



## REGULAR CITY COUNCIL MEETING AGENDA

City Hall - Council Chambers  
4381 Broadway St., Suite 201, American Canyon  
December 5, 2023  
6:30 PM

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

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Tonight's meeting is a limited public forum. American Canyon promotes respectful and responsible behavior among its meeting participants, whether they are present in person or remotely. Using offensive language or remarks that promote, foster, or perpetuate discrimination based on race, creed, color, age, religion, gender marital status, status regarding public assistance, national origin, physical or mental disability or sexual orientation/gender identification, as well as any other category protected by federal, state or local laws will not be tolerated. In the case of an occurrence, the speaker will be immediately disconnected from the microphone.

*City Council and other public meetings will be conducted in person at City Hall, 4381 Broadway, Suite 201, American Canyon, CA 94503. This meeting is also available via Zoom Teleconferencing as a convenience for public participation. This meeting will be broadcast live to residents on Napa Valley TV, on our website [here](#) and on YouTube [here](#). Should technical issues with Zoom occur, please select another viewing option.*

### **PUBLIC PARTICIPATION**

**Oral comments, during the meeting:** Oral comments can be made in person during Open and Closed Session. A Zoom Webinar has been established for public comments made via zoom, during Open Session only. To give your public comment via zoom, 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. To allow for review of comments, eComments will close at 3:00 pm on the day of the meeting. All comments received will be posted online and become part of the meeting record.

**Zoom Meeting Link:** [Click here.](#)

**Webinar ID:** 883 0140 0554 Passcode: 123456

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](mailto: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](http://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](mailto: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. – CLOSED SESSION**

*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.*

### CALL TO ORDER - CLOSED SESSION

### ROLL CALL - CLOSED SESSION

## **PUBLIC COMMENTS - CLOSED SESSION ITEMS**

*This time is reserved for members of the public to address the City Council on Closed Session Items only. Comments must be made in person and are limited to 3 minutes. Comments for items on the Open Session agenda will be taken when the item is called in Open Session. Comments for Items not on the Closed Session or Open Session agenda will be heard during the Open Session Public Comment period.*

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

## **5:00 P.M. CLOSED SESSION ITEMS**

1. **Conference with Legal Counsel – Anticipated Litigation. Authorized pursuant to Government Code Section 54956.9 (d)(2).  
Three Matters.**
  
2. **Conference with Legal Counsel - Existing Litigation. Authorized pursuant to Government Code Section 54956.9(d)(1):**
  - a. *City of American Canyon v. City of Vallejo, et al.* (Sacramento Superior Court Case No. 34-2022-00327471).
  - b. *City of American Canyon v. Leon Dale Schmidt* (Napa County Superior Court Cases No. 22CV001041 and 23PR00161).
  - c. *Center for Biological Diversity v. City of American Canyon et al.* (Napa County Superior Court Case No. 23CV000511).
  - d. *Golden State Environmental Justice Alliance v. City of American Canyon et al.* (Napa Superior Court Case No. 23CV000510).
  - e. *City of Vallejo v. City of American Canyon et al.* (Napa County Superior Court Case No. 23CV000517).
  
3. **Matters Relating to Public Employment: Public Employee Performance Evaluations - Pursuant to Gov. Code Section 54957.  
Positions: Jason Holley, City Manager; and William D. Ross, City Attorney**

**Recommendation:** 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 - COUNCIL TO RECONVENE IN OPEN SESSION

PLEDGE OF ALLEGIANCE

ROLL CALL - OPEN SESSION

REPORT ON CLOSED SESSION/CONFIRMATION OF REPORTABLE ACTION

**PROCLAMATIONS AND PRESENTATIONS**

There are no Proclamation and Presentation items.

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

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

**AGENDA CHANGES**

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

**CONSENT CALENDAR**

4. **Minutes of November 7, 2023**  
**Recommendation:** Approve the minutes of the regular City Council meeting of November 7, 2023.
5. **Report Upon Return from Closed Session - November 7, 2023**  
**Recommendation:** Approve the Report Upon Return from Closed Session for the meeting of November 7, 2023.
6. **2024 City Council and Commission Calendars**  
**Recommendation:** Approve the 2024 Regular City Council and Commission meeting calendars.
7. **Appointments to Napa County Committees with Terms Expiring December 2023**  
**Recommendation:** Reappoint by Minute Order Deborah Maffei to the Napa County Mosquito Abatement District Board for an additional two-year term, ending December 31, 2025; and reappoint Barry Christian to the NVTA Active Transportation Advisory Committee for an additional two-year term ending December 31, 2025.

**PUBLIC HEARINGS**

There are no Public Hearing Items

**BUSINESS**

8. **Animal Shelter Services Update**  
**Recommendation:** Receive an update on Animal Shelter Services
9. **Measure T 5-Year Expenditure Plan for FY 2024/25 through FY 2028/29**  
**Recommendation:** Adopt a Resolution approving a Five-Year Expenditure Plan for FY 2024/25 through FY 2028/29 under Measure T (Napa Countywide Road Maintenance Act.)
10. **Human Resources Annual Presentation**  
**Recommendation:** Receive and file a report on City workforce trends and demographics from the Human Resources Division.
11. **Update the Parks and Facility Naming Policy**  
**Recommendation:** Adopt a Resolution of the City Council of the City of American Canyon to repeal and replace Resolution 2007-168 with the updated City Facility Naming Policy.

## MANAGEMENT AND STAFF ORAL REPORTS

12. **Maintenance and Utility Department Update – Fleet, Buildings, and Parks Maintenance**  
**Recommendation:** Information Only

## MAYOR/COUNCIL COMMENTS AND COMMITTEE REPORTS

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

13. **City Council Committee Report - Councilmember David Oro**
14. **City Council Committee Report - Councilmember Mark Joseph**

## FUTURE AGENDA ITEMS

***December 06, 2023, Joint Planning Commission/Open Space Active Transportation and Sustainability Commission Meeting; 6:30 p.m.***

Development Standards for Active Transportation & Sustainability

***December 14, 2023, Parks and Community Services Commission Meeting; 6:30 p.m.***

Parks & Recreation User Fee Schedule Update

***December 19, 2023, Regular City Council Meeting; 6:30 p.m.***

Recology Franchise Agreement

Selection of Vice Mayor and 2024 City Council Committee Assignments

***December 21, 2023, Planning Commission Meeting; 6:30 p.m.***

Eco Center Design Permit

***January 02, 2024, No City Council Meeting.***

***January 03, 2024, No Open Space Active Transportation and Sustainability Commission Meeting.***

***January 11, 2024, No Parks and Community Services Commission Meeting.***

***January 16, 2024, City Council Meeting 6:30 p.m.***

Citizen Advisory Commissions Mid-Year Update

National Community Survey

Utility Rates

Annual Auditors Report

Public Works Quarterly Update

## **ADJOURNMENT**

## **CERTIFICATION**

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

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Taresa Geilfuss, CMC, City Clerk

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

**ACTION MINUTES**  
*November 7, 2023*

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**5:30 P.M. – CLOSED SESSION**

**CALL TO ORDER - CLOSED SESSION**

The City Council meeting was called to order at 5:30 p.m.

**ROLL CALL - CLOSED SESSION**

**Present:** Councilmember Mark Joseph, Councilmember David Oro, Vice Mayor Pierre Washington, Mayor Leon Garcia

**Absent:** None

**Excused:** Councilmember Mariam Aboudamous

**PUBLIC COMMENTS - CLOSED SESSION ITEMS**

Mayor Garcia called for public comments. Written comments: none. Oral comments: none. The public comments period was closed.

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

City Council convened in Closed Session. Councilmember Mariam Aboudamous joined Closed Session.

**5:30 P.M. CLOSED SESSION ITEMS**

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

2. Conference with Legal Counsel - Existing Litigation. Authorized pursuant to Government Code Section 54956.9(d)(1):

American Canyon I, LLC vs. Napa Unified School District (Napa Superior Court Case No. 22CV001145).

City of American Canyon v. City of Vallejo, et al. (Sacramento Superior Court Case No. 34-2022-00327471).

City of American Canyon v. Leon Dale Schmidt (Napa County Superior Court Cases No. 22CV001041 and 23PR00161).

Center for Biological Diversity v. City of American Canyon et al. (Napa County Superior Court Case No. 23CV000511).

Golden State Environmental Justice Alliance v. City of American Canyon et al. (Napa Superior Court Case No. 23CV000510).

City of Vallejo v. City of American Canyon et al. (Napa County Superior Court Case No. 23CV000517).

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

### **CALL TO ORDER - COUNCIL TO RECONVENE IN OPEN SESSION**

The City Council meeting was called to order at 6:35 p.m.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **ROLL CALL - OPEN SESSION**

**Present:** Councilmember Mariam Aboudamous, Councilmember Mark Joseph, Councilmember David Oro, Vice Mayor Pierre Washington, Mayor Leon Garcia

**Absent:** None

**Excused:** None

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

A report on Closed Session and confirmation of reportable action was given by City Attorney William Ross.

## **PROCLAMATIONS AND PRESENTATIONS**

### **3. Proclamation - Acknowledging Diwali**

Mayor Garcia announced the proclamation. It was received by Arvind Nischal, who provided cake for Councilmembers, staff and members of the audience.

### **4. Proclamation - Veteran's Day**

Mayor Garcia announced the proclamation. It was received by Beth Marcus and Hugh Marquez.

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

Mayor Garcia called for public comments. Written comments: none. Oral comments: none. The public comments period was closed.

## **AGENDA CHANGES**

**Action:** Motion to move Business Item 17 to be heard immediately following the Consent Calendar made by Councilmember Mark Joseph, seconded by Vice Mayor Pierre Washington, and CARRIED by roll call vote.

**Ayes:** Councilmember Mariam Aboudamous, Councilmember Mark Joseph, Councilmember David Oro, Vice Mayor Pierre Washington, Mayor Leon Garcia

**Nays:** None

**Abstain:** None

**Absent:** None

**Excused:** None

## **CONSENT CALENDAR**

**Action:** Motion to adopt CONSENT CALENDAR made by Councilmember Mark Joseph, seconded by Vice Mayor Pierre Washington, and CARRIED by roll call vote.

**Ayes:** Councilmember Mariam Aboudamous, Councilmember Mark Joseph, Councilmember David Oro, Vice Mayor Pierre Washington, Mayor Leon Garcia

**Nays:** None

**Abstain:** None

**Absent:** None

**Excused:** None

### **5. Minutes of October 17, 2023**

**Action:** Approved the minutes of the Regular City Council meeting of October 17, 2023.

### **6. Report Upon Return from Closed Session**

**Action:** Approved the Report Upon Return from Closed Session for the Regular City Council Meeting of October 17, 2023.

### **7. Quarterly Investment Report for City and Fire District for Fiscal Year 2023-24 Quarter 1**

**Action:** Received and filed the City and Fire District's Treasurer's Report for the quarter ended September 30, 2023.

### **8. AB1600 Annual Report**

**Action:** Received and filed the Development Impact Fee Report for the Fiscal Year ended June 30, 2023.

### **9. Lance Soll and Lunghard LLP contract amendment**

**Action:** Adopted Resolution 2023-78 of the City Council of the City of American Canyon, authorizing the City Manager to sign Amendment #3 (Agreement 2023-A181 with Lance Soll and Lunghard LLP for accounting and audit support services in the amount of \$60,000 for a total contract amount not to exceed \$219,990 and amend the fiscal year 2023/24 budget to account for the additional contract cost.

### **10. Nova Wine Warehouse Public Water Main Improvements**

**Action:** Adopted Resolution 2023-79 of the City Council of the City of American Canyon accepting the public water mains and appurtenances associated with the Nova Wine Warehouse Project.

### **11. 2024 City Conflict of Interest Code - Adding Environmental Services Manager**

**Action:** Adopted Resolution 2023-80 taking the following actions in conjunction with the City's Conflict of Interest Code: Approving the 2024 Conflict of Interest Code as amended to add the title of Environmental Services Manager; authorizing future updates by Resolution; and authorizing the City Clerk to Complete and file the Amended 2024 Local Biennial Notice.

### **12. Minimum Wage Update to Part-time Temporary Staff Pay Rates**

**Action:** Adopted Resolution 2023-81 approving part-time temporary staff pay rates and updating the salary schedule and compensation plan for FY 2023/2024.

### **13. Annual Impact Fee Inflation Adjustment**

**Action:** Adopted Resolution 2023-82 of the City Council of the City of American Canyon adopting the 2024 annual Inflation-adjustment to the Traffic Impact Fee, Water Capacity Fee, Wastewater Capacity Fee, Parks and Recreation Fee, Civic Facilities Fee, General Plan Update Fee, and Affordable Housing Nexus Fee.

### **14. CalRecycle Grant Application Authorization**

**Action:** Adopted Resolution 2023-83 authorizing submittal of grant applications for all CalRecycle Grant and Payment Programs for which the City of American Canyon is eligible.

### **15. Watson Ranch Master Backbone Infrastructure (MBI) Phase 1 Improvements Project**

**Action:** Adopted Resolution 2023-84 of the City Council of the City of American Canyon for partial acceptance of the public improvements associated with the Watson Ranch Master Backbone Infrastructure (MBI) Phase 1 Improvements Project.

## **BUSINESS**

### **17. Little League Lease Agreement**

Council received a staff report from City Manager Jason Holley. Mayor Garcia called for public comments. Written comments: none. Oral comments: Ron Hall, American Canyon Little League, was called to speak; Derek Flathers was called to speak; Fran Lemos was called to speak; Ken Leary was called to speak. The public comments period was closed.

**Action:** Motion to adopt Resolution 2023-87 authorizing the City Manager to enter into a Lease Agreement (Agreement 2023-A182 with American Canyon Little League for the Little League Complex at 280 Napa Junction Road and amending the FY2023/24 Budget made by Councilmember Mark Joseph, seconded by Councilmember Mariam Aboudamous, and CARRIED by roll call vote.

**Ayes:** Councilmember Mariam Aboudamous, Councilmember Mark Joseph, Councilmember David Oro, Vice Mayor Pierre Washington, Mayor Leon Garcia

**Nays:** None

**Abstain:** None

**Absent:** None  
**Excused:** None

## **PUBLIC HEARINGS**

### **16. Paoli/Watson Lane Annexation Project**

Council received a staff report and presentation from Community Development Director Brent Cooper with Rincon Consultants, Inc. Mayor Garcia called for public comments. Written comments: City of Vallejo. Oral comments: Ladeena Ford was called to speak; Charles Lemmon was called to speak; Yvonne Baginski was called to speak; Terrence McGrath was called to speak. The public comments period was closed.

**Action:** Motion to adopt Resolution 2023-85 of the City Council of the City of American Canyon (i) Certifying the Paoli/Watson Lane Annexation Project Final Environmental Impact Report (SCH #2022090097), (ii) Adopting CEQA Findings of Fact, and (III) Adopting a Mitigation Monitoring and Reporting Program; approximately 83 acres located within the City of American Canyon Sphere of Influence in unincorporated Napa County and approximately 3-acres in the City of American Canyon east of SR-29 made by Councilmember Mariam Aboudamous, seconded by Vice Mayor Pierre Washington, and CARRIED by roll call vote.

**Ayes:** Councilmember Mariam Aboudamous, Councilmember Mark Joseph, Councilmember David Oro, Vice Mayor Pierre Washington, Mayor Leon Garcia

**Nays:** None

**Abstain:** None

**Absent:** None

**Excused:** None

**Action:** Motion to adopt Resolution 2023-86 of the City Council of the City of American Canyon approving a General Plan Amendment for the Paoli/Watson Lane Annexation Project for land currently designated Agriculture to Industrial and Residential Estate, approximately 83 acres located within the City of American Canyon Sphere of Influence in unincorporated Napa County made by Councilmember Mariam Aboudamous, seconded by Vice Mayor Pierre Washington, and CARRIED by roll call vote.

**Ayes:** Councilmember Mariam Aboudamous, Councilmember Mark Joseph, Councilmember David Oro, Vice Mayor Pierre Washington, Mayor Leon Garcia

**Nays:** None

**Abstain:** None

**Absent:** None

**Excused:** None

**Action:** Motion to waive the first reading, read by title only, and adopt Ordinance 2023-11 by the City Council of the City of American Canyon approving Pre-Zoning from Agriculture to Paoli Light Industrial, Paoli Commercial Overlay District, Residential Estate, and Railroad Right-of-Way for the Paoli/Watson Lane Annexation Project, approximately 83 acres, located within the City of American Canyon Sphere of Influence in unincorporated Napa County east of State Route (SR-29) and Paoli Loop Road; and an approximately 3-acre Rezoning within the City of American Canyon between SR-29 and Paoli Loop Road from Light Industrial to Paoli Light Industrial with a Paoli Commercial Overlay District; and the addition of American Canyon Municipal Code Section 19.10.050(F) Special Development Requirements for the Residential Estate Zoning District on Watson Land and Paoli Loop Road made by Vice Mayor Pierre Washington, seconded by Councilmember Mark Joseph, and CARRIED by roll call vote.

**Ayes:** Councilmember Mariam Aboudamous, Councilmember Mark Joseph, Councilmember David Oro, Vice Mayor Pierre Washington, Mayor Leon Garcia

**Nays:** None

**Abstain:** None

**Absent:** None

**Excused:** None

## **MANAGEMENT AND STAFF ORAL REPORTS**

There were no updates.

