

CITY OF AMERICAN CANYON
AND
AMERICAN CANYON FIRE PROTECTION DISTRICT
ANNUAL BUDGET
FISCAL YEAR 2015-2016



Cash for Grass Program

American Canyon, California

www.cityofamericancanyon.org



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City of American Canyon and American Canyon Fire Protection District

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Susan Presto, Finance Manager

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**City of American Canyon
and
American Canyon Fire Protection District**

**Adopted Budget
Fiscal Year 2015-16**

Table of Contents

	<u>Page</u>
Budget Message	i-xii
Strategic Plan	xiii-xiv
Implementation Plan Update	xv-xxix
Organizational Chart	xxx
SECTION 1: BUDGET SUMMARIES	
■ Budget Summary	1-2
■ Summary - Revenues	3
■ Budget Summary - Expenses	4-5
■ Budget Summary - Staffing	6-8
■ Transfers and Support Service Cost Allocations	9-10
FUND SUMMARIES	
■ General Fund Adopted Budget Summary	11
■ General Fund Revenues and Transfers	12
■ Analysis of Major General Fund Revenues	13-16
■ General Fund Expenditures and Transfers	17
■ Storm Drain/Measure A Fund #210	18
■ Gas Tax Fund #212	19
■ Abandoned Vehicle Abatement Fund #214	20
■ CalHome Fund #215	21
■ Community Development Block Grant 8953 Fund #216	22
■ HOME 8993 Fund #217	23

Table of contents continued

	<u>Page</u>
■ Citizens Options for Public Safety (COPS) Fund #218	24
■ Newell Park Open Space Preserve Fund #252	25
■ La Vigne Open Space Maintenance Fund #254	26
■ Lighting & Landscaping Assmnt Dist (All Zones) Funds #'s 261, 262, 263	27
■ Zero Water Footprint Fund #270	28
■ Safe Route to Schools Fund #222	29
■ Regional Surface Transportation Program (RSTP/STP) Fund #240	30
■ Transportation Development Act Fund #230	31
■ Transportation for Clean Air Fund # 226	32
■ Parks Impact Fee Fund #310	33
■ Traffic Impact Fee Fund #320	34
■ Civic Impact Fee Fund #330	35
■ Affordable Housing Fund #340	36
■ Building Maintenance Internal Service Fund #651	37
■ Fleet Operations Internal Service Fund #652	38
■ Information Systems Internal Service Fund #653	39
■ 2012 Lease Revenue/Gym & Aquatic Center Fund #410	40
■ Cabernet Village - City Hall Lease Fund #420	41
■ Broadway Property Fund #430	42
■ Water Enterprise Fund #510	43
■ Water Capacity Fund #520	44
■ Wastewater Enterprise Fund #540	45
■ Wastewater Capacity Fund #550	46
SECTION 2: DEPARTMENT SUMMARIES	
■ Administration	47-54
■ Administrative Services	55-60

Table of contents continued

	<u>Page</u>
■ Police	61-62
■ Community Development	63-68
■ Parks and Recreation	69-75
■ Public Works - General Governmental	76-83
■ Public Works - Water Enterprise	84-93
■ Public Works - Wastewater Enterprise	94-104
■ Internal Service	105-108
■ Non Departmental	109
■ Debt Service	110-111
 SECTION 3: CAPITAL PROJECTS	
■ Capital Improvement Program Narrative	112
■ Capital Improvement Program Budget	113
 SECTION 4: MISCELLANEOUS	
■ Budget Resolutions - City	114-116
■ Budget Resolutions - Fire	117-118
■ Appropriations Limit Resolution - City	119
■ Appropriations Limit Resolution - Fire	120
■ Appropriations Limit Summary	121
■ City of American Canyon Appropriations Limit	122
■ American Canyon Fire Protection District Appropriations Limit	123
■ Timing of Revenues Received	124
■ Fund Descriptions	125-127
■ Budget Cycle	128
■ Basis of Accounting and Classification of Funds	129-131
■ Fiscal Policy Key Points	132-135
■ Demographic Profile	136-138

Table of contents continued

	<u>Page</u>
■ Glossary of Budget Terms	139-146
SECTION 5: FIRE PROTECTION DISTRICT	
■ Organizational Chart	147
■ Goals and Objectives	148
■ Budget Summary	149
■ Funds Summary	150
■ General Operations Fund #810	151
■ Fire Mitigation Fund #830	152
■ Fire Equipment Replacement Fund #860	153



June 16, 2015

Mayor and Members of the City Council
City of American Canyon
4381 Broadway Street, Suite 201
American Canyon, CA 94503

Subject: Fiscal Year 2015-16 City of American Canyon Budget

Honorable Mayor and Members of the City Council:

We are pleased to present the operating budgets for the City of American Canyon and the American Canyon Fire Protection District (District) for fiscal year 2015-16, which begins on July 1, 2015. This document serves as a financial plan, operations guide and as a communication tool that reflects the City's commitment to maintain core service levels and long-term financial stability.

The Community's Vision

During the 2013-14 fiscal year the City Council conducted a community-wide visioning and strategic planning process. The community visioning process was a collaborative effort designed to solicit input from a broad base of community members and stakeholders. The goal was to determine what the community believes the City's current identity is and more importantly what they envision and desire for the future. The outcome, a Community Vision Statement, organizational mission statement and adopted strategic goal areas, have been used to set budget and Capital Improvement Plan (CIP) priorities, influence policy decisions, identify economic development initiatives and improve the City's organizational efficiency.

The Strategic Plan is generally adopted for three to five years; however the City Council reviews and updates their goals and objectives for each coming fiscal year.

The City's Strategic Plan details are outlined starting on page xiii and the Strategic Plan Implementation Update for the 2015-16 fiscal year begins on page xv. The Implementation Plan Update frames the strategies, activities, key milestones, responsible department, adopted timing and whether or not the activity has been funded with the 2015-16 fiscal year budget.

The Budget Process

The City and District practice an ongoing budget process which incorporates the monthly distribution of budget to actual revenue and expense reports to each Department for



analysis, a mid-year financial update to the City Finance Committee and City Council, and an additional financial update to the Council in the spring. Economic projections, revenue and expenditure updates, and recommended budget changes are proposed and reviewed in conjunction with the financial updates. A proposed budget is presented to the Finance Committee in late spring and then a City Council budget workshop follows where Council reviews and makes recommended changes to the proposed budget before it is adopted during a City Council Public Hearing in June. (The City's budget must be adopted by June 30 prior to the start of the new fiscal year and the District's final budget must be adopted by September 30th of the new fiscal year.) The entire budget development process is a City wide collaborative effort that encompasses the City Manager, the Fire Chief, department heads, staff members from all departments, the City Finance Committee, City Council and the Finance Department team.

City of American Canyon Budget

At the conclusion of the 2012-13 fiscal year, the City of American Canyon emerged from a three-year Structural Deficit Elimination Plan (SDEP) budget cycle. During the three-year SDEP period, several drastic steps were taken to balance the general fund budget as revenues dropped substantially. Unfortunately, several staff members were laid off, employees were forced to take unpaid furlough days, contributions to reserves and OPEB funds were suspended, equipment purchases were suspended, and much more. After three years, with the economy on a path to recovery, City revenues began gradually increasing.

In order to ensure the long-term fiscal sustainability of the City's finances, the Council then directed the City to enter a three-year "Stabilization Plan" which began in 2013-14. During this three year stabilization period, critical reductions in expenses are slowly being restored as revenue growth allows. The 2014-15 fiscal year marked the second year of three year plan and the adopted budget for 2015-16 completes the final year.

The three-year plan which was revised in fiscal year 2013-14 with the adoption of that year's budget assumed that General Fund *expenses* would exceed *revenues* by \$167,000 in 2013/14; *expenses* would again exceed *revenues* by \$127,000 in 2014-15, and would fully balance in 2015-16. We are pleased to report that some of the expenditure reductions established during the deficit elimination plan and maintained during the first year of the "stabilization plan" actually resulted in a small surplus of \$247,000 for the 2013/14 fiscal year. Projections for the 2014-15 fiscal year also indicate there will be a small surplus of \$207,000 rather than a deficit of \$127,000. Additionally, the 2015-16 General Fund budget is balanced with a projected small surplus of \$40,200.

As we embark on the budget process for the 2016-17 fiscal year, staff will begin developing a new detailed five-year financial forecast of City revenues and expenditures. The forecast will be based on historical trends and the most current information available about future revenue sources and expenditures. The forecast will be used to guide the allocation and oversight of City funds and will be a valuable tool for implementing the City's Strategic Plan Goals.

The General Fund budget is broadly divided into three types of expenditures: Salaries and benefits for employees, direct costs for programs and services and provisions for debt and reserves. As the three-year stabilization plan was developed, the Council agreed that restoration of reductions should be made in all three areas so that the fund remains healthy

and balanced. In accordance with this policy, below is a description and some highlights of the adopted General Fund budget for 2015-16.

Employee Salary and Benefits

Overall Employee Salary and Benefits:

- i In 2013, the City and Teamsters representatives agreed to a three-year Memorandum of Understanding (MOU) and the adopted 2015-16 budget includes the corresponding provisions. A .5% salary increase for all employees will be effective July 1, 2015, with another .5% increase effective January 1, 2015.
- i Employee unpaid furlough days have been completely eliminated.
- i The City's minimum salary will be increased to \$11.50.
- i The City's Other Post Employment Benefit (OPEB) minimum contribution for 2015-16 will be fully funded.
- i There are no increases to reserves, but no use of reserves. The emphasis for fiscal year 2015-16 is on funding OPEB.

Employee Salary and Benefits by Department:

- o ADMINISTRATION DEPARTMENT
 - City Council auto allowances have been increased to \$500/month pursuant to the adopted Unrepresented Compensation Plan.
- o ADMINISTRATIVE SERVICES
 - A new financial analyst position has been added to this department to provide essential ongoing Water Enterprise Fund and City-wide budget analysis, and forecasting. Funding for this position will be shared by the Water Enterprise Fund.
 - The MOU's for the two represented groups of City employees expire June 30, 2016. Negotiations will begin in February 2016. Funding for labor negotiations may need to be revised based on the progress and outcome of these discussions.
- o COMMUNITY DEVELOPMENT
 - A Chief Building Official position has been included in the 2015-16 fiscal year budget. During the recession, due to significant declines in development and building activity, staffing for the Community Development department was decreased considerably, leaving only the Community Development Director, a Code Enforcement Officer and a part-time Building Inspector. During the last two years there has been a marked increase in development and building activity and the corresponding inspections and plan review have been handled by contract employees. Due to the anticipated continued increase in development and building activity for the 2015-16 fiscal year, staff

believes a full-time Building Official will be essential to manage and keep up with the increased workload. Funding for this position will be offset by the increase in development.

- PARKS AND RECREATION
 - Three part-time Program Coordinator positions have been converted to one full time Recreation Coordinator in the Parks and Recreation department as it has been extremely difficult to recruit and retain part-time Program Coordinators. Adding one full time Coordinator will alleviate the need for constant recruitment and will provide enhanced ongoing administration of recreation programs.
- PUBLIC WORKS
 - One new Senior Civil Engineer has been added to the Capital Projects Division to manage the increase in capital projects (Green Island, Eucalyptus Drive, etc.)
 - One additional Maintenance Worker has been added to the Streets Division. There have been no additions to the Maintenance Crew for a number of years and maintenance work on City Streets has been deferred to due to budget constraints. This new position will ensure that much needed maintenance projects can be completed and will help reduce the need for overtime and contract employees.

Programs and Services

- ADMINISTRATION
 - Budget includes \$30,000 for the new Chamber of Commerce City of American Canyon's Visitor Center.
- ADMINISTRATIVE SERVICES
 - \$20,000 for implementation and first year maintenance of new business license software is included in the Finance Division budget. This new software will provide online self-service business license application ability and will automate the inputting of the license applications. It will also provide for automated annual renewals, added business license monitoring and overall improved customer service.
 - Funding is also included for an overall User Fee Study.
 - For financial reporting purposes in accordance with Governmental Accounting Standards Board Statement 45, (GASB 45), an actuarial valuation of postretirement welfare benefits is required to be completed triennially for plans with a total membership of fewer than 200. The last valuation was completed as of June 30, 2011. In accordance with GASB 45 the 2015-16 budget contains \$9,500 to update the actuarial valuation as of June 30, 2014.

- POLICE
 - An increase of \$141,000 for the final year of the three year law enforcement services contract with the Napa County Sheriff's office is included in the Police Department's budget.

- PARKS AND RECREATION
 - The budget includes funding for several deferred maintenance projects – asphalt repairs, conversion to recycled water, tree removal and planting at Wetland's Edge.
 - In 2015-16 numerous planning efforts are funded and they include the Parks Master Plan update, Impact Fee update studies, Park User Fee studies and a Master Plan for Clark Ranch.
 - As requested by the Special Events Committee additional funding for increased special events is incorporated in the 2015-16 budget.
 - The budget contains \$15,000 for the continued support of the Community Contribution Grants with \$3,333 going to the Community Foundation.

- PUBLIC WORKS
 - \$75,000 for a required speed survey is included in the Streets Division budget. (This survey is required to be completed every five years and is used to validate the City's speed limits.)
 - \$7,500 for new survey equipment is contained in the Capital Projects Division budget to allow staff to complete essential survey work for related capital projects.

- INTERNAL SERVICE FUNDS (ISF)
 - Three internal service funds – Building Maintenance, Fleet, and Information Technology - were established with the 2014-15 fiscal year budget. Funding for 2015-16 capital improvements, vehicle and equipment replacement, and replacement information technology equipment are budgeted in the corresponding ISF funds.
 - The Fleet ISF 2015-16 budget funds the purchase of replacement vehicles as specified in the planned fleet vehicle replacement schedule. Funding for one police motorcycle, two police vehicles with related equipment, two utility trucks for Public Works and one Parks and Recreation replacement ATV/gator are included.
 - The Information Technology ISF budget includes \$50,000 for replacement servers and related equipment.

Debt and Reserves

- i The 2015-16 budget does not contain any payments into reserves; however, no use of reserves is required.

- i The 2015-16 budget includes a payment of \$477,900 toward our unfunded liability for post-employment medical benefits. The General Fund's portion of the liability is \$332,800 with the remaining portions being split between the Water and Wastewater Enterprise Funds. The City's total liability is \$6.4 million and current asset balance is \$2.3 million, leaving an unfunded liability of \$4.1 million. Our annual recommended contribution for 2015-16 is approximately \$477,900. The City was not able to make any contributions towards the unfunded liability from 2011-2012 through the 2013-14 fiscal years. In 2014-15 the City made a small contribution of \$165,000 but it did not meet the annual required minimum. The 2015-16 fiscal year budget resumes the annual required contribution and is an important step in reducing the City's liability. As mentioned previously, the City will be updating the actuarial valuation with the 2015-16 budget. As the City embarks on negotiations, staff will be working with our labor groups to reduce eligibility for post-retirement medical benefits in order to decrease the long-term liability and required annual payments.

The City provides retirement benefits through the California Public Employees' Retirement System (CalPERS) and we participate at one of the lowest retirement benefit plan levels offered by CalPERS for "Classic" (employees hired before January 1, 2013) miscellaneous employees who are in the Miscellaneous "2% at 55" plan. Effective January 1, 2013, the Public Employees' Pension Reform Act (PEPRA) legislation reduced retirement benefit plans and employee cost-sharing for new CalPERS members. The City complies with PEPRA and, as a result, all new miscellaneous employees are in the "2.0% at 62" plan.

It is worth noting that CalPERS has implemented additional pension reform measures toward the objective of having a fully-funded system. In 2014 the CalPERS Board made changes to the asset allocation to reduce the expected volatility of investment returns while holding the fund's long-term assumed rate of return at 7.5%, and made more significant changes to actuarial assumptions incorporating mortality rates in experience studies because retirees are living longer. In addition to mortality rates, actuarial assumptions consider recent patterns of termination, disability, retirement and salary increases. These reform measures will substantially increase the City's future required retirement contribution rates. For fiscal year 2015-16 the City's employer contribution rate is 15.819%, up from 15.784% for fiscal year 2014-15. For fiscal year 2016-17 the rate is forecast to be approximately 16.281%.

Revenues

Overall General Fund revenues are budgeted at \$20.5 million, up from \$18.9 million anticipated in the current year. Although we are seeing small increases in many areas, the most notable increases are in property taxes and transient occupancy tax.

For the 2015-16 fiscal year budget we projected an increase of 5.37% in property tax revenues. The local economy is recovering and residential property values have increased notably in the last year. More properties are turning over and values are on the rise. Last year the State Board of Equalization determined that the California Consumer Price Index (CCPI) increased by only 0.454 percent from October 2012 to October 2013 and directed County Assessors to use that percentage as the Proposition 13 inflation adjustment factor for 2014-15. This was less than the 2 percent that is usually used to index assessed values under the acquisition values assessment. This year the Assessor's applied CCPI factor is 1.998%. This increase is positive and 4 times the percentage granted last year. As a result, value gains for 2015-16 resulting from the inflationary growth will be significantly more than that experienced in 2014-15. It is important to remember that all properties that have been granted Proposition 8 reductions over the past six years are required to be reviewed each year outside of the CCPI adjustment and any positive adjustment to those properties will likely exceed this 1.998%.

More notable is the renewed interest in industrial and residential development. Active projects include Napa Logistics Park Phase 1, Lombard Crossing Warehouse, Napa Airport Commerce Center and Canyon Ridge Apartments. With developable land selling and starting construction in the coming year, we will experience increases in assessed valuation and property tax revenues.

Similarly, TOT revenues continue to increase at strong rates. Based on performance in the last few months, which is considered off season, we are projecting an increase of 9% in TOT revenues. With stronger marketing efforts and a growing interest in wine tourism, the local hotels are filling up year round and are also raising lodging rates. All of these factors are resulting in increased revenues to the City.

Unfortunately, sales tax revenues continue to stagnate. Although we are projecting an increase of approximately \$200,000 in sales taxes for 2015-16 this is due to the "triple-flip" wind down and catch-up payments. Normal sales tax revenue in 2015-16 is forecast to be virtually the same as it was in 2014-15. As the economy improves, consumers are expanding their shopping habits and driving out of town more. On a bright note however, we are seeing an increase in retail sales from the industrial area as more and more wine is being directly sold and shipped and also an increase construction material sales.

Water Operating Fund

For the 2014-15 fiscal year, the City had anticipated that operating expenses would exceed operating revenues in the Water Fund by \$780,000. However, due to the ongoing drought and corresponding decrease in water services charges as customers continue to conserve, coupled with the need to purchase more expensive water, the forecasted 2014-15 actuals indicate operating expenses will exceed revenues by \$2.7 million. (This is partially because the City purchased enough water supplies to ensure that we had enough carry over for 2015-16 should the drought continue and water supply continues to be scarce and increasingly expensive.)

Water Operating Fund total expenses will exceed revenues by \$1.8 million in the coming fiscal year. The deficit is a result of several factors. First and most notably, water service charge

revenues continue to decrease as everyone conserves water consumption in accordance with

the Governor Brown's water conservation regulations. Second, the City's cost to purchase water increases, as the market continues to "dry up". Third, we are incurring increased engineering costs to study options for new water sources in the future. Fourth, we are spending more funds for marketing and outreach related to our conservation efforts, (we are paying more to convince people not to buy our product). Fifth, and finally, we are recognizing the cost of "purchasing" recycled water from the wastewater system so we can better fiscally manage our recycled water system. With all these coming together, operating revenues are not sufficient to cover expenses. These are extraordinary times and the use of fund balance to cover expenses is to be expected. However, it is clear that a long-term financial view of the fund is needed and we are nearing completion on a detailed water fund analysis. Staff will be returning to Council in July to request approval to initiate the Proposition 218 rate process with the intent to impose an emergency drought water rate increase. Staff will also seek approval to issue a Request for Proposal (RFP) to retain an outside independent public finance consulting firm to assist the District in preparing a new multi-year rate structure that will address the growing complexities of the water industry such as the state-wide drought, declining revenues, water supply issues, debt service, conservation programs, compliance with the California Urban Water Council Best Management Practices, and continued investment in infrastructure repair and replacement. The proposed Emergency Drought water rate increase will be a temporary fiscal bridge to offset revenue losses until the outside rate study can be completed and a new multi-year rate structure that will address these issues can be implemented.

The 2015-16 fiscal year budget includes the cost for half of an Assistant Public Works Director who will oversee both the Water and Wastewater Utilities. The cost for the other half of the new Director will be covered by the Wastewater Fund. Total expenses include depreciation of \$1,119,882 which is a non-cash item, increased costs for materials and supplies to repair leaky pipes citywide, the debt service payments on the new water treatment membrane cassettes, (which are vital in increasing capacity at the plant), \$165,000 to upgrade the Chemical bulk Storage Facility and \$48,000 towards the Urban Water Management Plan and Pre-Treatment Study (both CIP projects).

Wastewater Operating Fund

In the Wastewater Operating Fund, total expenses will exceed revenues by \$2,000 in the coming fiscal year. (This amount includes depreciation of \$402,000 which is a non-cash expense but is considered an operating expense. The total also includes payments to debt service and capital improvement project expense which are deemed non-operating expenses. If these items were not included, the operating fund would have a positive cash flow.) The division continues to save \$150,000 each year in electricity costs as a result of a capital project completed last fiscal year. The Wastewater division recently received Council approval to finance the purchase of forty-four (44) "ZW 500D Membranes" over seven years, which will greatly improve capacity at the plant. Additionally, they are actively working on capacity improvement projects as presented to the Council earlier this year. There are four additional CIP projects included in the 2015-16 CIP budget - (1) SCADA Computer Software Upgrade for \$300,000, (2) Headwork's Channel improvement for \$500,000, (3) Building E Seismic Upgrade for \$200,000 with \$50,000 funded by Wastewater Operations and \$150,000

from a HGMT Grant and (4) \$57,000 towards the Urban Water Management Plan and Pre-Treatment Study. Finally, the fund is paying \$75,000 as required into a replacement cost reserve fund.

