



SPECIAL JOINT CITY COUNCIL/OPEN SPACE ADVISORY COMMITTEE MEETING AGENDA

City Hall - Council Chambers
4381 Broadway, Ste 201 American Canyon
October 5, 2022
5:00 PM

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

Chair: Nance Matson
Vice Chair: Scott Artis
Committee Members: Barry Christian, Kim Hester-Williams, Tara McClinton-Horner

THIS MEETING WILL BE HELD ENTIRELY VIRTUALLY VIA ZOOM.

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: 826 3472 9856 **Passcode:** 469786

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.

5:00 P.M. OPEN SESSION - REGULAR MEETING

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

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.*

BUSINESS

1. **Future of the Open Space Advisory Committee**

Recommendation: City staff recommends the City Council determine the future of the Open Space Advisory Committee (OSAC) by choosing one of three options:

1. Re-authorize the OSAC as the "Open Space and Bicycles Advisory Committee" and approve the draft FY 22/23 Work Plan; or
2. Expand the purview of the Parks and Community Services Commission (PCS) to include "open-space issues", designate the Planning Commission as the 'Bicycle Advisory Committee', and discontinue the OSAC; or
3. Elevate the OSAC to a paid commission and expand its purview to include sustainability issues.

ADJOURNMENT

CERTIFICATION

I, Liz Lozano, Administrative Technician, 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.

Liz Lozano, Administrative Technician



TITLE

Future of the Open Space Advisory Committee

RECOMMENDATION

City staff recommends the City Council determine the future of the Open Space Advisory Committee (OSAC) by choosing one of three options:

1. Re-authorize the OSAC as the "Open Space and Bicycles Advisory Committee" and approve the draft FY 22/23 Work Plan; or
2. Expand the purview of the Parks and Community Services Commission (PCS) to include "open-space issues", designate the Planning Commission as the 'Bicycle Advisory Committee', and discontinue the OSAC; or
3. Elevate the OSAC to a paid commission and expand its purview to include sustainability issues.

CONTACT

Jason Holley, City Manager

Alexandra Ikeda, Parks and Recreation Director

BACKGROUND & ANALYSIS

The City Council has tasked the City Manager with professionalizing the City organization. This includes formalizing the Council's interface with its Citizen Advisory Committees (CAC's) and improving their functionality and interaction with the City Manager and staff. Example CAC's include the Open Space Advisory Committee (OSAC), the Parks and Community Services Commission (PCS), the Planning Commission, and the Water Rate Advisory Committee.

History/Initial Purpose of the OSAC

The City Council formed OSAC in 2005. At the time, the Council sought to recognize an informal group of local residents efforts "to improve access to the Napa River, the Wetlands, and Newell Open Space" (Attachment 1). The Council also sought "to preserve and enhance open space around American Canyon". In 2010, the Council later designated OSAC as the City's "Bicycle Advisory Committee" (Attachment 2).

To date, the OSAC's original purpose is largely achieved. 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 - the Newell Open Space and Wetlands are now easily accessible through a system of trails and remain among the most popular destinations for residents and visitors. The OSAC continues to undertake activities and projects related to open space, trails and bicycles, though those activities have not always been associated with a work plan approved by the Council.

Future Roles and Responsibilities for the OSAC

All of the members of the OSAC are dedicated to serving the American Canyon community. In addition to the OSAC, they participate in community groups, attend special events, and act as ambassadors for the City.

The OSAC serves in an advisory capacity to the City Council. OSAC members are appointed by Council and serve four-year terms. Unlike the Council, there is no limit to the number of terms a member may serve, and members Matson and Christian have been appointed to OSAC since its inception.

Current OSAC members include:

- Nance Matson (02/08/2006-12/31/2025) - 5 terms
- Barry Christian (02/08/2006-12/31/2025) - 5 terms
- Tara McClinton-Horner (03/03/2015-12/31/2022) - 2 terms
- Kim Hester-Williams (09/28/2017-12/31/2022 - 2 terms
- Scott Artis (01/14/2021-12/31/2025) - 1 term.

