizing onboarding materials
- Updating new employee checklist

- Standardizing employee welcome information

In addition, the Division has

- Instituted the use of blind applications to further reduce bias in the hiring process
- Implemented lactation support for growing families
- Implemented new minimum wage for 2023
- Adapted processes to reflect changes in legal standards

Below is an overview of our recruitment activity, workforce demographics, trends related to employee separations and retirements, an analysis of employee hours worked, and look at what lies ahead in 2023. The figures shown in Attachment 1 provide a graphical representation of the data described below.

Recruitment Activity

In response to the COVID-19 Pandemic, the City transitioned to a new remote work model, temporarily froze vacation requests, instituted employee furloughs. During calendar years 2020 and 2021, 22 employees left City service (13 retired) taking with them an average of 11.5 years of institutional knowledge.

The City experienced a correlating increase in recruitment activity with 14 recruitments in FY 20/21 and 18 recruitments in FY 21/22. During FY 20/21, 372 people applied for positions (approximately 31 applicants per recruitment). Thereafter, the number of applicants began to decline as the pandemic wore on and expectations of the workforce began to change. Many workers made decisions to leave the workforce entirely during this time period, either through retirements or starting their own ventures. In FY 21/22, the City received 265 applications (approximately 23 applicants per external recruitment).

This trend is continuing into FY 22/23, where the City is receiving an average of 24 applications per external recruitment. Applicants behavior also has become more selective, with fewer accepting invitations to oral boards or skills tests, an increase in applicants declining job offers and part-time applicants coming off the market quickly.

Of note, is the increase in internal recruitments, which provide current City employees with career development opportunities. Since FY 2017-18, there have been an average of 2 to 3 internal recruitments. In FY 2021-22, there were 6 internal recruitments and so far in FY 2022-23 there have been 5 internal recruitments.

As an organization, we have used these pandemic years to support current employees interested in career advancement through short-term job rotations (particularly in Finance and the City Clerk's Office), and actively encouraged staff to promote or move into a new field altogether (most evident among Maintenance Workers).

FY	Internal Recruitment	Applicants
22-23	Plant Operator Apprentice	2
	Senior Planner	1
	Senior Maintenance Worker	2
	Environmental Services Manager	1
	Building Maintenance Worker	2
21-22	Accounting Technician (Conf)	1
	Maintenance Supervisor (Parks)	4
	Accounting Assistant	1
	Plant Operator Apprentice	5
	Permit Technician	1
20-21	Administrative Clerk III	2

Workforce Demographics

Diversity of the workforce is a multi-faceted dynamic that can be indicated by factors such as racial/ethnic identity, gender, age, tenure and location of residence. Last year, staff began collecting and analyzing City workforce demographic data. A two-year comparison provides limited insight, but it is clear the workforce is generally becoming more diverse and more locally oriented.

Gender

Compared to FY 2021-22, the workforce is 5% more female (44% in FY 2022-23 compared with 39% in FY 2021-22). Males continue to comprise a workforce majority with 56% in FY 2022-23 compared with 61% in FY 2021-22 (See Figure 5 in attachments). In the overall American Canyon community, the binary gender split is 50% male and 50% female, according to U.S. Census data.

These figures represent a traditional binary measure of gender as the City does not currently collect, non-binary gender identity information.

Age

The average age of the full-time City workforce is 45.92 years, slightly older than the 43.84 years reported in FY 2021-22 (see Figure 6 in the attachment). The majority of the workforce (68%) is between 40 and 59 years of age, a slight uptick from 64% in FY 2021-22. This is consistent among men and women. Overall, men in our workforce tend to be slightly older than women.

It is helpful to know that the full CalPERS retirement age is 55 for Classic employees and 62 for PEPRA employees, with the percentage of PEPRA employees representing about 53%.

Tenure

Given the age of the City workforce, it is worthwhile to examine the tenure, or length of service, of our employees (see Figure 7 of the attachment).

Half of the City workforce has been employed by the City for less than 5 years. The other groups breakdown at 15% between 5-10 years, 13% 10-15 years, 21% 15-20 years, and 1% more than 20 years. Compared to FY 2021-22, the trends remain steady, except in the 10-15 year range where there was a 6% decline year over year, and the 15-20 year range with a 3% increase.

The City has experienced a number of retirements in recent years of long-tenured employees, as indicated by the significant number of relatively newly hired employees. But the newer employees were hired in a variety of age ranges, indicating that the City remains attractive to mid-career workers, which tend to have a higher level of experience and professional proficiency.

Place of Residence

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

According to City payroll data, 88% of full-time employees live in Napa and Solano counties; a 2% increase over the prior year. Overall, 59% of full-time employees live in Napa County (54% in FY 2021-22), and 44% live in American Canyon (unchanged from prior year) (see Figure 8 in the attachment).

Race/Ethnicity

In May 2021, staff conducted a survey asking all full-time employees to share their racial/ethnic identity. Staff has asked all newly hired employees to provide this information, which the City is required by the federal Equal Employment Opportunity Commission to maintain.