The 2015-16 fiscal year budget includes the cost for half of an Assistant Public Works Director who will oversee both the Water and Wastewater Utilities as mentioned above. This position replaces the previous Wastewater Systems Manager. One new Maintenance Worker has also been added to this division. In addition, the budget also includes the new debt service payments on the Wastewater Treatment Plant membrane cassettes, a new forklift and funds to remodel the Wastewater Treatment Plant's offices.

Affordable Housing Fund (and related grant funds)

The Affordable Housing Fund is primarily funded by development fees and includes expenses to manage our affordable housing programs and finance new affordable housing projects. Most notably, this fund pays for our service contracts with the City of Napa Housing Authority, Fair Housing and HOPE Center, and staff time to resolve housing related issues. There have not been any revenues to this fund for several years; however, there is sufficient fund balance to continue these programs until revenues pick up again.

In 2014-15, in the related Housing Grant Funds, the City received a total of \$900,000 in state grant funds for the City's housing rehabilitation and down payment assistance programs. These programs are administered by the City of Napa Housing Authority on our behalf.

Gas Tax Fund

The Gas Tax fund will receive approximately \$429,808 in revenue in the coming year. Of this, \$300,000 will be used to partially fund our street maintenance program; \$75,000 has been set aside for the crack sealing project, and grant matches for the Park and Ride and Rio Del Mar curb project.

Internal Service Funds (ISF)

In 2014-15 three new Internal Service Funds, Information Technology, Fleet Maintenance, and Building Maintenance were created. These three divisions were previously included in the General Fund, and cash transfers from other funds were made each year to reimburse the General Fund for costs. With the new ISFs, these three divisions are now accounted for in separate funds, and all funds pay for their cost of service. There is no overall expense effect on any fund; this is simply a different, and better, accounting and management technique. For the 2015-16 fiscal year, revenues and expenses balance.

Other Funds

The City manages three Lighting and Landscaping Improvement Districts and these budgets are brought to the Council separately. The Newell and LaVigne Open Space Funds generate small amounts of revenue and are only used to maintain the dedicated and restricted open space (not the trails). The debt service, Measure A, COPS and abandoned vehicle funds are

pass-through funds that receive revenue from various sources and are only used for restricted purposes.

Capital Project Funds

For Fiscal Year 2015-16 the City Council approved six new projects totaling \$2,194,000 with an additional \$1,581,000 to finish three projects from 2014-15. The City Council also authorized \$4,345,177 to be carried over to complete 23 previously approved projects. Investment in capital improvements fosters economic vitality, neighborhood vitality and preservation of city infrastructure by improving public amenities in areas lacking or having deficient service.

American Canyon Fire Protection District Budget

The American Canyon Fire Protection District's ("District") financial condition is sound despite the poor economic conditions of the past few years. To conserve resources, District staff has economized whenever possible.

For fiscal year 2015-16, the District is well positioned to maintain its service levels as the economy and revenues slowly continue to recover. Although the 2015-16 operating budget is conservative, it has elements which plan for the future by continuing to fund long term obligations such as the OPEB Trust. In 2014-15 three vacant firefighter positions were filled following three retirements. Currently one fire captain and one firefighter position remain unfilled after recent retirements.

Staff continues to evaluate opportunities for greater efficiencies such as collaboration with neighboring agencies as well as seeking cost recovery in order to maintain or enhance current service levels.

District goals for the upcoming fiscal year include updating the strategic plan, completing a remodel of the Emergency Operations Center ("EOC") at the Public Safety Facility and updating the City/District Emergency Operations Plan.

Budget Summary

The District's Operations Fund accounts for the day to day expenses of running the Fire District. Overall, the fund's financial condition is good based on the projected fund balance of \$3.8 million at June 30, 2015. Adequate reserves are available to fund emergencies, should they arise. The District has maintained balances at the target of 20% of the operating budget in the contingency reserve and at the \$500,000 target in the catastrophic reserves.

For fiscal year 2014-15, property taxes, the District's top revenue source, is projected to be \$3.3 million. Property taxes represent about 80% of the Operations Fund revenues and are vital to financing the District's continuing operations. Due to an improving economy, and the subsequent housing market recovery, property tax revenue is forecast to be about 6% higher than what was budgeted in 2014-15.

The proposed 2015-16 budget for fire assessment fees, the District's other significant revenue source, is \$575 thousand for fiscal year 2015-2016. These fees are assessed on property owners within the District's boundaries to help maintain adequate fire service response

levels. The Board approves these fees annually. The fees are calculated based on each particular structure construction type, fire flow area, proximity of other structures, type of occupancy, and the presence of fire prevention devices. This is a reliable and stable source of revenue for the District. The budget does not reflect any increase in the fees for fiscal year 2015-16.

The District's Operations Fund total estimated revenue for fiscal year 2015-16 is \$4.44 million. The fiscal year 2015-16 budget set appropriations at \$4.64 million. Although the fiscal year 2015-16 budget shows a small deficit, the long term financial outlook for the District remains good.

The joint powers agreement ("JPA") with the City of Napa Fire Department initiated in 2011 continues to provide efficiencies and cost savings while offsetting a portion of the District's administrative workload. The JPA has been very successful and beneficial for both agencies and staff recommends continuing the collaboration indefinitely. The majority of the JPA focus is on Fire Prevention (of which a portion is offset by the new prevention fees established in 2012). The 2015-16 budget continues the evolution of the JPA with the addition of a shared (50/50) full time Fire Inspector position. This will enhance the efficiency and quality of fire prevention services and replace a temporary contract inspector with a more qualified, long term employee, at no additional cost.

The operating budget includes an increase in CalPERS retirement contributions and an employee cost of living adjustment. The operating budget also contains an appropriation of \$177,500 for retiree health benefits, \$179,000 for future retiree health benefits (OPEB Trust) and \$30,000 for an EOC remodel that was carried forward from fiscal year 2014-15. Due to the unprecedented wildfire activity in Northern California this summer the budget also includes an increase for strike-team overtime. Overtime expense related to strike team activity is fully reimbursed by the California Office of Emergency Services.

The Fire Equipment Replacement fund account #860-970-5616 contains \$65,000 to replace a fire command vehicle for fiscal year 2015-16.

The District's financial standing was impacted by the "great recession" but fortunately the economy is now improving. The District's cost conscious operations and conservative financial planning have enabled the accumulation of an appropriate level of reserves. As a result, the recession had little impact on service levels. The improving economy promises to strengthen the Fire District's finances which will help enable it to meet its future goals.

The District's reserves will be maintained at the 20% target established by the District's fiscal policy.

Conclusion

During fiscal year 2015-16, City and District staff will continue monitoring revenue projections and expenditures and exercising fiscally prudent restraint as we maintain the short and long-term priority of fiscal stability. The City will continue to preserve funding for the Council's adopted reserves policies as well as withstand the challenges imposed by external sources.

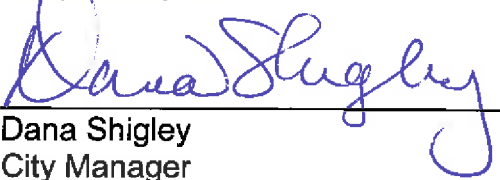
Our staff has adopted and are prudently executing the Council's Strategic Goals and Objectives. The 2015-16 fiscal year budget emphasizes the City's Management Team and

employee's dedication in finding creative and productive solutions to improve services to our residents and businesses and also to encourage economic growth in the City. This adopted budget is a reflection of the City of American Canyon's commitment to meeting our fiscal challenges, while continuing exceptionally responsive service levels.

We want to thank the City Council for providing focused policy direction and guidance throughout the development of the adopted budget. We also want to thank our Management Team Members and their staff who recognize the fiscal challenges the City faces, and yet develop budgets which allow them to continue to deliver high quality services. Their hard work and concerted effort are crucial in the budget development process and more importantly in making our City a better place to work and live.

We also want to extend our special thanks to the Finance Department staff who worked tirelessly in the preparation of this budget document.

Respectfully Submitted,



Dana Shigley
City Manager



Glen Weeks
Fire Chief



City of American Canyon Strategic Plan

VISION

AMERICAN CANYON

HOME to an engaged, diverse community

DESTINATION for outdoor recreation and natural beauty

HUB of opportunity and economic vitality

MISSION

Our mission is to deliver exemplary services that are responsive to community priorities, ensure a healthy and sustainable organization, and drive us toward our shared vision for the future.

ORGANIZATIONAL VALUES

Core Values – How we do Business

- i Fiscal Responsibility
- i Professional Excellence
- i Transparency & Accountability
- i Customer Focus
- i Integrity

Strategic Values – How we accomplish the Core Values

- i Creativity & Innovation
- i Collaboration & Teamwork
- i Community Engagement
- i Leadership
- i Results Oriented

Ensure that American Canyon remains a safe community

i **Community & Sense of Place**

Build on the strength of our local community to develop a clear sense of place and establish our unique identity

i **Economic Development & Vitality**

Attract and expand diverse business and employment opportunities

i **Outdoors & Recreation**

Expand opportunities for use of outdoor recreation and an active lifestyle

i **Transportation**

Improve the City's transportation network to mitigate traffic and enhance the quality of life for the community

i **Infrastructure**

Develop and upgrade infrastructure resources to support sustainable growth

i **Quality Services & Organizational Effectiveness**

Deliver exemplary government services

**City of American Canyon
Implementation Plan Update
FY 2015-16**

Funding not applicable/Funded in adopted budget
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Strategy	Activities/Key Milestones	Responsible Department	Adopted Timing	2015/2016 Adopted Budget
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PS Public Safety: *Ensure that American Canyon remains a safe community.*

1	Review development projects for Crime Prevention through Environmental Design (CPTED)	1. Develop handout for merchants and residents with common methods and suggested improvements that follow CPTED standards. 2. Update officer training on CPTED as needed.	Chief Stuart	End of FY 6/30/15	n/a
2	Continue to emphasize community policing strategies and crime prevention through regular interaction with residents, students and business owners	1. Continue to work with property managers to identify problems and develop solutions. 2. Build relationships with the community through participation in activities such as: Neighborhood Watch, National Night Out, Property Managers group, DARE Program, Child Safety, Career Day and other public events.	Chief Stuart	On-going	n/a
3	Update the Fire District's Strategic/Five Year Plan (2009-2013)	1. Determine methodology for plan development (update) 2. Hold Fire Board Workshop 3. Adoption of plan by the Board of Directors	Chief Weeks	Spring 2015 for step one	n/a
4	Update Emergency Operations Plan to ensure preparedness for large scale natural or man-made disaster	1. Collaborate with County OES and other Napa County Local Govt Agencies 2. Develop County-wide Emergency Operation Plan 3. Develop local (American Canyon) Annex to the plan 4. Receive staff input regarding local annex 5. Board adoption by Resolution 6. Implement plan via functional training exercises	Chief Weeks	June 2015	n/a
5	Provide CERT training in American Canyon		Chief Weeks	COMPLETE	

CS 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.*

Maintain and strengthen our sense of community and build community relationships

1	Increase opportunities for low- and moderate-income housing (Valley View, other)	Implement new grants for assistance to low- and moderate-income families to acquire or rehab homes	CD Director	COMPLETE	
		Facilitate construction of the Valley View senior housing project by working with the developer, SAHA	CD Director	Undetermined; depends on funding; planning for 2016; CDBG grant application pending; HOME grant due fall 2015	n/a
		Update the City's inclusionary housing impact fees to provide more opportunities for low- and moderate income families	CD Director	In process; summer 2015 complete.	n/a
2	Bring back, or facilitate a community effort to bring back, the farmer's market and/or other summertime multi-week events	1. Obtain a consultant to prepare a farmers market feasibility study. 2. Submit a Healthy Eating/Local Food grant application to provide funds to startup a Farmers Market. 3. Implement local Farmer's Market or similar	City Manager	Study early 2015; implement Farmer's Market in summer 2016	Grant application pending. Minor amount of funding included in budget to supplement grant if needed.
3	Adopt an updated Housing Element of the General Plan	1. Select consultant 2. Community and Council feedback 3. Present to Planning Commission and City Council	CD Director	COMPLETE	

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4	Update the General Plan to align with the Community's vision	1. Select consultant for the GP Update 2. Conduct analysis & outreach 3. Present to City Council	CD Director	1. 2016 2. 2017 3. 2018	2015/2016 proposed budget is sufficient for developing RFP and selecting consultant for GP update. Completion of plan in 16/17, as noted.
5	Enhance communication and coordination between community groups, schools, etc.	Could take many forms. Examples may include: 1. placement of "community calendar" feature on new website 2. regular meetings between management staff and school personnel 3. staff attendance at service club meetings 4. others	City Manager	1. New website, spring 2015 2. Spring 2015 3. on-going	n/a
6	Create a "community gathering place" for the city	Could take many forms; "gathering places" can be spontaneous or planned. Ideas are: 1. Adoption of a Highway 29 Specific Plan with a form based code that encourages community gathering places in new development. Encourage new restaurants and shopping areas that encourage walking and gathering. 2. Adoption of the Watson Ranch Specific Plan will incorporate methods to ensure new community gathering places are constructed in the Ruins and Gardens. 3. Look for and implement codes and policies that encourage "pop up" or spontaneous gatherings See also Farmer's Market, above.	CD Director	1. and 2. Complete planning efforts in 15/16. Actual construction to follow. 3. Ordinance complete and adopted.	2015/2016 proposed budget includes funding for these efforts.
7	Develop and maintain positive relationships with NVUSD both at the district as well as site level and cross market events	1. High School student leadership to brief the City Council regarding campus life and activities. 2. Add local school news and events to the Friday update. 3. Continue valuable 2x2 meetings 4. Continued participation by staff with classroom presentations 5. Help market PTA/PTO events 6. Distribute relevant materials to families through schools, if feasible 7. Staff to meet with principals on a routine basis to discuss issues	City Manager	1. Complete/on-going 2. In process 3. On-going 4. Annual events; continuing to look for opportunities (drought, for example, public service day, Senior Shadow day, others.) 5. In process, need to spread the word that we will help 6. Will discuss further with district at next 2x2 7. 2015	n/a
8	Schedule more events on the east side of American Canyon and Develop events that encourage diverse attendance from all groups	1. Develop Special Events Committee (PCS member, OSAC member, current activities committee members, current organizers of July 4th) to review city special events and suggest changes 2. Present to PCS/OSAC/CC for input and approval	P&R Director	Form committee by end of 2014; complete review during 2015	Proposed budget includes additional funds for special events as determined by the SE committee.

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	Promote a unique community identity				
9	Create identifiable gateways into the City and Improve the "curb appeal" of Highway 29 (landscaping at the PGE substation, maintaining the highway median, median landscaping)	Obtain permit from Caltrans to maintain existing highway ROW locally and install minimum landscaping	P&R Director	Will obtain price quotes in anticipation of 15/16 budget	Funding NOT included in the proposed budget. Cost will be \$80,000 annually to maintain the highway medians (mowing, trash). Needs more discussion with Caltrans.
		Construct landscape improvements at the PGE substation	PW Director	Pending replacement of sewer line in the same easement. 15/16.	Sewer line project in current budget; construct summer 2016; need funds for landscaping at the same time. Will put pressure on PGE to fund.
		Install landscaping and other features that clearly identify to travelers when they are entering and leaving AC.	P&R Director	16/17	n/a
10	Implement underground utility districts to reduce unsightly power poles	1. Continue to review discretionary projects and require undergrounding of overhead utilities as a condition of approval. 2. Evaluate a comprehensive program to fund overhead utility undergrounding as part of the Highway 29 Specific Plan including the creation of an underground utility district.	PW Director	1. on-going 2. 16/17	n/a
11	Establish new design guidelines for architectural and landscape style within commercial districts and new residential neighborhoods	1. Adopt General Plan Amendment and Zone change application for Canyon Estates which include design guidelines developed in conjunction with input from the Steering Committee and public input. 2. Ensure the Watson Ranch Specific Plan provides design guidelines that offer a distinctively different architectural and landscape style from other neighborhoods in American Canyon. 3. Consider a form based zoning code for the Highway 29 Specific Plan that provides a cohesive style appropriate to a mixed use environment.	CD Director	Canyon Estates FY 14/15 Watson Ranch and Highway 29 FY 15/16	All efforts funded in the proposed budget.
12	Create one or more signature events in American Canyon that draw visitors and focus on our unique assets	Using same process as identified above for community events, identify tourist-attracting "signature events" as well.	P&R Director	2015	See above. Funded.
13	Working with the community, create a Public Art strategy for the community, which may include children's art, the 9/11 memorial, and others	1. Ad Hoc Arts Committee formed to provide feedback on a proposed Arts ordinance. 2. Outreach with Development and Arts Community. 3. Arts ordinance presented to the City Council for adoption. 4. Create a standing Arts Committee to prepare a Public Art Implementation Policy.	CD Director	FY 14/15	Arts Ordinance has been delayed, but sufficient staff time is included in the proposed budget to revisit this effort in early 2015/2016 (new Planner hired).
14	Develop a landscape strategy for consistency in city maintained landscape areas	Develop and implement a consistent signage plan for all parks and open spaces	P&R Director	Drafts underway. Will complete by summer 2015.	Funding to replace parks and open space signage included in proposed budget.
		1. Complete a detailed inventory of landscaped areas. 2. With help from a landscape architect, develop planting and maintenance strategies that are consistent throughout all landscaped areas 3. Incorporate new landscape/planting strategies in both city and privately landscape areas	P&R Director	Inventory complete; maintenance system in process. Funding for consultant assistance will be requested in 15/16 budget for implementation of plan by end of 2016.	The proposed budget includes funding for development of planting and landscape strategy citywide.

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ED Economic Development and Vitality: Attract and expand diverse business and employment opportunities.					
Improve opportunities for small businesses to start up and grow					
1	Provide opportunities for emerging/nontraditional retail business models (i.e., popup retail, home businesses, and food trucks)	Adopt Food Truck Ordinance	CD Director	COMPLETE	
2	Partner with the Chamber, NVC, and others to provide services to small businesses	1. Participate in Chamber small business/home business workshops and training 2. Coordinate business license/city services with Chamber as needed for small business support 3. Provide materials to easily explain ordinances (signage, for example)	City Manager	1. As staff time and funds allow. 2. Currently working on cross marketing Chamber materials to new business license holders. Complete by end of 2014. 3. Ongoing. Brochures regarding sign ordinance already created, will create others as staff time permits and needs arise.	Not a significant budget expense. Modest amount of funding in proposed budget for brochures or other materials.
3	Seek out and find funding sources for small business start-up/technical assistance	1. Obtain grants (HCD is one source, there are others) 2. Administer grants	City Manager	Undetermined. Work with regional ED partners to create an office for loan processing and administration, or other solutions. Needs research and regional participation. In 2015, will investigate options and create a plan for providing services.	Not funded. ED Manager position not funded in budget.
4	Provide specialized "small business" assistance through permitting and related city requirements	Offer "Small Business Liaison" staff member to assist small business owners understand regulations and procedures and help them obtain City services	City Manager	Undetermined.	Not funded. ED Manager position not funded in budget.
Develop the Green Island Industrial Area and Highway 29 Commercial District through comprehensive planning and infrastructure improvements					
5	Complete an ED Strategy Plan for the Green Island area	Issue RFP, award contract, complete study. Completion and implementation of this is heavily dependent on infrastructure analyses and improvements.	City Manager	More research and outreach is needed before strategy plan proceeds.	Not funded in budget.
6	Complete the Highway 29 PDA Specific Plan, including strategy plan for the commercial corridor	1. Evaluate business types likely to be successful along the corridor (based on types of highway user, resident interests, infrastructure needs, other factors) 2. Develop guidelines and policies that made development of key business types easy to accomplish	CD Director and City Manager	Completion of PDA specific plan, 2016	Funded in budget.

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7	Revitalize vacant and underutilized properties along Highway 29	1. Identify vacant and underutilized parcels and their potential uses, including feasibility of parcel consolidation, during Highway 29 specific plan study 2. Meet with property owners to determine their interest in developing and/or consolidating sites 3. Facilitate development in accordance with the Specific Plan. 4. In the mean time, as parcels become available, talk with property owners about consolidating and developing and facilitate desired outcome as much as possible. 5. Example #1: vacant parcel next to City Hall 6. Example #2: old gas station by General Plumbing	CD Director and City Manager	1. 2016 2. During/following Hwy 29 SP 3. Long term, as development occurs 4. As development occurs 5. In process. Expect to complete entitlement and begin construction mid 2015 6. Property owner waiting for two-year period to elapse before proceeding. 2016	ED Manager position not funded in budget. However, this effort will be included in the PDA specific plan.
8	Focus on industries that provide jobs for local residents, not more commuters	Highway 29 Specific Plan will help identify such industries and development opportunities. Emphasize medical industry whenever possible.	CD Director and City Manager	Completion of PDA specific plan, 2016, and on-going	n/a
Encourage and facilitate tourism					
9	Encourage tourism focused on our outdoor spaces and parks	Embrace and market the City as a "Destination for outdoor recreation and natural beauty": 1. Develop brochures and rack cards for distribution to hotels, VNV, Chamber, etc. 2. Complete and distribute the "Destination" video, currently under production, to increase awareness of our offerings. 3. Update the website to focus on outdoor recreational assets. 4. Partner with TBID for other outreach/marketing efforts of interest	City Manager and P&R Director	1. 6/30/2015 2. 12/31/2014 3. 12/31/2014 4. As needed	Funding is provided in budget for brochures and similar marketing material. Additionally, fundings provided for the Visitor Center.
		Develop programs and events to highlight and increase awareness of our outdoor recreational assets (see strategies elsewhere in this document for additional info)	P&R Director	Hire program coordinator by end of 2014; develop and implement programs in 2015	On-going funding included in budget.
		Complete and showcase important milestones for outdoor recreation including planning and completion segments of the Vine Trail, Bay Trail, River to Ridge Trail, and Ridge Trail (see strategies elsewhere in this document for additional information)	P&R Director	As trails are completed/connected	Vine Trail/Silver Oak Trail project funded in budget. Grants pending for other segments of Bay Trail. Grant Pending for Newell Trail improvements.
10	Consider Clark Ranch and the ruins as potential tourist destinations	Ruins: The "ruins" are planned for incorporation into the Wason Ranch/Napa Valley Gardens and Ruins project, currently under review. Activities include processing this potential development project to completion. Clark Ranch: Using information obtained from previous and new community outreach, create a master plan for Clarke Ranch.	CD Director City Manager	The developer's schedule indicates completion of entitlements in late 2015 or early 2016. Wetlands delineation currently underway. Will ask for funding for master plan in 2015/2016 fiscal year budget.	Processing of Watson Ranch development proposal funded in budget. Funded in budget.