Manager Holley and Director Ikeda met with the OSAC on May 4, 2022 to develop a draft FY 22/23 Work Plan. That night, OSAC engaged in a lengthy conversation about its future, in part, because their "priority goals and projects" are now largely complete. During this meeting, the OSAC developed a new draft Resolution (Attachment 3) re-authorizing its purview because the members agreed the prior resolutions inadequately characterize their prospective roles and responsibilities.

Option 1 - Re-authorize the OSAC as the "Open Space and Bicycles Advisory Committee" and approve the draft FY 22/23 Work Plan

The new draft Resolution builds upon its predecessors while clarifying the OSAC's roles and responsibilities to include: bike planning issues; maintaining restoration of the wetlands and improving eco-systems; maintaining public access for our trail system; use and maintenance, including rules and regulations; activities, projects, and grants, including policies and guidance related to volunteer conservation; and serve on and participate in technical advisory committees as requested. Additionally, the OSAC would be re-named the "Open Space and Bicycle Advisory Committee". In addition to the new draft Resolution, the OSAC then developed a draft FY 22/23 Work Plan (Attachment 4). Since that time, the OSAC has requested to add the Parks Master Plan as an additional item to their Work Plan.

On May 31, 2022, the draft Resolution and FY 22/23 Work Plan were presented to Council at a Special Joint Meeting with OSAC. The Council discussed the roles and responsibilities of OSAC and reviewed the draft Resolution and Work Plan. Option 1 can be implemented with the level of support included in the FY 22/23 Budget.

Option 2 - Expand the purview of the Parks and Community Services Commission (PCS) to include "open-space issues", designate the Planning Commission as the 'Bicycle Advisory Committee', and discontinue the OSAC.

During the May 31 meeting, Council expressed a desire to meet with the Parks and Community Services Commission (PCS) prior to making a decision regarding the OSAC. The PCS FY 22/23 Work Plan was approved by Council during a joint session with PCS on August 30, 2022.

Option 2 can also be implemented with minimal additional resource because many of OSAC proposed activities are already on the PCS Work Plan and the day-to-day activities are already underway with staff with or without the involvement with OSAC. The potential cost savings identified with Option 2 would be re-directed to operational needs in support of the City's open spaces.

Of note, the FY 22/23 Budget include a new Full-Time Recreation Coordinator to help oversee and assist with the City's open space parks. The City is actively recruiting for this position, with final interviews conducted earlier today.

Lastly, if Option 2 is selected, staff recommends the Council designate the Planning Commission as the Bicycle Advisory Committee because of their existing primary role in reviewing/coordinating all other development and infrastructure planning issues.

Option 3 - Elevate OSAC to a paid commission and expand its purview to include sustainability.

During the May 31 meeting, the Council also discussed the idea of elevating and expanding the OSAC's role. If Council chooses Option 3, staff will return to Council with an updated budget request to cover additional costs, as well as an updated Resolution and FY 22/23 Workplan for the newly reformatted Commission.

Next Steps

Both the PCS and the OSAC each have two impending vacancies. Staff recommends the Council pick one the options identified above in order to begin recruiting for up-coming vacancies on the PCS and OSAC.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

Option 1 - Based on past experience, staff estimates the annual cost to provide staff liaison to the

OSAC is approximately \$21,000 in equivalent staff costs. The source of funding is the General Fund and is included in the approved FY 2022/2023 Budget.

Option 2 - There is no anticipated cost with expanding the purview of the PCS to include "open-space issues". Discontinuing the OSAC will save approximately \$21,000 in equivalent staff costs.

Option 3 - The cost to elevate the OSAC to a paid commission would be additional \$5,250 more than Option 1. This amount is not included in the FY 22/23 Budget. The cost to expand the OSAC purview to include sustainability is unknown and depends upon the (yet to be developed) work plan.