The year to year results are outlined in the table below:

Racial/Ethnic Identity of City of American Canyon Employees

Group	FY22 Percentage	FY23 Percentage	Change
Asian	4%	4%	0%
Black	1%	6%	+5%
Hispanic	15%	18%	+3%
Native Hawaiian/Other Pacific Islanders	9%	7%	-2%
Two or more	18%	13%	-5%
White	53%	51%	-2%

While most (51%) of the City’s full-time workforce identifies as White, 47% identifies as an ethnic minority.

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

Racial/Ethnic Identity of American Canyon Residents

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

This data indicates that 20% of City residents identify as White while 80% identify as an ethnic minority. These broad snapshot measures indicate that the City's full-time workforce is racially diverse, but not as diverse as the overall community. Also, staff believes the demographic data above capture employees and residents of Filipino heritage differently (Asian vs. Native Hawaiian/Other Pacific Islander).

Workforce Trends

When reviewing a workforce, it can be helpful to consider broad trends such as future retirements and the number of hours available to perform work.

Retirement

In the next six years, it is likely that the workforce will continue to lose senior members as employees age and become eligible for retirement. Currently, 13% of the workforce is eligible for full

CalPERS retirement having reached age 55 for Classic employees or 62 for PEPRA employees. By 2027, that number is expected to increase to 27% (See Figure 9 in the attachments).

While many of these employees will work well past their minimum retirement age, there will need to be an increasing focus on succession planning and leadership development with each passing year.

Hours Worked

Each year, the City Council adopts a budget authorizing a maximum number of employees assigned to specific departments and divisions within the City organization. But those budgeted full-time positions don't neatly translate into a maximum number of hours available for work due to staff vacancies and various forms of paid employee leave.

The FY 2021-22 Budget authorizes 79 authorized full-time positions. Excluding vacancies and paid leave hours, the hours actually worked were equivalent to approximately 53 full-time positions - or approximately 67.5% of the budgeted allocation. Staffing vacancies (14.7%), vacation time (8.4%), paid holidays (5.4%) and sick leave (3.8%) accounted for the reduction.

Some dynamics impacting available work hours in the future will be the use of accrued leave hours for personal and family medical needs, including maternity leave, and rising amounts of accrued vacation time as employee tenures lengthen.

Next Steps

As we continue to incorporate diversity, equity and inclusion practices into our Human Resources processes, staff intends to continue to create an annual snapshot of similar statistical measures to continue charting overall trends in the City workforce.

Some of the items the division is planning to incorporate during 2023 include:

- Initiate use of LinkedIn Learning platform for staff training
- Develop management training program
- Install NEOGOV.com recruitment tools Insight, Onboarding and GovernmentJobs to replace CalOpps.org
- Implement new state laws:
 - updating California Family Rights Acts and sick leave policies to include "designated person"
 - updating bereavement leave policies to expand leave to five days
 - updating pre-employment drug testing policy

Staff recognizes that American Canyon is a diverse and welcoming community, and City employees work everyday to provide high-quality services for local residents. This snapshot is only a beginning of our understanding of how we can continually improve diversity, equity and inclusion within the City's workforce.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

None.

ENVIRONMENTAL REVIEW

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

ATTACHMENTS:

- [1. Human Resources Presentation - Graphs](#)



Exhibits for Annual Human Resources Presentation

Figure 1

Year	Total Separations	REASONS FOR SEPARATION						Ave. Age at Separation	Ave. Tenure at Separation
		Retired	Career Opportunity - General	Moved	Probation Release	Resigned	Unknown		
2017	8	5	1	1	0	0	1	51.90	12.13
2018	11	4	5	0	2	0	0	47.85	9.88
2019	8	2	5	0	0	1	0	43.94	7.59
2020	14	8	3	1	1	1	0	53.51	11.63
2021	8	5	2	0	0	1	0	53.56	11.35
2022	10	2	5	1	1	1	0	41.72	4.94
Totals	59	26	21	3	4	4	1	48.75	9.59