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11	In coordination with the TBID, VNV and Chamber of commerce, develop and implement a marketing strategy	Assist and support the Chamber of Commerce as they plan for and open a Welcome Center in American Canyon.	City Manager	2014/2015, as Chamber plans to open new Welcome Center in summer/fall 2015.	Funded in budget.

OR **Outdoors and Recreation:** *Expand opportunities for use of outdoor recreation and an active lifestyle.*

Enhance recreation programs and events

1	Develop a partnership policy and process to identify and embrace service delivery provided by other organizations that meet recreation needs but require support from the City.	1. Identify current groups that are (or could be) in partnership w/the city (some possible groups that may be affected include: AYSO, ACYF, AHI, ACLL, Senior Council, KHOPE, HS Athletics, Audubon.) 2. Draft process/policy and review with PCS/Events Ad Hoc and stakeholders. 3. Propose policy to City Council for approval.	Parks and Recreation Director, Recreation Manager	Summer 2015	n/a
2	Continually evaluate programs to identify possible new program areas and improve existing programs.	Evaluation of current programs through customer feedback forms to determine satisfaction. Make corrections as needed. Conduct community parks and recreation needs assessment every five years to determine satisfaction, unmet needs and opportunities. Gain community feedback and input regarding program ideas; research and develop program concepts to meet new trends and unmet needs. Use information obtained from NCS citywide survey every two years to obtain a broader sense of overall satisfaction with programs	Parks and Recreation Director, Recreation Manager	On-going	n/a
				To be completed in 2015, and every five years thereafter	n/a
				On-going	n/a
				To be completed in 2015, and every two years thereafter	n/a
3	Identify and implement more programming focused on Newell Open Space and Wetlands	1. Hire the Environmental Program Coordinator (PT). 2. Analyze current programming, possible new programming, results of needs assessment 3. Take recommendations to PCS/OSAC 4. Request budget funds and implement	Parks and Recreation Director, Recreation Manager	Hire program coordinator by December 2014; recommendations to PCS/OSAC summer 2015; implement after	On-going funding included in budget.
4	Improve Healthy People/Healthy Planet	Community group has taken this on. Support that group, if they desire/continue.			Increased funding for special events included in budget; selection of events to be determined by SE Committee
5	Focus on fewer special events, but better special events	See Special Events Committee, under Community and Sense of Place			see above.

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Develop capital plans and invest in parks and open space					
6	Complete a facilities needs analysis for parks facilities and determine funding sources to meet community interests	1. Develop a scope/RFP and hire a consultant. 2. With considerable community outreach, complete needs assessment. 3. Report preliminary results to PCS/OSAC. 4. Final report presented to Council. 5. Identify facility needs/priorities for possible inclusion in Parks and Recreation Master Plan and City CIP.	P&R Director	In process. Complete summer 2015.	n/a
7	Create a master plan for Clark Ranch for future development	1. Develop scope/RFP for a master plan consultant 2. Hire consultant and go through master plan process, with considerable public outreach (and consider the outreach already completed) 3. Seek funding and development options	P&R Director	Environmental analysis underway. Plan to complete the master plan in 2015/2016 fiscal year.	Included in budget.
8	Investigate methods to preserve public views and access on the top of Oat Hill	Developer dedication from entitlement applications. The Specialty Commercial zoning was amended in 2013 to require public access when development occurs. Investigate possible transfer of development rights to retain eastern slopes as open space when considering new industrial zoning in other parts of the city.	CD Director	As development is proposed	n/a
9	Construct recreational infrastructure improvements at Newell Open Space	Construct multi-purpose access trail along Creekside alignment. Construct other improvements to trails within the open space, to protect sensitive areas, create viewing areas, etc.	P&R Director P&R Director	Acquire ROW and install fence summer/fall 2-15. As projects and funding arise.	Grant was not awarded. Funding in budget for fencing and minor improvements. No funding for full trail access project. as noted above.
10	Develop a volunteer support group to assist with management of the Wetlands and Newell Open Space	1. Hire Environmental Coordinator. 2. Develop programming, in coordination with OSAC 3. Recruit/orient volunteers	P&R Director/Environmental Program Coordinator	Coordinator on board and programming under development and implementation.	n/a
11	Ensure future housing developments provide parks and recreation amenities as needed to meet development needs	Continue to have the P&R Director, as well as PCS/OSAC, involved in the review of development applications to ensure necessary park amenities are included within the proposed project (as prescribed in the Parks and Recreation Master Plan and General Plan) Ensure the Parks and Recreation Master Plan and General Plan are updated regularly and reflect current community needs and interests Review and update Parks and Facilities development fees regularly to insure they reflect current community needs	P&R Director P&R Director, CD Director CD Director and P&R Director	As development is proposed. Currently, emphasis is on Watson Ranch. Will request funds for P&R Master Plan update in 2015/2016 budget. No timeline set for GP update. Currently evaluating option to update fees for CPI changes only. Will completely update fee after Needs Assessment.	n/a Funding for Master Plan update in proposed budget. Funding for complete impact fee study in proposed budget.

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Strategy	Activities/Key Milestones	Responsible Department	Adopted Timing	2015/2016 Adopted Budget
12 Encourage, support and facilitate the Vine Trail, River to Ridge Trail and the Napa River/Bay Trail, as well as connectivity between trail systems	There are many possible component projects, which may include (but not limited to): 1. Require development of the Vine Trail and River to Ridge Trail through the Watson Ranch proposed subdivision 2. Develop Vine Trail Head near Newell Open Space. 3. Solidify and build Bay Trail and Vine Trail alignments through the City and ensure connectivity beyond the City limits. 4. Support regional efforts to continue trails beyond the City limits, specifically the Napa River Trail connection to the City of Napa and the Bay Trail/Vine Trail connection to Vallejo. 5. Appoint an OSAC member to maintain communication with organizing boards and regularly report back to the OSAC members on developments. Request each organization to provide an annual update to OSAC.	Parks and Recreation Director	1. Ongoing, as Watson Ranch is planned. 2. 2015-16 3. Ongoing. Alignments change occasionally as development occurs. 4. On-going, and high priority 5. 2014-15, and ongoing	as noted previously.
13 As much as possible, ensure recreational trails are suitable for pedestrians, bicyclists, and equestrians	Develop trail standards that ensure multimodal trail access. Construct as proposed in standards. Conduct a Bike Friendly study within American Canyon to determine bike suitability and what improvements would increase bike access throughout the community.	P&R Director, PW Director P&R Director	PW to update standards by fall 2015. 2015-2016	n/a Funding not provided in the budget for this effort. NCTPA is completing a pedestrian plan that will assist this effort.
14 Develop and implement standards and management plans for parks/LLADs	1. Complete a detailed inventory of areas of responsibility. 2. Develop an enhanced maintenance management system, including maintenance schedules, inspection processes and evaluation of community feedback 3. Implement new standards, and ensure staff/consultants are trained	P&R Director	Implement for 2015 season	75% complete; ongoing. No additional budget funding necessary. Included in operations analysis provided by needs assessment consultant.

TR Transportation: Improve the City's transportation network to mitigate traffic and enhance the quality of life for the community.

Improve traffic flow along Highway 29

1 Seek and obtain funding for highway widening consistent with the Highway 29 corridor study, one piece at a time	Necessary tasks, not necessarily in order: 1. Complete Traffic Impact Fee Study and ensure we are properly collecting funds to assist with projects 2. Complete Highway 29 Specific Plan, Plan Line and ROW Appraisal Map 3. Develop plans for specific components of the project 4. Analyze potential environmental impacts and prepare project-specific CEQA and NEPA documents 5. Secure property rights as needed 6. Underground utilities as needed 7. Identify and obtain funding sources Note: Other projects at specific intersections (eg, Napa Junction Road, Eucalyptus Drive) and other regional serving roadway extension projects (eg, Newell Drive and Devlin Road) will be implemented on a parallel path and/or in advance of improvement on the mainline highway.)	PW Director	1. March 2015 2. 2016 3. to 7. Very long term, as funds and projects arise. Start developing plans beginning in 2017 in anticipation of obtaining construction funds in future years.	Funding included for Highway 29 Specific Plan. See also Capital Improvement Budget.
2 Ensure future development provides mitigation for traffic impacts on the highway	Complete Traffic Impact Fee Study	PW Director	COMPLETE	

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Improve multi-modal traffic circulation throughout the City					
3	In coordination with NCTPA, identify a site and implement a park and ride facility	Funding and property in place for interim facility. In future, more robust facility may be needed.	PW Director	COMPLETE	
4	Construct improvements to Theresa/Eucalyptus	1. Develop final concept with Traffic Ad Hoc 2. Complete plans, environmental review, obtain property rights and encroachment permit from CalTrans 3. Finalize funding (partially funded) 4. Construct improvements	PW Director	1. Finalize concept Summer 2015 2. and 3. 2015 and 2016 4. 2017 and 2018	Funds for design and permitting included in budget. Construction budget to be added later (from known sources).
5	Construct final leg of Devlin Road	1. Settle on alignment and adopt a plan line 2. Prepare plans, specs, cost estimates, complete environmental review 3. Work with developer and County to fund project 4. Obtain ROW/property rights 5. Construct	PW Director	Alignment selection complete; ROW acquisition is holding up project. 2, 3, and 4. End of 2015 5. 2016-2017	Funding is provided to the extent possible; pending ROW acquisition.
6	Construct improvements to Highway 29 at Napa Junction	Eastside: Improvements to be completed by developer of the Napa Junction III project	Developer	2016	In budget as needed. Mostly developer funded.
		Westside: 1. Prepare plans, specs, cost estimates, complete environmental review 2. Obtain ROW/property rights 3. Construct	PW Director	Longer term, as needed in conjunction with development of properties on the west side.	not planned at this time.
7	Ensure all new and reconstructed streets meet our Complete Streets policy	1. Update engineering construction specs to ensure they comply with Complete Streets Policy standards 2. Add to checklist for development review to meet Complete Streets Policy standards	PW Director	Summer/fall 2015.	n/a
Improve the condition of our local streets					
8	Implement a pavement management and improvement strategy before and after measure T	Prior to Measure T: 1. Evaluate streets, utilities and engineering issues to identify opportunities for short term improvements 2. Prepare a "Pre-Measure T Action Plan" taking advantage of current revenue sources 3. Implement plan through the budget process	PW Director	1. End of 2014 2. March 2015, in anticipation of funding in the 2015/2016 budget 3. Annually, beginning in 2015/2016 Planning effort delayed as a result of drought	\$75k included in budget for crack sealing and street maintenance
		Anticipating Measure T: 1. Evaluate streets, utilities and engineering issues to identify longer-term areas for improvement 2. Prepare a "Measure T Implementation Plan" using Measure T funds as cost-effectively as possible and seek approval from the Citizens Oversight Committee 3. Implement plan		1. End of 2014 2. 2015/2016 3. Beginning in 2018	n/a
9	Pave Donaldson Way at Comm Park	Complete pavement project	PW Director	End of FY 14/15	n/a

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10	Construct improvements to Green Island Road	1. Prepare plans, specs, estimates and complete environmental review. 2. Acquire funding for project 3. Obtain ROW/property rights 4. Underground utilities 5. Construct project	PW Director	1. and 2. June 2015 Planning effort delayed due to drought - still in progress 3. End of 2015 4. 2016 5. 2016	Funding for design phase in budget
Improve safety and access for bicyclists and pedestrians					
11	Obtain consensus (community and Caltrans) on appropriate safety measures for pedestrian crossings on Highway 29	Hwy 29 Specific Plan to identify the best future location of three pedestrian overcrossings and the highway crossing of the Vine Trail. Caltrans to be consulted during this process.	CD Director, PW Director	2016 (Specific Plan)	Funding included in budget for specific plan.
12	Complete segments of Vine Trail	There are three segments remaining in American Canyon: 1. Devlin Road segment will be completed through the strategy of constructing the final leg of Devlin Road 2. Green Island Road segment will be completed through the strategy of constructing improvements to Green Island Road 3. The segment through Watson Ranch will be constructed in conjunction with the Watson Ranch project	PW Director	All these alignments will be completed along with the projects identified in the coming several years. See each project for additional information.	Silver Oak segment funded in budget. Devlin and Green Island segments will be included in larger road projects.
13	Update Public Works engineering standards to meet the current best practices in bicycle and pedestrian trail designs	1. Update engineering construction specs to ensure they comply with best practices in bicycle and pedestrian facilities design 2. Add to checklist for development review to meet new policies	PW Director	Fall 2015	n/a
14	Embark on a strategy to construct sidewalks in key city locations that lack such facilities	1. Countywide Transportation Plan will include a Countywide Pedestrian Plan including AC. 2. Update to the City's ADA transition plan 3. As opportunities (developments, grants) arise, fill gaps in sidewalks	PW Director	1 and 2: 2016 3. As projects and grants become available. Los Altos and RDM: construct in 2015 Theresa: construct in 2015	NCTPA plan to be done by 12/15 (includes ADA transition plan). Next focus: Donaldson west. Seeking grant funds. Surveying complete. Sufficient funds in budget to play for design.
15	Construct an east-west linear greenway through central American Canyon that connects the Bay Trail with the Vine Trail	Constructing the improvements to Theresa/Eucalyptus, Watson Ranch development, and the widening of Hwy 29 will together contribute to the east-west linear greenway.	PW Director, CD Director	Very long term. As projects present themselves.	n/a
16	Designate American Canyon as a Bike Friendly Community	Complete and submit application to the League of American Bicyclists	P&R Director	2015/2016	Funding not included in the budget for this effort.
17	Add bike parking facilities	1. Complete construction of the park & ride at the library 2. Complete installation of bike lockers at City Hall and the Corp Yard	PW Director	End of FY 14/15	n/a

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IN Infrastructure: <i>Develop and upgrade infrastructure resources to support sustainable growth.</i>					
Ensure we have a stable long-term water supply					
1	Revisit the Urban Water Management Plan (UWMP) and funding/allocation of water for commercial users; develop a better monitoring system for industrial users	UWMP will be updated as required by the Department of Water Resources in 2015/16.	PW Director	2015/2016	UWMP update included in proposed budget.
		Review and update Zero Water Footprint and related policies to clearly articulate practices and policies for compliance with the ZWF.	PW Director	Revisions to ZWF ordinance went to BRC on 9/30 and will bring to Council before end of year. Others (monitoring policy, list of projects, other) to be created/revisted in 2015.	n/a
		For better monitoring system - purchase and install FlexNet system with set points to alert staff to review usage. In the mean time, focus on top 25 users with monthly consumption review.	PW Director	Improvements to ST monitoring practices: end of March 2015 Installation of FlexNet: 2015/2016 budget year, funds allowing	Funding not requested in budget. Cost is anticipated to be \$1m Will look for grant funds.
2	Update (and implement) master plan and development fees for water and recycled water.	1. Complete master plans that accurately identifies future infrastructure, rehab/repair, and capacity improvements. 2. Complete nexus study to determine development fees.	PW Director	1. Master plans in development now, to be completed by June 2015 2. Fee updates in place by end of Calendar year 2015	Master plan funded.
3	Complete the recycled water system and connect more users to recycled water as supplies allow	1. Develop recycled water storage at WWTP to provide improvements and flexibility in the supply of recycled water. 2. Extend mains and convert remaining parks and city facilities to recycled water 3. Require developers to connect segments of recycled system in conjunction with development projects in compliance with ZWF	PW Director	1. In construction now. 2. funding for extension of RW system to Dodd Court in budget; 3. Policy adopted by Council and implementation in process for commercial users. Parks in process and conversions funded in budget.	funds in budget as noted.
4	Build a high pressure tank	Complete plans and construct tank.	PW Director	Not determined. This project is driven by development needs.	n/a
5	Identify water storage solutions	1. Complete detailed review of current/past analyses and possible new ideas/constraints 2. Prioritize most likely solutions 3. Complete more detailed analysis of most viable solutions	PW Director	1. 6/30/2015 2. 12/31/2015 3. Depends on possible solutions selected for study	n/a at this time. To be included in budget at a later date.
6	Revise landscape ordinance to require greater use of xeriscape and drought tolerant plants	Adopt Citywide Water Efficient Landscape Ordinance	CD Director	COMPLETE	
7	Explore and implement new uses for recycled water (See also "Revisit the UWMP...", above)	1. Complete recycled water master plan to identify potential future customers and uses. 2. Complete water reclamation facility master plan to identify improvements needed at WWTP to increase production, quality and reliability of recycled water. 3. Implement recycled water system and WWTP improvements, both current projects (anticipated RW storage tank, screw press, new screening) and future projects (replacement of cartridges and more).	PW Director	1. Mid to late 2015 2. 2016 3. Ongoing, and long term. Currently identified projects underway and expect to be completed in 2015. Replacement screens and other future projects to be proposed and funded as identified in the two master plans.	UWMP update included, alongwith analysis of pretreatment options. Identified WWTP projects included in current or proposed budget.

**City of American Canyon
Implementation Plan Update
FY 2015-16**

Funding not applicable/Funded in adopted budget
Was not funded in the adopted budget

Strategy	Activities/Key Milestones	Responsible Department	Adopted Timing	2015/2016 Adopted Budget	
8	Continue to engage the Blue Ribbon Committee on Water Resources for feedback and assistance on water issues	Ongoing and in progress - BRC met to discuss draft WELO and ZWF ordinance on 9/30/14. Future topics to include groundwater/well policy, changes in water contracts, UWMP update, use of recycled water, etc.	PW Director	Ongoing	n/a
Ensure we can treat both residential and industrial wastes effectively and efficiently					
9	Construct improvements at WWTP to improve capacity (to 2.5 mgd)	1. Replace screens 2. Modify Equalization Basin 3. Replace membranes	PW Director	1. Spring 2015 2. Late 2015 3. To be replaced in phases beginning in late 2015	All either in process or in budget.
10	Update the master plan and development fees for the collection system and waste water treatment plant	1. Update collection system master plan 2. Complete water reclamation facility master plan for wastewater treatment and recycled water production 3. Implement fee program for waste water and recycled water systems	PW Director	1. June 2015 2 and 3. June 2016	funded in budget.
11	Analyze options for pretreatment of industrial waste	1. Quantify volume and constituency of existing influent and determine available plant capacity for additional constituents 2. Link this analysis to Economic Development strategy to evaluate the types of customers we can serve/at what cost 3. Link development fees to strength of influent	PW Director	1. by June 2015 2. and 3. No timeline established - will depend on results of research	To be completed as part of UWMP updated. Funded.
Reduce the possibility of flooding through improvements to the storm drain system					
12	Implement new MS4 discharge permit	Implement MS4 permit requirements in eight categories: program management, education and outreach, public involvement, illicit discharge and elimination, construction site runoff control, pollution prevention, water quality and monitoring, program assessment.	PW Director	Year two requirements due June 2016, and include stormdrain outfall sampling and monitoring, stormwater pollution ordinances, new development standards for detention, and more. On-going annual	Funding is included in budget.
13	Construct Kimberly Park improvements to retain water during flood events	1. Seek direction from PCS and CC regarding use of site 2. Complete plans and specs and submit to Flood District for final confirmation 3. Seek other funds for non-measure-A-eligible costs 4. Construct	PW Director	1. November 18, 2014 2. Depending on alternative chosen, March through June 2015 3. Ongoing, one grant application in development now 4. Begin construction 2015	Funding will be added to budget when contract is awarded. Funds identified EXCEPT for restroom facility. If permanent restroom is desired, need approximately \$350k.
14	Consider ways to fund storm drain maintenance post Measure A	1. Meet with Flood District to determine how existing funds can be used after expiration of Measure A. 2. Look at other cities who have researched and/or implemented a storm drain fee for ideas.	PW Director	2016/2017	n/a

**City of American Canyon
Implementation Plan Update
FY 2015-16**

Funding not applicable/Funded in adopted budget
Was not funded in the adopted budget

Strategy	Activities/Key Milestones	Responsible Department	Adopted Timing	2015/2016 Adopted Budget	
Demonstrate leadership in environmentally friendly projects and policies					
15	Implement the Energy Efficiency Climate Action Plan (EECAP)	1. Reduce water use with an updated Water Efficient Landscape Ordinance 2. Create an American Canyon "Green Team" to coordinate EECAP implementation 3. Create a voluntary checklist of energy efficiency building features 4. Outreach and education of PG&E rebates and other financial savings programs	CD Director	1. December 2014 2. June 2015 3. Fall 2015 4. December 2015 5. 2016/17	Sufficient staff time available in budget.
16	Evaluate feasibility of installing solar or other alternate energy sources at the water or waste water treatment plants	Research options and construct.	PW Director	Current emphasis at WWTP and WTP is on plant efficiency and capacity, capital improvements and deferred maintenance. Initial analysis of solar options show not currently economically productive, given other needs. Will evaluate again as legislation changes. This project longer	n/a

QS Quality Services and Organizational Effectiveness: *Deliver exemplary government services.*

Maintain Fiscal Stability					
1	Update overall city user fees	1. Hire a consultant to review the current fee structure. 2. Bring updated fee schedule to the City Council for approval.	AS Director	2015/2016	funding included in budget.
2	Reduce Other Post-Employment Benefits (OPEB) costs	1. Hire a consultant to provide actuarial information regarding OPEB obligations. 2. Review options. 3. Negotiate any changes with Employee Bargaining Units.	AS Director	1. Actuarial complete 2. Review recommendations with Council by March 2015 and begin negotiations	Annual contribution fully funded in budget. Will address possible reductions during labor negotiations.
3	Review and update the General Fund reserves policies and capitalize the ISFs	1. Create recommendations and meet with Finance Committee 2. Present to Council	AS Director	To Finance Committee by March 2015, to Council as part of 2015/2016 budget process DELAYED	n/a
4	Review and update other finance policies	1. Review and provide recommendations to Finance Committee 2. To City Council for consideration	AS Director	Will break into components, tackling a section each year. Purchasing and Debt Service to be completed this fiscal year.	n/a
5	Enhance grant seeking and utilization efforts	Work with Grant Consultant to find grants for projects. In 2014/2015, anticipate applying for three grants we would not otherwise have applied for.	City Manager	Annually.	Funding included in budget for grant development assistance.
6	Amortize the inter fund loans and complete long term projections to insure the fiscal stability of the enterprise funds (particularly the water funds, given drought conditions)	1. Complete long-term fiscal review of Water and WasteWater funds 2. Discuss LT strategies and amortization of debt with Finance Committee 3. Bring recommendations to CC	AS Director	1. Projections and analysis 75% complete. 2. Summer 2015 3. By Summer 2015	n/a