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:

[Attachment 1. Resolution 2005-83](#)

[Attachment 2. Resolution 2010-R115](#)

[Attachment 3. Draft Resolution 2022-XXX re-authorizing and expanding the purview of OSAC](#)

[Attachment 4. OSAC Draft FY 22/23 Work Plan](#)

RESOLUTION NO. 2005-83

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON
SUPPORTING OPEN SPACE EFFORTS**

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." The 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 these two areas through a network of trails and bike paths is important to enhance public access and enjoyment; and

WHEREAS; Recently, a group of local residents calling themselves the Friends of American Canyon Open Space (FOACOS) have joined to advocate for, and lend its support to, open space efforts in and around American Canyon, and in particular, to improve public access to the Napa River, the Wetlands and the Newell Open Space Preserve; and

WHEREAS; The City Council now wants to formally recognize these efforts and to establish a work plan to preserve and enhance open space in and around American Canyon.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby supports efforts to preserve and enhance open space in and around American Canyon; and

BE IT FURTHER RESOLVED that the City Council establishes a five-person Open Space Advisory Committee (Committee), pursuant to American Canyon Municipal Code Chapter 2.28 (Boards and Commissions Generally). The purpose of this Committee is to oversee Open Space efforts in and around American Canyon and to periodically report back to the City Council on Open Space issues; and

BE IT FURTHER RESOLVED that the City Council endorses the following goals and projects, recognizing that there may be other goals and projects relating to Open Space and that the Committee should establish priority goals and projects, subject to Council review and confirmation:

- Restoration of the wetlands on the City's western border for both public access and to improve the eco-system in the Bay Area; and
- Development of a River-to-Ridge Trail in American Canyon, from the Bay Trail on our western edge to the Bay Area Ridge Trail in the Newell Open Space Preserve;

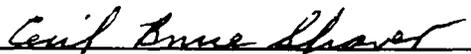
BE IT FURTHER RESOLVED that the City Council authorizes the City Manager or designee, in cooperation with the Committee, to perform the following tasks to further the goals and projects outlined above:

- Enter into negotiations with the Waste Management Authority of Napa/Vallejo, the Lynch Canyon Preserve, Napa County, the Department of Fish & Game, and other organizations associated with open space;
- Solicit grants and other funding sources to acquire, construct and/or maintain the improvements envisioned in this Work Plan;
- Work with the Parks & Community Services Commission, community groups, and other organizations to enhance public awareness and to encourage community involvement in open space efforts;
- Represent the City in meetings with environmental and regulatory agencies that have jurisdiction or influence in open space matters;
- Contact elected Federal, State and Local Officials to solicit funding, legislative assistance, and other forms of support; and
- Report back to the City Council and the public on a regular basis on the status of these projects;

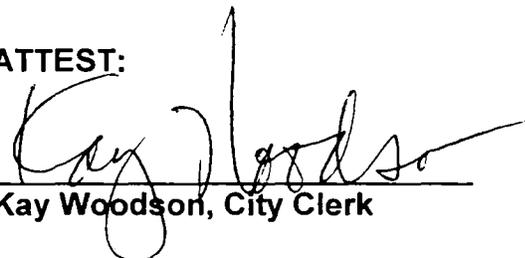
BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

PASSED, APPROVED and ADOPTED at a regular meeting of the City Council of the City of American Canyon on the 1st day of September, 2005 by the following vote:

AYES: Garcia, Anderson, Coffey Luporini
NOES: Shaver
ABSTAIN: None
ABSENT: None


 Cecil B. Shaver, Mayor

ATTEST:


 Kay Woodson, City Clerk

APPROVED AS TO FORM:


 William D. Ross, City Attorney

RESOLUTION 2010 115

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON
APPROVING THE OPEN SPACE ADVISORY COMMITTEE WORK PLAN FOR FISCAL YEAR
2010-11 AND DESIGNATING THE OPEN SPACE ADVISORY COMMITTEE AS THE CITY'S
BICYCLE ADVISORY COMMITTEE.**