Figure 2

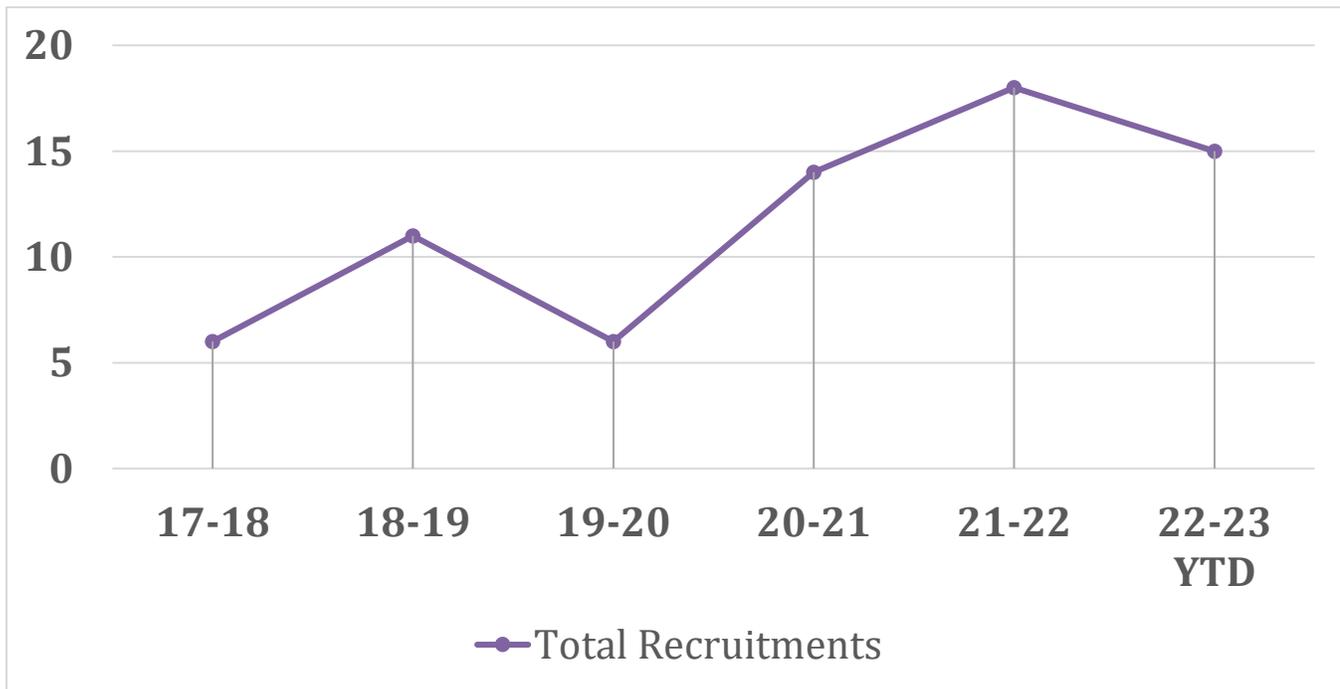


Figure 3

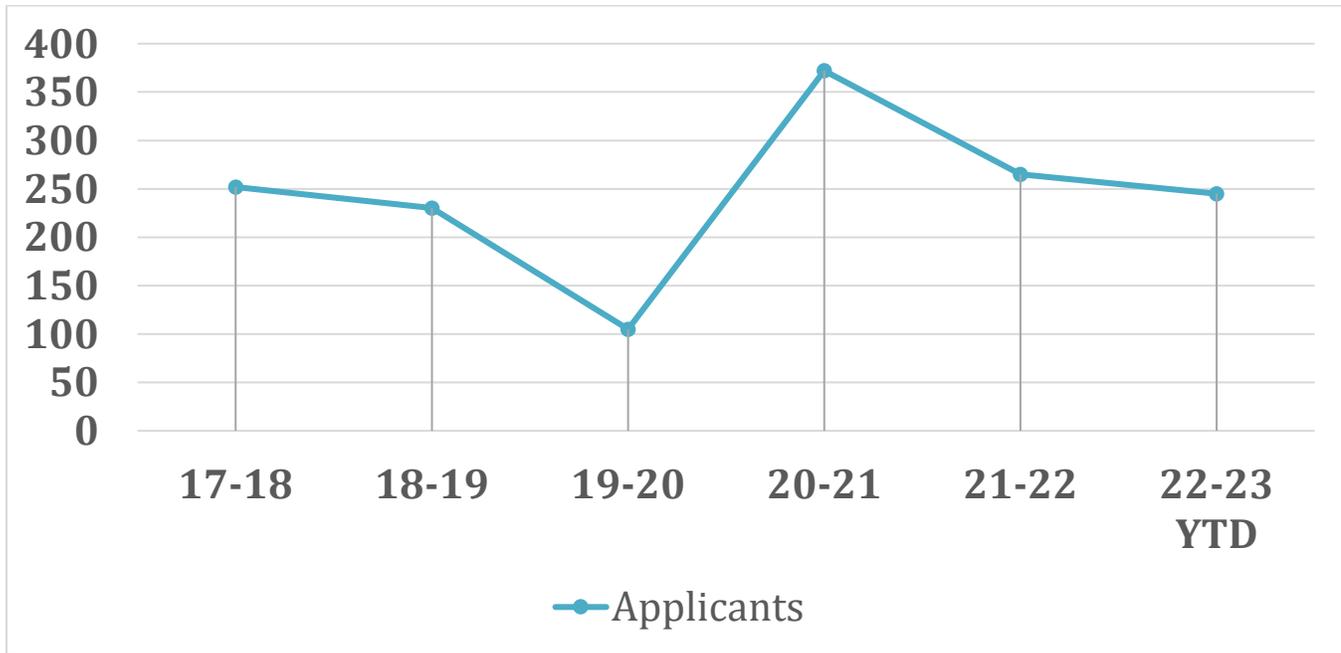


Figure 4

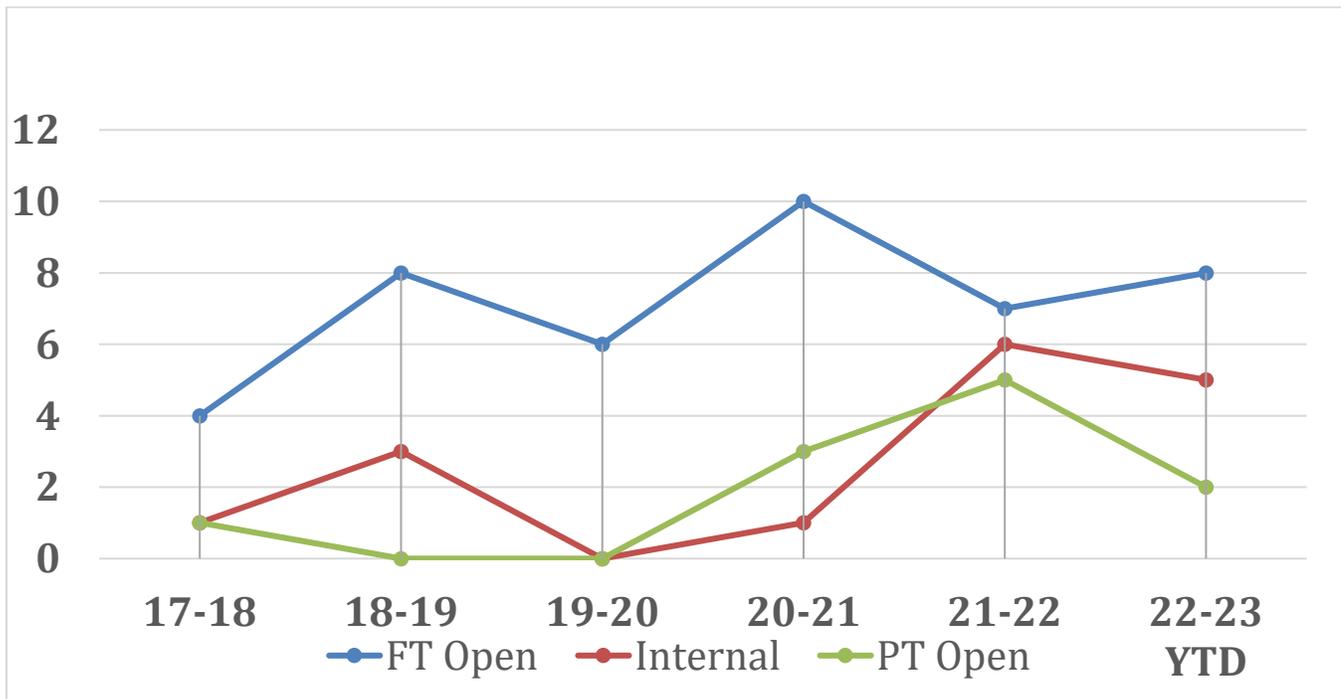
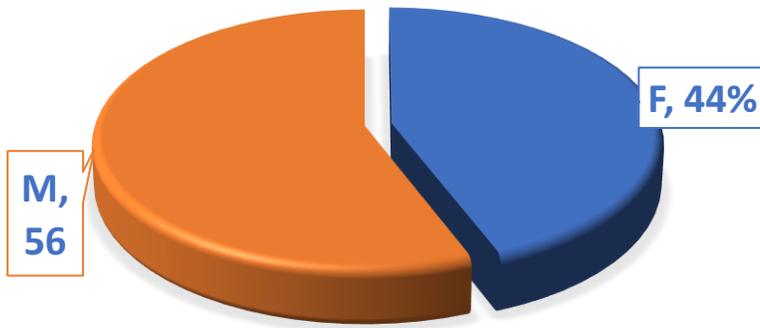


Figure 5



Gender	FY22	FY23	Delta
Male	61%	56%	-5%
Female	39%	44%	5%

Figure 6

FULL-TIME EMPLOYEES BY AGE			