**City of American Canyon
Implementation Plan Update
FY 2015-16**

Funding not applicable/Funded in adopted budget
Was not funded in the adopted budget

	Strategy	Activities/Key Milestones	Responsible Department	Adopted Timing	2015/2016 Adopted Budget
7	Evaluate the municipal cost saving opportunity of requiring private parks and private street maintenance in new master plan developments	During planning review process provide a cost benefit analysis for parks maintenance options. Most notable example is Watson Ranch, currently under development.	CD Director	When development occurs. In the case of Watson Ranch, PCS and OSAC have weighed in on the project, and internal meetings are scheduled on this topic. In process.	n/a
8	Complete fiscal analysis of new development to be sure the city can afford to meet the need of the new residents/businesses.	During planning review process provide a cost benefit analysis for parks maintenance options. Most notable example is Watson Ranch, currently under development.	CD Director	When development occurs. In the case of Watson Ranch, consultants are hired to fully study the economic impact of the project on the City.	n/a
Emphasize customer service and community priorities					
9	Engage in citywide customer service training	Create a training program and implement training on various topics related to customer service, safety, public service, etc.	AS Director/HR Manager	2015/2016	Funded included in budget.
10	Administer a community wide customer service survey	<ol style="list-style-type: none"> 1. Contract with NCS (National Citizens Survey). 2. Design survey and implement 3. Review results and share with CC and community 4. Repeat every 2 years 	City Manager	<ol style="list-style-type: none"> 1. Complete 2 and 3: Spring 2015 4. 2017 	n/a
11	Investigate technology to enhance public outreach	<p>Could be many ideas:</p> <ol style="list-style-type: none"> 1. Mind Mixer to allow two way dialog on meaningful topics 2. Mobile "report a problem" app 3. New software to manage developer billing 4. Scan old documents and make available on website 5. Topic specific websites (Visioning for example, and coming Specific Plan website) 	City Manager, CD Director, PW Director	<ol style="list-style-type: none"> 1. Launch October 31, 2014. Planned use for Watson Ranch, and other topics 2. In development; launch spring 2015 3. Review of options completed by end of calendar year 4. 2015/2016, after launch of new website 5. Specific Plan outreach/website will launch by end of calendar year 	n/a for 1, 2, 3 and 5. No funding provided in budget for document management/scanning. Budget does include funding for new Business License system to improve Customer Service.
12	Implement customer feedback forms or other method of receiving customer feedback on services provided.	Will be a part of the new website. (Note: this is already a practice in Parks and Rec. New program will make it easier for all departments to receive feedback)	CM Office	COMPLETE	
Encourage continuous improvement and use of best practices					
13	Review the permit process to identify opportunities for improvement	<ol style="list-style-type: none"> 1. Review current process. 2. Review other Best Practices for this type of work. 3. Implement changes. <p>Note: as part of our contract with Interwest, in 15/16 we will ask for a full review of all building/permitting processes with written recommendations. Increasing the number of over-the-counter permits, improving our checklists, offering certain permits on-line, etc.</p>	CD Director and PW Director	Late 2015.	Funding included for a new Building Official, who will help move this project along.

**City of American Canyon
Implementation Plan Update
FY 2015-16**

Funding not applicable/Funded in adopted budget
Was not funded in the adopted budget

Strategy	Activities/Key Milestones	Responsible Department	Adopted Timing	2015/2016 Adopted Budget
14 Increase and enhance employee engagement and development programs	Many ideas to implement over time. Examples: 1. Continue building the wellness program. 2. Continue using training with Target Solutions online web based programing. 3. Regular meetings with labor representatives, as well as mid-management team that results in meaningful feedback. 4. Regular newsletters and communication from CM office. 5. Conduct an employee survey. 6. Improve the employee award program.	AS Director and HR Manager	1. and 2. in process. 3. Management team was instrumental in developing this strategic plan. Will continue meetings quarterly. CM and ASD meet with labor representatives at least every 60 days to discuss relevant issues. 4. Employee newsletters issued quarterly. Occasional email communication from CM as appropriate. 5. 15/16 6. By end of 2014/2015	n/a
15 Improve both internal and public "usability" of budget document	1. Prepare a budget that meets standards of excellence for CSMFO award. 2. Create budget at a glance for the community. 3. Make budget accessible online in a user friendly manner.	AS Director	1. 2014/2015 2 and 3. For 2015/2016 budget	n/a
16 Upgrade Springbrook	1. Work with Springbrook and DNI to establish the conversion process guidelines. 2. Implement update 3. Train staff on how to use program	AS Director	COMPLETE	
17 Take advantage of computer software that can provide on-line services and permits	Ideas include: 1. Update business license software to make BL process faster and easier 2. Scan and provide electronic documents on the website 3. Offer certain building permits electronically 4. Provide easy access to GIS information on our website 5. Implement software for residents to easily report problems 6. Allow for water customers to sign up and terminate water service on-line	1. AS Director 2. City Clerk 3. CD Director 4. PW Director 5. PW Director 6. AS Director	1. Will request funding in 2015/2016 2. Most scanning already complete. In 2015/2016, will implement software to bridge to website. 3. early 2016 4. 15/16 fiscal year 5. before June, 2015 6. 15/16 fiscal year	1. included in proposed budget 2. Not funded in proposed budget 3. Not funded in proposed budget (new Building Official can lead this effort) 4. Not funded in budget; proceed on a limited basis as consultants/staff can provide. 5. Complete 6. Not funded in budget (but we did complete an upgrade that allows residents to pay on-line as needed)
18 Practice mentoring and succession planning to ensure a long-term stable organization	1. Identify likely succession needs in the next 5 years 2. Create a path for advancement for employees interested in and able to fill those positions 3. Practice mentorship and management development	AS Director/HR Manager	Continuous by CM and each department head.	n/a

**Fiscal Year
2015-16
City Organizational
Chart**



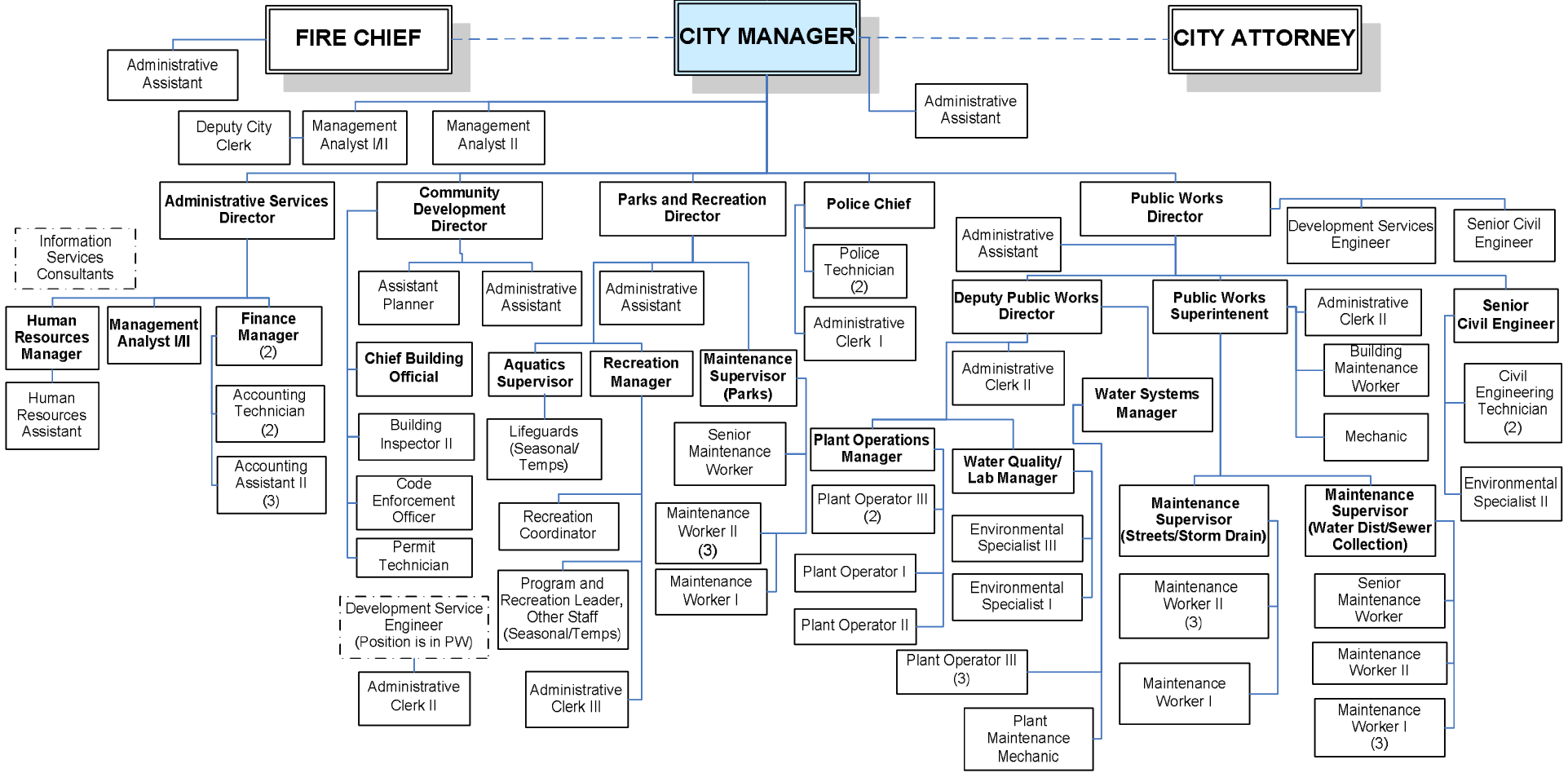
**American Canyon
Citizens**

**Mayor & City
Council**

CITY MANAGER

CITY ATTORNEY

FIRE CHIEF





Budget Summaries

**City of American Canyon
2015-16 Fiscal Year Budget**

Budget Summary

Fund #	Fund	Estimated Balance 7/1/15	Est. Revenues & Transfers In	Appropriations & Transfers Out	Estimated Balance 6/30/16
General Fund					
100	General Fund	\$ 11,048,001	20,468,115	20,427,903	\$ 11,088,213
Special Revenue Funds					
210	Storm Drain/Measure A	(175,062)	1,117,400	942,338	-
212	Gas Tax/Road Maintenance	306,552	430,308	533,725	203,135
214	Abandoned Vehicle	83,419	5,150	5,000	83,569
215	CalHome	-	300,000	300,000	-
216	CDBG / Housing Revolving Loan	72,830	47,050	47,000	72,880
217	HOME-8993	2,516	487,000	487,000	2,516
218	Citizens Options for Public Safety (COPS) Fund	3,119	100,100	100,100	3,119
252	Newell Open Space	72,601	9,990	4,000	78,591
254	LaVigne Open Space Maintenance.	174,754	400	3,200	171,954
261-2-3	Lighting & Landscape District	1,913,151	482,012	987,835	1,407,328
270	Zero Water Footprint Fund	32,460	-	1,027,000	(994,540)
222	Safe Route to School	(28,747)	160,962	132,215	-
240	Regional Surface Transportation Program	(3,508)	391,760	388,252	-
230	Transportation Development Act Fund	-	165,000	165,000	-
226	Transportation for Clean Air	(25,757)	345,666	319,909	-
Debt Service Funds					
410	2002 Lease Revenue / Gym	25,114	285,500	285,300	25,314
423	Cabernet Village / City Hall	4,189	476,900	476,800	4,289
426	Broadway Property / by City Hall	672	134,700	134,700	672

**City of American Canyon
2015-16 Fiscal Year Budget**

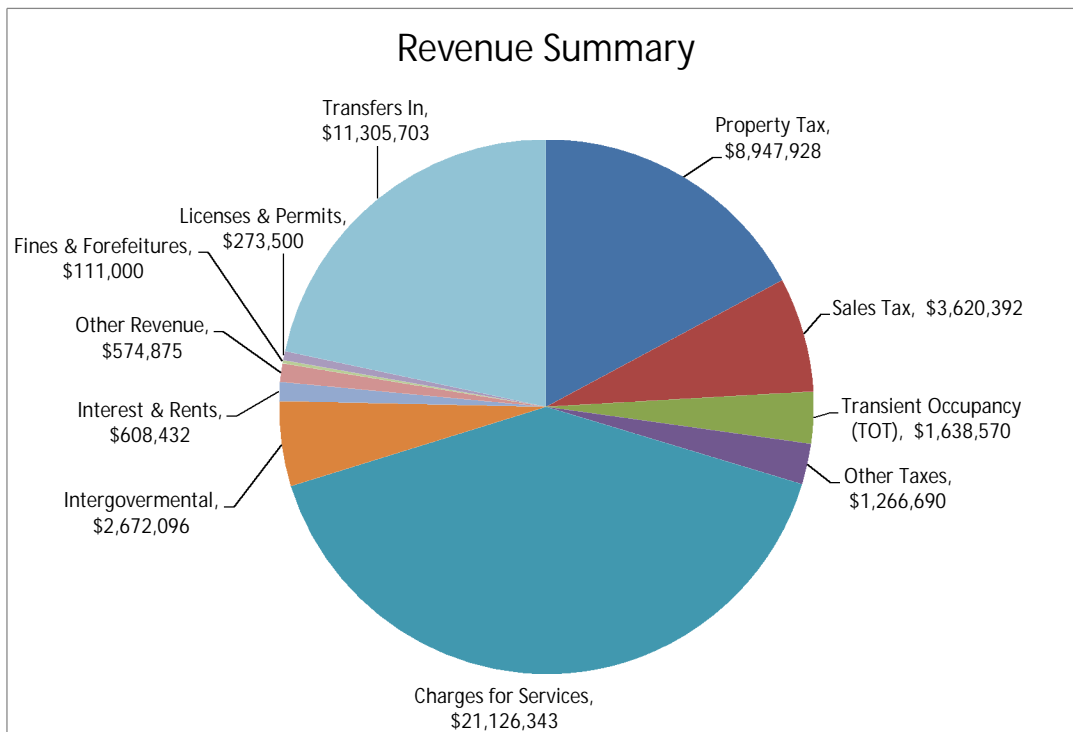
Budget Summary

Fund #	Fund	Estimated Balance 7/1/15	Est. Revenues & Transfers In	Appropriations & Transfers Out	Estimated Balance 6/30/16
Enterprise Funds					
510	Water Operations	1,578,863	4,606,600	6,852,379	(666,916)
520	Water Capacity Fees	898,933	2,012,182	868,198	2,042,917
540	Wastewater Operations	4,907,807	4,922,975	4,925,390	4,905,392
550	Wastewater Capacity Fees	(1,119,415)	2,232,075	2,958,868	(1,846,208)
Internal Service Funds					
651	Building Maintenance	-	332,082	331,978	104
652	Fleet	-	544,085	531,644	12,441
653	Information Systems	-	457,100	457,078	22
Capital Projects Funds					
310	Parks Impact	(105,479)	-	2,211	(107,690)
320	Traffic Impact	3,329,356	5,113,176	1,098,720	7,343,812
330	Civic Impact	(1,203,705)	129,347	164,700	(1,239,058)
340	Affordable Housing	1,007,078	1,640	116,741	891,977
350	Capital Projects - General Governmental		2,845,678	2,845,678	-
360	AC Road East Assessment District	1,700,000		1,700,000	-
530	Capital Projects - Water		1,302,736	1,302,736	-
560	Capital Projects - Wastewater		2,237,840	2,237,840	-
Totals		\$ 24,499,743	52,145,529	53,161,438	\$ 23,483,834

City of American Canyon 2015-16 Fiscal Year Budget

Summary - Revenues

	Total All Funds	General Fund	Enterprise Funds	Special Revenue Funds	Debt Service Funds	Internal Service Fund	Capital Projects Funds
Taxes							
Property	\$ 8,947,928	8,465,916		482,012			
Sales	3,620,392	2,502,992		1,117,400			
Transient Occupancy (TOT)	1,638,570	1,638,570					
Other Taxes	1,266,690	1,266,690					
Charges for Services	21,126,343	2,734,063	13,149,757	-			5,242,523
Intergovernmental	2,672,096	286,800		2,385,296			
Interest and Rents	608,432	568,925	26,600	11,090	300	167	1,350
Other Revenue	574,875	230,400	297,475	47,000			
Fines and Forfeitures	111,000	111,000					
Permits	273,500	273,500					
Transfers In	11,305,703	2,389,259	300,000	-	896,800	1,333,100	6,386,544
Total Revenues	\$ 52,145,529	20,468,115	13,773,832	4,042,798	897,100	1,333,267	\$ 11,630,417



City of American Canyon 2015-16 Fiscal Year Budget

Budget Summary - Expenses

	Total All Funds	General Fund	Enterprise Funds	Special Revenue Funds	Debt Service Funds	Internal Service Fund	Capital Projects Funds
Administration							
City Council	\$ 156,827	156,827					
City Manager	468,586	468,586					
City Clerk	320,695	320,695					
City Attorney	90,000	90,000					
Economic Development	100,821	100,821					
Developer Projects	250,000	250,000					
	1,386,929	1,386,929	-	-	-	-	-
Administrative Services							
Human Resources	410,404	410,404					
Risk Management	303,932	303,932					
Finance	809,536	809,536					
Utility Billing	703,559	411,959	291,600				
	2,227,431	1,935,831	291,600	-	-	-	-
Police / Sheriff	6,300,965	6,195,865		105,100			
Public Works							
Pblc Wrks Admin	463,553	463,553					
Capital Projects	649,765	649,765					
Streets & Roads	1,199,025	665,300		533,725			
Storm Drainage	1,377,927	435,589		942,338			
City Engineer	222,055	222,055					
Developer Projects	230,000	230,000					
Water Enterprise	3,574,572	-	3,574,572				
Wastewater Enterprise	3,492,145	-	3,492,145				
	11,209,042	2,666,262	7,066,717	1,476,063	-	-	-
Community Development							
Planning	771,254	771,254					
Housing Services	977,741	27,000		834,000			116,741
Building & Safety	719,923	719,923					
Developer Projects	1,200,000	1,200,000					
	3,668,918	2,718,177	-	834,000	-	-	116,741

**City of American Canyon
2015-16 Fiscal Year Budget**

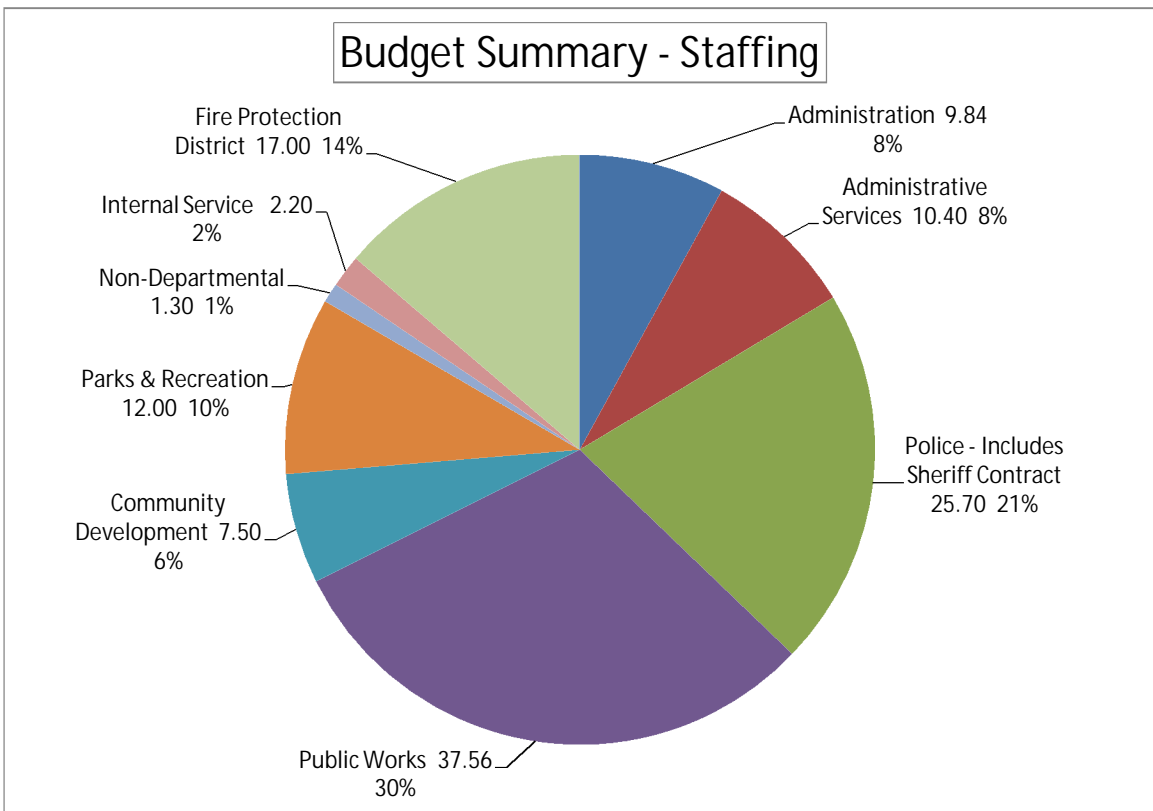
Budget Summary - Expenses

	Total All Funds	General Fund	Enterprise Funds	Special Revenue Funds	Debt Service Funds	Internal Service Fund	Capital Projects Funds
Parks & Recreation							
Parks Maintenance	2,129,561	1,134,526		995,035			
Recreation Programs	753,700	753,700					
Sports Programs	536,202	536,202					
Aquatics Programs	448,324	448,324					
Senior Center	138,948	138,948					
	4,006,735	3,011,700	-	995,035	-	-	-
Internal Service							
Building Maintenance	331,978	-				331,978	
Fleet Operations	531,644	-				531,644	
Information Services	457,078	-				457,078	
	-	-					
	1,320,700	-	-	-	-	1,320,700	-
Non Departmental	5,502,758	1,467,339	4,035,419				
Debt Service	3,583,715	911,800	1,610,415		896,800		164,700
Capital Improvement Pgm	13,954,245	134,000	2,600,684	2,032,376			9,187,185
Total Budget	\$ 53,161,438	\$ 20,427,903	\$ 15,604,835	\$ 5,442,574	\$ 896,800	\$ 1,320,700	\$ 9,468,626