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

### **18. Council Committee Report - Councilmember Mark Joseph**

### **19. Council Committee Report - Councilmember David Oro**

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

**Action:** Motion to agendaize model electric reach municipal code update for discussion made by Councilmember Mark Joseph, seconded by Councilmember Mariam Aboudamous, and CARRIED by roll call vote.

**Ayes:** Councilmember Mariam Aboudamous, Councilmember Mark Joseph, Councilmember David Oro, Vice Mayor Pierre Washington, Mayor Leon Garcia

**Nays:** None

**Abstain:** None

**Absent:** None

**Excused:** None

## **ADJOURNMENT**

The meeting was adjourned at 8:50 p.m.

## **CERTIFICATION**

Respectfully Submitted,

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Taresa Geilfuss, CMC, City Clerk



# City Council Community Update

NOVEMBER 7, 2023 CITY COUNCIL MEETING

## Proclamations & Accolades

**Diwali:** Proclamation received by Arvind Nischal

**Veterans Day:** Proclamation received by Beth Marcus and Hugh Marquez from American Canyon Troop Support



## Staff Updates

Received and filed the **Development Impact Fee Report from FY 2022-23** and the **Quarterly Investment Report for City and Fire District for FY 2023-24**

## City Action

- Adopted a resolution approving a General Plan Amendment for the Paoli/Watson Lane Annexation Project for land currently designated Agriculture to Industrial and Residential Estate
- Adopted an Ordinance approving Pre-Zoning for the Paoli/Watson Lane Annexation Project
- Adopted a resolution entering into a Lease Agreement with the American Canyon Little League for the Little League Complex

## Next time...

The **November 21** City Council meeting is **cancelled**. The next City Council meeting will take place **December 5**.

View presentations, agenda packets and meeting details:



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

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File No: 199/6

November 17, 2023

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; Regular City Council Closed Session Meeting of the American Canyon City Council of November 7, 2023

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 Regular City Council Closed Session Meeting of November 7, 2023, consistent with Government Code Section 54957.1.

Mayor Leon Garcia called the meeting to order in Open Session at 5:34 p.m. with all Council Members present and after determining that there were no public comments on Closed Session matters, Council adjourned to Closed Session at 5:34 p.m.

There were two matters agendized for City Closed Session consideration.

1. Conference with Legal Counsel – Anticipated Litigation  
Authorized Pursuant to Government Code Section 54956.9(d)(2).  
Two Matters.
2. Existing Litigation pursuant to Government Code Section 54956.9(d)(1):
  - a. *American Canyon I, LLC v. Napa Valley Unified School District* (Napa County Superior Court Case No. 22CV001145).
  - b. *City of American Canyon v. City of Vallejo, et al.* (Sacramento Superior Court Case No. 34-2022-00327471).

- c. *City of American Canyon v. Leon Dale Schmidt*, (Napa County Superior Court Case No. 22CV001041 and 23PR00161).
- d. *Center for Biological Diversity v. City of American Canyon et al.* (Napa County Superior Court Case No. 23CV000511)
- e. *Golden State Environmental Justice Alliance v. City of American Canyon et al.* (Napa County Superior Court Case No. 23CV000510)
- f. *City of Vallejo v. City of American Canyon et al.* (Napa County Superior Court Case No. 23CV000517)

With respect to Closed Session Agenda Item No. 1., there was no reportable action for either of the two matters considered 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., *American Canyon I, LLC v. Napa Valley Unified School District* (Napa County Superior Court Case No 22CV001145), there was no reportable action other than to indicate that *dismissal* of the Cross-Complaint against the City had been confirmed in records of the Napa County Superior Court. Except as indicated, there was no other reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(1).

With respect to Closed Session Agenda Item No. 2.b., *City of American Canyon v. City of Vallejo, et al.* (Sacramento Superior Court Case No. 34-2022-00327471), 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. 2.c., *City of American Canyon v. Leon Dale Schmidt*, (Napa County Superior Court Case No. 22CV001041 and 23PR00161), there was no reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956(d)(1).

With respect to Closed Session Agenda Item No. 2.d., *Center for Biological Diversity v. City of American Canyon et al.* (Napa County Superior Court Case No. 23CV000511), 1.e. (*Golden State Environmental Justice Alliance v. City of American Canyon et al.* (Napa County Superior Court Case No. 23CV000510)) and 1.f. (*City of Vallejo v. City of American Canyon et al.* (Napa County Superior Court Case No. 23CV000517)), which have been consolidated for trial

The Honorable Leon Garcia, Mayor  
and Members of the City Council  
November 17, 2023  
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and will be from now on collectively referred to as the *Golden State* matter,<sup>1</sup> there was no reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(1).

Your Council concluded the Closed Session at 6:12 p.m.

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 concerning the matters agendaized for Closed Session.

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

cc: Jason B. Holley, City Manager  
Maria Ojeda, Assistant City Manager  
Taresa Geilfuss, City Clerk  
Cherri Walton, Deputy City Clerk

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<sup>1</sup> *Golden State Environmental Justice Alliance v. City of American Canyon*; Sacramento County Superior Court Case No. 23WM000055.

**AMERICAN CANYON CITY COUNCIL  
REGULAR MEETING CALENDAR - 2024**

	Regular Meetings 1 <sup>st</sup> and 3 <sup>rd</sup> Tuesdays at 6:30 p.m.
<b>January</b>	<b>2 (unscheduled)</b>
	<b>16</b>
<b>February</b>	<b>6</b>
	<b>20</b>
<b>March</b>	<b>5</b>
	<b>19</b>
<b>April</b>	<b>2</b>
	<b>16</b>
<b>May</b>	<b>7</b>
	<b>21</b>
<b>June</b>	<b>4</b>
	<b>18</b>
<b>July</b>	<b>2 (unscheduled)</b>
	<b>16</b>
<b>August</b>	<b>6</b>
	<b>20</b>
<b>September</b>	<b>3</b>
	<b>17</b>
<b>October</b>	<b>1</b>
	<b>15</b>
<b>November</b>	<b>5</b>
	<b>19</b>
<b>December</b>	<b>3</b>
	<b>17</b>

Approved at the City Council meeting of December 5, 2023

**Planning Commission**  
**Meeting Dates**  
**2024**

January 25, 2024
February 22, 2024
March 28, 2024
April 25, 2024
May 23, 2024
June 27, 2024
July 25, 2024
August 22, 2024
September 26, 2024
October 24, 2024
*November 21, 2024
*December 19, 2024

The Planning Commission meets on the fourth Thursday of each month, except in November and December. \*Those meetings are held on a special date due to holidays.

**Planning Commission**  
**Meeting Dates for Youth Commissioners**

**2023- 2024**

October 24, 2023
November 16, 2023
December 21, 2023
January 25, 2024
February 22, 2024
March 28, 2024
April 25, 2024
May 23, 2024

# Parks and Community Services Commission

## Meeting Dates

**2024**

February 8, 2024
March 14, 2024
April 11, 2024
May 9, 2024
June 13, 2024
August 8, 2024
September 12, 2024
October 10, 2024
November 14, 2024
December 12, 2024

The Parks and Community Services Commission meets on the second Thursday of each month, except for January and July.

**Parks and Community Services Commission**  
**Meeting Dates for Youth Commissioners**

**2023- 2024**

October 12, 2023
November 9, 2023
December 14, 2023
February 8, 2024
March 14, 2024
April 11, 2024
May 9, 2024

# Open Space, Active Transportation, and Sustainability Commission

## Meeting Dates

**2024**

February 7, 2024
March 6, 2024
April 3, 2024
May 1, 2024
June 5, 2024
August 7, 2024
September 4, 2024
October 2, 2024
November 6, 2024
December 4, 2024

The Open Space, Active Transportation, and Sustainability Commission meets on the first Wednesday of each month, except for January and July.

**Open Space, Active Transportation,  
and Sustainability Commission**  
**Meeting Dates for Youth Commissioners**

**2023- 2024**

October 4, 2023
November 1, 2023
December 6, 2023
February 7, 2024
March 6, 2024
April 3, 2024
May 1, 2024



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## TITLE

Appointments to Napa County Committees with Terms Expiring December 2023

## RECOMMENDATION

Reappoint by Minute Order Deborah Maffei to the Napa County Mosquito Abatement District Board for an additional two-year term, ending December 31, 2025; and reappoint Barry Christian to the NVTA Active Transportation Advisory Committee for an additional two-year term ending December 31, 2025.

## CONTACT

Taresa Geilfuss, City Clerk

## BACKGROUND & ANALYSIS

City Council appoints members to the following three Napa County committees. Currently two are filled, with member terms ending on December 31, 2023. The City Clerk's office conducted an open recruitment for the three vacancies from October 31 to November 17, 2023. The terms will begin January 1, 2024, and end December 31, 2025.

### NAPA COUNTY MOSQUITO ABATEMENT DISTRICT BOARD

One two-year term for the Napa County Mosquito Abatement District Board. The board members represent all of the citizens that reside within the area served by the District and may or may not be mosquito and vector control experts. Board meetings are held the second Wednesday of each month at 7:00 p.m. at the District Office, 15 Melvin Road, American Canyon.

### NVTA ACTIVE TRANSPORTATION ADVISORY COMMITTEE (ATAC)

One two-year term as for the NVTA's Active Transportation Advisory Committee (ATAC). ATAC is an Advisory Committee to the Napa Valley Transportation Authority to promote and encourage safe bicycling and walking to further Napa County's goal of becoming bicycle and pedestrian friendly. The committee meets Wednesday evenings at 5:00 p.m., six times a year, at the NVTA offices at 625 Burnell Street, Napa.

### NVTA NAPA COUNTY CITIZEN'S ADVISORY COMMITTEE

One two- year term for the NVTA Citizen's Advisory Committee. The committee addresses growing congestion issues and provides advice, comments and suggestions pertaining to plans, programs and projects administered by the NVTA. Committee meetings are held the first Wednesday of every

other month at 5:00 p.m. at the NVTA offices at 625 Burnell Street, Napa.

Applications were received from:

Deborah Maffei, Incumbent - Napa County Mosquito Abatement District Board

Barry Christian, Incumbent - NVTA Active Transportation Advisory Committee (ATAC)

Based on the applications received, it is not necessary to schedule City Council interviews of the applicants. The Clerk's office will continue to accept applications for the unfilled committee positions until qualified applications are received and will bring them to Council at that time.

**COUNCIL PRIORITY PROGRAMS AND PROJECTS**

Not applicable.

**FISCAL IMPACT**

There is no fiscal impact to Board, Commission and Committee member appointments.

**ENVIRONMENTAL REVIEW**

None

**ATTACHMENTS:**

1. [Napa County Mosquito Abatement District Board - Deborah Maffei](#)
2. [NVTA Active Transportation Advisory Committee - Barry Christian](#)



## Board, Commission and Committee Application

The Office of the City Clerk is accepting applications to serve as the City's appointee on the following Napa County boards, commissions, or committees.

**ONE VACANCY ON THE NAPA COUNTY MOSQUITO ABATEMENT DISTRICT BOARD; AND  
ONE VACANCY ON THE NAPA VALLEY TRANSIT AUTHORITY (NVTA) CITIZEN'S ADVISORY COMMITTEE; AND  
ONE VACANCY ON THE NVTA ACTIVE TRANSPORTATION ADVISORY COMMITTEE (ATAC)**

**Application deadline: Friday, November 17, 2023, 5:00 p.m.**

### NAPA COUNTY MOSQUITO ABATEMENT DISTRICT BOARD

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### Select Board, Commission or Committee \*

Napa County Mosquito Abatement District Board

## Applicant Information

### Name \*

Deborah Maffei

### Email \*

[REDACTED]

### Phone Number \*

[REDACTED]

### Address \*

Street Address

[REDACTED]

Address Line 2

City

American Canyon

State

CA

Zip Code

94503

### Place of Employment \*

Napa Valley Unified School District

### Position Held \*

Paratech

## Questionnaire

How long have you lived in American Canyon? \*

23 yrs 10 months

Are you a registered voter? \*

Yes

No

Do you currently serve on this board, commission or committee? \*

If yes, how long have you served? \*

about 6 years

Yes

No

**What are your principal areas of interest in local government? \***

I would like to continue making American Canyon a great place to live for everyone.

**List education, training or special knowledge that would be relevant to this appointment. \***

BA in Biology/Pre-med with some entomology classes as well as some graduate classes in toxicology, and biology.

**List employment, membership in service or community organizations, or volunteer work that is relevant to this appointment. \***

I have served on the MAD board for about 6 years.

**Have you served on other City of American Canyon boards, commissions or committees?**

Yes

No

**(Optional) Provide further information to be considered regarding this appointment.**

In the past, I have volunteered for Boy Scouts, Girl Scouts, School Marching Bands, DeMolay, and Jobs Daughters. I have helped Kiwanias with their Crab feed and helped clean up my community on Coastal Clean up Day. I have supervised our scouts with various projects for the city, like planting trees out by the wetlands, installing picnic tables on Newell Preserve, and doing flag ceremonies to name a few.

**Signature\***

*Deborah Maffei*

**Date\***

11/01/2023



## Board, Commission and Committee Application

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### Select Board, Commission or Committee \*

NVTA Active, Transportation Advisory Committee (ATAC)

## Applicant Information

### Name \*

Barry Christian

### Email \*

[Redacted]

### Phone Number \*

[Redacted]

### Address \*

Street Address

[Redacted]

Address Line 2

City

American Canyon

State

CA

Zip Code

94503

### Place of Employment \*

Retired

### Position Held \*

Deputy Sheriff

## Questionnaire

How long have you lived in American Canyon? \*

30 + years

Are you a registered voter? \*

Yes

No

Do you currently serve on this board, commission or committee? \*

If yes, how long have you served? \*

15 + years

Yes

No

**What are your principal areas of interest in local government? \***

Parks, trails, and open space

**List education, training or special knowledge that would be relevant to this appointment. \***

BA degree in Geology, San Francisco State University, 1980

**List employment, membership in service or community organizations, or volunteer work that is relevant to this appointment. \***

Elected to Napa Open Space District Board  
Former member of Open Space Advisory Committee American Canyon  
Current member OSATS Commission, American Canyon

**Have you served on other City of American Canyon boards, commissions or committees?**

Yes

No

**If yes, list names and dates of service. \***

NOSD since 2013  
OSAC since about 2006  
ATAC since about 2009

**(Optional) Provide further information to be considered regarding this appointment.**

**Signature \***

*Barry Christian*

**Date \***

11/20/2023



**TITLE**

Animal Shelter Services Update

**RECOMMENDATION**

Receive an update on Animal Shelter Services

**CONTACT**

Maria Ojeda, Assistant City Manager

**BACKGROUND & ANALYSIS**

*Animal Shelter Contract*

Napa County currently operates the Napa County Animal Shelter and Adoption Center. The Shelter provides for the sanitary and humane treatment and care of animals. On October 13, 2009, the City entered into Agreement No. 7298/2009-108 with Napa County establishing a direct allocation funding mechanism whereby the City and other jurisdictions (Napa, Napa County, and Yountville) pay for costs associated with accepting and providing care, shelter, and other services for those animals brought to the Animal Shelter.

In July 2019, the City and County terminated Agreement No. 7298/2009-108 and redefined the terms and conditions of services under a new Agreement No. 200021B/2091-97 (Attachment 1). The 2019 Agreement has a three-year term (July 1, 2019, until June 30, 2022) and provides for automatic renewal for an additional three-year term (July 1, 2022 - June 30, 2025). The 2019 Agreement provides for Organizational Controls whereby annual meetings are held at least once per year for the purposes of establishing priorities, allocating fiscal, human and other resources, and analyzing critical elements of the Animal Shelter operations for the subsequent fiscal year.

On June 21, 2022, the City Council approved a Minute Order to continue with the existing contract with Napa County for Animal Shelter Services through June 30, 2025. At that time, the City Council received community feedback expressing displeasure with the lack of services to address the increasing population of feral/community cats in American Canyon. The City Council directed staff to work with community members to understand the issue in more depth.

Since then, staff has taken the following steps to gain a better understanding of needs and to support the need for increased services for feral cats.

- Held two in-person community meetings to discuss the possibility of issuing Requests for Proposals for Animal Shelter Services (in partnership with two Napa County municipalities) and review a draft scope of work.
- Individual meetings (in person and by telephone) with stakeholders.
- Met with Jameson Humane to discuss a spay and neuter mobile clinic for American Canyon.
- Met with the newly formed American Canyon Community Cats (ACCC), a non-profit group and helped facilitate a date for a spay and neuter clinic scheduled for December 2023. The City will also provide financial support for this event.
- Provided the use of the Napa Junction Community Center to Jameson Humane for a pet vaccine and food clinic.
- Provided the use of the Adult Activity Center and use of Civic Rec, registration software, and communications support for four community workshops led by community members on the topics of: Stray and Feral Cat Management 101 and Fostering 101.
- Staff met with a veterinarian to learn more about feral cat populations, best practices, and staff shortage in the veterinary profession.
- Efforts were made to secure appointments at a local, private veterinary clinic for spay and neuter appointments for feral cats. Due to the increased work volume and staff shortage, the veterinary clinic was unable to agree to a meeting and further discussions did not occur.