Age	All	Men	Women
20s	5	2	3
30s	11	6	5
40s	28	16	12
50s	18	10	8
60s	6	4	2
Average Age	45.92	46.74	44.88

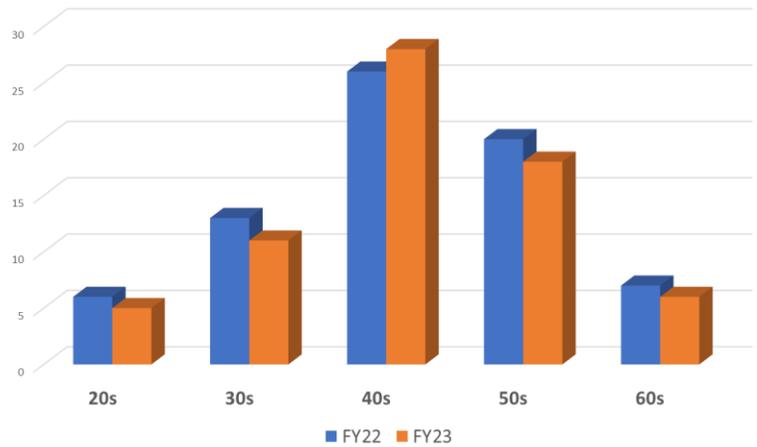


Figure 7

FULL-TIME EMPLOYEES BY TENURE			
Tenure	All	Men	Women
0-5	34	17	17
5-10	10	7	3
10-15	9	7	2
15-20	14	7	7
20+	1	0	1
Average Tenure	8.19	8.14	8.24