City of American Canyon 2015-16 Fiscal Year Budget

Budget Summary - Staffing Full Time Equivalents (FTE)

Departments	Adopted Budget FY 12-13	Adopted Budget FY 13-14	Adopted Budget FY 14-15	Adopted Budget FY 15-16
Administration	10.30	8.80	9.84	9.84
Administrative Services	8.00	9.50	9.90	10.40
Police - Includes Sheriff Contract	25.70	25.70	25.70	25.70
Public Works	35.75	35.05	34.06	37.56
Community Development	6.70	6.70	6.50	7.50
Parks & Recreation	10.25	10.45	11.00	12.00
Non-Departmental	1.30	1.30	1.30	1.30
Internal Service	-	-	2.20	2.20
Fire Protection District	17.00	17.00	17.00	17.00
Total Staffing	115.00	114.50	117.50	123.50



City of American Canyon 2015-16 Fiscal Year Budget

Budget Summary - Staffing

Department and Divisions	Adopted Budget FY 12-13	Adopted Budget FY 13-14	Adopted Budget FY 14-15	Adopted Budget FY 15-16
Administration				
City Council	5.00	5.00	5.00	5.00
City Manager	1.65	2.15	2.55	2.55
City Clerk	1.40	1.40	1.65	1.65
Economic Development			0.54	0.54
Human Resources	2.00			
Administration Total	10.05	8.55	9.74	9.74
Administrative Services				
Human Resources		1.50	2.20	2.20
Finance	4.60	4.60	4.30	4.80
Information Systems	0.20	0.20	-	-
Utility Billing	3.20	3.20	3.40	3.40
Administrative Services Total	8.00	9.50	9.90	10.40
Police				
City Staff	2.70	2.70	2.70	2.70
Sheriff's Contract	23.00	23.00	23.00	23.00
Police / Sheriff Total	25.70	25.70	25.70	25.70
Public Works				
Public Works Administration	4.00	3.90	3.50	3.50
Capital Projects	2.00	1.60	3.00	4.00
Streets Maintenance	3.45	3.45	2.90	3.30
Storm Drainage	1.55	1.95	2.00	2.60
City Engineer	-	-	1.00	1.00
Storm Water quality	0.45	0.45	-	-
Water Treatment Plant	4.80	4.80	4.63	5.63
Water Distribution	4.30	4.25	4.45	4.45
Wastewater Treatment Plant	11.50	10.90	10.83	6.83
Collections	1.10	1.10	1.40	2.90
Solid Waste	0.35	0.35	0.35	3.35
Parks Maintenance			-	-
Fleet Operations	1.10	1.10	-	-
Building Maintenance	1.15	1.20	-	-
Public Works Total	35.75	35.05	34.06	37.56
Community Development				
Planning	1.60	1.60	3.25	3.25
Economic Development	0.45	0.45	-	-
Housing Services	0.10	0.10	-	-
Building & Safety	3.25	3.25	3.25	4.25
City Engineer	1.30	1.30	-	-
Community Development Total	6.70	6.70	6.50	7.50

City of American Canyon 2015-16 Fiscal Year Budget

Budget Summary - Staffing

Department and Divisions	Adopted Budget FY 12-13	Adopted Budget FY 13-14	Adopted Budget FY 14-15	Adopted Budget FY 15-16
Parks & Recreation				
Parks Maintenance	5.20	5.35	5.40	5.40
Park & Recreation Programs	2.75	2.80	2.20	2.20
Recreation Program & Events			1.80	2.80
Aquatics Programs	2.30	2.30	1.60	1.60
Park & Recreation Total	10.25	10.45	11.00	12.00
Non Departmental	1.30	1.30	1.30	1.30
Affordable Housing Fund				
City Manager	0.25	0.25	0.10	0.10
Affordable Housing Fund Total	0.25	0.25	0.10	0.10
Internal Services				
Building Maintenance			1.00	1.00
Fleet Operations			1.10	1.10
Information Systems			0.10	0.10
Internal Services Total	-	-	2.20	2.20
Fire Protection District	17.00	17.00	17.00	17.00
Total Staffing	115.00	114.50	117.50	123.50

City of American Canyon 2015-16 Fiscal Year Budget

Transfers and Support Service Cost Allocations

Transfers are budgeted in City Accounts as summarized in the table below for:

1. General Fund support service activities including Finance, Information Technology, Human Resources, etc.
This is explained in detail later in this section.
2. Debt Service expenses which are funded from the General Fund and Park Impact Fee Funds.
3. Street Maintenance, Lighting & Landscaping Assessment District Administration, Storm Water and expenses paid from one fund and reimbursed from a Special Revenue Fund.
4. Capital Improvement Program expenses reimbursed from grant funds, enterprise funds, etc.

Summary of Interfund Transfers							
	General Fund	Debt Service	Special Revenue	Enterprise Funds	Internal Service Funds	Cap Proj Funds	Total
Transfers In							
Support Service Charges	\$ 1,198,300				1,306,000		2,504,300
Measure A Fund Reimb	435,589					165,538	601,127
Abandoned Vehicles	5,000						5,000
COPS Subvention	100,100						100,100
Gas Tax Fund Street Maint	300,000						300,000
Lighting & Landscaping Assmt Dist	8,505						8,505
Zero Water Footprint	27,000						27,000
Enterprise Funds	20,000						20,000
Debt Service		896,800		300,000			1,196,800
Capital Projects - CIP	294,765					6,221,006	6,515,771
ISF Intrafund Transfers					27,100		27,100
	2,389,259	896,800	-	300,000	1,333,100	6,386,544	11,305,703
Transfers Out							
Support Service Charges	999,900			1,458,700	44,300	1,400	\$ 2,504,300
Lighting & Landscaping Assmt Dist			8,505				8,505
Zero Water Footprint			27,000				27,000
Enterprise Funds				20,000			20,000
Debt Service	896,800						896,800
Storm Drain Expense		300,000	435,589				735,589
Gas Tax			300,000				300,000
Capital Projects - CIP	134,000		1,550,639	3,600,684		1,395,986	6,681,309
Abandoned Vehicle Abatement Pgm			5,000				5,000
COPS Subvention			100,100				100,100
ISF Intrafund Transfers					27,100		27,100
	\$ 2,030,700	300,000	2,426,833	5,079,384	71,400	1,397,386	\$ 11,305,703

**City of American Canyon
2015-16 Fiscal Year Budget**

Support Services Cost Allocations Transfers

The budget includes cost allocations between the General Fund and other funds for various support services, as detailed below. Service costs allocated to the Water and Wastewater Enterprise funds are budgeted in those funds as an interfund transfer expense and recorded as an interfund transfer reimbursement in the General Fund. A table of allocated support service costs followed by a description of services provided and the basis of cost allocation is presented below.

Support Services	Transfers In	Transfers Out		
	Total Support Service	Water Enterprise	Wastewater Enterprise	Other
Finance	\$ 236,000	93,400	121,300	\$ 21,300
Human Resources	120,500	47,700	61,900	10,900
Information Technology	441,800	15,200	71,100	355,500
Utility Billing	460,800	276,500	184,300	
Risk Management	73,900	40,200	32,900	800
Fleet / Vehicle Maintenance	532,200	70,800	70,300	391,100
Building Maintenance	332,000	44,400	34,300	253,300
Public Works Administration	307,100	128,200	166,200	12,700
Public Works CIP				
TOTALS	\$ 2,504,300	\$ 716,400	\$ 742,300	\$ 1,045,600

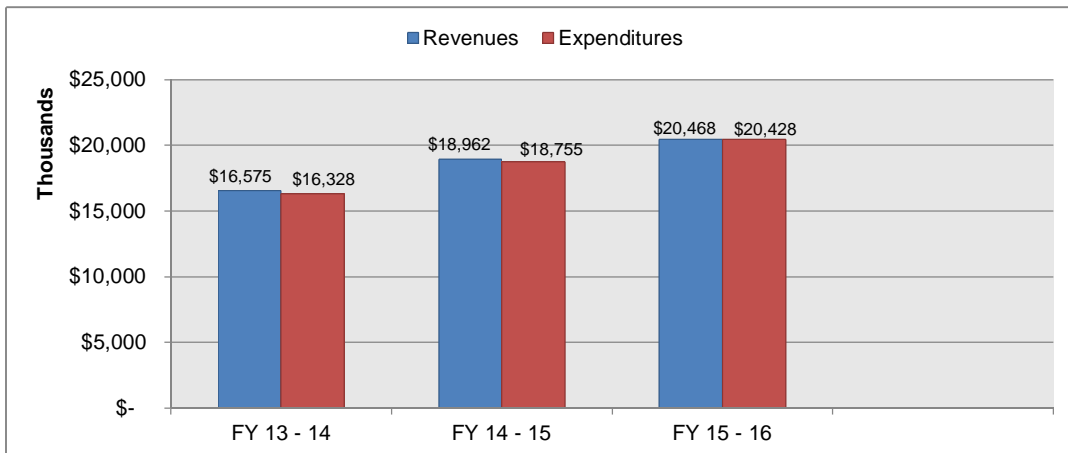


Fund Summaries

City of American Canyon 2015-16 Fiscal Year Budget

General Fund Adopted Budget Summary

	Actuals FY 13-14	Adopted Budget FY 14-15	Revised Budget FY 14-15	Estimated Actuals FY 14-15	Adopted Budget FY 15-16
Revenues					
Property Tax (Curr Sec)	\$ 5,781,805	6,153,270	6,153,270	6,231,020	\$ 6,565,626
Property Tax In Lieu	882,466	1,199,071	1,199,071	1,228,210	1,294,165
Property Tax (All Other)	558,224	584,643	584,643	520,190	606,125
Sales Tax (incl. 3flip)	2,562,425	2,311,239	2,311,239	2,309,412	2,502,992
TOT	1,249,161	1,309,000	1,309,000	1,499,000	1,638,570
Cardroom Tax	261,469	228,700	228,700	229,563	132,000
All other	5,279,903	6,205,326	8,139,907	6,944,541	7,728,637
Total Anticipated Revenues	16,575,451	17,991,249	19,925,831	18,961,936	20,468,115
Expenditures					
Salaries	\$ 3,953,192	4,578,766	4,367,818	4,119,620	\$ 4,534,243
Benefits	1,781,130	1,745,421	1,956,368	1,983,594	2,319,622
Sheriff Contract	5,289,873	5,404,722	5,404,722	5,404,722	5,545,986
All other	5,304,144	6,334,582	7,939,953	7,247,332	8,028,052
Expenditures	16,328,340	18,063,491	19,668,861	18,755,268	20,427,903
Difference (Change in Fund Bal)	247,112	(72,241)	256,971	206,669	40,212
Use of Vehicle Replacement Fund		-	-	-	\$ -
Beginning Fund Balance	\$ 10,594,221	10,841,333	10,841,333	10,841,333	\$ 11,048,001
Change	247,112	(72,241)	256,971	206,669	40,212
Ending Fund Balance	\$ 10,841,333	10,769,092	11,098,303	11,048,001	\$ 11,088,213



City of American Canyon 2015-16 Fiscal Year Budget

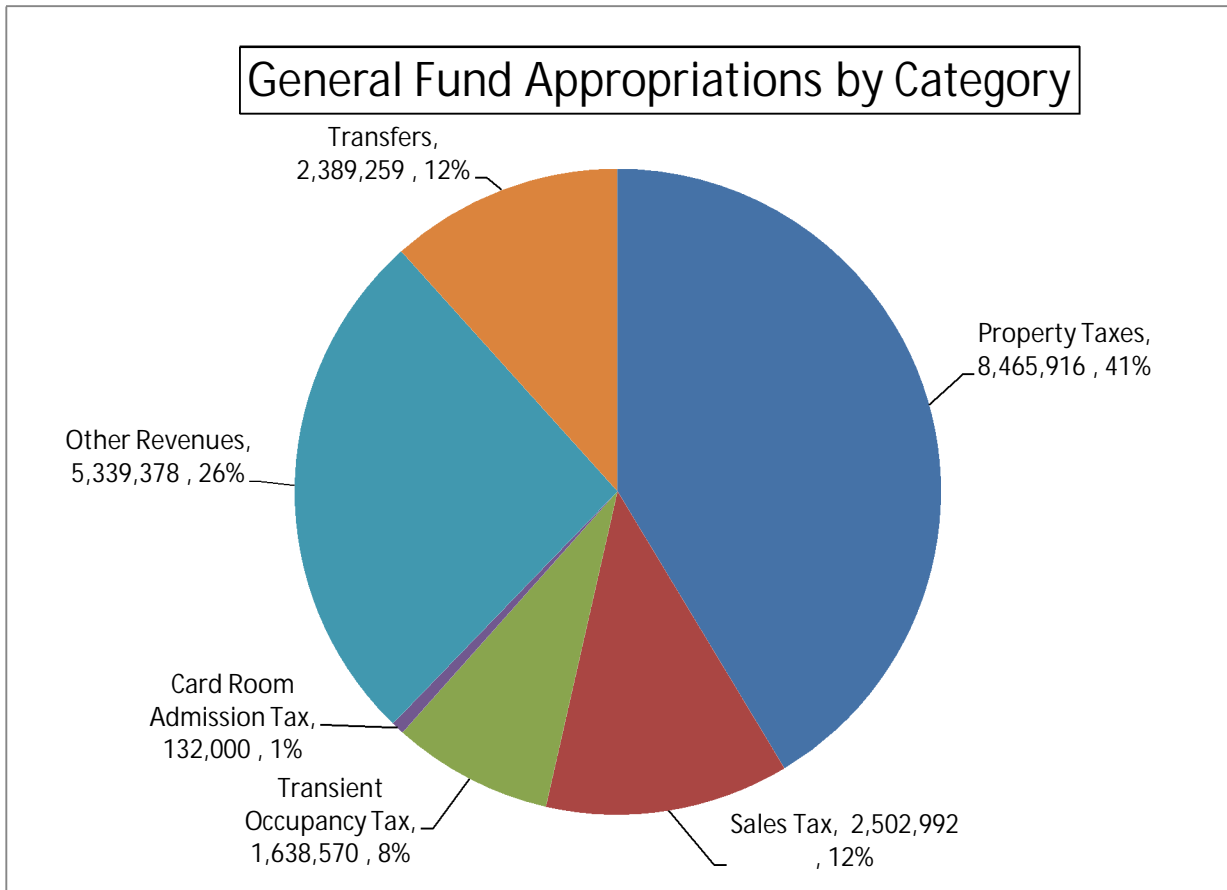
General Fund Revenues and Transfers

Description	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Property Taxes				
Current Secured	\$ 5,580,702	\$ 5,781,805	\$ 6,231,020	\$ 6,565,626
Current Unsecured	246,553	247,853	260,692	260,692
Supplemental	95,439	118,245	100,000	175,000
Prior Year	114,477	101,250	73,384	75,000
Homeowners Exemption	20,888	30,938	33,115	35,433
In Lieu of Vehicle License Fees	1,096,118	882,466	1,228,210	1,294,165
Property Transfer Tax	99,067	59,938	53,000	60,000
Total Property Taxes	7,253,244	7,222,495	7,979,421	8,465,916
Sales and Use Tax	2,279,352	2,562,425	2,309,412	2,502,992
Transient Occupancy Tax	1,064,355	1,249,161	1,499,000	1,638,570
Charges for Services	729,839	1,072,939	2,187,031	2,734,063
Franchise Taxes				
Natural Gas	37,621	40,039	41,796	43,153
Electricity	140,643	152,100	156,711	161,412
Cable TV	280,241	294,297	308,333	323,750
Solid Waste	118,657	131,381	155,905	160,000
Total Franchise Taxes	577,162	617,817	662,745	688,315
Interest and Rents	405,006	531,142	554,725	568,925
Intergovernmental Revenue	14,993	14,005	24,901	18,200
Card Room Admission Tax	147,152	261,469	229,563	132,000
Miscellaneous	445,325	426,192	333,680	499,000
Tourist Business Imp District Tax	177,393	208,193	249,833	273,095
Licenses and Permits	181,472	173,354	260,283	273,500
Business License Tax	115,878	134,047	152,000	173,280
Fines and Forfeitures	110,031	100,296	92,645	111,000
Other Sources	-			
Transfers In - Reimbursements	632,463	481,177	1,098,339	1,190,959
Transfers In - Support Services	1,448,151	1,520,740	1,328,358	1,198,300
Total General Fund Revenues	\$ 15,581,814	\$ 16,575,452	\$ 18,961,936	\$ 20,468,115

City of American Canyon 2015-16 Fiscal Year Budget

Analysis of Major General Fund Revenues

The General Fund is used to account for most of the day to day operations of the City with the exception of water and wastewater operations. Major revenue sources include property tax, sales tax, franchise tax, transient occupancy tax, other revenues and interfund transfers.



Forecasting revenue sources is critical to the budget process and is necessary to ensure comprehensive service delivery decisions. City residents depend on the core services the General Fund provides. A variety of different taxes are used to fund these services, therefore it is crucial to forecast them accurately. However, forecasting can be problematic as revenue estimating can be more of an art than a science.

Formulating the most accurate revenue projections involves the study of patterns or trends in previous years, actual historical data, and economic factors affecting each particular revenue source including home sales, foreclosure activity, assessed valuation trends, unemployment rates, impact of regional economic forces, planned developments, hotel/motel development, occupancy rate trends, travel & tourism trends, retail/commercial activity, consumer trends, and population growth. All of these factors are considered before initial projections are made. The Administrative Services Director reviews the forecast with the City Manager and collectively they finalize the revenue projection that is used for the budget.

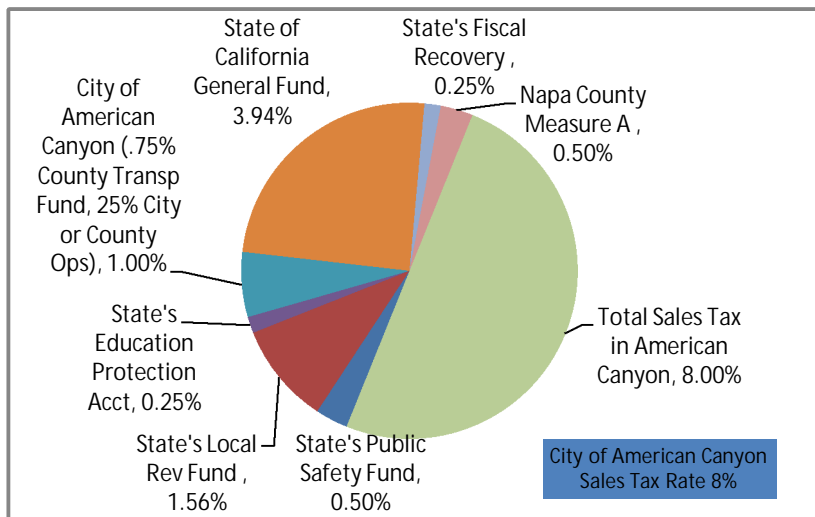
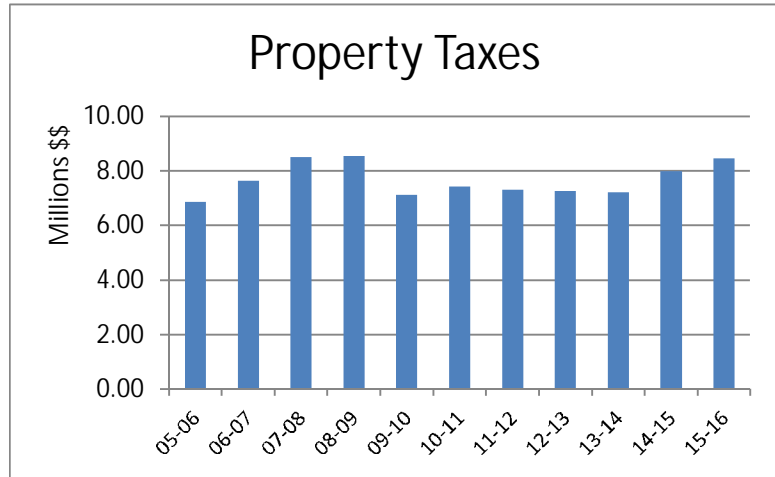
City of American Canyon 2015-16 Fiscal Year Budget

Property Taxes - at 8.46 million or 41% of total General Fund budgeted revenues for fiscal year 2015-16 are the single largest source of unrestricted revenues. Property tax is derived from the 1% levy on assessed valuation of real property within the City. The City receives about 29.57 cents of every dollar collected. Proposition 13, passed by the voters in 1978, capped property tax rates at 1% of assessed valuation.

Proposition 13 limits increases in property taxes by providing for a growth factor not to exceed 2% per year except when the property is sold. Then the assessed valuation is adjusted to market value.

Property taxes received include the City's share of the 1% levy plus unsecured and supplemental taxes. Additionally, beginning in fiscal year 2004-05, the State of California reduced City vehicle license fee revenue and back filled it with property taxes.

This bar graph shows property tax revenues realized by the City since fiscal year 2005-06. From fiscal year 2005-06 through fiscal year 2007-08, the City enjoyed an average increase in revenues of 11.4% per year. However, in fiscal year 2009-10, there was a \$1.42 million decrease in these critical revenues, a 16.6% drop. Over the next four years, revenues have been stable. In fiscal year 2014-15, revenues were estimated to increase by 6.5% and the fiscal year 2015-16 were budgeted at a 6.1% increase from last fiscal year's estimate.