WHEREAS, the City of American Open Space Committee has developed and recommended a work plan for fiscal year 2010-2011; and

WHEREAS, adoption of the work plan by City Council ensures that the Open Space Advisory Committee is working on projects that are consistent with Council goals and objectives; and

WHEREAS, the Open Space Advisory Committee has been working on a variety of bicycle transportation projects; and

WHEREAS, the Open Space Advisory Committee is recommending that the City Council designate the Committee as the City's bicycle advisory committee.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby approves the following Open Space Advisory Committee work plan for fiscal year 2010-11:

1. Completion and adoption of the Parks and Community Services Master Plan, including open space, trail, and bicycle circulation maps.
2. Development of a Bicycle Master Plan
3. Newell Open Space report documenting current status and recommended next steps.
4. Vine Trail – Research route and send recommended route to Council for approval.

The Committee will also participate in meetings, hearings and activities related to Clarke Ranch, special events (National Trails Day), River Trail going north, Congressman Mike Thompson Loop Trail, hunting issues and habitat restoration.

BE IT FURTHER RESOLVED that the Open Space Advisory Committee is designated as the City's bicycle advisory committee to consider bicycle transportation projects and policies as an advisory body to City Council.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on the 16th day of November, 2010 by the following vote:

Mayor Garcia: yes
 Vice Mayor West: yes
 Council Member Bennett: yes
 Council Member Callison: yes
 Council Member Coffey: absent

Leon Garcia
 Leon Garcia, Mayor

ATTEST:
Rebekah Barr
 Rebekah Barr, City Clerk

APPROVED AS TO FORM:
William D. Ross
 William D. Ross, City Attorney

RESOLUTION NO. 2022 - _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN REAUTHORIZING THE OPEN SPACE ADVISORY COMMITTEE TO CANYON SUPPORTING OPEN SPACE EFFORTS

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." The 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 these two areas through a network of trails and bike paths is important to enhance public access and enjoyment; and

WHEREAS, Recently Prior to Resolution 2005-83, a group of local residents calling themselves the Friends of American Canyon Open Space (FOACOS) have joined to advocate for, and lend its support to, open space efforts in and around American Canyon, and in particular, to improve public access to the Napa River, the Wetlands and the Newell Open Space Preserve. This organization no longer exists; and

WHEREAS, The City Council ~~now wants to~~ formally recognize these efforts and to establish a work plan to 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's "Bike Plan" notes: "The City's Parks and Open Space Advisory Committee serves as the City's 'Bicycle Advisory Committee' and utilizes a sub-committee to oversee bicycle planning issues on an as needed basis"; and

WHEREAS, the City Council desires to re-authorize OSAC as the "Open Space and Bicycle Advisory Committee" because open space opportunities are expected to arise, including but not limited to additional open space preserves, neighborhood and business-area integrated open space areas, and related amenities and facilities and clarity.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby supports efforts to preserve and enhance open space in and around American Canyon; and

BE IT FURTHER RESOLVED that the City Council establishes a five-person ~~Open Space Advisory Committee~~ Open Space and Bicycle Advisory Committee (Committee), pursuant to American Canyon Municipal Code Chapter 2.28 (Boards and Commissions Generally). The purpose of this Committee is to oversee Open

Space efforts in and around American Canyon and to periodically report back to the City Council on Open Space issues; and

BE IT FURTHER RESOLVED that the City Council endorses the following goals and projects, recognizing that there may be other goals and projects relating to Open Space and that the Committee should establish priority goals and projects, subject to Council review and confirmation:

- Maintain rRestoration of the wetlands on the City's western border for both public access and to improve the eco-system in the Bay Area; and
- Develop of a-Maintain public access to the River-to-Ridge Trail in American Canyon, from the Bay Trail on our western edge to the Bay Area Ridge Trail in the Newell Open Space Preserve; and
- Provide advice to City Council on open space issues as it relates to the City's General Plan, Parks and Open Space Master Plan, Newell Management Plan, Newell Grazing Plan, Habitat restoration and other plans; and
- Open space, trails, and public access development, such as Clarke Ranch, re-use of the Corporation Yard, Jaegar Open Space, neighborhood and business integrated open space areas, and new open space areas; and
- Grants and the implementation of open space improvements such as Habitat Conservation Fund, Measure AA, Environmental Education Facilities Grants and others; and
- Use and maintenance, including rules and regulations, maintenance and repair standards; and
- Activities and projects, including policies and guidelines related to volunteer conservation programs and trail crews, scout projects, wildlife monitoring, and open space improvements or alterations to City property; and
- Serve on and participate in technical advisory committees as requested.

NOW BE IT FURTHER RESOLVED that the City Council authorizes the City Manager or designee, in cooperation with the Committee, to perform the following tasks to further the goals and projects outlined above:

- Enter into negotiations with the Waste Management Authority of Napa/Vallejo, the Lynch Canyon Preserve, Napa County, the Department of Fish and Game, and other organizations associated with open space;
- Solicit grants and other funding sources to acquire, construct and/or maintain the improvements envisioned in this Work Plan;
- Work with the Parks and Community Services Commission, community groups, and other organizations to enhance public awareness and ~~to~~ encourage community involvement in open space efforts;
- Represent the City in meetings with environmental and regulatory agencies that have jurisdiction or influence in open space matters;
- Contact elected Federal, State, and Local Officials to solicit funding, legislative assistance, and other forms of support; and
- Report back to the City Council and the public on a regular basis on the status of these projects;

NOW, THEREFORE BE IT FURTHER RESOLVED that the Committee shall draw on the expertise of its members and other sources to provide advice and recommendations to the staff and City Council regarding the protection and management of American Canyon open space and trails, and bicycle circulation.

NOW, THEREFORE BE IT FURTHER RESOLVED that Committee members shall serve as liaisons between their constituents and communities (regarding open space and trails), keeping city staff and Council informed of issues and concerns, as well as providing information to their respective communities on the City's behalf.

NOW, THEREFORE BE IT FURTHER RESOLVED that the Committee may serve as a form of consultation and deliberation among its members and staff and as a source of advice and recommendations to the Council. Such advice shall fairly represent the collective and individual views of the committee members. In formulating such advice, the committee shall recall that the primary objective is resource protection for the benefit of residents and wildlife.

NOW, THEREFORE BE IT FURTHER RESOLVED that the Committee is established to provide advice and recommendations to the Council and city staff regarding the management of open space, trails, bicycle and pedestrian access.

NOW, THEREFORE BE IT FURTHER RESOLVED that this Resolution does not constitute authority to perform operational or management functions or to make decisions on behalf of the City or its open space and trails.

NOW, THEREFORE BE IT FURTHER RESOLVED that this Committee shall develop an annual work plan, in consultation with, direction from, and approved by the City Council, to establish an agenda for specific open spaces, trails, bicycle, and pedestrian access and circulation issues and projects that committee and Council intend to address.

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 _____ by the following vote:



DATE: September 26, 2022
TO: Mayor and City Council
C/C: Parks and Recreation Director Ikeda
RE: **Draft "FY 22/23 Work Plan" for the Open Space Advisory Committee**

On May 4, 2022, Open Space Advisory Committee (OSAC) met to develop a *draft* Work Plan for FY 22/23. Below is the list of topics OSAC has identified:

1. Update the "Newell Management Plan". Anticipated topics include:
 - a. Maintenance standards and ongoing maintenance
 - b. Type of use
 - c. Protected habitats
 - d. Trail design
 - e. Forestry and biology
 - f. Erosion and landslides (geology)
 - g. Grazing
 - h. Barn
2. Update the Parks and Community Services Master Plan
3. Implementation of Clark Ranch Master Plan
4. Eco Center
5. Jaeger Open Space
6. Volunteer Projects

The draft Work Plan will be the subject of a Special City Council/OSAC meeting on October 5, 2022.