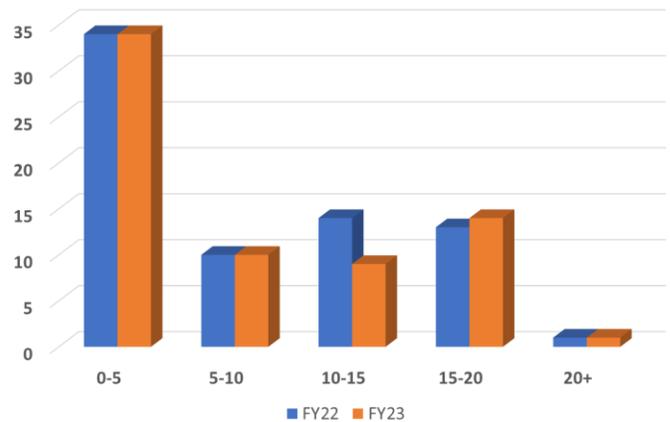
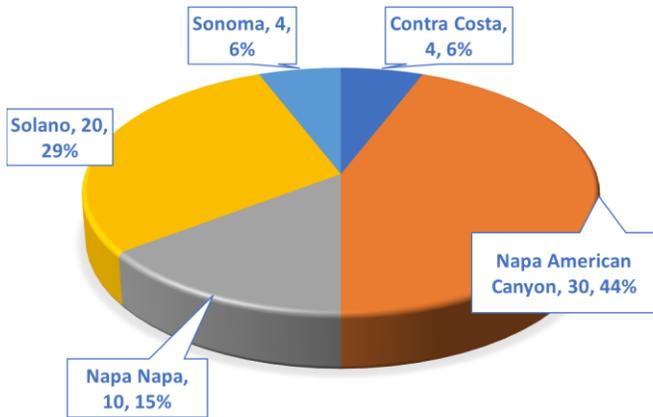


Figure 8



Residence	FY22	FY23	Delta
Contra Costa	5%	6%	1%
Napa - AC	44%	44%	0%
Napa - Calistoga	1%	0%	-1%
Napa - Napa	9%	15%	6%
Napa Total	54%	59%	5%
Solano	32%	29%	-3%
Sonoma	8%	6%	-2%
Yolo	1%	0%	-1%

Figure 9

	2022	2023	2024	2025	2026	2027
Eligible to Retire by Age	9	10	15	15	18	18
Year Over Year Increase		1	5	0	3	0
% of Full-Time Staff	13%	15%	22%	22%	27%	27%

Figure 10

Fiscal Year 2021-22		
	Hours	Explanation
Total Budgeted Staff Time	164,320.00	79 FT positions
	-24,179.20	Less vacant/unfilled positions
Available Staff Time	140,140.80	
	-8,892.00	Less Holiday Leave
	-13,949.65	Less Paid Leave
	-4,347.85	Less Sick Leave
	-1,969.50	Less COVID-leave
Staff Time Worked	110,981.80	

67.5% of budgeted staff hours worked



TITLE

Matters relating to the selection of Vice Mayor and various City Council committee appointments for 2023

RECOMMENDATION

Matters relating to the selection of Vice Mayor and various City Council committee appointments for 2023:

1. By Minute Order, nominate and select a Vice Mayor to serve for a one-year term, January to December 2023.
2. By Minute Order, approve the "2023 City Council Appointments List".

CONTACT

Taresa Geilfuss, City Clerk

BACKGROUND & ANALYSIS

SELECTION OF VICE MAYOR

The City Council has a policy of annually nominating and selecting a member of the Council to serve as Vice Mayor for a one-year term (Resolution No. 2008-46). The Mayor, or any member of the City Council, may nominate any other member of the Council to become Vice Mayor for 2023 with the term beginning January 1, 2023. The nomination shall be affirmed by a majority vote of the Council. The additional duties of the Vice Mayor are generally; 1) include presiding over meetings and signing documents in the absence of the Mayor; 2) serving on the Finance Committee (with the Mayor); and 3) Organizing Council's efforts for annual performance evaluation of the Manger and City Attorney.

The Finance Committee is responsible for reviewing and/or making policy recommendations to the Council as needed on the following areas: Investment Policy; Comprehensive Annual Financial Report (CAFR) – i.e. the "audit"; Self Insurance Program; Salary and Retirement Policy; Employee Benefit Policy; Liability Insurance Coverages; Budget; Fiscal and Budget Policy; and Retention of a Financial Advisor. The Committee is expected to meet at least once per quarter on Thursday mornings at 9:00 a.m.

2023 CITY COUNCIL APPOINTMENTS

Annually, the City Council reviews its members' assignments to various boards and committees. When considering particular assignments, it is important to note that the appointee may be

predesignated for a certain board or committee. For example, the City's Finance Committee appointments are pre-designated by the City's Governance Protocols to be the Mayor and Vice-Mayor. In addition, the Mayor is designated as one of the City's two representatives to the Board of the Napa Valley Transportation Authority.

Moreover, it is important to consider many of these assignments require commitment of time (both attending meetings and reviewing materials). As Council members participate, they become more educated on the particular subject matter(s) that is the purview of these boards and commissions.