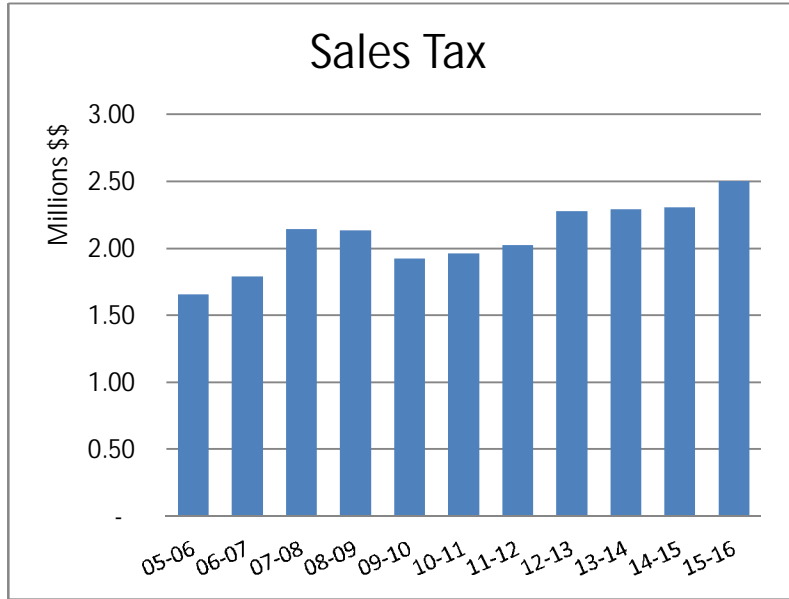


Sales Tax - at \$2.5 million or 12% of total General Fund budgeted revenues for fiscal year 2015-16 is the second largest source of unrestricted revenue. The allocation of the State's 8.00% sales tax is indicated in the pie chart at the left. The City of American Canyon receives 1% of the total sales tax allocation as indicated. The 1% is comprised of 75% County

City of American Canyon 2015-16 Fiscal Year Budget

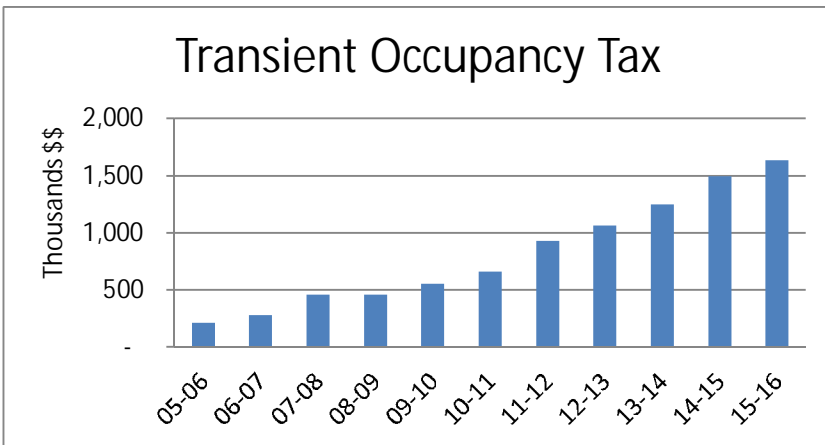
25% City or County Operations. In addition, the half percent Measure A sales tax that is assessed throughout Napa County benefits the City by funding storm water related projects. The tax is scheduled to sunset in 2018. Measure A taxes are accounted for in a special revenue fund.

The sales tax rate in the City of American Canyon is 8.00%. A \$1,000 taxable sale would result in a tax of \$80.00 and the City would receive \$10.00 as its share of the tax. Revenues peaked in fiscal years 2007-08 and 2008-09 at \$2.1 million and were down about 10% in fiscal year 2009-10. They rebounded in 2010-11 with a 2% increase. Sales tax revenues continued their recovery in 2011-12 with a 3% increase and significantly increased by 12.6% in FY 2012-13 and continued to be steady in FY 2013-2014 and FY 2014-2015. It is projected that the City will have an 8.4%



increase in sales in FY 2015-2016. As the economy improves, consumers are expanding their shopping habits and driving out of town more. We project an increase in retail sales from the industrial area as more and more wine is being directly sold and shipped and also an increase in construction material sales.

Transient Occupancy Tax (TOT) – started as a small share of the City’s General Fund revenue budget. However, as illustrated by the chart below, dramatic increases in this

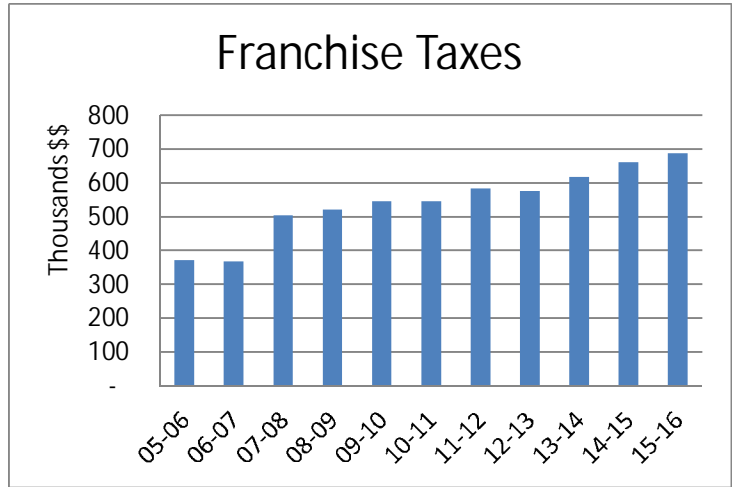


revenue source have occurred over the last six years. In 2015-16, revenues are projected to increase by 9.3% from estimated 2014-15 actual of \$1.49 million to \$1.63 million budgeted. In addition to the 2% TOT rate increase that was effective in January 2011, stronger marketing efforts by the County-wide Tourism Bureau Improvement District (TBID) is creating a

growing interest in wine tourism that is benefitting the local hotels with more bookings and higher room rates.

City of American Canyon 2015-16 Fiscal Year Budget

Franchise Taxes - are collected according to franchise agreements with businesses that provide electricity, natural gas, cable television and solid waste to residents of American Canyon. These payments are considered a “rent” or “toll” for the use of the streets and City rights of way. Revenue is estimated to increase by 7.3% from \$617 thousand in FY 2013-14 to \$662 thousand in FY 2014-15. In FY 2015-16 Franchise Taxes are budgeted at \$688 thousand, a 3.9% increase from last fiscal year’s estimate.



Interfund Transfers - at \$2.38 million or 12% of budgeted General Fund revenues represent a major portion of the fund’s resources. These transfers consist of two components; support services transfers from the Water and Wastewater Enterprise funds and transfers for reimbursement of qualifying expenses.

Support service expenses charged to the General Fund are incurred for various administrative and service activities and then are apportioned to other funds using an appropriate allocation based on the service provided. Other transfers include reimbursements for storm water expenses, street maintenance and capital projects administration.

City of American Canyon 2015-16 Fiscal Year Budget

General Fund Expenditures and Transfers

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
General Government				
City Council	\$ 114,674	115,574	132,536	\$ 156,827
City Manager	317,592	412,686	457,554	468,586
City Clerk	273,172	267,140	319,201	320,695
City Attorney	312,518	295,942	120,000	90,000
Economic Development	172,157		80,174	100,821
Development Project	-		267,800	250,000
Human Resources	281,987	328,032	315,261	410,404
Risk Management	256,060	277,567	257,644	303,932
Finance	678,839	675,730	711,241	809,536
Information Technology	400,199	398,513	-	-
Utility Billing	446,508	434,282	457,739	411,959
Non Departmental	1,247,350	1,612,593	3,027,741	2,513,139
Police Services	5,609,145	5,729,426	5,797,750	6,195,865
Public Works				
Public Works Admin	523,885	367,557	424,952	463,553
Capital Projects Admin	285,247	298,384	451,468	649,765
Streets and Roads	658,194	666,571	559,625	665,300
Storm Drain	263,676	195,536	350,807	435,589
Fleet Maintenance	358,727	437,121		
Building Maintenance	267,679	310,517		
Park Maintenance	688,785	801,549		
Developer Projects	8,330		250,000	230,000
City Engineer	161,857	3,011	173,761	222,055
Planning				
Planning	320,462	263,479	863,078	771,254
Housing Services	43,887	33,861	23,788	27,000
Building & Safety	396,713	459,637	538,394	719,923
Economic Development		129,967		
City Engineer		180,835		
Developer Projects	37,259	433,434	969,800	1,200,000
Recreation				
Park Maintenance	688,785	13,304	743,799	1,134,526
Recreation Program	560,861	659,683	569,266	753,700
Sports Program	35,534	29,377	459,185	536,202
Aquatics	424,729	473,131	389,820	448,324
Senior Multi Purpose Center	31,620	23,903	42,884	138,948
Total General Fund Expenditures	\$ 15,866,433	16,328,340	18,755,268	\$ 20,427,903

**City of American Canyon
2015-16 Fiscal Year Budget
Special Revenue Funds**

Storm Drain/Measure A Fund #210

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues				
Sales & Use Tax	\$ 489,940	203,656	1,595,466	\$ 1,117,400
Transfers GF Support Services	-			
Total Revenues	<u>\$ 489,940</u>	<u>203,656</u>	<u>1,595,466</u>	<u>\$ 1,117,400</u>
Expenditures / Interfund Transfers				
Miscellaneous Contractual	\$ -	6,762	-	\$ -
Major Equipment	-		125,000	-
Interfund Transfers:				
General Fund - Other	235,549	103,525	300,000	476,800
Wastewater Operations	93,999	24,444		
Total Expenditures / Transfers	<u>\$ 329,548</u>	<u>\$ 134,732</u>	<u>425,000</u>	<u>\$ 476,800</u>
Debt Service				
Transfer to Wastewater Operations	<u>\$ 300,000</u>	<u>300,000</u>	<u>300,000</u>	<u>\$ 300,000</u>
Capital Projects				
Transfer to Capital Proj Fund - Gen Fund	\$ 4,072	593,011	14,233	\$ 165,538
Transfer to Capital Proj Fund - Other	-			-
Total Expenditures / Transfers	<u>\$ 4,072</u>	<u>593,011</u>	<u>14,233</u>	<u>\$ 165,538</u>
Total Expenditures	<u>\$ 633,620</u>	<u>1,027,743</u>	<u>739,233</u>	<u>\$ 942,338</u>
Change in Fund Balance	\$ (143,680)	(824,087)	856,233	\$ 175,062
Est Beginning Fund Balance	(63,528)	(207,208)	(1,031,295)	(175,062)
Estimated Ending Fund Balance	<u>\$ (207,208)</u>	<u>(1,031,295)</u>	<u>(175,062)</u>	<u>\$ 0</u>
Transfers - Capital Projects Fund				
SD09-0400 Kimberly Flood Control, Clean Water & Park Improvement				\$ 115,538
SD12-0100 Routine Creek Maint - Mitigation				50,000
Transfers - Capital Projects Fund Total				<u>\$ 165,538</u>

The Measure A/Storm Drain Fund accounts for the proceeds and qualifying storm drain related expenditures of a special half cent sales tax approved by the voters in 1998. The special tax sunsets in 2018.

**City of American Canyon
2015-16 Fiscal Year Budget
Special Revenue Funds**

Gas Tax Fund #212

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues				
Traffic Congestion Relief				
Gas Tax	\$ 439,221	611,484	529,127	\$ 429,808
Interest	2,312	799	500	500
Total Revenues	\$ 441,533	612,283	529,627	\$ 430,308
Expenditures / Interfund Transfers				
Miscellaneous Contractual	\$ -	-	27,600	\$ -
Interfund Transfers:				
General Fund	264,000	300,000	300,000	\$ 300,000
Capital Improvement Program Fund	436,733	621,648	47,700	233,725
Transfer to Other Funds	-	-	-	-
Total Transfers	\$ 700,733	921,648	375,300	\$ 533,725
Change in Fund Balance	\$ (259,200)	(309,365)	154,327	\$ (103,417)
Est Beginning Fund Balance	720,790	461,590	152,225	306,552
Estimated Ending Fund Balance	\$ 461,590	152,225	306,552	\$ 203,135

Transfers - Capital Projects Fund

TR09-0400 Theresa Avenue SR25, Phase 2	\$ 47,625
TR14-0300 Park and Ride Facility	20,000
TR14-0400 Rio del Mar Curb Ramp	31,100
TR15-0200 Donaldson Way Paving; Benton to Amarillo	60,000
TR16-2500 Annual Pavement Management	75,000
Transfers - Capital Projects Fund Total	\$ 233,725

The Gas Tax fund accounts for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code.

**City of American Canyon
2015-16 Fiscal Year Budget
Special Revenue Funds**

Abandoned Vehicle Abatement Fund #214

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues				
Abandoned Vehicle Enforcement	\$ 9,087	5,597	20,900	\$ 5,000
Interest	243	206	180	150
Total Revenues	\$ 9,330	5,803	21,080	\$ 5,150
Expenditures / Transfers				
Supplies				
Major Equipment	\$ -	10,147	-	\$ -
Interfund Transfer General Fund	6,475	7,081	10,942	5,000
Total Expenditures / Transfers	\$ 6,475	17,228	10,942	\$ 5,000
Change in Fund Balance	\$ 2,855	(11,425)	10,138	\$ 150
Est Beginning Fund Balance	81,851	84,706	73,281	83,419
Estimated Ending Fund Balance	\$ 84,706	73,281	83,419	\$ 83,569

The Abandoned Vehicle Abatement Fund accounts for the grant funds used to abate abandoned vehicles.

**City of American Canyon
2015-16 Fiscal Year Budget
Special Revenue Funds**

CalHome Fund #215

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues				
Grants - Federal	\$ -	-	-	\$ 300,000
Total Revenues	\$ -	-	-	\$ 300,000
Expenditures				
Professional Services	\$ -	-	-	\$ 250,000
Services - Other	-	-	-	50,000
Transfer to Gen Fund	-	-	-	-
Total Expenditures	\$ -	-	-	\$ 300,000
Change in Fund Balance	\$ -	-	-	\$ -
Est Beginning Fund Balance	-	-	-	-
Estimated Ending Fund Balance	\$ -	-	-	\$ -

The CalHome Grant fund accounts for housing rehabilitation loans made to qualified applicants with Federal CDBG monies to enable low and very low income households to become or remain homeowners.

**City of American Canyon
2015-16 Fiscal Year Budget
Special Revenue Funds**

Community Dev Block Grant Loan Repayment 8953 Fund #216

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues				
Interest and Rents	\$ 103	64	53	\$ 50
Other	3,878	54,543	229,521	47,000
Total Revenues	\$ 3,981	54,607	229,574	\$ 47,050
Expenditures / Transfers				
Professional Services	\$ 1,533	-	218,257	\$ 30,000
Services - Other	24,605	-	688	10,000
Transfers Out to Other Funds		-	10,576	7,000
Total Expenditures	\$ 26,138	-	229,521	\$ 47,000
Change in Fund Balance	\$ (22,157)	54,607	53	\$ 50
Est Beginning Fund Balance	40,327	18,170	72,777	72,830
Estimated Ending Fund Balance	\$ 18,170	72,777	72,830	\$ 72,880

The Community Development Block Grant (CDBG) Loan Repayment Fund accounts for housing rehabilitation loans made to qualified applicants with Federal CDBG monies.

**City of American Canyon
2015-16 Fiscal Year Budget
Special Revenue Funds**

HOME- 8993 Fund #217

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues				
Grants - Federal	\$ -	-	122,516	\$ 487,000
Total Revenues	\$ -	-	122,516	\$ 487,000
Expenditures				
Professional Services	\$ -	-	120,000	\$ 450,000
Services - Other	-	-	-	30,000
Transfer to Gen Fund	-	-	-	7,000
Total Expenditures	\$ -	-	120,000	\$ 487,000
Change in Fund Balance	\$ -	-	2,516	\$ -
Est Beginning Fund Balance	-	-	-	2,516
Estimated Ending Fund Balance	\$ -	-	2,516	\$ 2,516

The HOME-8993 fund accounts for a first time homebuyer down payment assistance program and an owner occupied housing rehabilitation assistance program.

**City of American Canyon
2015-16 Fiscal Year Budget
Special Revenue Funds**

Citizens Options for Public Safety (COPS) Fund #218

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues				
Intergovernmental Revenue	\$ 94,204	88,869	92,498	\$ 100,100
Interest	105	95	4	
Total Revenues	\$ 94,309	88,964	92,502	\$ 100,100
Expenditures / Transfers				
Personnel Expense				
Transfers to General Fund - Police	\$ 94,309	100,100	92,498	\$ 100,100
Total Expenditures / Transfers	\$ 94,309	100,100	92,498	\$ 100,100
Change in Fund Balance	\$ 1	(11,136)	4	\$ -
Est Beginning Fund Balance	14,250	14,251	3,115	3,119
Estimated Ending Fund Balance	\$ 14,251	3,115	3,119	\$ 3,119

The State Supplemental Law Enforcement (COPS) Fund accounts for revenue granted from the State General Fund for Citizen Option for Public Safety program to provide supplemental public safety services for front line law enforcement including anti-gang, community prevention and juvenile programs.

**City of American Canyon
2015-16 Fiscal Year Budget
Special Revenue Funds**

Newell Park Open Space Preserve Fund #252

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues				
Interest and Rents	\$ 9,728	9,728	9,728	\$ 9,800
Other	189	180	187	190
Total Revenues	\$ 9,917	9,908	9,915	\$ 9,990
Expenditures				
Program Expenses	\$ -	637	12,645	\$ 4,000
Total Expenditures	\$ -	637	12,645	\$ 4,000
Change in Fund Balance	\$ 9,917	9,271	(2,730)	\$ 5,990
Est Beginning Fund Balance	56,143	66,060	75,331	72,601
Estimated Ending Fund Balance	\$ 66,060	75,331	72,601	\$ 78,591

The Newell Open Space Fund accounts for the costs to maintain open space at the Newell Open Space. Revenues earned from this fund are from pasture rents from Holly Oak Ranch and Jameson Canyon Ranch.

**City of American Canyon
2015-16 Fiscal Year Budget
Special Revenue Funds**

La Vigne Open Space Maintenance Fund #254

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues				
Interest	\$ 548	447	436	\$ 400
Total Revenues	\$ 548	447	436	\$ 400
Expenditures / Transfers				
Program Expense	\$ 960	1,471	3,200	\$ 3,200
Total Expenditures / Transfers	\$ 960	1,471	3,200	\$ 3,200
Change in Fund Balance	\$ (412)	(1,024)	(2,764)	\$ (2,800)
Est Beginning Fund Balance	178,954	178,542	177,518	174,754
Estimated Ending Fund Balance	\$ 178,542	177,518	174,754	\$ 171,954

The La Vigne Open Space Fund accounts for the costs to maintain open space at the La Vigne Open Space. Shea Homes paid \$162K as part of the terms and conditions of the Open Space Easement. Interest is being earned every year.

**City of American Canyon
2015-16 Fiscal Year Budget
Special Revenue Funds**

**Lighting & Landscaping Assessment District (All Zones)
Fund #s 261, 262, 263**

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues				
Zone 1	\$ 125,163	130,706	165,875	\$ 149,120
Zone 2	228,496	233,968	274,933	231,351
Zone 3	98,392	98,157	119,440	101,541
Total Revenues	<u>\$ 452,051</u>	<u>462,831</u>	<u>560,248</u>	<u>\$ 482,012</u>
Expenditures / Transfers				
Zone 1	\$ 127,719	128,205	91,852	\$ 182,585
Zone 2	189,677	179,307	170,171	348,840
Zone 3	48,981	40,604	34,148	262,240
Transfers to General Fund	32,130	31,970	-	48,170
CIP Project - Napa Junction Detention Basin Landscaping, Ph 2	1,024	77,983		146,000
Total Expenditures	<u>\$ 399,531</u>	<u>458,069</u>	<u>296,171</u>	<u>\$ 987,835</u>
Change in Fund Balance	\$ 52,520	4,762	264,077	\$ (505,823)
Est Beginning Fund Balance	1,591,792	1,644,312	1,649,074	1,913,151
Estimated Ending Fund Balance	<u>\$ 1,644,312</u>	<u>1,649,074</u>	<u>1,913,151</u>	<u>\$ 1,407,328</u>
Transfers - Capital Projects Fund				
PR15-0100 NJ Detention Basin Landscaping, Ph 2				<u>\$ 146,000</u>
Transfers - Capital Projects Fund Total				<u>\$ 146,000</u>

The Lighting & Landscaping District fund accounts for the maintenance expenses of the properties in all 3 zones which are paid for through property tax assessments placed on owners annual tax bill.

**City of American Canyon
2015-16 Fiscal Year Budget
Special Revenue Funds**

Zero Water Footprint Fund #270

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues				
Chgs for Servs - Other	\$ -	-	32,460	
Interest				
Total Revenues	<u>\$ -</u>	<u>-</u>	<u>32,460</u>	<u>\$ -</u>
Expenditures / Transfers				
Other Professional Services	\$ -	-	-	\$ -
Services - Other				-
Supplies - Other	-	-	-	-
Transfers to GF Support Svcs	-	-	-	27,000
Transfers - Cap Projs Fund				1,000,000
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,027,000</u>
Change in Fund Balance	\$ -	-	32,460	\$ (1,027,000)
Est Beginning Fund Balance			-	32,460
Estimated Ending Fund Balance	<u>\$ -</u>	<u>-</u>	<u>32,460</u>	<u>\$ (994,540)</u>
 Transfers - Capital Projects Fund				
WA15-0200 14-Inch Waterline Pipe Bursting				<u>\$ 1,000,000</u>
Transfers - Capital Projects Fund Total				<u>\$ 1,000,000</u>

The Zero Water Footprint Fund accounts for mitigation monies collected to offset new water demand associated with development projects.