Spay and neuter services (for cats, feral cats, dogs, and rabbits) are funded through a local grant and operate as a voucher program redeemable at the Napa Humane Clinic. The grant is not part of the Napa County Animal Shelter budget. The Animal Shelter provides services for feral (or community) cats on a case-by-case basis and can include veterinary emergencies and abandoned kittens, for example. A trap rental program is available, requiring residents to deposit \$50 to rent the trap for a two-week period. Napa Humane provides spay/neuter services to Napa County residents that request an appointment program via a texting hotline that will randomly select a number of those requestors and will assign an appointment the following week.

As part the annual Animal Shelter Contract and budget planning in Fall 2022, staff met with Napa County Animal Shelter staff to discuss service needs, and proposed recommendations for an amended scope of work. County staff indicated that increased services were not an option and suggested American Canyon look for opportunities elsewhere. As a result, staff from the City of Napa, Town of Yountville, and City of American Canyon developed a Draft Request for Proposals (Draft RFP) for Animal Shelter Services to determine if increased service models, better pricing or both were available from other providers. Of note, the Napa City Council has already directed their staff to similarly solicit proposals.

#### *Draft Request for Proposals*

Staff from the City of Napa, Town of Yountville, and City of American Canyon collaborated on a scope of work that would allow an RFP respondent to view this as an opportunity to serve three

jurisdictions with similar but unique needs.

Staff held two in-person community meetings, accommodated individual meetings for those that could not attend in person and telephone calls, to discuss the possibility of an RFP and the scope of work. The draft scope of services for American Canyon includes input from community stakeholders, balanced with known best practices and language from the existing scope of work that is currently in place with Napa County (Attachment 1). Stakeholder interests included increased public outreach and public education, transparency regarding services provided and statistical data, dedicated services for stray/feral cats and the community groups serving that interest. Community stakeholders expressed concern over the possibility of entering into a contract with a different service provider, outside of Napa County that may not provide the same level of response as one that is locally placed, traveling a greater distance for services or to pick up a pet. Recently, community members have cited that the general concerns were not with Napa County Animal Shelter services, only with the absence of services for feral and stray cats, the limited public information campaign related to operational changes, and limited statistical information.

Issuing a Request for Proposals does not require the City to change providers, but rather allows the opportunity to review options for Animal Shelter Services. For example, a provider could render the same services at a lower cost. Savings generated from lower costs could be appropriated to spay and neuter initiatives led by American Canyon Community Cats or could be used to contract other providers for specific needs.

If the City requests proposals from vendors, there is no obligation to choose the lowest cost provider in this scenario. This is because selection criteria for awarding a contract under a Request for Proposals could include other factors *in addition to* the contractor's price - for example, the contractor's experience, reputation, staffing, appropriate facilities/equipment, and methodology for performing the work, and other factors.

Alternatively, upon review of the proposals received from vendors, the City could elect to remain with Napa County, the existing provider. Should the RFP process not occur, conversations with Napa County (in advance of the contract expiration) will be necessary.

## **COUNCIL PRIORITY PROGRAMS AND PROJECTS**

Organizational Effectiveness: "Deliver exemplary government services."

## **FISCAL IMPACT**

For Fiscal Year 2023/2024, American Canyon will pay Napa County \$329,844, for Animal Shelter Services, an increase of approximately 31% compared to last fiscal year. This amount is included in the current 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:**

[Attachment 1: Scope of Work Animal Shelter and Licensing Services.pdf](#)

## Attachment D – Draft Scope of Services

The Provider shall provide the full range of Animal Shelter, Licensing and Control services for the City of American Canyon. Provider shall propose a suitable location for services within a 25-mile range of the City of American Canyon jurisdiction limits.

### Animal Sheltering Services

- I. Overview: Provider shall operate and maintain an animal shelter and adoption center (“Shelter”) in a manner which satisfactorily:
  - a. Supports the secure and sanitary temporary habitation, physical and behavioral health, medical treatment, adoption, placement or other disposition of permissible stray, impounded, unwanted or surrendered domestic animals, livestock, exotic pets and wildlife that originate from within the jurisdictional boundaries of City;
  - b. Advocates for the general welfare of all animals and education about responsible pet ownership;
  - c. Demonstrates and encourages the public toward practical measures for managing the animal population at-large through spay and neuter programs; and
  - d. Provides all services in accordance with California Penal Code 597.1, California Food and Agriculture Code 32000 *et seq*, and sections 30503 and 31751.3, and all other state statutes and City ordinances governing animal shelters for care, physical and medical treatment, holding periods, placements, dispositions and record keeping.
- II. Services: Provider shall render a spectrum of common animal shelter services, as operationally feasible, including but not limited to the following:
  - a. Conduct initial behavioral, physical and medical needs assessments and seek appropriate veterinary care;
  - b. Administer vaccinations and microchips, and effectuate the spaying and neutering of all dogs and cats transferred to the custody of the Animal Shelter for reasons other than temporary impounds or boards through the coordination of services with agencies and/or veterinarians licensed to perform such procedures;
  - c. Accommodate impounded, stray, including sick or injured stray animals, quarantined, or temporarily boarded animals;

Provide (or coordinate with local Sheriff) response to Animal Control transport, holding, pick up and release of impounded animals.

- d. Promote and coordinate animal adoptions via an application process through various outreach programs, events and during public walk-in operating hours;
- e. Maintain operating hours and public access a minimum of 5 days per week.
  
- f. Arrange for the alternative placement of animals that require specialized or otherwise inaccessible care, or to optimize adoption probability;
  
- g. Perform humane euthanasia and disposal of remains for animals in the care of the shelter or at owner's request after:
  - i. Reasonable steps have been taken to notify the owner of the impoundment and compliance with applicable California Food and Agriculture Code has been met;
  - ii. Assessments of behavioral or medical conditions have been completed by qualified staff or medical Respondent that determine humane euthanasia is appropriate;
  - iii. Notifications have been made to non-profit organizations or other municipal shelters regarding the notice of destruction who have requested such notification and reasonable time has been permitted for potential release to such an organization.

These steps should be followed except in the cases where an animal carrying or exhibiting signs of rabies, an animal is exhibiting irremediable physical suffering, or a dog, in the care of the shelter, that has physically attacked a person or other animal and is deemed to be dangerous by a qualified professional.

- h. Manage a cat trap rental program that includes training on trapping feral cats; and
  
- i. Disseminate educational materials and information using assorted forms of media:
  - i. Develop and maintain a public education program, with information and tools that are available on-line, as well as community events that promote, spay neuter programs, microchipping, vaccines and pet ownership and adoption, and teach about TNR.
  - ii.
  - iii. Provide, in-person community clinics/events that provide spay/neuter, microchipping and low-cost vaccine clinics for pets and trapped feral cats.

- F. Partner with community groups or individuals to develop routine services that provide spay/neuter clinics for stray or feral cats.

- III. General Requirements for Operations: For the successful administration and operation of the Animal Shelter and to ensure daily delivery of promised services, Provider shall meet the following requirements:
  - a. Staff. Provider shall maintain sufficient staff, volunteers and supervisory oversight thereof. All kennel staff shall possess valid certifications, education and training mandated by the State of California to perform appointed duties, including humane euthanasia and animal management. All volunteers shall be assigned only those tasks commensurate with their level of training and experience.
  - b. Supplies. Provider shall provide animal care supplies, feed, and all other necessary provisions.
  - c. Facilities and Equipment. Provider shall provide and maintain all facilities, infrastructure and equipment. An acceptable location shall be provided within 25 miles of the City of American Canyon boundaries.
  - d. Communication. Provider shall hold regular meetings with the City (at a minimum of quarterly, or more frequently at the request of City representatives) and ensure regular communication to appointed representatives, including quarterly updates on shelter statistics that are reported by city/town
  - e. Provider shall share changes to services and obtain consensus on major operational changes pertaining to services or operations before implementation.
  - f. Provider shall develop and maintain a transparent website and constant social media presence to promote public education that can include up to but not limited to: information about pet adoptions, caring /owning pets, feral cat trapping, low-cost clinic dates that provide for spay/neuter, vaccines, microchipping services, statistics of animals serviced by type of service rendered and by jurisdiction.



## **TITLE**

Measure T 5-Year Expenditure Plan for FY 2024/25 through FY 2028/29

## **RECOMMENDATION**

Adopt a Resolution approving a Five-Year Expenditure Plan for FY 2024/25 through FY 2028/29 under Measure T (Napa Countywide Road Maintenance Act.)

## **CONTACT**

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

## **BACKGROUND & ANALYSIS**

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

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

It is important to note the Plan is a living document and it will be continually updated and approved by Council every two years (during the 25-year life of Measure T.)

The Council last approved the current Plan (2022/23-2026/27) in December 2021. Since December 2021, the City has completed 4.6 miles in pavement rehabilitation and included complete street elements: bike facilities, sidewalk gap closures, upgraded curb ramps, and crosswalk improvements.

Staff has prepared a five-year expenditure plan for FY 2024/25 through FY 2028/29 that is similar to

prior plans and includes additional streets that City Council has prioritized based on adopted capital projects and earlier Council discussions.

On March 15, 2022, City Council prioritized utility and pavement rehabilitation projects in the Rancho Del Mar and Knightsbridge areas with one-time American Rescue Plan Act (ARPA) funding with the intent to supplement the road rehabilitation portion of the project with Measure T funding. A majority of the streets identified with the ARPA projects were not included in the 2021 Measure T Plan and have been included in the proposed 2023 Plan.

In addition to the ARPA projects, City Council has expressed interest in prioritizing additional work in the Rancho Del Mar Subdivision for utility and pavement rehabilitation. The additional Rancho Del Mar street segments have been included in the Plan and will be identified in the 2024 Five-year Capital Improvement Program for design with construction to follow in subsequent fiscal year(s). City staff is currently in design on the FY 2023/24 annual pavement project as well as managing consultants who are working on the ARPA projects that are scheduled to be advertised in 2024.

It is also recommended that City staff continue on the path of stretching pavement funding by implementing various street surface treatments other than a standard grind and overlay. The amount of street work completed in the past two years is attributed to staff implementing rubberized and standard cape seals on appropriate streets. Studies have shown that when these various treatments are utilized appropriately can extend the life of the pavement as well as provide a new riding surface for the public at a fraction of the cost of a grind and overlay.

## **COUNCIL PRIORITY PROGRAMS AND PROJECTS**

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

## **FISCAL IMPACT**

By adopting this Resolution and submitting the five-year plan to NVTA-TA, the City of American Canyon will remain eligible to continue collecting 7.7% of the annual revenues available through the collection of the ½ cent sales tax. The Measure T revenue amount for FY 2024/25 is estimated to be \$1.72 million.

## **ENVIRONMENTAL REVIEW**

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

## **ATTACHMENTS:**

[1. Resolution - Measure T 5-Year Update 2023](#)

2. Exhibit A - Proposed NVTa Measure T 5-Year List of Projects 2024
3. Exhibit B - Map Measure T 5-Year 2024
4. 2022-2023 Completed Streets Map

**RESOLUTION NO. 2023-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON APPROVING A FIVE-YEAR EXPENDITURE PLAN FOR FY 2024/25 THROUGH FY 2028/29 UNDER MEASURE T (NAPA COUNTYWIDE ROAD MAINTENANCE ACT)**

**WHEREAS**, on November 6, 2012 the voters of Napa County passed the Napa Countywide Road Maintenance Act, also known as Measure T, which imposes a half cent transaction and use (sales) tax to provide supplemental funding for road maintenance as detailed in the Measure T Expenditure Plan; and

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

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

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

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

**WHEREAS**, the City of American Canyon has entered into a Master Agreement with NVTA-TA that outlines procedures for Measure T expenditures; and

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

**NOW, THEREFORE**, the City Council of the City of American Canyon does resolve as follows:

1. The City Council of the City of American Canyon hereby adopts the Five-Year Expenditure Plan (for FY 2024/25 through FY 2028/29 attached hereto as Exhibit "A," and authorizes the Public Works Director to file the list with NVTA-TA.
2. The Resolution is hereby adopted and becomes effective and in full force immediately upon adoption.

**PASSED, APPROVED and ADOPTED** at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 5<sup>th</sup> day of December, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Leon Garcia, Mayor

ATTEST:

APPROVED AS TO FORM:

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Taresa Geilfuss, CMC, City Clerk

---

William D. Ross, City Attorney

# Measure T Napa Countywide Road Maintenance Act

Jurisdiction Name:	City of American Canyon				
Primary Contract #1	Erica Smithies	Email:	esmithies@cityofamericancanyon.org	Phone:	707-647-4366
Secondary Contract #2	Ron Ranada	Email:	rranada@cityofamericancanyon.org	Phone:	707-647-4559
FY #1	2024-25	FY #2	2025-26	FY#3	2026-27
				FY#4	2027-28
					FY#5

**Please note:** Eligible expenses include local streets and roads maintenance and supporting infrastructure within the public right of way for pavement, sealing, overlays, reconstruction, associated infrastructure, as required, excluding any local revenues expended for storm damage repair as verified by an independent auditor. One time allocations that have been expended for local streets and road maintenance, but which may not be available on an ongoing basis shall not be considered when calculating an Agency's annual effort.

## Planned Measure T Expenditures

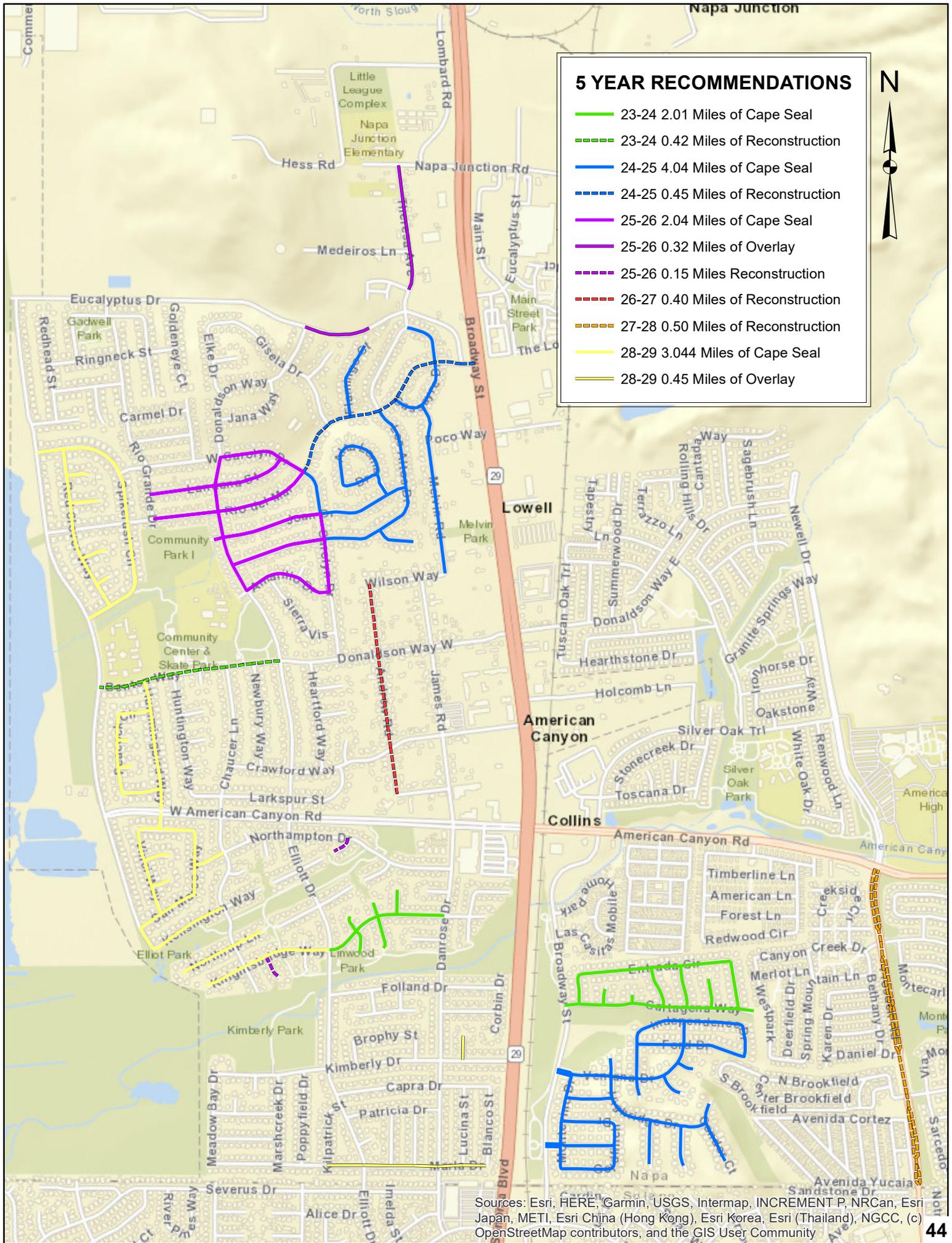
Please provide Five (5) year planned streets and road maintenance projects beginning in FY 2024-29 (add rows as needed):