Thus, the assignments can represent an "investment" made by the assigned councilmember. While changing assignments is within the sole discretion of a majority of the Council (notwithstanding the afore-mentioned pre-designations), such past investment (and/or the prospect of new investment) should be weighed when proposing any changes.

That said, in the right context, change of assignment can represent a healthy evolution of knowledge and experience for councilmembers and should also be given consideration during the Council's deliberation. In addition, the amount of investment any particular Councilmember is able to make varies for personal reasons. For example, Councilmembers who are employed full-time and/or have children in their home are less likely to have time to invest when compared to Councilmembers who are retired and/or who do not have child-rearing commitments. Lastly, the virtual public meetings have been normalized over the past 30 months, but new legislation requires many of these bodies to conduct in-person meetings starting next March. With the conveniences of virtual meetings stripped away by the Legislature, elected officials will be forced to attend these meetings in-person.

Appointments for 2023

Last year, the Council approved the "2022 Committee Appointments List" shown in Attachment 1.

Staff recommends the Council review the 2022 List and either approve it "as-is" for 2023, or approve any changes by Minute Order.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

The Recommended Actions will have no impact on the City's Fiscal Year 2022-23 Budget.

ENVIRONMENTAL REVIEW

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

ATTACHMENTS:

1. City Council-Committee Appointments

2023 City Council: Committee Appointment List								
Name	Address	Notes	Contact	First Appointee	Second Appointee	Alternate	Form 700 Filers	Compensation
<i>City Council Standing Committee and Ad-Hoc Subcommittee</i>								
Finance Committee	City Hall	Standing: 9:00 am 2nd Thursday, Quarterly. Brown Act applies	City Manager	Garcia	Aboudamous		Not Required	No
Public Art Subcommittee	City Hall	Ad-hoc	City Manager	Joseph	Oro		Not Required	No
Legislative Subcommittee	City Hall	Ad-hoc	City Manager	Garcia	Joseph		Not Required	No
Commission Interview Subcommittee	City Hall	Ad-hoc	City Manager	Oro	Washington		Not Required	No
Watson Ranch Subcommittee	City Hall	Ad-hoc	City Manager	Aboudamous	Washington		Not Required	No
Eco Center Project Subcommittee	City Hall	Ad-hoc	City Manager	Oro	Washington		Not Required	No
Economic Development Subcommittee	City Hall	Ad-hoc	City Manager	Joseph	Aboudamous		Not Required	No
Community Grant/Volunteer Service Award Subcommittee	City Hall	Ad-hoc	City Manager	Oro	Joseph		Not Required	No
<i>Multi-Jurisdictional 2 x 2 Committee</i>								
Napa County Airport Industrial Area 2x2 Committee	TBD	Ad-hoc	City Manager	Aboudamous	Oro		Not Required	No
Napa Valley Unified School District 2 x 2 Committee	City Hall	Ad-hoc	City Manager	Washington	Joseph		Not Required	No
<i>Local Agency</i>								
TBID Local Governing Committee	City Hall	Meets: 9:00 am 1st Thursday. Monthly. Brown Act applies	TBID Clerk 707-253-4196	Oro		Joseph	Not Required	No
American Canyon Fire Protection District Board	City Hall	Meets: 4th Tuesday. Monthly. Brown Act applies.	ACFPD Fire Chief	All Council Members			Required	Yes

2023 City Council: Committee Appointment List

Name	Address	Notes	Contact	First Appointee	Second Appointee	Alternate	Form 700 Filers	Compensation
<i>Countywide Board, Commission or Committee</i>								
Napa County Flood Control and Water Conservation District	1195 Third Street, Suite 310, Napa 94558	Meets: 1:30 p.m. 1st Thursday. Monthly. Brown Act applies	County Clerk 707-253-4196	Garcia		Joseph	Required	No
Napa County Local Agency Formation Commission (LAFCO)	1195 Third Street, Suite 310, Napa 94558	Meets: 2:00 p.m., 1st Monday. Bi-Monthly. Appointment by City Select Committee. Brown Act applies	Commission Secretary (707) 259-8645	Aboudamous			Required	No
Napa County Resource Conservation District (RCD)	1303 Jefferson Street, Ste 500B Napa, 94558	Meets 8:00 a.m., 2nd Thursday. Monthly. Appointment made by Board of Supervisors.	Board Secretary (707) 252-4188	Washington			Required	No
Napa County Watershed Information Center & Conservancy (WICC)	1125 Thirst Street, 2nd Floor Conference Room, Napa 94558	Meets: 4:00 p.m. 4th Thursday. Monthly. Appointment made by Board of Supervisors.	Commission Secretary (707) 259-5936	Washington		Aboudamous	Not Required	No
Napa County Climate Action Committee (CAC)	1195 Third Street, Suite 310, Napa 94558	Standing: 9:00 am 4th Friday. Monthly. Brown Act applies	County Clerk 707-253-4196	Joseph	Washington		Not Required	No
Napa Vallejo Waste Management Authority (NVWMA)	City Hall	Meets: 9:00 a.m., 1st Thursday. Monthly. Brown Act applies	Vallejo Clerk 707-253-4196	Garcia		Oro	Required	\$100 per meeting
Napa Valley Transportation Authority (NVTA)	625 Burnell Street, Napa 94559	Meets: 1:30 p.m. 3rd Wednesday. Monthly. Brown Act applies	Valley Clerk 707-253-4196	Garcia	Joseph	Aboudamous	Required	No