**City of American Canyon
2015-16 Fiscal Year Budget
Special Revenue Funds**

Safe Route to Schools Fund #222

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues				
Other Federal Grants	\$ -	248,129	-	\$ 160,962
Total Revenues	<u>\$ -</u>	<u>248,129</u>	<u>-</u>	<u>\$ 160,962</u>
Expenditures / Interfund Transfers				
Transfer Out to GG CIP Fund	\$ 276,876			\$ 132,215
Total Expenditures / Transfers	<u>\$ 276,876</u>	<u>-</u>	<u>-</u>	<u>\$ 132,215</u>
Change in Fund Balance	\$ (276,876)	248,129	-	\$ 28,747
Est Beginning Fund Balance		(276,876)	(28,747)	(28,747)
Estimated Ending Fund Balance	<u>\$ (276,876)</u>	<u>(28,747)</u>	<u>(28,747)</u>	<u>\$ -</u>
Transfers - Capital Projects Fund				
TR09-0400 Theresa Avenue SR25, Phase 2				\$ 132,215
Transfers - Capital Projects Fund Total				<u>\$ 132,215</u>

This fund accounts for federal funds received to enable and encourage children to walk and bicycle to school, to make it safer, and to reduce traffic and air pollution in the vicinity of schools.

**City of American Canyon
2015-16 Fiscal Year Budget
Special Revenue Funds**

Regional Surface Transportation Prog (RSTP/STP) Fund #240

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues				
Other Federal Grants	\$ 190,000	156,107	12,635	\$ 391,760
Total Revenues	<u>\$ 190,000</u>	<u>156,107</u>	<u>12,635</u>	<u>\$ 391,760</u>
Interfund Transfers				
Transfer Out to Other Funds	\$ -			\$ 150,000
Transfer Out to GG CIP Fund	198,615	191,985	(28,350)	238,252
Total Transfers	<u>\$ 198,615</u>	<u>191,985</u>	<u>(28,350)</u>	<u>\$ 388,252</u>
Change in Fund Balance	\$ (8,615)	(35,878)	40,985	\$ 3,508
Est Beginning Fund Balance	-	(8,615)	(44,493)	(3,508)
Estimated Ending Fund Balance	<u>\$ (8,615)</u>	<u>(44,493)</u>	<u>(3,508)</u>	<u>\$ 0</u>
Transfers - Capital Projects Fund				
TR13-0100 Theresa Avenue SR25, Phase 3				\$ 195,252
TR14-0400 Rio del Mar Curb Ramp				43,000
WW16-1700 Building E Seismic Upgrade				<u>150,000</u>
Transfers - Capital Projects Fund Total				<u>\$ 388,252</u>

This fund accounts for projects on Federal-aid highways, including the National Highway System and transit capital projects

**City of American Canyon
2015-16 Fiscal Year Budget
Special Revenue Funds**

Transportation Development Act Fund #230

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues				
Other Federal Grants	\$ 45,678	99,644	14,322	\$ 165,000
Total Revenues	<u>\$ 45,678</u>	<u>99,644</u>	<u>14,322</u>	<u>\$ 165,000</u>
Interfund Transfers				
Transfer Out to GG CIP Fund	\$ 60,000	99,644	-	\$ 165,000
Total Transfers	<u>\$ 60,000</u>	<u>99,644</u>	<u>-</u>	<u>\$ 165,000</u>
Change in Fund Balance	\$ (14,322)	-	14,322	\$ -
Est Beginning Fund Balance	-	(14,322)	(14,322)	(0)
Estimated Ending Fund Balance	<u>\$ (14,322)</u>	<u>(14,322)</u>	<u>(0)</u>	<u>\$ (0)</u>
Transfers - Capital Projects Fund				
TR14-0300 Park and Ride Facility				<u>\$ 165,000</u>
Transfers - Capital Projects Fund Total				<u>\$ 165,000</u>

This fund accounts for the development and support of public transportation needs. TDA funds are allocated by the California Department of Transportation based on population, taxable sales and transit performance.

**City of American Canyon
2015-16 Fiscal Year Budget
Special Revenue Funds**

Transportation for Clean Air Fund #226

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues				
Other State Grants	\$ -	-	-	\$ 345,666
Total Revenues	<u>\$ -</u>	<u>-</u>	<u>-</u>	<u>\$ 345,666</u>
Interfund Transfers				
Other Professional Services	\$ 4,805	20,195	-	\$ -
Transfer Out to GG CIP Fund	-	-	757	319,909
Total Transfers	<u>\$ 4,805</u>	<u>20,195</u>	<u>757</u>	<u>\$ 319,909</u>
Change in Fund Balance	\$ (4,805)	(20,195)	(757)	\$ 25,757
Est Beginning Fund Balance	-	(4,805)	(25,000)	\$ (25,757)
Estimated Ending Fund Balance	<u>\$ (4,805)</u>	<u>(25,000)</u>	<u>(25,757)</u>	<u>\$ (0)</u>
Transfers - Capital Projects Fund				
TR14-0300 Park and Ride Facility				\$ 94,243
TR15-0300 SR29 Signal Interconnect				<u>225,666</u>
Transfers - Capital Projects Fund Total				<u>\$ 319,909</u>

The Transportation Fund for Clean Air (TFCA) is a grant program funded by a \$4 surcharge on motor vehicles registered in the Bay Area. TFCA provides grants to projects that implement the most cost-effective projects in the Bay Area that will decrease motor vehicle emissions, and thereby improve air quality.

**City of American Canyon
2015-16 Fiscal Year Budget
Capital Projects Funds**

Parks Impact Fee Fund #310

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues				
Park Development Fee	\$ 8,448	4,393	6,327	\$ -
Interest Earnings	1,210	96	42	
Total Revenues	<u>\$ 9,658</u>	<u>4,489</u>	<u>6,369</u>	<u>\$ -</u>
Operating Expenditures:				
Other Professional Services	\$ 13,701	3,420	5,564	\$ -
Transfers - Debt Service	313,900	141,450	-	-
Transfers - Cap Projs Fund - Gen Govtl	111,676	100,713	-	2,211
Total Expenditures	<u>\$ 439,277</u>	<u>245,583</u>	<u>5,564</u>	<u>\$ 2,211</u>
Change in Fund Balance	\$ (429,619)	(241,094)	805	\$ (2,211)
Est Beginning Fund Balance	564,429	134,810	(106,284)	(105,479)
Estimated Ending Fund Balance	<u>\$ 134,810</u>	<u>(106,284)</u>	<u>(105,479)</u>	<u>\$ (107,690)</u>
Transfers - Capital Projects Fund				
PR09-0101 Kensington Kimberly - Bay Trail				\$ 2,211
Transfers - Capital Projects Fund Total				<u>\$ 2,211</u>

This fund accounts for monies collected to purchase and develop additional parks and to provide recreational opportunities.

**City of American Canyon
2015-16 Fiscal Year Budget
Capital Projects Funds**

Traffic Impact Fee Fund #320

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues:				
Traffic Impact Fee	\$ -	647,897	1,249,818	\$ 5,113,176
Interest Earnings	6,677	4,905	3,200	-
Total Revenues	\$ 6,677	652,802	1,253,018	\$ 5,113,176
Operating Expenditures:				
Other Professional Services	\$ -	14,909	6,729	\$ -
Capital Outlay	179,796	-	-	-
Transfers - Cap Projs Fund	90,878	299,196	147,700	1,098,720
New Capital Projects	-	-	-	-
Total Expenditures	\$ 270,674	314,105	154,429	\$ 1,098,720
Change in Fund Balance	\$ (263,997)	338,697	1,098,589	\$ 4,014,456
Est Beginning Fund Balance	2,156,066	1,892,069	2,230,767	3,329,356
Estimated Ending Fund Balance	\$ 1,892,069	2,230,767	3,329,356	\$ 7,343,812

Transfers - Capital Projects Fund

TR09-0400 Theresa Avenue SR25, Phase 2	\$ 18,529
TR12-0400 SR 29/NJ Rd Intx Imp	304,728
TR13-0100 Theresa Avenue SR25, Phase 3	30,000
TR13-0400 Eucalyptus Complete Streets	528,000
TR14-0100 Devlin Road Extension Segment H	50,000
TR14-0300 Park and Ride Facility	59,000
TR16-0700 Green Island Road Reconstruction and Widening	108,463
Transfers - Capital Projects Fund Total	\$ 1,098,720

This fund accounts for monies collected to reduce the impact of additional traffic related to new development.

**City of American Canyon
2015-16 Fiscal Year Budget
Capital Projects Funds**

Civic Impact Fee Fund #330

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues:				
Civic Facilities Impact Fee	\$ 14,025	58,715	156,876	\$ 129,347
Interest Earnings	140	125	60	-
Total Revenues	<u>\$ 14,165</u>	<u>58,840</u>	<u>156,936</u>	<u>\$ 129,347</u>
Operating Expenditures:				
Interest Expense (Internal Loan - Senior Ctr)	\$ 37,474	37,024	44,250	\$ 42,100
Loan Repayment - Principal	-	-	-	122,600
Total Expenditures	<u>\$ 37,474</u>	<u>37,024</u>	<u>44,250</u>	<u>\$ 164,700</u>
Change in Fund Balance	\$ (23,309)	21,816	112,686	\$ (35,353)
Est Beginning Fund Balance	<u>(1,314,898)</u>	<u>(1,338,207)</u>	<u>(1,316,391)</u>	<u>(1,203,705)</u>
Estimated Ending Fund Balance	<u>\$ (1,338,207)</u>	<u>(1,316,391)</u>	<u>(1,203,705)</u>	<u>\$ (1,239,058)</u>

This fund accounts for monies collected to provide civic facilities due to the impact of additional businesses and residences.

**City of American Canyon
2015-16 Fiscal Year Budget
Capital Projects Funds**

Affordable Housing Fund #340

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues /Transfers				
Interest	\$ 2,143	1,433	397	\$ 1,350
Sale of Affordable Houses	-	-	-	-
Transfer In from Other Funds	-	-	261	290
Total Revenues	\$ 2,143	1,433	658	\$ 1,640
Expenditures				
Personnel Expenses	\$ 53,386	35,232	25,354	\$ 23,862
Professional Services	72,110	63,204	72,724	89,150
Misc. Contractual Services	2,874	2,293	2,282	2,329
Transfers to GF Support Svcs	3,780	-	-	1,400
Total Expenditures	\$ 132,150	100,728	100,360	\$ 116,741
Change in Fund Balance	\$ (130,007)	(99,295)	(99,702)	\$ (115,101)
Est Beginning Fund Balance	1,336,082	1,206,075	1,106,780	1,007,078
Estimated Ending Fund Balance	\$ 1,206,075	1,106,780	1,007,078	\$ 891,977

Affordable Housing Fund accounts for fees collected from developers in lieu of providing affordable housing services

**City of American Canyon
2015-16 Fiscal Year Budget
Internal Service Funds**

Building Maintenance Internal Service Fund #651

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues				
Miscellaneous Revenue			63,500	\$ 82
Transfers In			374,822	\$ 332,000
Total Revenues	\$ -	-	438,322	\$ 332,082
Operating Expenditures:				
Personnel Expenses	\$ -	-	113,080	\$ 112,328
Operating Expense	-	-	275,442	194,250
Transfers Out	-	-	49,800	25,400
Total Expenditures	\$ -	-	438,322	\$ 331,978
Change in Fund Balance	\$ -	-	-	\$ 104
Est Beginning Fund Balance	-	-	-	-
Estimated Ending Fund Balance	\$ -	-	-	\$ 104

Internal Service Funds are established to account for any activity that provides goods or services to other funds and departments on a cost reimbursement basis.

Note: This fund was established with the FY 2014-15 Budget. Prior year's history is included in the General Fund.

**City of American Canyon
2015-16 Fiscal Year Budget
Internal Service Funds**

Fleet Operations Internal Service Fund #652

	Actual FY 2011-12	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues:				
Miscellaneous Revenue			33,096	\$ 85
Other Financing Sources			314,300	\$ -
Transfers In			424,292	544,000
Total Revenues	\$ -	-	771,688	\$ 544,085
Operating Expenditures:				
Personnel Expenses	\$ -		138,960	\$ 140,744
Operating Expense	-		136,988	154,600
Major Equipment	-		414,300	160,000
Debt Service Payments			35,000	36,800
Transfers Out	-		46,440	39,500
Total Expenditures	\$ -		771,688	\$ 531,644
Change in Fund Balance	\$ -		-	\$ 12,441
Est Beginning Fund Balance	-			-
Estimated Ending Fund Balance	\$ -		-	\$ 12,441

Internal Service Funds are established to account for any activity that provides goods or services to other funds and departments on a cost reimbursement basis.

Note: This fund was established with the FY 2014-15 Budget. Prior year's history is included in the General Fund.

**City of American Canyon
2015-16 Fiscal Year Budget
Internal Service Funds**

Information Systems Internal Service Fund #653

	Actual FY 2011-12	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues:				
Transfers In	\$ -		393,253	\$ 457,100
Total Revenues	\$ -		393,253	\$ 457,100
Operating Expenditures:				
Personnel Expenses	\$ -		19,101	\$ 19,872
Operating Expense	-		346,102	357,406
Major Equipment	-		-	50,000
Debt Service Payments			24,550	23,300
Transfers Out	-		3,500	6,500
Total Expenditures	\$ -		393,253	\$ 457,078
Change in Fund Balance	\$ -		-	\$ 22
Est Beginning Fund Balance	-		-	-
Estimated Ending Fund Balance	\$ -		-	\$ 22

Internal Service Funds are established to account for any activity that provides goods or services to other funds and departments on a cost reimbursement basis.

Note: This fund was established with the FY 2014-15 Budget. Prior year's history is included in the General Fund.

**City of American Canyon
2015-16 Fiscal Year Budget
Debt Service Funds**

2012 Lease Revenue / Gym & Aquatic Center Fund #410

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues/Transfers				
Proceeds - Long Term Debt	\$ 2,222,000	-	-	\$ -
Interfund Transfers In	313,900	282,900	283,531	285,300
Interest	266	149	140	200
Total Revenues	\$ 2,536,166	283,049	283,671	\$ 285,500
Expenditures/Transfers				
Debt Issuance cost	\$ 47,963	-	-	\$ -
Professional Services	(1,023)	-	-	-
Principal	2,670,000	225,000	233,000	241,000
Interest	110,011	58,016	51,298	44,300
Total Expenditures / Transfers	\$ 2,826,951	283,016	284,298	\$ 285,300
Change in Fund Balance	\$ (290,785)	33	(627)	\$ 200
Estimated Beginning Fund Balance	316,492	25,708	25,741	25,114
Estimated Ending Fund Balance	\$ 25,707	25,741	25,114	\$ 25,314

The 2012 Lease Revenue Bonds refinanced debt issued to finance the acquisition and construction of a Community Center/Gymnasium facility and Aquatic Center Facility.

**City of American Canyon
2015-16 Fiscal Year Budget
Debt Service Funds**

Cabernet Village - City Hall Lease Fund #420

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues/Transfers				
Interest	\$ 680	77	-	\$ 100
Transfers From General Fund	345,000	475,900	476,504	476,800
Total Revenues	\$ 345,680	475,977	476,504	\$ 476,900
Expenditures				
Principal	\$ 195,000	205,000	215,000	\$ 225,000
Interest	279,664	270,811	261,504	251,800
Total Expenditures	\$ 474,664	475,811	476,504	\$ 476,800
Change in Fund Balance	\$ (128,984)	166	-	\$ 100
Estimated Beginning Fund Balance	133,007	4,023	4,189	4,189
Estimated Ending Fund Balance	\$ 4,023	4,189	4,189	\$ 4,289

Cabernet Village - City Hall Lease debt was issued to finance the acquisition of an office building at 4381 Broadway and for the construction of tenant improvements to transform the building to a City Hall.

**City of American Canyon
2015-16 Fiscal Year Budget
Debt Service Funds**

Broadway Property Debt Service Fund #430

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues/Transfers				
Interest	\$ 2	(51)	(40)	\$ -
Transfers From General Fund	134,700	134,700	134,680	134,700
Total Revenues	<u>\$ 134,702</u>	<u>134,649</u>	<u>134,640</u>	<u>\$ 134,700</u>
Expenditures				
Principal	\$ 101,986	106,627	111,479	\$ 116,600
Interest	32,695	28,054	23,201	18,100
Total Expenditures	<u>\$ 134,681</u>	<u>134,681</u>	<u>134,680</u>	<u>\$ 134,700</u>
Change in Fund Balance				
	21	(32)	(40)	-
Estimated Beginning Fund Balance	723	744	712	672
Estimated Ending Fund Balance	<u>\$ 744</u>	<u>712</u>	<u>672</u>	<u>\$ 672</u>

Broadway Property debt was issued to finance the acquisition of property adjacent to City Hall so that there is direct vehicle access from Napa Junction Road and for future civic purposes.

**City of American Canyon
2015-16 Fiscal Year Budget
Enterprise Funds**

Water Operations Fund #510

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues and Transfers				
Water Service Charges	\$ 4,892,290	4,982,094	4,418,504	\$ 4,377,000
Water Penalties	61,119	65,144	60,000	60,000
Interest Earnings	17,589	16,888	13,500	13,600
Other Miscellaneous Revenues	175,591	2,508,092	160,000	156,000
Grants - State & Local	-	4,026	20,000	-
Total Revenues	\$ 5,146,589	7,576,244	4,672,004	\$ 4,606,600
Expenditures and Transfers				
Division				
Treatment Plant	\$ 4,283,277	4,272,919	1,917,836	\$ 2,322,770
Water Distribution	934,204	839,673	794,597	933,214
Non Departmental (Includes Water Purchases)	288,472	334,240	4,240,550	3,071,272
Debt Service	193,217	190,236	203,940	311,571
Capital Projects	10,521	51,113	123,118	213,552
Total Expenditures - Operating	\$ 5,709,691	5,688,181	7,280,041	\$ 6,852,379
Revenue less Expense	(563,102)	1,888,063	(2,608,037)	(2,245,779)
Estimated Beginning Balance	2,861,939	2,298,837	4,186,900	1,578,863
Estimated Ending Fund Balance	\$ 2,298,837	4,186,900	1,578,863	\$ (666,916)

* Water Purchase was moved from Treatment to NonDepartmental starting FY 2014-15

**City of American Canyon
2015-16 Fiscal Year Budget
Enterprise Funds**

Water Capacity Fee Fund #520

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues and Transfers				
Water Capacity Fees	\$ 179,580	177,911	176,892	\$ 2,012,182
Developer Contribution in Lieu	-	-	-	-
Miscellaneous	453	1,419	3,300	-
Total Revenues	\$ 180,033	179,330	180,192	\$ 2,012,182
Expenditures and Transfers				
Depreciation	\$ 532,141	532,141	532,140	\$ 532,140
Debt Service	579,176	1,262,756	719,000	149,700
Interfund Transfer to CIP	-	506,072	65,337	186,358
New Capital Project	-	-	-	-
Total Expenditures / Transfers	\$ 1,111,317	2,300,969	1,316,477	\$ 868,198
Revenue less Expense	(931,284)	(2,121,639)	(1,136,285)	1,143,984
Estimated Beginning Balance	5,088,141	4,156,857	2,035,218	898,933
Estimated Ending Fund Balance	\$ 4,156,857	2,035,218	898,933	\$ 2,042,917

**City of American Canyon
2015-16 Fiscal Year Budget
Enterprise Funds**

Wastewater Operations Fund #540

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues and Transfers				
Sewerage Service Charges	\$ 3,733,461	3,845,647	3,888,992	\$ 4,400,000
Recycled Water	-	-	-	128,500
Interest	19,031	13,052	12,000	13,000
Late Penalties / Interest	53,317	56,352	54,810.00	55,800
Misc. Revenues - Other	38,803	1,813,367	49,075.00	25,675
Total Revenues	<u>\$ 3,844,612</u>	<u>5,728,417</u>	<u>4,004,877</u>	<u>\$ 4,622,975</u>
Interfund Transfers In				
Transfers In - Storm Wtr Qual- Measure A	\$ 93,999	24,444	-	\$ -
Total Transfers In	<u>\$ 93,999</u>	<u>24,444</u>	<u>-</u>	<u>\$ -</u>
Debt Service				
Transfers In - Debt Service - Meas A	\$ 300,000	300,000	300,000	\$ 300,000
Total Debt Service	<u>\$ 300,000</u>	<u>300,000</u>	<u>300,000</u>	<u>\$ 300,000</u>
Total Revenues and Transfers In	<u>\$ 4,238,611</u>	<u>6,052,862</u>	<u>4,304,877</u>	<u>\$ 4,922,975</u>
Expenses and Transfers				
Division				
Treatment Plant	\$ 2,950,094	2,835,171	2,921,018	\$ 2,504,616
Collections	284,491	179,612	238,081	493,611
Storm Water quality	99,905	102,364	-	836
Environmental Compliance	55,676	62,997	55,677	533,088
Non Departmental - Utility Billing	209,642	242,756	339,366	291,600
Debt Service	234,529	366,985	497,847	642,644
Capital Projects	85,737	448,927	208,448	458,995
Total Expenses - Operating	<u>\$ 3,920,075</u>	<u>4,238,813</u>	<u>4,260,437</u>	<u>\$ 4,925,390</u>
Revenue less Expense	318,536	1,814,049	44,440	(2,415)
Estimated Beginning Balance	2,730,782	3,049,318	4,863,367	4,907,807
Estimated Ending Fund Balance	<u>\$ 3,049,318</u>	<u>4,863,367</u>	<u>4,907,807</u>	<u>\$ 4,905,392</u>

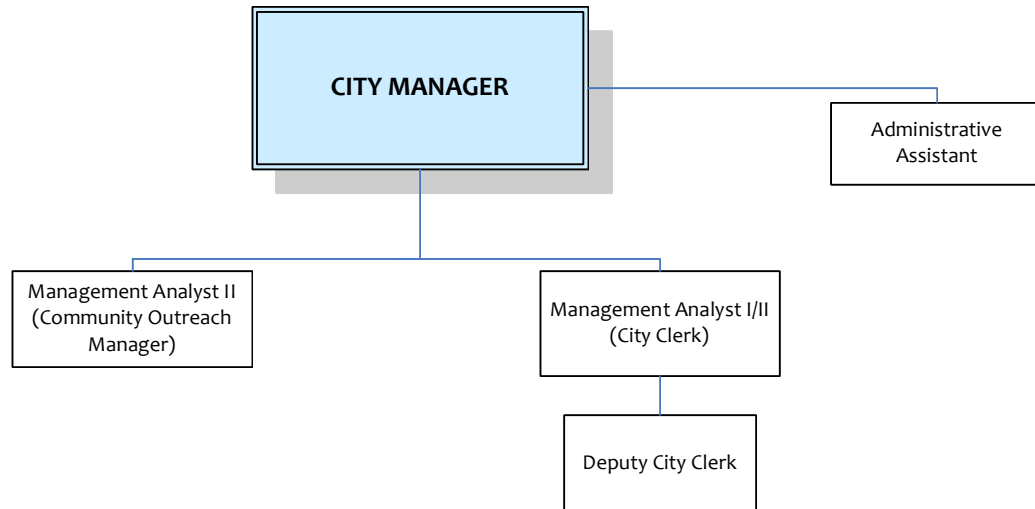
**City of American Canyon
2015-16 Fiscal Year Budget
Enterprise Funds**