Fiscal Year	Program	Project Description	Total Project Cost	Measure T Funds	Other Funds	Project Location (Main Street, Intersection, Mile Marker)	Start	End	Project Phase (If applicable)
2023-24	Reconstruct	Full Reconstruction (AC)	\$ 358,330.00	\$ 139,545.00	\$ 218,785.00	Benton Wy	Hummingbird	Huntington Wy	Design, PS&E, Construction
2023-24	Reconstruct	Full Reconstruction (AC)	\$ 776,808.00	\$ 302,515.00	\$ 474,293.00	Benton Wy	Huntington Wy	Elliott Dr	Design, PS&E, Construction
2023-24	Reconstruct	Full Reconstruction (AC)	\$ 299,462.00	\$ 116,620.00	\$ 182,842.00	Benton Wy	Hummingbird	Wetlands Edge Rd	Design, PS&E, Construction
2023-24	Surface Treatment	Cape Seal	\$ 155,239.38	\$ 155,239.38		Knightsbridge Wy	Elliott Dr	Danrose Dr	Construction
2023-24	Surface Treatment	Cape Seal	\$ 27,832.72	\$ 27,832.72		Arden Ct	Knightsbridge Wy	End	Construction
2023-24	Surface Treatment	Cape Seal	\$ 33,420.35	\$ 33,420.35		Lansford Ct	Knightsbridge Wy	End	Construction
2023-24	Surface Treatment	Cape Seal	\$ 27,832.72	\$ 27,832.72		Linwood Lane	Knightsbridge Wy	End	Construction
2023-24	Surface Treatment	Cape Seal	\$ 27,832.72	\$ 27,832.72		Park Lane	Knightsbridge Wy	End	Construction
2023-24	Surface Treatment	Cape Seal	\$ 33,314.92	\$ 33,314.92		Regent Ct	Knightsbridge Wy	End	Construction
2023-24	Surface Treatment	Cape Seal	\$ 216,878.32	\$ 216,878.32		Cartagena Way	Broadway	East End	Design, PS&E, Construction
2023-24	Surface Treatment	Cape Seal	\$ 16,153.70	\$ 16,153.70		Aranda Ct	Cartagena Way	N End	Design, PS&E, Construction
2023-24	Surface Treatment	Cape Seal	\$ 33,279.60	\$ 33,279.60		Barcelona Dr	Cartagena Way	Entrada Cir	Design, PS&E, Construction
2023-24	Surface Treatment	Cape Seal	\$ 34,924.89	\$ 34,924.89		Catalonia Dr	Cartagena Way	Entrada Cir	Design, PS&E, Construction
2023-24	Surface Treatment	Cape Seal	\$ 252,775.42	\$ 252,775.42		Entrada Cir	Cartagena Way W End	Cartagena Way E End	Design, PS&E, Construction
2023-24	Surface Treatment	Cape Seal	\$ 26,922.83	\$ 26,922.83		Marbella Ct	Cartagena Way	N End	Design, PS&E, Construction
2023-24	Surface Treatment	Cape Seal	\$ 10,096.06	\$ 10,096.06		Palencia Ct	Cartagena Way	N End	Design, PS&E, Construction
2024-25	Surface Treatment	Cape Seal	\$ 35,315.44	\$ 35,315.44		Condor Ct	Highridge Dr	S End	Design, PS&E, Construction
2024-25	Surface Treatment	Cape Seal	\$ 14,583.20	\$ 14,583.20		Eisenhower Ct	Ventana	S End	Design, PS&E, Construction
2024-25	Surface Treatment	Cape Seal	\$ 147,327.69	\$ 147,327.69		Ford Dr	Independence	Independence	Design, PS&E, Construction
2024-25	Surface Treatment	Cape Seal	\$ 114,987.06	\$ 114,987.06		Goldfinch Dr	Montevino	Montevino	Design, PS&E, Construction
2024-25	Surface Treatment	Cape Seal	\$ 16,245.10	\$ 16,245.10		Highridge Ct	Ventana	N End	Design, PS&E, Construction
2024-25	Surface Treatment	Cape Seal	\$ 126,853.04	\$ 126,853.04		Highridge Dr	Ventana	Starling Ct	Design, PS&E, Construction
2024-25	Surface Treatment	Cape Seal	\$ 34,609.13	\$ 34,609.13		Hillcrest Ct	Highridge Dr	S End	Design, PS&E, Construction
2024-25	Surface Treatment	Cape Seal	\$ 15,480.62	\$ 15,480.62		Independence Ct	Ventana Dr	South End	Design, PS&E, Construction
2024-25	Surface Treatment	Cape Seal	\$ 85,704.33	\$ 85,704.33		Independence Dr	Ventana Dr	East End	Design, PS&E, Construction
2024-25	Surface Treatment	Cape Seal	\$ 35,315.44	\$ 35,315.44		Mockingbird Dr	Montevino	Highridge Dr	Design, PS&E, Construction
2024-25	Surface Treatment	Cape Seal	\$ 63,567.78	\$ 63,567.78		Montevino Dr	South Goldfinch	Ventana	Design, PS&E, Construction
2024-25	Surface Treatment	Cape Seal	\$ 33,196.51	\$ 33,196.51		Oriole Ct	Hidgeridge Dr	S End	Design, PS&E, Construction
2024-25	Surface Treatment	Cape Seal	\$ 18,364.03	\$ 18,364.03		Starling Ct	Highridge Dr	N End	Design, PS&E, Construction
2024-25	Surface Treatment	Cape Seal	\$ 23,407.90	\$ 23,407.90		Truman Ct	Ventana Dr	S End	Design, PS&E, Construction
2024-25	Surface Treatment	Cape Seal	\$ 57,784.36	\$ 57,784.36		Ventana Dr	Broadway	Highridge Dr	Design, PS&E, Construction
2024-25	Surface Treatment	Cape Seal	\$ 80,394.55	\$ 80,394.55		Ventana Dr	Highridge	East West Independence Dr	Design, PS&E, Construction
2024-25	Surface Treatment	Cape Seal	\$ 52,973.15	\$ 52,973.15		Vine Terrace Way	Broadway	Goldfinch	Design, PS&E, Construction
2024-25	Reconstruct	Full Reconstruct (AC)	\$ 744,758.04	\$ 253,389.40	\$ 491,368.64	Rio Del Mar	Carolyn Dr	W Los Altos Dr	Construction
2024-25	Reconstruct	Full Reconstruct (AC)	\$ 545,806.86	\$ 185,700.14	\$ 360,106.72	Rio Del Mar	W Los Altos Dr	Cassayare Dr	Construction
2024-25	Reconstruct	Full Reconstruct (AC)	\$ 276,830.10	\$ 94,186.04	\$ 182,644.06	Rio Del Mar	Cassayare Dr	Hwy 29	Construction
2024-25	Surface Treatment	Cape Seal	\$ 54,842.79	\$ 18,659.19	\$ 36,183.60	Carolyn Dr	Rio Del Mar	Los Altos Dr	Construction
2024-25	Surface Treatment	Cape Seal	\$ 69,654.50	\$ 23,698.59	\$ 45,955.92	Joan Dr	Carolyn Dr	Los Altos Dr	Construction
2024-25	Surface Treatment	Cape Seal	\$ 151,960.24	\$ 51,701.51	\$ 100,258.73	Los Altos Dr	Carolyn Dr	Rio Del Mar	Construction
2024-25	Surface Treatment	Cape Seal	\$ 37,081.21	\$ 12,616.16	\$ 24,465.05	Los Altos Dr	Theresa Ave	Rio Del Mar East	Construction
2024-25	Surface Treatment	Cape Seal	\$ 36,196.24	\$ 12,315.07	\$ 23,881.18	Del Rey Ct	Los Altos Dr	End	Construction
2024-25	Surface Treatment	Cape Seal	\$ 108,588.73	\$ 36,945.20	\$ 71,643.53	Alta Loma Dr	Joan Dr	End Of Circle	Construction
2024-25	Surface Treatment	Cape Seal	\$ 67,099.33	\$ 22,829.24	\$ 44,270.09	Flamingo Ct	Rio Del Mar	End	Construction
2024-25	Surface Treatment	Cape Seal	\$ 52,786.19	\$ 17,959.47	\$ 34,826.72	Cassayare Dr	Rio Del Mar West	Rio Del Mar East	Construction
2025-26	Surface Treatment	Cape Seal	\$ 126,686.85	\$ 126,686.85		Melvin Dr	Wilson Wy	Cassayare Dr	Construction
2025-26	Surface Treatment	Cape Seal	\$ 95,912.57	\$ 95,912.57		Rio Del Mar	Rio Grande	Donaldson Wy	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 123,265.41	\$ 123,265.41		Rio Del Mar	Donaldson Wy	Carolyn Dr	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 87,873.11	\$ 87,873.11		Donaldson Wy	Rio Del Mar	Amarillo	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 70,967.41	\$ 70,967.41		W Carolyn Dr	Donaldson Wy	Rio Del Mar	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 38,389.96	\$ 38,389.96		Carolyn Dr	Los Altos Dr	Amarillo Dr	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 47,769.32	\$ 47,769.32		Landana Dr	Rio Grande	Donaldson Wy	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 51,415.12	\$ 51,415.12		Landana Dr	Donaldson Wy	W Carolyn Dr	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 87,249.90	\$ 87,249.90		Joan Dr	Donaldson Wy	Carolyn Dr	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 72,392.49	\$ 72,392.49		Amarillo Dr	Carolyn Dr	W End	Design, PS&E, Construction
2025-26	Surface Treatment	Cape Seal	\$ 71,617.63	\$ 71,617.63		Los Altos Dr	Donaldson Wy	Carolyn Dr	Design, PS&E, Construction
2025-26	Overlay	Mill+Overlay	\$ 306,575.28	\$ 306,575.28		Theresa Av	Napa Junction Rd	422' North Of Eucalyptus Dr	Design, PS&E, Construction
2025-26	Overlay	Mill+Overlay	\$ 485,555.84	\$ 485,555.84		Eucalyptus Dr	Donaldson Wy	450' W Of Theresa Ave	Design, PS&E, Construction
2025-26	Reconstruct	Full Reconstruct (AC)	\$ 135,784.00	\$ 135,784.00		Brixton Ct	North Hampton Dr	E End	Design, PS&E, Construction
2025-26	Reconstruct	Full Reconstruct (AC)	\$ 271,568.00	\$ 271,568.00		Dorchester Pl	Knightsbridge Wy	S End	Design, PS&E, Construction
2026-27	Reconstruct	Reconstruct inc. SD & C&G	\$ 392,076.30	\$ 392,076.30		Andrew Rd	Thayer Wy	Crawford Wy	Design, PS&E, Construction
2026-27	Reconstruct	Reconstruct inc. SD & C&G	\$ 816,401.30	\$ 816,401.30		Andrew Rd	Crawford Wy	Donaldson Wy	Design, PS&E, Construction
2026-27	Reconstruct	Reconstruct inc. SD & C&G	\$ 604,238.80	\$ 604,238.80		Andrew Rd	Donaldson Wy	Wilson Wy	Design, PS&E, Construction
2027-28	Reconstruct	Full Reconstruct (AC)	\$ 1,629,408.00	\$ 1,629,408.00		Flossen Rd	American Canyon Road	South City Limits	Design, PS&E, Construction
2028-29	Overlay	Mill+Overlay	\$ 308,579.04	\$ 308,579.04		Marla Dr	Kilpatric St	Blanco	Design, PS&E, Construction
2028-29	Overlay	Mill+Overlay	\$ 43,718.40	\$ 43,718.40		Marla Dr	Kilpatric	240 Feet West	Design, PS&E, Construction
2028-29	Overlay	Mill+Overlay	\$ 45,418.56	\$ 45,418.56		Tyler Ct	Kimberly Dr	N End	Design, PS&E, Construction
2028-29	Surface Treatment	Cape Seal	\$ 43,076.52	\$ 43,076.52		Bettona Way	San Marco Way	Vinci Way	Design, PS&E, Construction
2028-29	Surface Treatment	Cape Seal	\$ 21,687.83	\$ 21,687.83		Blue Elder Ct	Red Clover Wy	East End	Design, PS&E, Construction
2028-29	Surface Treatment	Cape Seal	\$ 21,895.57	\$ 21,895.57		Bresso Ct	Vinci Way	E End	Design, PS&E, Construction
2028-29	Surface Treatment	Cape Seal	\$ 12,040.49	\$ 12,040.49		Bullrush Ct	Red Clover Wy	East End	Design, PS&E, Construction
2028-29	Surface Treatment	Cape Seal	\$ 20,412.32	\$ 20,412.32		Carrara Ct	Vinci Way	East End	Design, PS&E, Construction
2028-29	Surface Treatment	Cape Seal	\$ 17,163.30	\$ 17,163.30		Gull	Peacock	E End	Design, PS&E, Construction
2028-29	Surface Treatment	Cape Seal	\$ 101,708.45	\$ 101,708.45		Hummingbird	Benton Way	W. Am. Can. Rd	Design, PS&E, Construction
2028-29	Surface Treatment	Cape Seal	\$ 49,059.37	\$ 49,059.37		Kensington Wy	Chaucer	Wetlands Edge Rd	Design, PS&E, Construction
2028-29	Surface Treatment	Cape Seal	\$ 31,397.50	\$ 31,397.50		Knightsbridge Wy	W End	Chaucer Ln	Design, PS&E, Construction
2028-29	Surface Treatment	Cape Seal	\$ 62,383.68	\$ 62,383.68		Knightsbridge Wy	Chaucer Ln	Elliott Dr	Design, PS&E, Construction
2028-29	Surface Treatment	Cape Seal	\$ 17,163.30	\$ 17,163.30		Lark	Peacock	E End	Design, PS&E, Construction
2028-29	Surface Treatment	Cape Seal	\$ 10,469.99	\$ 10,469.99		Northampton Dr	Chaucer	San Marco Way	Design, PS&E, Construction
2028-29	Surface Treatment	Cape Seal	\$ 22,601.88	\$ 22,601.88		Northrup Ln	Chaucer	West End	Design, PS&E, Construction
2028-29	Surface Treatment	Cape Seal	\$ 20,482.95	\$ 20,482.95		Northrup Ln	Chaucer	West End	Design, PS&E, Construction

Fiscal Year	Program	Project Description	Total Project Cost	Measure T Funds	Other Funds	Project Location (Main Street, Intersection, Mile Marker)	Start	End	Project Phase (If applicable)
2028-29	Surface Treatment	Cape Seal	\$ 109,407.22	\$ 109,407.22		Peacock	Humming Bird	Humming Bird	Design, PS&E, Construction
2028-29	Surface Treatment	Cape Seal	\$ 132,669.70	\$ 132,669.70		Red Clover Wy	North End	South End	Design, PS&E, Construction
2028-29	Surface Treatment	Cape Seal	\$ 22,435.69	\$ 22,435.69		Reed Grass	Redclover	E End	Design, PS&E, Construction
2028-29	Surface Treatment	Cape Seal	\$ 150,319.11	\$ 150,319.11		San Marco Way	Wetlands Edge Rd	Bettona Way	Design, PS&E, Construction
2028-29	Surface Treatment	Cape Seal	\$ 209,773.69	\$ 209,773.69		Spikerush Cir	S Wetlands Edge Rd	N Wetlands Edge Rd	Design, PS&E, Construction
2028-29	Surface Treatment	Cape Seal	\$ 69,700.21	\$ 69,700.21		Vinci Way	San Marco Way	Bettona Way	Design, PS&E, Construction
2028-29	Surface Treatment	Cape Seal	\$ 25,127.97	\$ 25,127.97		Water Fern	Redclover	E End	Design, PS&E, Construction

**Equivalent Fund Class 1 Multi-Purpose Paths:**

Please provide a five year multi-purpose Expenditures beginning in FY 2024-29(add rows as needed):

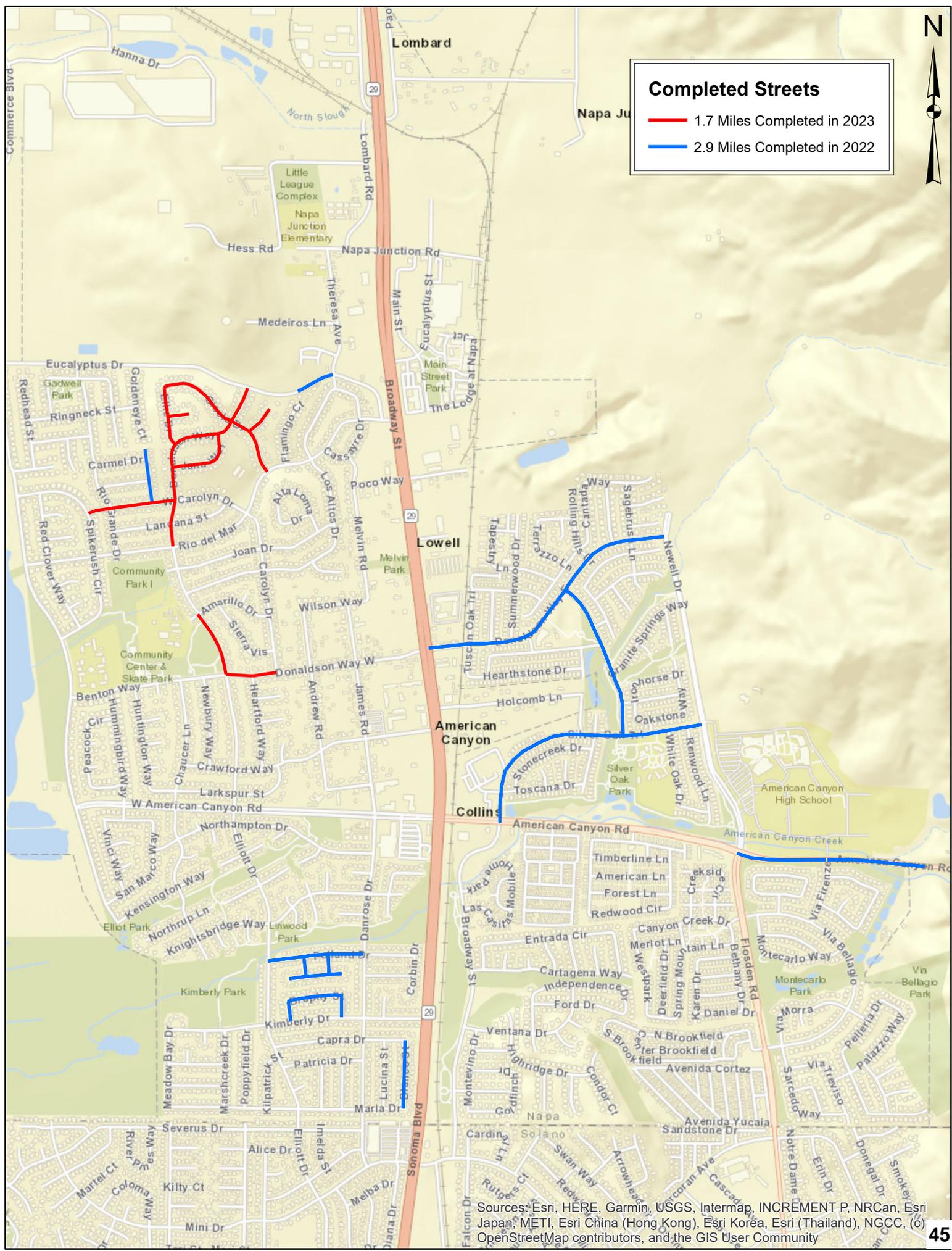


Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



### Completed Streets

- 1.7 Miles Completed in 2023
- 2.9 Miles Completed in 2022



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



## **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 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 management, retirement and benefits coordination, safety and staff development training, policy review and development, and labor/employee relations.