2023 City Council: Committee Appointment List

Name	Address	Notes	Contact	First Appointee	Second Appointee	Alternate	Form 700 Filers	Compensation
Napa Valley Tourism Corporation	1001 Second Street, Suite 330, Napa 94559	Meets: 10:30 a.m. Last Thursday. Quarterly. Brown Act applies	Valley Clerk 707-253-4196	Oro	Joseph		Not Required	No
Napa County City Selection Committee	1195 Third Street, Suite 310, Napa 94558	Meets: 1:00 p.m., 3rd Tuesday. Quarterly. Rep must be Mayor	County Clerk 707-253-4196	Garcia			Not required	No
Napa County Youth Opportunity Commission	Varies	Meets: 4:30 p.m., on 3rd Wednesdays, As needed.	District Attorney 707-253-4211	Aboudamous		Washington	Not Required	No
Napa-Solano Agency on Aging Oversight Board	1195 3rd Street. Suite 310, Napa, CA 94559	Meets: 10:00 a.m. 4th Monday. Monthly. Appointment made by Board of Supervisors.	Board Secretary Elaine Clark 707-784-8960 707-718-0091	N/A		Oro	Not Required	No
Regional Agency								
Association of Bay Area Governments (ABAG) Executive Board	375 Beale Street, Suite 700 San Francisco, 94105	Meets: 7:00 p.m., 3rd Thursday. Monthly	Clerk 707-253-4196 (415) 820-7913 (415) 690-0529	Garcia			Required	\$150 per meeting
Association of Bay Area Governments (ABAG) General Assembly	375 Beale Street, Suite 700 San Francisco, 94105	Meets: Annually - Usually in April	Clerk (415 820-79-13 (415) 690-0529	Oro		Aboudamous	Not Required	No
North Bay Water Reuse Authority	404 Aviation Blvd., Santa Rosa 95404	Meets: 9:30 a.m. 3rd Monday, Quarterly Novato City Hall Council Chambers	Clerk (510) 410-5923 chuckweir@sbcglobal.net	Washington		Oro	Required	No
North Bay Watershed Association	404 Aviation Blvd., Santa Rosa 95404	Meets: 10:00 a.m., 4th Thursday, Quaterly	Clerk (707) 235-8965	Washington			Not Required	No



City Council Committee Report

Submitted by: * Councilmember Mark Joseph

Council Meeting Date: 12/20/2022

Event Date: 2022-12-08 Event Type: Committee Report

Event Title: * Climate Action Activities

Event Report: Attended a planning meeting with rep's from Napa Valley College about a Healthy People/Healthy Planet event on 2023 Earth Day. This was an activity I helped create years ago, combining Earth Day and Health Fair components. We might even add Healthy Palate, and add healthy food items (including lower GHG emission foods, too!). We're exploring groups that might want to partner with the College, including the City, School District and community groups.

Also attended the Ad Hoc Climate Action Committee. We finalized a student survey and PowerPoint presentation for our interim Climate Action Plan. We will use the survey to kick start a Climate Action Challenge at the High School, starting Jan. 10, 2023. This will use the newly acquired **Napa County Climate Challenge App** (assesses your Carbon Footprint; gives you ways to lower that footprint; and allows you to join teams to collectively reduce our footprint). We will use the survey to help Students For Climate Action (S4CA) craft their new project (now that we have banned new gas stations) towards their Fossil Free Future program. Lastly, the PowerPoint will be used to build community support and gain feedback on the interim Climate Action Committee. We will probably present it to the new OSATS Commission, and then reach out to community groups.

The ad hoc committee will likely disband in the near future and the members will likely reform themselves into a new community group that advocates for stronger Climate Actions in American Canyon.

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Event Date: Event Type: Community Event

Event Title: * American Canyon Arts Foundation

Event Report: A number of exciting projects are moving forward!

- Mosaic Project: the pandemic put this project on hold but we want to get it done and presented to the Boys & Girls Club. We have reconnected with Nimbus who helped us get as far as we are, and hope to finish up the framing by Spring. That will set the stage for an installation event near the Club's Fifth anniversary.
- Holiday Boutique: We got a late start, but we have plenty of See's Candies ready for purchase! We're located this year next to RoundTable Pizza and plan on a Holiday Party on Saturday, Dec. 17, from 6-8pm.
- Arts & Culture Programs: One of the Foundation's ongoing programs is celebrating the art and culture of our community. We have two events planned. First is a Parol Festival, produced by the FilAm Club of American Canyon (and sponsored by ACAF, thanks to a County grant)--it will be Saturday, Dec. 17 starting at 3pm. The flyer is attached. We are also partnering with the Napa Valley College's Kasaysayan Learning Center. This time to host a young Filipino Artist, Taipan Lucero, on January 20, 2023 from 6-7pm. This will take place at the College's classrooms at the High School. Flyer attached.
- Plans for 2023: Save the Date for our annual Membership Dinner Meeting, tentatively set for Sunday evening, January 29. We will also conduct our annual planning retreat earlier that month.

File/Photo Upload	File Name	Size
	Holiday Boutique Flyer 2022.jpg	405.04KB
	parol flyer (2022)1.jpg	177.44KB
	Taipan01.20.23 Flyer (1).png	1.67MB

Max file size for all uploads is 10 MB

**Event
Date:**

Event Type Other

Event Title: * City Activities and Events

- Event Report:**
- [City Employee Luncheon](#): This was a great chance to see everyone after the pandemic. Great turnout and great food--as the Manager said, nice that we have great restaurants in town so we have good food and keep it local!
 - [Supervisor Ramos' Food Drive](#): Not quite a City event, but close enough! Got a chance to share some holiday cheer and clean out the pantry!
 - [Farm Bureau Holiday Reception](#): This was held to honor departing Supervisors Wagenknecht and Dillion. Also a good opportunity to chat with other regional leaders.
 - [Napa Valley Transportation Authority](#): Although we didn't meet as a board, Liz Alessio and I met with Kate Miller to finish up her annual performance review--thanks to Liz' efforts, this was the first time it was completed on time!

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**Event
Date:**

Event Type Community Event

Event Title: * Kiwanis Club of American Canyon

- Event Report:**
- [Kiwanis Holiday Party](#): A great potluck dinner, and a fun gift exchange (part of the fun is negotiating the rules of the exchange!). Then some karaoke and off to home!
 - [Kiwanis Food Drives](#): Even though I didn't do much in this arena, thanks to Nance Matson & Sande Sutter, we are collecting a great amount of food for the Pantry.
 - [Kiwanis Adopt-a-Family](#): Karina Servente spearheaded this effort again this year. We have over 23 families adopted, and raised over \$1000. At least I helped with the paperwork!!

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**Event
Date:**

Event Type Community Event

Event Title: * Various Community Events and Activities

- Event Report:**
- [Chamber's Holiday Coffee Mixer](#): This month it was at the DoubleTree and as such, the goodies were noticeably better than usual! Thank you to Eric Burroughs for hosting the last mixer for the year. We also learned the Chamber is gearing up for a different type of annual installation dinner early next year.
 - [Dine and Donate for SI](#): Cheryl and I had a great dinner at Laso and helped the Soroptimists in the process. Also purchased some wine as well.
 - [Napa County Democratic Central Committee meeting](#): Attended the monthly meeting, and it was mostly focused on internal issues, such as the upcoming California Democratic Party's convention and nominating NCDCC officers for next year.

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Holiday Boutique



December 3—21, 2022

Walmart/Napa Junction Shopping Center
5055 Main St. #104 (next to RoundTable Pizza)

**Join us for the Holidays! We'll have
unique crafts and gift items, and**

See's Candies.

Make us your Holiday Gift Shop!



Boutique Hours

Saturday Dec. 3, 11am-2pm
Sunday Dec. 4, 11am-8pm
Wednesday Dec. 7, 5-8pm
Sat/Sun, Dec. 10/11, 11am-8pm
Wed Dec. 14, 5-8pm
Sat/Sun, Dec. 17/18, 11am-8pm
Wednesday Dec. 21, 5-8pm

Holiday Party!

*Stop by Saturday, December
17 after the Parol Festival
(or 6-8pm), and enjoy
holiday music, food &
refreshments!*

*Great way to finish your
Christmas Shopping!!*

Net proceeds go towards scholarships, school grants and community art projects.

**For more information, go to our website: www.amcanart.org, email us at AmCanArts@gmail.com,
or leave us a message at (707) 645-8840.**



**We're Fundraising with
See's Candies!**

Help us earn money for our organization
and make the holidays even sweeter.

**See's
CANDIES.**



2022 PAROL FESTIVAL and COMPETITION

DECEMBER 17, 2022

3:00PM

AMERICAN CANYON RECREATION CENTER
2185 ELLIOT DRIVE, AMERICAN CANYON

HOW TO JOIN:

Take a 3-minute video of you together with your friends or family building your Parol entry. Parols must be colorful, festive and must promote this year's theme which is "Light, Love and Peace for AC" All entries must be submitted in person at 2185 Elliot Drive in American Canyon by 2:30PM on Dec. 17. All entries will be judged based on quality and color combination (45%) Creativity (30%) Name and Description (25%)

First Place: \$150.00

Second Place: \$100.00

Third Place: \$50.00

Finalists: \$25 each

For inquiries please contact:

Luchi Marte at (510) 334-3534 Email: luchietcetera@gmail.com

FILIPINO BAYBAYIN PRESENTATION



FRIDAY JANUARY 20, 2023

6 PM - 7 PM

AMERICAN CANYON HIGH SCHOOL
ROOM A-133
(ENTER AT SIDE GATE)
3000 NEWELL DR.
AMERICAN CANYON, CA 94503

RSVP AT:
[HTTPS://TINYURL.COM/TAIPANKA23](https://tinyurl.com/taipanka23)

TAIPAN LUCERO

CALLIGRAFILIPINO
ARTIST

National Commission on Culture and the Arts (NCCA) grant awardee, whose passion is to revive, preserve and promote the pre-colonial Philippine writing system.



TAIPAN LUCERO
CalligraFilipino

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