The 2022 Human Resources report focused on diversity, equity and inclusion (DEI) initiatives the Division implemented to remove barriers to City employment, including:

- 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
- Use blind applications to further reduce bias in the hiring process

In 2023, we fully incorporated these strategies into our baseline Human Resources processes and procedures and held an all-staff training on identifying Implicit Bias.

In the rest of this report, we provide an overview of our technology improvements, recruitment activity, workforce demographics, trends related to employee separations and retirements, an analysis of employee hours worked, and look at what lies ahead in 2024. The figures shown in Attachment 1 provide a graphical representation of the data described below.

### **Technology Improvements**

A key 2023 initiative was to upgrade our recruitment tools and replace CalOpps.org as our primary recruiting platform. Staff has fully implemented the Recruiting and Onboard modules of our NEOGOV suite of Human Resources tools, with two additional modules (Learn and Perform) coming going live in 2024. Staff has transitioned to the GovernmentJobs.com recruitment platform using CalOpps.org for advertising purposes only during a limited term transition.

Using NEOGOV generated the following benefits:

- Enhanced competitiveness within our market as most use the NEOGOV platform. This enables applicants to use a single account to apply for opportunities with any agency that is a NEOGOV member.
- Improved job opportunities and job interest card components for the City's website.
- An integrated, trackable and internally transparent process to follow recruiting and hiring processes.
- Improved ability to review, process and score applications throughout the recruitment process.
- Elevated communications with applicants using both email and texting.
- Ability for applicants to see their application status.
- A personalized online portal for prospective employees to complete their pre-employment tasks, and to complete their new employee paperwork.
- Reduction of staff time by automating repetitive tasks and sending process reminders through the use of checklists tailored to specific job classifications, types and/or departments.
- Enhanced collection of recruitment data and analytics tools.

In January, Onboard portals for all existing City employees will go live in conjunction with the launch of Learn - a professional development and training module that will greatly improve our delivery and tracking of online, classroom and conference training opportunities.

### **Recruitment Activity**

In FY 22-23, the City experienced a slight uptick in employee separations compared to historical averages, primarily due to workers seeking other employment opportunities in a fertile market for job-seekers or deciding their job with the City was no longer meeting their needs. Since FY 16-17, the City has averaged about 10 employee separations per year mostly related to retirements and other

career opportunities. In FY 22-23, 15 employees departed - 1 retired, 9 sought other career opportunities and 4 resigned. The average tenure of the departing staff of just over 5 years was well below the historic 9.2 years of experience. (See Figure 1 in Attachment 1)

In the recruitment arena, the City is successfully attracting new, qualified talent to fill its vacancies. Over the past five years, the City has averaged 10 recruitments per year drawing a total of 245 applications. In FY 22-23, the Human Resources Division conducted 21 recruitments, processed 460 applications and hired 69 employees (full- and part-time). Hiring managers are reviewing full slates of final applicants that exceed minimum qualifications, usually in both education, experience and job-knowledge for each recruitment. The applicant pools are well-stocked with highly qualified local residents who want to serve their community and eliminate commutes into the greater Bay Area. (See Figures 2-4 in Attachment 1)

An early trend emerging in FY 23-24 is a much higher applications per recruitment ratio of 66. We've seen an entry-level Administrative Clerk recruitment that attracted 100 applications and robust response for the Police Technician vacancies and part-time Office Assistants. The only significant change in the Human Resource Division outreach efforts was running all these recruitments through our new NEOGOV tools.

We continue to support the career development of City employees with advancement opportunities. In FY 22-23, we conducted two internal promotional recruitments. We also hired a part-time Office Assistant as a full-time Administrative Clerk through an open competitive process. The reduction in promotional opportunities compared with prior years reflects the significant number of employees we promoted previously. Professional development of our committed and qualified City staff continues to be a very high priority.

### **Time-to-Hire**

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

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

The average time-to-fill for municipalities in the western United States is 132 days, according to a recent NEOGOV survey. San Francisco has been in the news lately because they take upwards of 255 days to fill vacancies.

The Human Resources Division began tracking these figures in FY 21-22 and was able to reconstruct

this history to FY 19-20. In FY 21-22, a job offer was accepted 98.7 days after an application was submitted (time-to-offer); the new employee started work 132 days after applying (time-to-start); the entire process took 174.3 days on average (time-to-fill). By FY 22-23, those rates were 35.3 for time-to-offer, 50.8 for time-to-start, and 133.1 for time-to-fill. (See Figure 5 in Attachment 1)

In the eight recruitments for which we've used our NEOGOV tools, our time-to-fill average is 82 days.

### **Applicant Diversity**

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

Between FY 17-18 and FY 23-24 YTD, the number of non-White applicants has increased to 72% from 54%. The greatest gains have been among applicants identifying as being of Two or More ethnic groups, followed by Hispanics, Asians and African-Americans. (See Figure 6 in Attachment 1)

Over this 6.5-year measurement period, the average applicant pool is 36% White, 23% Hispanic, 17% Asian, 11% African-American, 9% Two or More Races, 3% Pacific Islander and 1% Native American.

### **Workforce Demographics**

Diversity of the workforce is a multi-faceted dynamic that can be indicated by factors such as racial/ethnic identity, gender, age, tenure and location of residence. 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 2022-23, the workforce is 3% less female (41% in FY 2023-24 compared with 44% in FY 2022-23). Males continue to comprise a workforce majority with 59% in FY 2023-24 compared with 56% in FY 2022-23 (See Figure 7 in Attachment 1). When FY 2023-24 figures are compared with FY 2021-22, the workforce is 2% more female. The year-to-year variations are a reflection of what types of classifications have the most vacancies; white-collar classifications tend to have more female incumbents than blue-collar classifications. 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 45.80, nearly identical to the 45.92 years reported in FY 2022-23 (see Figure 8 in the Attachment 1). The majority of the workforce (62%) is between 40

and 59 years of age, a 6% decrease from 68% in FY 2022-23. 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 57%.

One area of increasing interest is the emergence of Gen Z has a growing presence in the national workforce. (See Figure 9 in Attachment 1) In American Canyon, we have four generations that comprise our full-time workforce:

- Baby Boomers - 12%
- Gen X - 51%
- Millennials - 27%
- Gen Z - 9%

### Tenure

Given the age of the City workforce, it is worthwhile to examine the tenure, or length of service, of our employees (see Figure 10 of Attachment 1).

About half of the City workforce has been employed by the City for less than 5 years. The other groups breakdown at 20% between 5-10 years, 7% 10-15 years, 18% 15-20 years, and 7% more than 20 years. Compared to FY 2022-23, we are seeing good retention rates for the first 10 years of employment, and for those who remain past 15 years. In recent years, we've seen a number of employees in the 10-15 year range depart due to retirement or other career opportunities.

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

### Place of Residence

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

According to City payroll data, 88% of full-time employees live in Napa and Solano counties; a 2% decrease over the prior year. Overall, 58% of full-time employees live in Napa County (59% in FY

2022-23), and 42% live in American Canyon (a 2% decrease from prior year) (see Figure 11 in Attachment 1).

Race/Ethnicity

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

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

**Racial/Ethnic Identity of City of American Canyon Employees**

<b>Group</b>	<b>FY22 Percentage</b>	<b>FY23 Percentage</b>	<b>FY24 Percentage</b>	<b>3-Year Change</b>
Asian	4%	4%	4%	0%
Black	1%	6%	8%	+7%
Hispanic	15%	18%	24%	+9%
Native Hawaiian/Other Pacific Islanders	9%	7%	5%	-4%
Two or more	18%	13%	9%	-9%
White	53%	51%	49%	-4%

While most (49%) of the City’s full-time workforce identifies as White, 51% identifies as an ethnic minority. This trend also is present in the diversity of the applicants seeking to work for the City.

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

**Racial/Ethnic Identity of American Canyon Residents**

<b>Group</b>	<b>Percent of Total</b>
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. The City has recruited a diverse group of local residents representing every major ethnic/racial grouping (See Figure 12 in Attachment 1). Staff will continue to monitor recruitment trends to identify any systemic barriers preventing certain ethnic groups from progressing to hire.

### **Workforce Trends**

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

In the next six years, it is likely that the workforce will continue to lose senior members as employees age and become eligible for retirement. Currently, 14% of the workforce is eligible for full CalPERS retirement having reached age 55 for Classic employees or 62 for PEPRAs employees, an increase of 1% compared to 2022-23 projections. By 2028, that number is expected to increase to 24%, a decrease of 3% compared to 2022-23 projections. (See Figure 15 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. Key staff departures have highlighted the importance of continual review of our overall staffing needs, as well as cross-training and succession planning to improve organizational resilience.

### **Next Steps**

Tracking the City's progress in diversity, equity and inclusion practices is an ongoing annual statistical measure. Human Resources will continue to focus on its effectiveness and efficiency in providing services to all its internal and external customers.

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

- Implement use of our NEOGOV Recruiting, Onboarding and Learning tools across the organization
- Assist departments with detailed staffing assessments
- Re-focus on increased services for Risk Management processes
- Increase mid-management training opportunities
- Review and develop appropriate response for the results of the employee survey that is underway
- Review and implement recommendations for Organizational Assessment(s)

Staff recognizes that American Canyon is a diverse and welcoming community, and City employees work everyday to provide high-quality services for local residents.

## **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. Demographic Data](#)



## Exhibits for Annual Human Resources Presentation

Figure 1 – Employee Separations

Calendar Year	Total Separations	REASONS FOR SEPARATION						Ave. Age at Separation	Ave. Tenure at Separation
		Retired	Career Opportunity - General	Moved	Probation Release	Resigned	Unknown		
2017	8	5	1	1	0	0	1	51.90	12.13
2018	11	4	5	0	2	0	0	47.85	9.88
2019	8	2	5	0	0	1	0	43.94	7.59
2020	14	8	3	1	1	1	0	53.51	11.63
2021	8	5	2	0	0	1	0	53.56	11.35
2022	10	1	6	1	1	1	0	39.46	2.90
2023	15	1	9	0	1	4	0	39.49	5.08
Totals	74	26	31	3	5	8	1	47.10	8.65

Figure 2 – Number of Recruitments

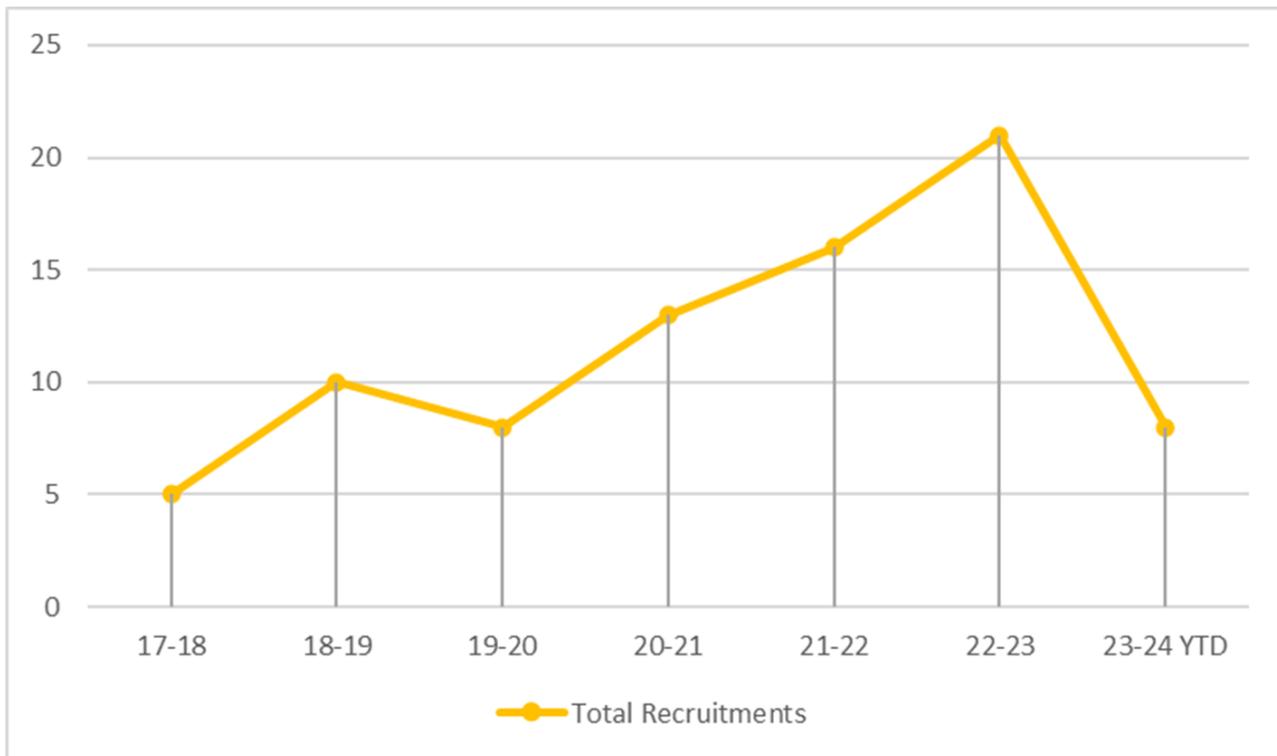


Figure 3 – Number of Applicants

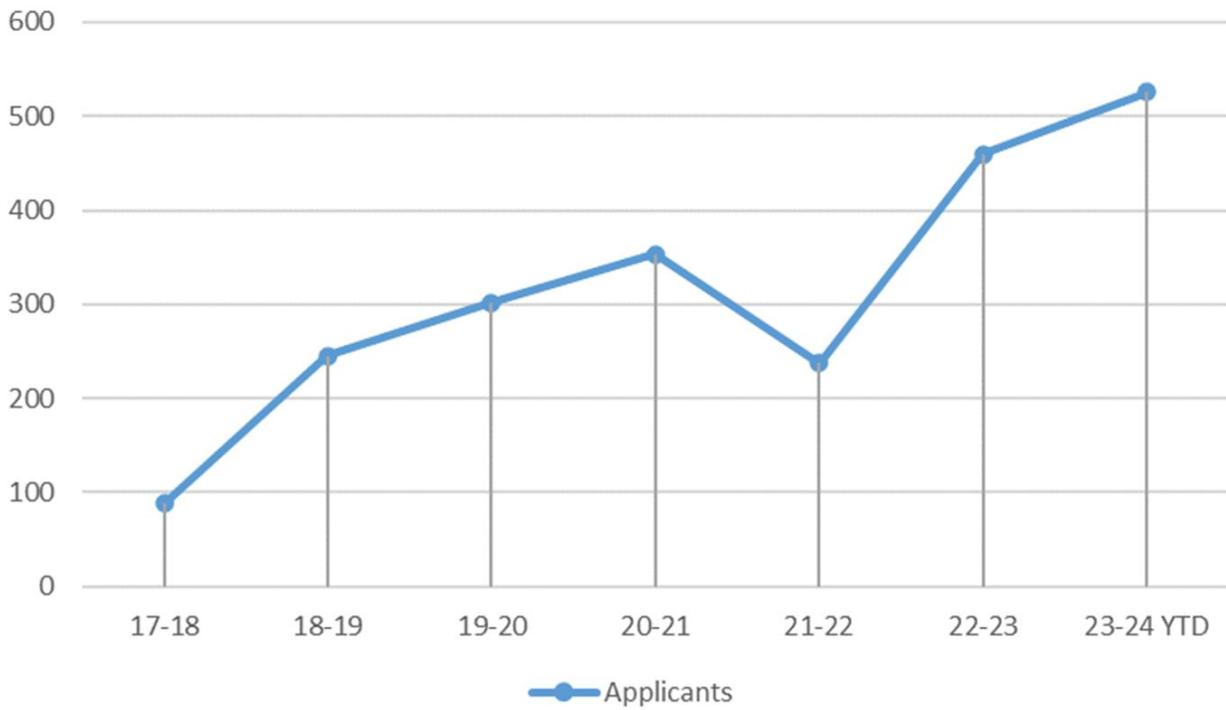


Figure 4 – Recruitments by Type

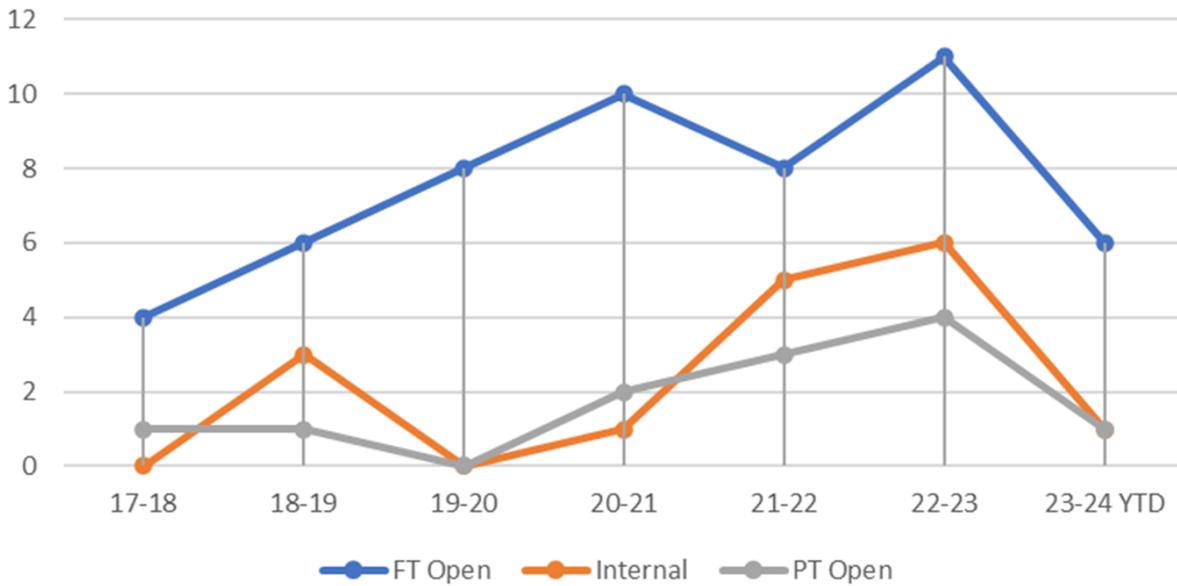


Figure 5 – Time to Hire

Fiscal Year Employees Hired Time to Offer Time to Start Time to Fill				
FY20	7	99.4	105.0	
FY21	5	25.5	47.2	
FY22	8	98.7	132.0	174.3
FY23	20	35.3	50.8	133.1

Figure 6 – Applicant Diversity

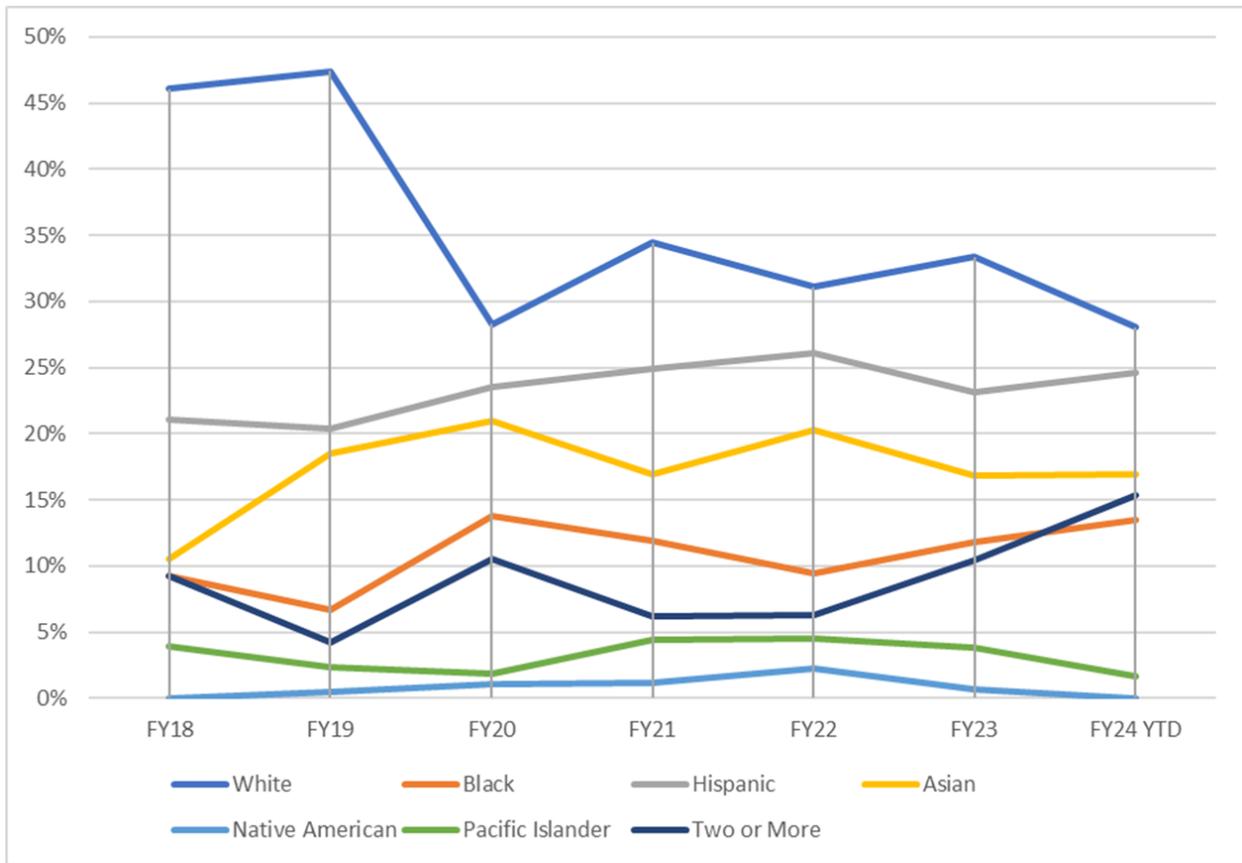


Figure 7 – Workforce Gender Identity

Gender	FY22	FY23	FY24	3-Year Delta
Male	61%	56%	59%	-2%
Female	39%	44%	41%	2%

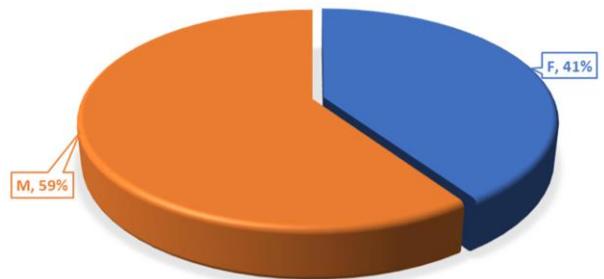


Figure 8 – Workforce Age

FULL-TIME EMPLOYEES BY AGE			
Age	All	Men	Women
20s	9	4	5
30s	11	7	4
40s	28	18	10
50s	18	10	8
60s	8	5	3
Average Age	45.80	46.02	45.46

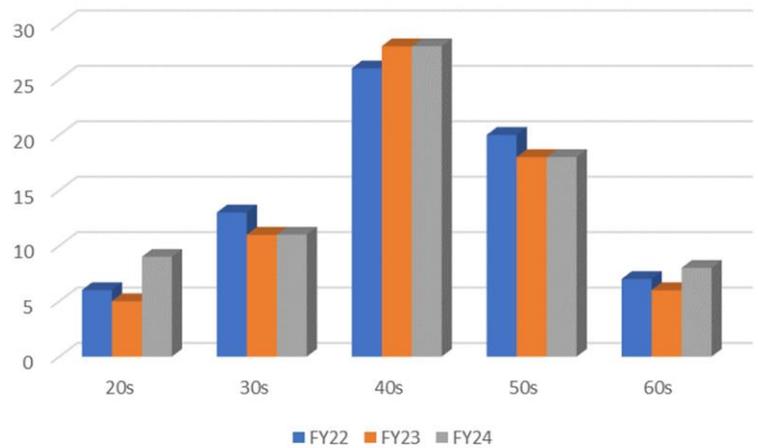


Figure 9 – Workforce Generations

Name	Birth Years		% of Total
Traditionalists (Silent)	1925	1945	0%
Baby Boomer	1946	1964	12%
Gen X	1965	1979	51%
Millennials	1980	1994	27%
Gen Z	1995	2012	9%

Figure 10 – Employee Tenure

FULL-TIME EMPLOYEES BY TENURE			
Tenure	All	Men	Women
0-4.9	36	22	14
5-9.9	15	7	8
10-14.9	5	5	0
15-19.9	13	8	5
20+	5	2	3
Average Tenure	7.64	7.60	7.71

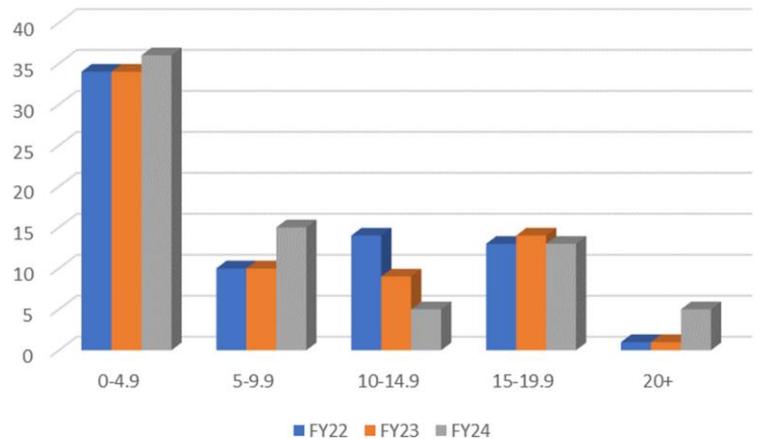


Figure 11 – Workforce by County of Residence

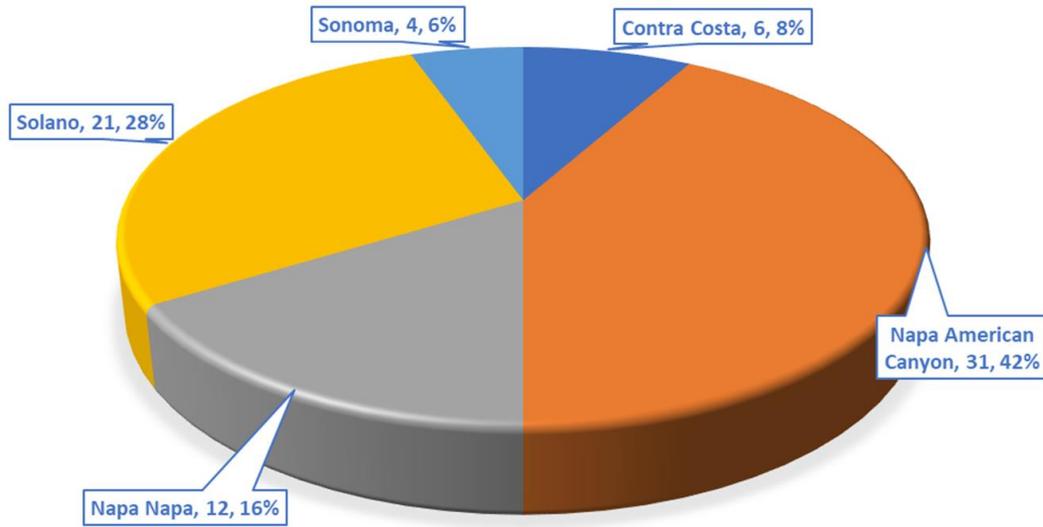


Figure 14 – Workforce Ethnicity and Residency

Residence	Asian	Black	Hispanic	NHOPI	Two or More	White	Total
Contra Costa		2	1	1		2	6
Napa - American Canyon	3	1	7	3	3	14	31
Napa - Napa			4			8	12
Solano		3	6		3	9	21
Sonoma					1	3	4
Grand Total	3	6	18	4	7	36	74

Figure 15 – Workforce Eligibility to Retire

	2023	2024	2025	2026	2027	2028
Eligible to Retire by Age	10	15	15	17	17	18
Year Over Year Increase		5	0	2	0	1
% of Full-Time Staff	14%	20%	20%	23%	23%	24%



---

## **TITLE**

Update the Parks and Facility Naming Policy

## **RECOMMENDATION**

Adopt a Resolution of the City Council of the City of American Canyon to repeal and replace Resolution 2007-168 with the updated City Facility Naming Policy.

## **CONTACT**

Alexandra Ikeda, Parks and Recreation Director

## **BACKGROUND & ANALYSIS**

Renaming a park or facility is a significant decision that can have social, historical, and cultural implications. The City of American Canyon City Council adopted Resolution 2007-168 (Attachment 1) on November 6, 2007, approving the Park and Facility Naming Policy. This policy outlines the procedures for naming a City park or facility - including forming a Technical Advisory Committee (TAC) when more than one park or facility is to be named. The TAC would include one Council Member, one Parks and Community Services Commissioner, one Resident At Large, and one Resident Youth. The TAC would be responsible for conducting community engagement and public meeting opportunities, soliciting feedback from the community, and formally bringing a recommendation back to the Parks and Community Services (PCS) Commission for discussion, with a final recommendation from PCS to the City Council.

At the Joint Special City Council meeting with the PCS on June 20, 2023, the Council expressed an interest in renaming the "former" Napa Junction Elementary School, which was acquired by the City in September 2022, as well as Community Park I and Community Park II. This was made official through the approval of PCS' Work Plan for FY2023/24. In addition, the Council expressed a desire to document the history of American Canyon from 1992 (the City's incorporation) to the present day. This indicates their intention to create a record or archive that captures our community's significant events, milestones, and identifies past community members who have helped shape American Canyon and the cultural aspects of our community. City staff is currently working with five American Canyon High School volunteers to complete this portion of the project.

To date, the Parks and Facility Naming Policy has not been used. In 2022, the Adult Activity Center

went through the renaming process, however, this process did not follow the current renaming policy. The TAC included 2 members of the PCS, and seven other members with various backgrounds connected to adult aging and support. The TAC did not include a Council Member or a Youth Member. On August 10, 2023, the PCS Commission reviewed the Parks and Facility Naming Policy with the intent to start the renaming process for the "former" Napa Junction Elementary School, Community Park I, and Community Park II. However, after careful consideration and a thorough discussion, the Commission recommended an update to the policy to ensure that the naming of a City park or facility is relevant and reflects the community's values, identity, history, culture, and diversity, and is inclusive and representative to the American Canyon community.

The proposed updated City Facility Naming Policy (Attachment 2) was reviewed and discussed at the October 12, 2023 and November 9, 2023 PCS meetings. This comprehensive approach included an examination of the current policy, and added thoughtful changes: 1) A broader Naming Criteria that are inclusive to our community; 2) Procedures that identify a realistic timeline to rename a City park or facility; 3) Changed the TAC to the Parks and Community Services Commission which would require a thorough public engagement process with the intent to receive a broader community perspective; and 4) Updated Definitions to navigate and guide this policy into the future.

The Commission is confident that the proposed changes will enhance the effectiveness and relevance of the policy, and will provide an opportunity for the City to receive valuable insight into our community's perspective, memories, and connections to location. The Commission recommends the approval and adoption of the updated City Facility Naming Policy.

Once the policy is approved and adopted by City Council, and the History Project is completed, the Commission will start the renaming process for the "former" Napa Junction Community Center, Community Park I, and Community Park II.

## **COUNCIL PRIORITY PROGRAMS AND PROJECTS**

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

## **FISCAL IMPACT**

Not Applicable.

## **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 2007-168 Naming Policy](#)
- [2. Resolution and Revised City Facility Naming Policy](#)





## **PARKS AND FACILITY NAMING OPPORTUNITY POLICY**

### **PROCEDURES:**

The Parks and Community Services Commission shall review and make recommendations on the naming of a City park or facility. These recommendations, after public outreach and the utilization of a Technical Advisory Committee including one council member, one Parks Commissioner, at minimum one resident at-large and at minimum one youth, shall be submitted to the City Council for their review and approval. The Parks and Community Services Commission shall use this policy and criteria in recommending a name for the site or facility.

Recommendations for a name must be submitted in writing by community groups, individuals and staff using the Park and Facility Naming Opportunity Request Form. All naming requests will be given the same consideration without regard to the nomination source.

Procedure for submitting the Park and Facility Naming Opportunity Request Form:

1. The Park and Facility Naming Opportunity Request Form must be completed and submitted to the Parks and Recreation Director.
2. If more than one park or facility is to be named, a Naming Advisory Committee must be formed to review the request and will submit their recommendations to the Parks and Community Services Commission.
3. The request will then be calendared and submitted to the Parks and Community Services Commission for their regular monthly meeting.
4. The Parks and Community Services Commission shall make a recommendation to the City Council by submitting a staff report and resolution for approval at council's regular meeting. Again, the Mayor and City Council shall exercise final authority in naming all public parks and facilities within its jurisdiction.
  - a. Park naming: In a determination of new park names, the official naming process should begin as early in the development or acquisition as possible. Publicity, brochures, development plans, etc. should all use the park name.
  - b. Facility Naming: Names should be appropriate to the facility by reflecting the expression of the place (its topography, geology, etc.), history, flora and fauna, and use of an area.
  - c. Naming Definitions and Criteria (previously outlined) must be considered in reviewing requests.

❖ **Definitions:**

Former Named Buildings – The City may purchase privately owned property within the City’s boundaries. As is the case with the recently purchased property at 4381 Broadway, to be used as new City offices, a name may already be attached to the property (in this case it’s Cabernet Village). The City, upon approval by the Mayor and City Council, reserve the right to change the names of such privately named buildings (any City owned buildings in American Canyon are subject to this Parks and Facility Naming Policy).

Un-named City Buildings and Centers – Exhibit “B” details the current City Buildings/Centers that are currently un-named. These facilities are subject to this Parks and Facility Naming Policy.

Public Parks – Exhibit “C” lists the parks within the City of American Canyon. All parks within City boundaries are subject to this Parks and Facility Naming Policy.

Open Space – All land owned by the City of American Canyon, as public custodians, within its’ boundaries, is subject to this Parks and Facility Naming Policy.

Other Real Property – Any real property owned by the City of American Canyon, with the exception of property that the City holds title to, is subject to the Parks and Facility Naming Policy.

❖ **Naming Criteria**

Naming’s in any circumstances must be congruent with the overall strategic mission, vision and values of the City of American Canyon.

- A. Functional – The City will normally adopt a name for each building, center, park, parkway, open space and all other City owned property based on geographical, natural or historic criteria identified within American Canyon. (e.g. – street name or function).
- B. Honorarium or Memorium – When appropriate, City buildings, centers, parks, parkways, open space and all other real property can be named in honor of a person, posthumously, when such a person had made major contributions to the community, county, state or country. The full name of the honoree shall be used.
- C. Sponsorship or Donation – The City of American Canyon may name City buildings, centers, parks, parkways, open space, creeks, waterways and all other real property to recognize philanthropic support to the City of American Canyon. Donor/Sponsor logos may be displayed or affixed at any of these spaces. The full name of the donor or sponsor shall be used.



**PARK AND FACILITY NAMING OPPORTUNITY REQUEST FORM**

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

\_\_\_\_\_ **Park**                      **Location:** \_\_\_\_\_

\_\_\_\_\_ **Facility Location:** \_\_\_\_\_

**Type of Naming:**

\_\_\_\_\_ **Functional** (geographical, natural or historic)

\_\_\_\_\_ **Honorarium/Memorial** (significant personal contributions to the American Canyon community, county, state or country)

\_\_\_\_\_ **Sponsorship/Donor** (to recognize philanthropic or other financial contributions)

**Proposed Name:** \_\_\_\_\_

**Submitting Party:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_                      **Email:** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Family Contact Information:**

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_                      **Email:** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Attach sheet with the following information**

**Proposal:**

- *Provide a paragraph describing the naming opportunity*

**Background/Rationale:**

- *Provide background on the naming opportunity including proposed name of the park or facility; background on the naming subject; background on gift where applicable; naming at other institutions where applicable, and other pertinent information.*
- *Where appropriate, provide biographical information about the honoree/donor, including details of his or her education and service to the community.*
- *Identify appropriately extensive background and rationale regarding potential issues in terms of corporate or personal history, previous naming, extent of naming, etc. and provide options to resolve issues.*
- *Identify possible positive and negative impacts to the City of American Canyon including capital expenditures, reputational impacts, etc.*
- *Identification desired plaque, statue, etc. and estimated and location for same.*

**Support:**

- *Outline how support has been confirmed (approval) with the donor or honoree/honoree's family (where appropriate), as well as with the City of American Canyon; attach any relevant documentation.*

**Due Diligence Checklist:**

- Functional
- Honorarium/Memorial
- Sponsor/Donor

RESOLUTION NO. 2007-168

RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF AMERICAN CANYON, STATE OF CALIFORNIA,  
APPROVING A PARK AND FACILITY NAMING POLICY

WHEREAS, the City of American Canyon wishes to establish a uniform policy regarding the naming of existing and future parks and City owned facilities and;

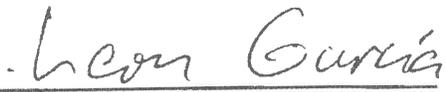
WHEREAS, the City wishes to ensure that naming public parks and City facilities will enhance the values and heritage of the City of American Canyon and will be compatible with community interest; and

WHEREAS, the Parks and Community Services Commission shall review and make recommendations on the naming of City parks and facilities within its jurisdiction after aggressive public outreach and the utilization of a Technical Advisory Committee including one council member, one Parks Commissioner, one resident at-large and one youth; and

NOW, THEREFORE, BE IT RESOLVED that the City of American Canyon approves the Park and Facility Naming Policy, Exhibit A.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on the 6 day of November, 2007, by the following vote:

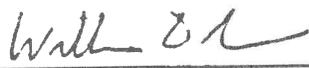
AYES:	Garcia, Bennett, Callison, Coffey, West
NOES:	None
ABSTAIN:	None
ABSENT:	None

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

ATTEST:

  
\_\_\_\_\_  
Dorothy Roadman, City Clerk

APPROVED AS TO FORM:

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

## Exhibit A

### PROCEDURES:

The Parks and Recreation Commission shall review and make recommendations on the naming of a City park or facility. These recommendations, after aggressive public outreach and the utilization of a Technical Advisory Committee including one council member, one Parks Commissioner, one resident at-large and one youth, shall be submitted to the City Council for their review and approval. The Parks and Community Services Commission shall use this policy and criteria in recommending a name for the site or facility.

Recommendations for a name may be submitted in writing by community groups, individuals and staff using the Park and Facility Naming Opportunity Request Form. All naming requests will be given the same consideration without regard to the nomination source.

#### Procedure for Submitting the Park and Facility Naming Opportunity Request Form:

1. The Park and Facility Naming Opportunity Request Form must be completed and submitted to the Community Services Director.
2. If more than one park or facility is to be named, a staff (TAC) Naming Advisory Committee must be formed to review the request and will submit their recommendations to the Parks and Community Services Commission.
3. The request will then be calendared and submitted to the Parks and Community Services Commission for their regular monthly meeting.
4. The Parks and Community Services Commission shall make a recommendation to the City Council by submitting a staff report and Resolution for approval at council's regular meeting. Again, the Mayor and City Council shall exercise final authority in naming all public parks and facilities within its jurisdiction.
  - a. Park Naming: In a determination of new park names, the official naming process should begin as early in the development or acquisition as possible. Publicity, brochures, development plans, etc. should all use the park name.
  - b. Facility Naming: Names should be appropriate to the facility by reflecting the expression of the place (its topography, geology, etc.), history, flora and fauna, and use of an area.
  - c. Naming Definitions and Criteria (previously outlined) must be considered in reviewing requests.

Exhibit A

**PROCEDURES:**

The Parks and Recreation Commission shall review and make recommendations on the naming of a City park or facility. These recommendations shall be submitted to the City Council for their review and approval. The Parks and Community Services Commission shall use this policy and criteria in recommending a name for the site or facility.

Recommendations for a name may be submitted in writing by community groups, individuals and staff using the Park and Facility Naming Opportunity Request Form. All naming requests will be given the same consideration without regard to the nomination source.

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4. The Parks and Community Services Commission shall make a recommendation to the City Council by submitting a staff report and Resolution for approval at council's regular meeting. Again, the Mayor and City Council shall exercise final authority in naming all public parks and facilities within its jurisdiction.
  - a. Park Naming: In a determination of new park names, the official naming process should begin as early in the development or acquisition as possible. Publicity, brochures, development plans, etc. should all use the park name.
  - b. Facility Naming: Names should be appropriate to the facility by reflecting the expression of the place (its topography, geology, etc.), history, flora and fauna, and use of an area.
  - c. Naming Definitions and Criteria (previously outlined) must be considered in reviewing requests.

## Exhibit A

### ❖ Definitions:

Former Named Buildings – The City may purchase privately owned property within the City's boundaries. As is the case with the recently purchased property at 4381 Broadway, to be used as new City offices, a name may already be attached to the property (in this case it's Cabernet Village). The City, upon approval by the Mayor and City Council, reserve the right to change the names of such privately named buildings (any City owned buildings in American Canyon are subject to this Parks and Facility Naming Policy).

Un-named City Buildings and Centers – Exhibit "B" details the Current City Buildings/Centers that are currently un-named. These facilities are subject to this Parks and Facility Naming Policy.

Public Parks – Exhibit "C" lists the parks within the City of American Canyon. All parks within City boundaries are subject to this Parks and Facility Naming Policy.

Open Space – All land owned by the City of American Canyon, as public custodians, within its' boundaries, is subject to this Parks and Facility Naming Policy.

Other Real Property – Any real property owned by the City of American, with the exception of property that the City holds title to, is subject to the Parks and Facility Naming Policy.

### ❖ Naming Criteria:

- A. Functional - The City will normally adopt a name for each building, center, park, parkway, open space and all other City owned property based on geographical, natural or historic criteria identified within American Canyon. (e.g. – street name or function).
- B. Honorarium or Memorium – When appropriate, City buildings, centers, parks, parkways, open space, and all other real property can be named in honor of a person, posthumously, when such a person has made major contributions to the community, County, State or country. The full name of the honoree shall be used.
- C. Sponsorship or Donation – The City of American Canyon may name City buildings, centers, parks, parkways, open space, creeks, waterways and all other real property to recognize philanthropic support or to honor eminent persons or personal contributions to the City of American Canyon. Namings must be congruent with the overall strategic, mission, vision and values of the City of American Canyon. Donor/Sponsor logos may be displayed or affixed at any of these spaces. The full name of the donor or sponsor shall be used.

Exhibit B

**Support:**

- Outline how support has been confirmed (approval) with the donor or honoree/honoree's family (where appropriate), as well as with the City of American Canyon; attach any relevant documentation.

**Due Diligence Checklist:**

- Honorific
- Memorial
- Sponsor or Donor

Exhibit B



City of American Canyon  
300 Crawford Way  
American Canyon, CA 94503

**PARK AND FACILITY NAMING OPPORTUNITY REQUEST FORM**

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

\_\_\_\_\_ Park Location: \_\_\_\_\_

\_\_\_\_\_ Facility Location: \_\_\_\_\_

Type of Naming: \_\_\_\_\_ Memorial \_\_\_\_\_ Honorific \_\_\_\_\_ Functional  
\_\_\_\_\_ Sponsorship/Donor

***Attach Sheet with the following information***

**Proposal:**

- *Provide a paragraph describing the naming opportunity*

**Background/Rationale:**

- *Provide background on the naming opportunity including proposed name of the park or facility; background on the naming subject; background on gift where applicable; naming at other institutions where applicable, and other pertinent information.*
- *Where appropriate, provide biographical information about the honoree/donor, including details of his or her education and service to the community.*
- *Identify appropriately extensive background and rationale regarding potential issues in terms of corporate or personal history, previous namings, extent of naming, etc. and provide options to resolve issues.*
- *Identify possible positive and negative impacts to the City of American Canyon including capital expenditures, reputational impacts, etc.*
- *Identification desired plaque, statue, etc. and estimated and location for same.*

EXHIBIT C

**CITY OF AMERICAN CANYON FACILITIES LIST**

300 CRAWFORD	CURRENT CITY HALL
4381 BROADWAY	FUTURE CITY HALL
3423 BROADWAY - SUITE D-2	PLANNING, BUILDING, & ENGINEERING
2185 ELLIOTT	FUTURE SENIOR CENTER
911 DONALDSON WAY EAST	PUBLIC SAFETY BUILDING
2185 ELLIOTT	RECREATION CENTER
205 WETLANDS EDGE RD.	CORPORATION YARD
151 MEZZETTA CT.	WASTE WATER TREATMENT FACILITY
250 KIRKLAND RANCH RD.	WATER TREATMENT PLANT

Exhibit D

Danrose Sports Court (.5 acres)

Half basketball court

Nottingham & Bentley Cul De Sac (.25 acres)

Playground equipment

Bedford & Kensington Cul De Sac (.25 acres)

Playground equipment

Little League Complex (est. 5 acres)

Little League fields (4), snack bar, playground equipment

Via Bellagio Park – Via Bellagio (La Vigne Development) – (1 acre)

Playground equipment, picnic tables (3), benches (4), open turf area, path

Montecarlo Park – Montecarlo Way (La Vigne Development) – (2.75 acres)

Path, benches (6), open turf area

Pelleria Park – Pelleria Drive and Via Marciana (1 acre)

Playground equipment, basketball half court, picnic tables, benches, path

Gadwall Park – Gadwall St. at Greenwing St. (2 acres)

Playground equipment, basketball half court, group picnic area, benches, path

Silver Oak Park – Silver Oak Drive Next To Canyon Oaks School (5 acres)

Playground equipment, Little League size baseball field, soccer field, group picnic area, benches, path

Main Street Park – Main Street and Eucalyptus Drive (3 acres)

Playground equipment, group picnic area, barbeques (2), plaza area, open turf area, benches (8), path

Shenandoah Park – Shenandoah and Donaldson Way East (6 acres)

*Under Construction*

Veterans Memorial Park – Broadway (14 acres including central section that will not be developed) – Construction Likely To Begin October 2007

**Open Space -**

Newell Open Space Preserve – 640 acres

Wetlands & Property Purchased with CalFed Grant – 460 acres (primarily tidal marsh)

As required by the CalFed grant, 70% of the property will be transferred to the California Department of Fish and Game.

Clarke Ranch – 25 acres (To be retained by the City, but part of CalFed Property Purchase)

RESOLUTION NO. \_\_\_\_\_ - 2023

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON TO REPEAL AND REPLACE RESOLUTION 2007-168 WITH THE UPDATED CITY FACILITY NAMING POLICY.**

**WHEREAS**, the City of American Canyon wishes to adopt a written policy for naming City Facilities, which is broadly defined to include parks, parklands, trails, open spaces, facilities, monuments or landmarks, and parking lots; and

**WHEREAS**, naming a City Facility is a significant decision that can have social, historical, and cultural implications; and

**WHEREAS**, the City Facility Naming Policy will provide an opportunity to receive valuable insight into our community's perspectives, memories, and connections to location, which needs to be taken into consideration before making any changes; and

**WHEREAS**, the City of American Canyon strives to identify names for City Facilities that best reflect the significance of a feature and the community it serves, while also ensuring a worthy and ensuring legacy for the City's parks and recreation system; and

**WHEREAS**, the purpose of this policy is to establish a criteria and process to guide the naming of City Facilities and ensure that names honor places, history, persons, organizations, events, and natural environments that focus on local American Canyon significance and may also reflect California or natural names when appropriate; and

**WHEREAS**, the City wishes to ensure that this policy reflects principles of diversity, equity, and inclusion in the naming process – reflecting everyone in the American Canyon community and intentionally broadening representation; and

**WHEREAS**, the Parks and Community Services Commission shall serve as the Technical Advisory Committee (TAC). The TAC will review and discuss the qualified applications at a regularly scheduled Parks and Community Services Commission meeting – this will be an agenized item and will be subject to Public Comment. The TAC is encouraged to engage with the community and listen to their feedback during the PCS meeting and make a final recommendation to the City Council.

**NOW, THEREFORE, BE IT RESOLVED** that the City of American Canyon approved the City Facility Naming Policy as outlined in Exhibit A.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Leon Garcia, Mayor

ATTEST:

---

Taresa Geilfuss, City Clerk

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William D. Ross, City Attorney

## EXHIBIT A

### CITY FACILITY NAMING POLICY

#### 1. INTRODUCTION

It is the City of American Canyon's goal to establish a uniform policy to name and rename City Facilities, which is broadly defined to include parks, parklands, trails, open spaces, facilities, monuments or landmarks, and parking lots. The naming of a City Facility is a significant decision that can have social, historical, and cultural implications. The City of American Canyon strives to identify names for City facilities that best reflect the significance of a feature and the community it serves, while also ensuring a worthy and enduring legacy for the City's parks and recreation system. This policy does not cover the naming of new streets that are being considered within the development of a new subdivision, this occurs through the City's planning process and ensures that engineering and public safety criteria are met.

#### 2. PURPOSE

The purpose of this policy is to establish a criteria and a process to guide the naming of City Facilities and ensure that names honor places, history, persons, organizations, events, and natural environments that focus on local American Canyon significance and may also reflect California or natural names when appropriate. It is the policy of the City to reflect the principles of diversity, equity, and inclusion in the naming process. Facility names should reflect everyone in the American Canyon community and intentionally broaden representation.

#### 3. NAMING CRITERIA

In selecting the name for a City Facility, the following criteria shall be used. Please note the criteria are not listed in a particular order, and a name is not required to meet all the criteria listed below.

- a. Names should reflect diversity, equity, and inclusion and be representative of the American Canyon community. Names should intentionally broaden the representation of people in our community.
- b. Names should prioritize local American Canyon significance, however, names that reflect California or a national lens may be considered.
- c. Names should be appropriate to the facility by reflecting the expression of the place (its topography, geology, etc.), history, flora and fauna, and use of an area.
- d. Geographic location.
- e. Park features: natural or constructed (wildlife, lakes, memorials, etc.).
- f. An adjoining subdivision, street, school, or natural feature. No City Facility shall be given the same name as an existing school site or public facility, except where the site abuts one another.
- g. A commonly recognized historical event, group, organization, or individual (living or deceased).

- h. Any individual who provided outstanding accomplishments for the good of the community. Quality of the contribution, length of service, and other factors should be considered.
- i. Any individual who provided an exceptional service in the interest of the park system. When naming a City Facility after a person or group, an in-depth description of the contributions to the City must be provided.
- j. A City Facility may be named after an individual (living or deceased) or organization that contributed significantly through sponsorship, donation, services, or monetary contribution, or through a lasting significance to the acquisition of the piece of land, planning, development, construction, or renovation of that facility. This shall not constitute an obligation by the City to name the City Facility after the individual or organization.

#### **4. PROCEDURES**

The City of American Canyon's Parks and Recreation Department will conduct public engagement and outreach opportunities, including soliciting input from American Canyon residents, and holding public meetings with the Parks and Community Commission and City Council. The timeframe for naming a City Facility is estimated to take approximately 4 to 6 months.

- a. Any American Canyon residents, business owners, or organizations may submit a request to name or rename a City Facility to the City Manager by completing the City Facility Naming Application. In addition, the City Council may direct City staff to initiate the naming process. Such requests will be required to follow this policy.
- b. The City may purchase privately owned property within the City's boundaries. In this case, the City may choose to rename the facility to better fit the use and purpose of that facility. If this occurs, the renaming of this facility is subject to this policy.
- c. The Parks and Community Services Commission will serve as the Technical Advisory Committee (TAC).
- d. The City of American Canyon's Parks and Recreation Department will conduct a public notification process soliciting community input through the City Facility Application – Applications will be accepted for 30 days. Once the 30 days have concluded, the Parks and Recreation Department will review all submitted applications; qualified applications will be given to the TAC.
- e. City staff will prepare a staff report for the TAC that should include the following:
  - i. Number of qualified Applications with suggestions.
  - ii. Background, history, geographical, and/or identifying features of the City Facility.
  - iii. Document public outreach efforts and community engagement opportunities.
  - iv. Overview of submissions, including the fiscal impact of naming.
- f. The TAC will review and discuss the qualified application at the regularly scheduled Parks and Community Services (PCS) Commission meeting – this will be an ajenized

item and will be subjected to Public Comment. The TAC is encouraged to engage with the community and listen to their feedback during the PCS meeting and make a final recommendation to the City Council.

- g. The City Council will consider a recommendation from the Parks and Community Services Commission and make a final decision to name the City Facility.

## 5. DEFINITIONS

- City Facility: Broadly defined to include parks, parklands, trails, open spaces, facilities, monuments or landmarks, and parking lots.
- Parks: Open space owned and managed by the City of American Canyon for recreational and/or natural resource values. This includes all traditionally designed parks, gardens, and specialized parks under the stewardship of the City.
- Trails: Any Class 1 trail or path that is located on property owned and managed by the City.
- Open Space: All natural, preserved, and agricultural land that is owned and operated by the City.
- Facilities: Any buildings or structure that is located on property owned and managed by the City.
- Diversity and Inclusion: American Canyon is home to a diverse and multicultural community, and efforts to promote diversity and inclusion are crucial for building a welcoming and equitable community. These are aspects that our City is proud of and are essential in creating a thriving and harmonious society.
- Functional: Geographical, location, event, natural, historic, and cultural significance.
- Honorarium/Memorial: Honors a person (living or deceased) or organization who has made significant and/or major contributions to the American Canyon community, Napa County, or the State of California.
- Regional: A Napa County or State of California lens that is applicable to American Canyon directly or broad association.
- Donation: A donation of property, goods, or cash generally with no expectations in return. If this gift is contingent upon a special request, it is made subject to a "condition".
- Sponsorship: Financial or in-kind support from an individual or corporation for a specific service, program, facility, park, or event in return for certain benefits.

CITY OF  
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CANYON



Maintenance and Utilities Department  
Fleet, Building, and Parks Maintenance Divisions

City Council Update  
December 5, 2023

# Fleet Maintenance

*Maintains Safe Vehicles and Equipment.*

Staffed by 1 Full-Time Mechanic

- ✓ Manages fleet-wide registration and vehicle inspections
  - Public Works Fleet – 53+ Vehicles & Equipment
  - Parks Maintenance Tractors & Mowers
  - Police Fleet – 18+ vehicles
- ✓ Performs 90-day California Highway Patrol Safety Inspections
- ✓ Manages Fleet Procurement through Enterprise Fleet Leasing Contract

# Fleet Maintenance Highlights

- ✓ More hybrid pickups received from Enterprise
- ✓ Heavy Equipment Trailer purchased & received
- ✓ General maintenance of equipment and fleet



# Building Maintenance

*Maintains Facilities to Provide a Safe and Comfortable Environment.*

Staffed by 1 Full-Time Maintenance Worker –  
onboarded in January 2023

For 13 City-owned Facilities:

- ✓ Manages electrical, plumbing, HVAC, keycard access systems, gates, and roofing
- ✓ Procurement and inventory of all janitorial supplies
- ✓ All miscellaneous maintenance



# Building Maintenance Highlights

- ✓ Napa Junction Classrooms 3, 4, 5 & 6 ready for public use
- ✓ Remodeling of existing buildings on westside continuing
- ✓ Old play structure removed
- ✓ Site Survey complete, infrastructure plan started
- ✓ New shop building delivered



# Parks Maintenance

*Maintains outdoor facilities in a safe and clean manner.*

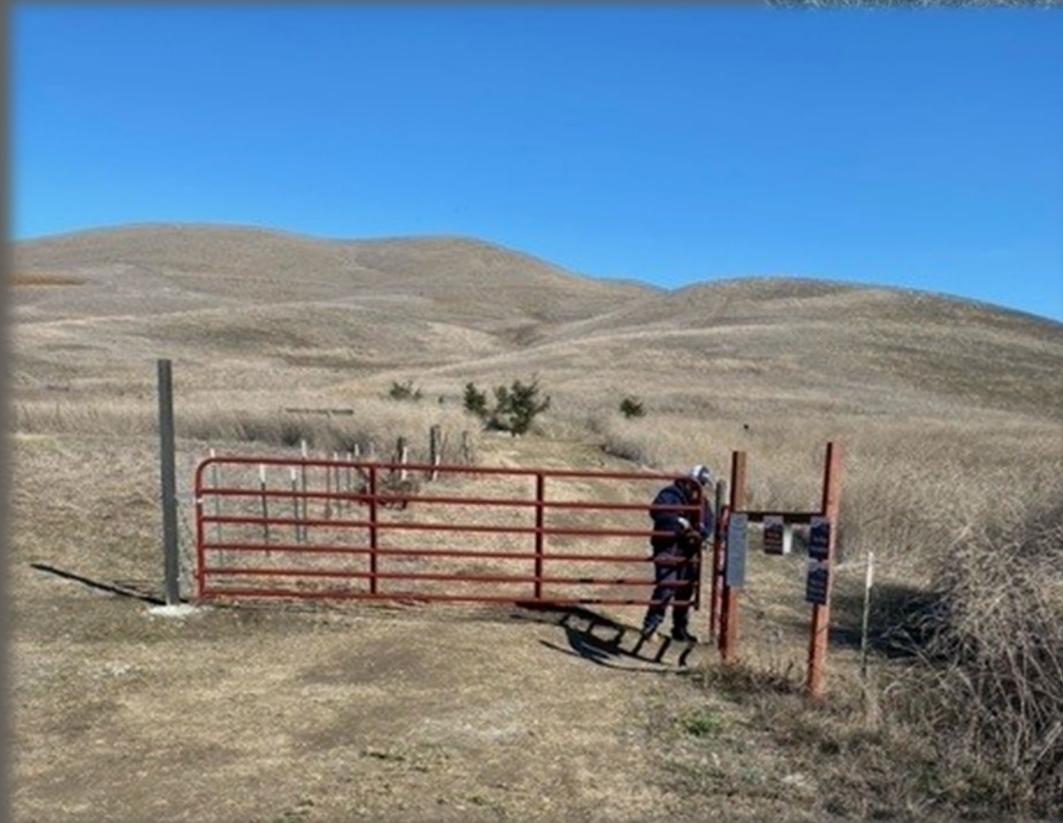
Staffed by a Parks Supervisor, 1 Senior Maintenance Worker, and 4 Maintenance Workers

- ✓ Maintenance of Newell Open Space & Wetlands Bay Trail
- ✓ Maintenance of Water Chemistry at Phillip West Aquatic Center
- ✓ 22 Parks: Trash & Debris Removal on Weekly Basis, Weed Abatement, Graffiti Removal, and the Care of Playgrounds, Shrubs and Turf



# Parks Maintenance Highlights

- ✓ Fall weed abatement complete (open space mowing)
- ✓ New Irrigation Controller replacement project underway
- ✓ New larger gate at Newell Open Space installed
- ✓ Holiday Tree Lighting decoration complete



# Holiday Tree





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AMERICAN  
CANYON

Questions?



## City Council Committee Report

Submitted by: \* Councilmember David Oro

Council Meeting Date: 12/05/2023

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**Event Date:** 2023-11-13 **Event Type:** Committee Report

**Event Title: \*** Napa Valley Tourism Corporation Board

**Event Report:** Visit Napa Valley invited hotel GMs to learn about Watson Ranch and development in American Canyon. It was a two part series. First was a luncheon held on November 6th at Cliff Lede Vineyards where developer Terry McGrath gave a presentation of the project and took questions to approximately a dozen attendees. The second was a week later with an on-site tour of Watson Ranch where another dozen attendees toured Lemos Pointe, the hotel site, concert venue and the Ruins. The main purpose was to educate those in the tourism industry about another opportunity coming in Napa Valley.

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**Event Date:** 2023-11-11 **Event Type:** Community Event

**Event Title: \*** Veteran's Day Ceremony

**Event Report:** American Canyon Troop Support and our staff do an excellent job of putting this together for our community. Always a great event.

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**Event Date:** 2023-11-15 **Event Type:** Committee Report

**Event Title: \*** Napa Valley Tourism Business Improvement District

**Event Report:** Our local Napa Valley Tourism Business Improvement District (TBID) committee met on one topic: changing the frequency and dates of our meetings. Since we were having trouble with getting quorum on a quarterly basis, we voted to amend the bylaws to meet bi-annually. The next meeting is Wednesday, Dec 6th, with the following meeting to be held in May. This adjustment mirrors other TBIDs in the Valley and should improve the efficiency of committee operations, not to mention attendance.

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**Event Date:** 2023-11-16 **Event Type:** Conference

**Event Title: \*** Asian Pacific American Leadership Foundation (APALF) Conference

**Event Report:** Attended the 9th Annual California Asian Leadership Network of Elected and Appointed Officials (CALNET) leadership retreat in San Francisco. A day and half conference hosted by the Asian Pacific American Leadership Foundation, this was a historic, first-ever national gathering of AAPI elected and appointed officials. More than 200 participants from California, Georgia, Minnesota, Nevada, New York, North Carolina, Ohio, Utah, and beyond connected and strategized on building a national organization focused on creating a larger network of AAPI leaders across the nation.

Speakers and attendees included Ambassador Katherine Tai, Rep Judy Chu, Rep Ted Lieu, Boston Mayor Michelle Wu, Cincinnati Mayor Aftab Pureval, Oakland Mayor Sheng Tao California and State Attorney General Rob Bonta to name a few.

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# City Council Committee Report

Submitted by: \* Councilmember Mark Joseph

Council Meeting Date: 12/05/2023

**Event Date:** 2023-11-15 **Event Type:** Committee Report

**Event Title:** \* Napa Valley Transportation Authority (NVTA)

**Event Report:** Attended the agenda-setting meeting and then the regular board meeting. We discussed the latest regarding a proposed revision to the Measure T Road Tax (mainly to allow bonding to get projects delivered sooner rather than later). We also received updates on Transit and other programs. We voted to purchase 6 used busses, since new busses take too long to deliver (think Fire Engines), and our fleet is beginning to have higher maintenance costs.

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**Event Date:** 2023-11-14 **Event Type:** Committee Report

**Event Title:** \* Napa Valley Unified School District 2x2

**Event Report:** After a very long time, we met with the School District Trustees and their staff. We received an update on how Measure 2A funds will be used to upgrade Donaldson Way elementary, as well as minor upgrades to Canyon Oaks. We also heard about the ongoing concerns with a charter school issue, and the potential impacts if NVUSD continues to lose revenues--the State would no longer have to financially backfill the District and therefore, the School's share of the property tax would be at the expense of all the other local jurisdictions! This issue was being worked on by St. Sen. Dodd some 2 or 3 years ago, so it may not be as bad as it could be.

We also talked about the rezoning requests for their two remnant parcels in American Canyon. We explained our rationale for taking no action (save the sites for the next round of RHNA quotas). They did talk about exploring the use of their land to create affordable housing for School District employees (and potentially other government employees). This could be something to consider, but one unknown was just how much housing density they would want (examples they cited were dramatically higher than surrounding densities).

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**Event Date:** 2023-11-16 **Event Type:** Committee Report

**Event Title:** \* Chamber's Government Affairs Committee (GAC)

**Event Report:** The GAC met and decided to meet quarterly, with the main focus being on reviewing pending development projects, as well as working with our business community. The GAC would still host candidate forums, such as the upcoming March 2024 primary. Attendance has been poor, and we need to bring on more business members--most of the people attending are elected officials, or their representatives.

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**Event Date:** 2023-11-27 **Event Type:** Committee Report

**Event Title: \*** Climate Action Committee

**Event Report:** We held a special meeting (and canceled the December meeting). The main purpose was to endorse a \$6 million GHG monitoring pilot project in Napa County. This would be a partnership with the UN and the Livermore Laboratory in Berkeley. It would also be a one of its kind in California and possibly the country. I joined the ad hoc committee to work with the partners and help to secure funding.

We also reviewed the two Regional Climate Action and Adaptation Plan (RCAAP) proposals. The Committee agreed with staff's recommendation to hire Ascent, who did the GHG inventory. They were the most qualified, but they also were asking for over twice as much as the other firm (roughly \$650k vs. a little over \$300k). Some of that reflected a more realistic proposal, but they also had a couple of sub-consultants that pushed up the costs. Staff and the Board of Supervisors will work to reduce the total request, but we will pay for our fair share of the amount over \$500,000.

I also met with CAC staff and members of the Napa Climate NOW group to discuss the Scoreboard concept that I and others have advocated. The goal is to focus on metrics that are already being collected and post them regularly online. The RCAAP includes an element that would also create this database, so our efforts will integrate with the consultants work.

Lastly, I listened to a webinar on GRID grant funding. This is something we should work with MCE and/or PGE to see if Napa County can't secure funding to explore micro-grids and other ways of improving the electric grid.

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**Event Date:**

**Event Type** Other

**Event Title: \*** City Events and Activities

**Event Report:**

- Attended the badge-pinning ceremony for our newest Firefighter
- Enjoyed the Veterans' Day services--the crowd is growing each year, and Sindy Biederman et al, are doing an incredible job putting together the program and speakers.
- On the last day of class, I made it to the Citizen's Academy at the wetlands, where they planted several native plants. I was on my way to another event out of town, but it is great to see this program grow and evolve.
- I was honored to be interviewed for the American Canyon Oral History project. It was a fun chance to relive some of the history of this community over the last 30 years. Hopefully, we will continue to interview more and more of the community, in order to preserve a large reservoir of community "institutional memory."

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**Event Date:**

**Event Type** Community Event

**Event Title: \*** Community Events and Activities

**Event Report:**

- Members of the FilAm Club came to our home and caroled us. It was a lot of fun (and a fundraiser for the club!)
- I helped box food for the Food Pantry, and later helped with the last drive-thru distribution (from here on, we distribute food at our new Food Pantry at Napa Junction Community Center).
- Attended the Kiwanis Board meeting, in which the main topics related to moving into our new facility, and planning for our holiday party.
- Worked with Jamie Butler and Clarence Mamaril to begin planning for the second annual ACHS Arts and MusicFest, funded in part by a grant from Napa Valley Presents and produced by the American Canyon Arts Foundation (ACAF). It will be Saturday, March 16, 2024.
- Also attended the ACAF Board meeting, in which we received updates on all our pending projects. Clarence and I also met with Brenda Knight to review the upcoming Juneteenth celebration.
- ACAF was also honored to receive the Barnabas Award from the One Church, located on James Road by the Fire Station. This was partly because of our work with Brenda Knight on Juneteenth and partly because long-time member, Bonnie Waxman, was a member of that church before she relocated to Arizona.
- Moving to a more political front, attended the California Democratic Party Convention, and voted on party nominations. It was exciting to see the candidates. Also attended the monthly Napa County Democratic Central Committee and the local Napa Democrats Club meeting, in which we heard all the candidates and voted on who we wanted to endorse.
- Watched the performance of "The Elixir of Love." This was a play that included performers from the SF-based Opera Together and local Donaldson Way students. It was fun.

- Helped decorate Christmas Trees for DoubleTree's "Illumination of Trees" fund raiser for the Food Pantry. There are 9 entries--come by December 2 and bid high!!
- Met with Yvonne Baginski and Jeanette Goyetche to discuss the pending initiative, Measure K, relating to industrial zoning in American Canyon. They plan to organize the opposition to that initiative, if it qualifies and is placed on the ballot.

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