Wastewater Capacity Fee Fund #550

	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues and Transfers				
Capacity Fees	\$ 5,127	36,499	70,200	\$ 2,232,075
Interest	151,067	150,552	1,020	-
Total Revenues	<u>\$ 156,194</u>	<u>187,051</u>	<u>71,220</u>	<u>\$ 2,232,075</u>
Expenses and Transfers				
Depreciation	\$ 710,589	710,589	710,589	\$ 710,589
Debt Service	496,265	495,990	508,466	506,500
Interfund Transfer to Wastewater CIP	-	-	9,040	1,685,262
Interfund Transfer to General Cap Projs Fund	-	66,229	37,283	56,517
Total Expenditures / Transfers	<u>\$ 1,206,854</u>	<u>1,272,808</u>	<u>1,265,378</u>	<u>\$ 2,958,868</u>
Revenue less Expense	(1,050,660)	(1,085,756)	(1,194,158)	(726,793)
Estimated Beginning Balance	2,211,160	1,160,500	74,743	(1,119,415)
Estimated Ending Fund Balance	<u>\$ 1,160,500</u>	<u>74,743</u>	<u>(1,119,415)</u>	<u>\$(1,846,208)</u>



Department Summaries



**City of American Canyon
2015-16 Fiscal Year Budget**

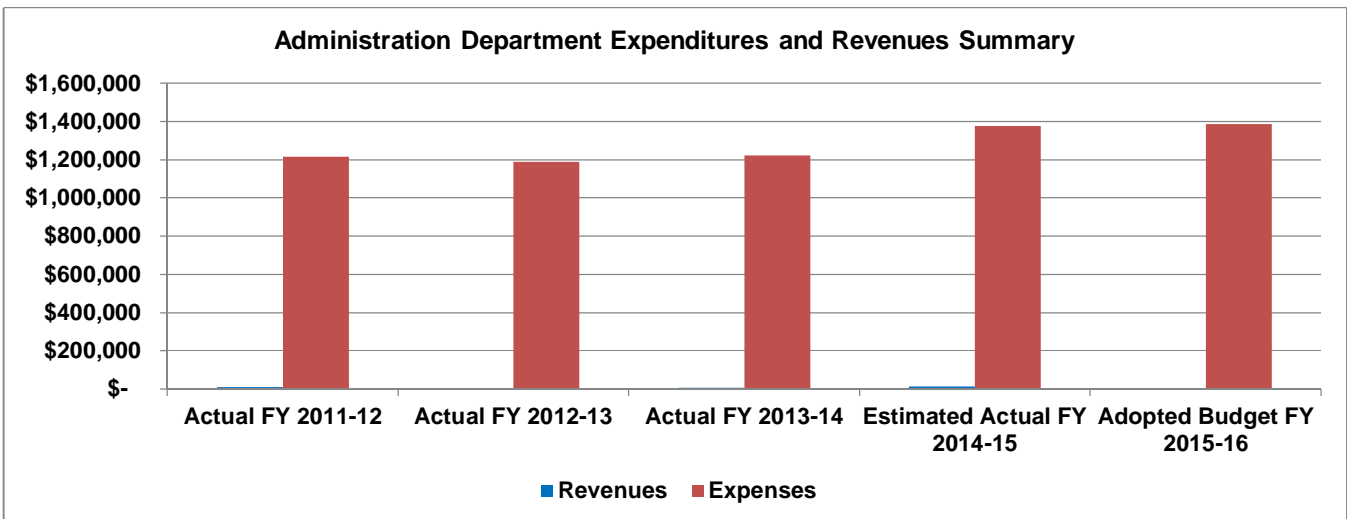
Administration Department # 10 General Fund #100 Summary

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 666,217	605,070	730,969	740,593	\$ 701,829
Supplies & Services	550,044	585,043	490,339	636,672	614,000
Transfers Out	-	-	-	-	71,100
Total for Department	\$ 1,216,261	1,190,113	1,221,308	1,377,265	\$ 1,386,929

Revenues/Funding Sources (See Divisions for details)

City Manager	\$ -	-	-	2,948	\$ -
City Clerk	11,260	50	5,861	10,154	-
Developer Project	-	-	-	-	-
Economic Development	-	-	-	434	-
Total Department Funding Sources	\$ 11,260	50	5,861	13,536	\$ -

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16
City Council	5.00	5.00
City Manager	2.55	2.55
City Clerk	1.65	1.65
Economic Development	0.54	0.54
Total Staff Full Time Equivalents	9.74	9.74



**City of American Canyon
2015-16 Fiscal Year Budget**

Administration Department #10 - City Council Division #110

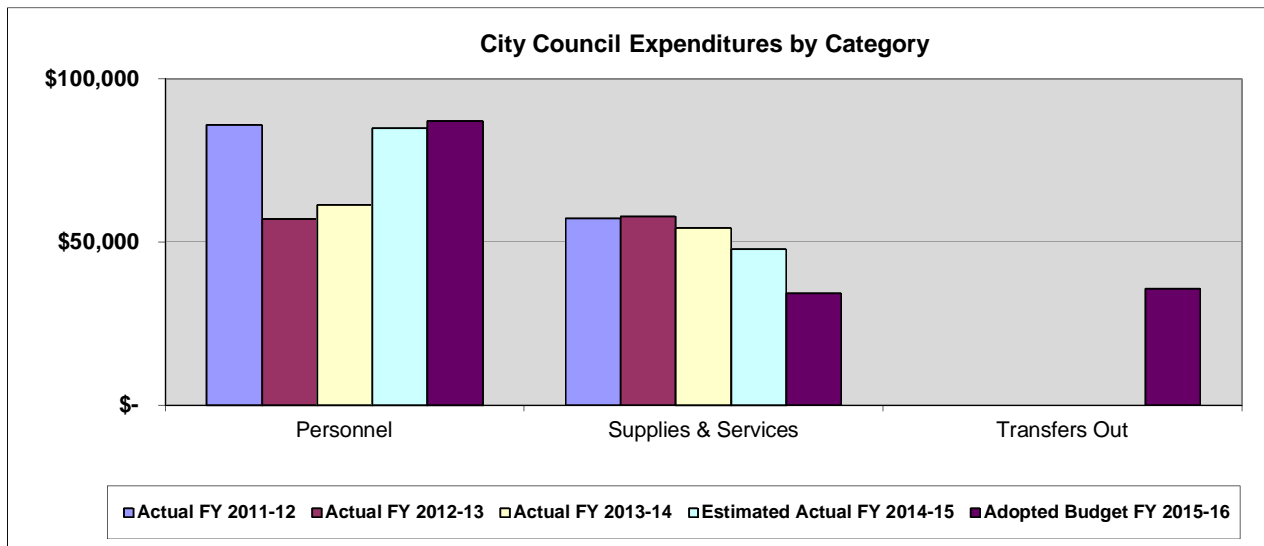
Mission: The City's five elected officials are four City Council Members including the Vice Mayor, who are elected to four year overlapping terms, and the Mayor who is elected to a two year term. The City Council provides policy direction and sets goals and priorities and also serves as the Board of Directors for the Fire District.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 85,852	56,997	61,381	84,806	\$ 87,027
Supplies & Services	57,227	57,677	54,192	47,730	34,200
Transfers Out	-	-	-	-	35,600
Division Total	\$ 143,079	114,674	115,574	132,536	\$ 156,827

Revenues / Funding Sources

Division Total	\$ -	-	-	-	\$ -
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Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16
City Council Members	5.00	5.00
Total Full Time Equivalents	5.00	5.00



**City of American Canyon
2015-16 Fiscal Year Budget**

Administration Department #10 - City Manager Division #120

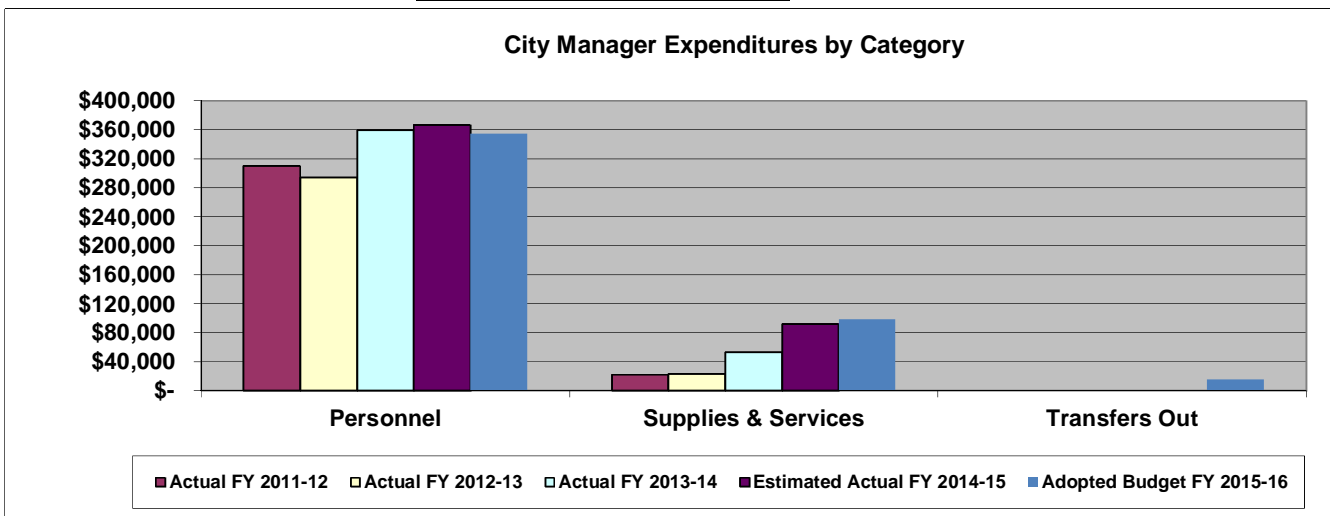
Mission: As the Chief Administrative Officer of the City, the City Manager assists the City Council in developing and evaluating policies, implements Council's policies, oversees community and intergovernmental relations, and provides direction and leadership to City staff.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 310,209	294,265	359,342	366,164	\$ 354,686
Supplies & Services	21,987	23,327	53,344	91,390	98,700
Transfers Out	-	-	-	-	15,200
Division Total	\$ 332,196	317,592	412,686	457,554	\$ 468,586

Revenues / Funding Sources

Transfers In	-	-	-	2,948	-
Division Total	\$ -	-	-	2,948	\$ -

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2014-15
City Manager	0.50	0.50
Management Analyst II	-	0.25
Management Analyst II	1.00	1.00
City Clerk	0.25	-
Deputy City Clerk	0.30	0.30
Administrative Assistant	0.50	0.50
Total Full Time Equivalents	2.55	2.55



**City of American Canyon
2015-16 Fiscal Year Budget**

Administration Department #10 - City Clerk Division #130

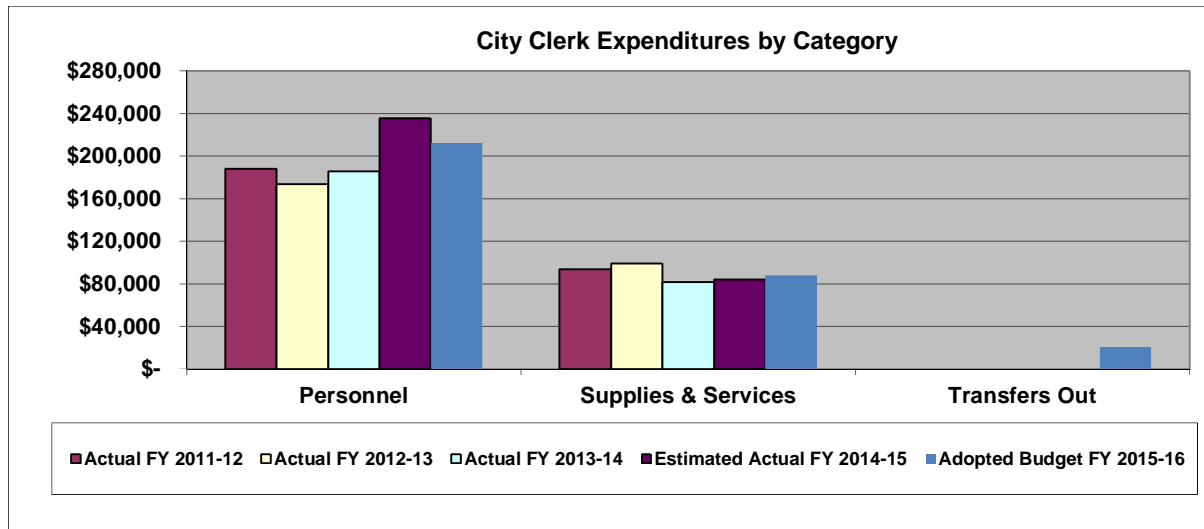
Mission: The City Clerk is responsible for maintaining the City's official records, processing documents, preparing agendas, minutes of meetings, conducting municipal elections, and responding to requests for information.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 188,023	173,921	185,811	235,424	\$ 212,395
Supplies & Services	93,861	99,251	81,329	83,777	88,000
Transfers Out	-	-	-	-	20,300
Division Total	\$ 281,884	273,172	267,140	319,201	\$ 320,695

Revenues / Funding Sources

Miscellaneous Revenues	\$ 11,260	50	5,861	9,263	\$ -
Transfers In	-	-	-	891	-
Division Total	\$ 11,260	50	5,861	10,154	\$ -

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16
City Manager	0.20	0.20
City Clerk	0.75	-
Management Analyst II	-	0.75
Deputy City Clerk	0.70	0.70
Total Full Time Equivalents	1.65	1.65



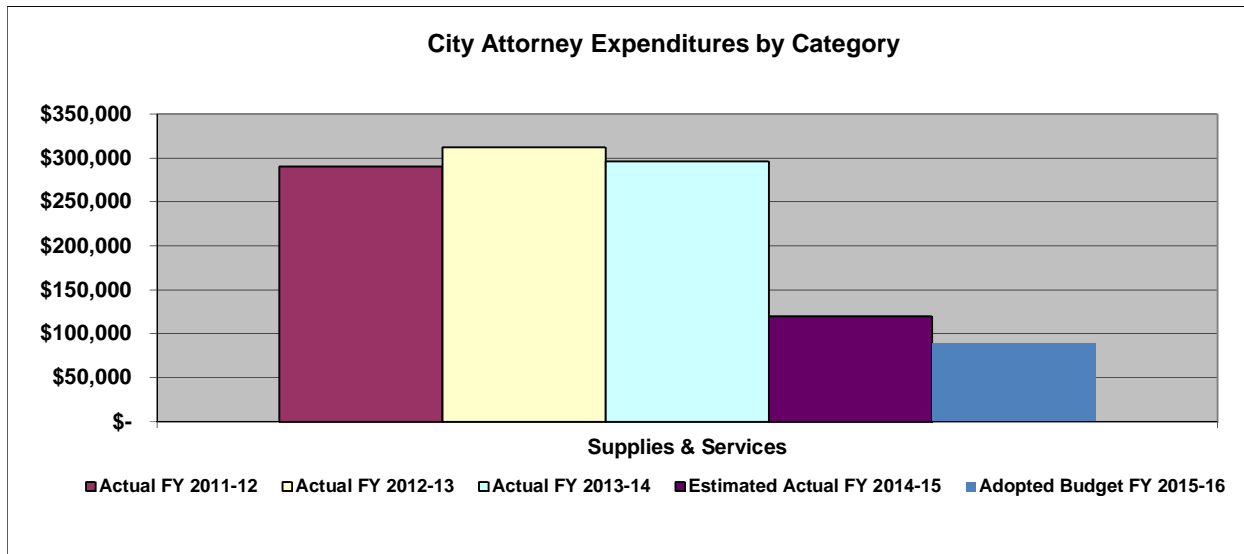
**City of American Canyon
2015-16 Fiscal Year Budget**

Administration Department #10 - City Attorney Division #160

Mission: To provide legal advice to City and District officials and staff, draft and review contracts, and defend the City, its officers and employees in litigation, as necessary.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Supplies & Services	\$ 290,155	312,518	295,942	120,000	\$ 90,000
Division Total	\$ 290,155	312,518	295,942	120,000	\$ 90,000
Revenues / Funding Sources					
Division Total	\$ -	-	-	-	\$ -

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16	Comments
Total Full Time Equivalents	-	-	City Attorney services are contracted



**City of American Canyon
2015-16 Fiscal Year Budget**

Administration Department #10 - Economic Development Division #320

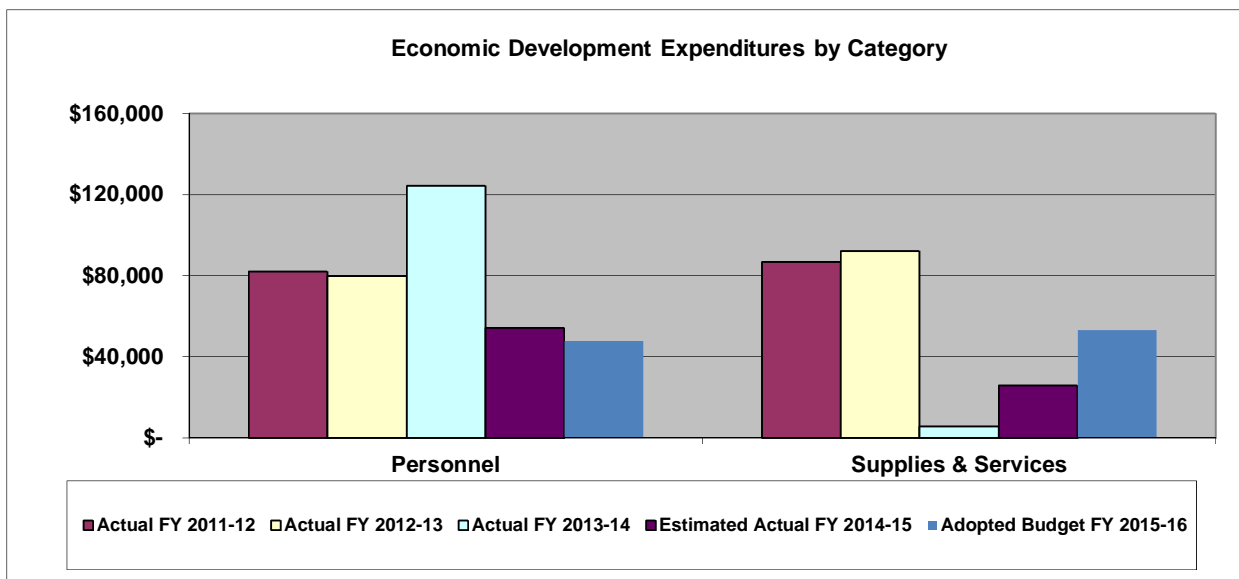
Mission: To manages the city's economic development program which includes implementing strategies and programs to encourage business attraction, retention and expansion; dealing with housing issues; developing economic goals, objectives, and policies; and community/business involvement/outreach.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 82,133	79,888	124,435	54,199	\$ 47,721
Supplies & Services	86,814	92,269	5,532	25,975	53,100
Total Division	\$ 168,947	172,157	129,967	80,174	\$ 100,821

Revenues / Funding Sources

Transfers In	-	-	-	434	-
Division Total	\$ -	-	-	434	\$ -

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16	Comments
City Manager	0.20	0.20	
Management Analyst II	0.34	0.34	
Total Full Time Equivalents	0.54	0.54	



**City of American Canyon
2015-16 Fiscal Year Budget**

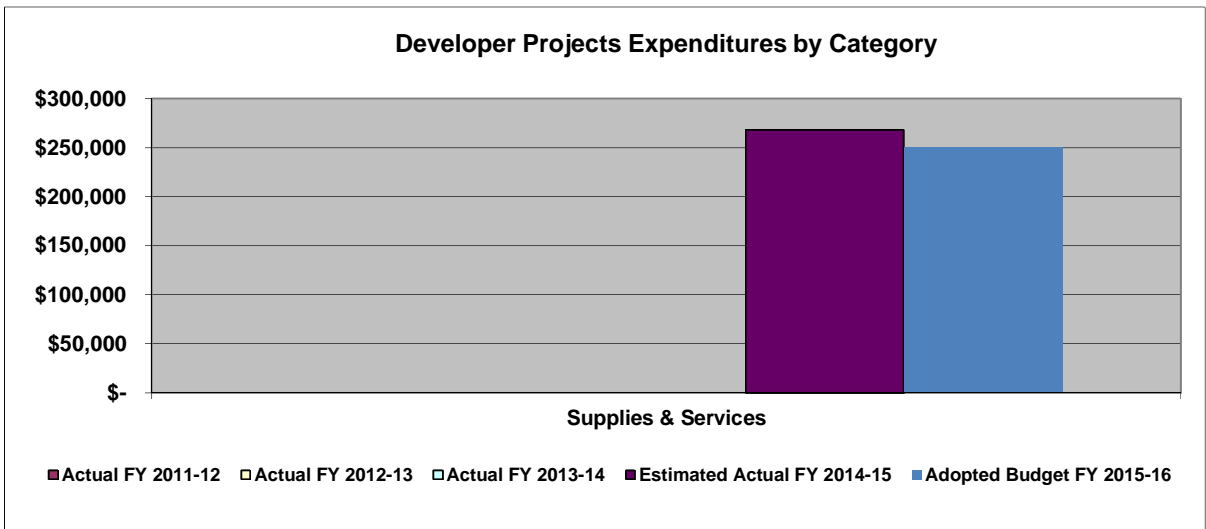
Administration Department #10 - Developer Projects Division #660

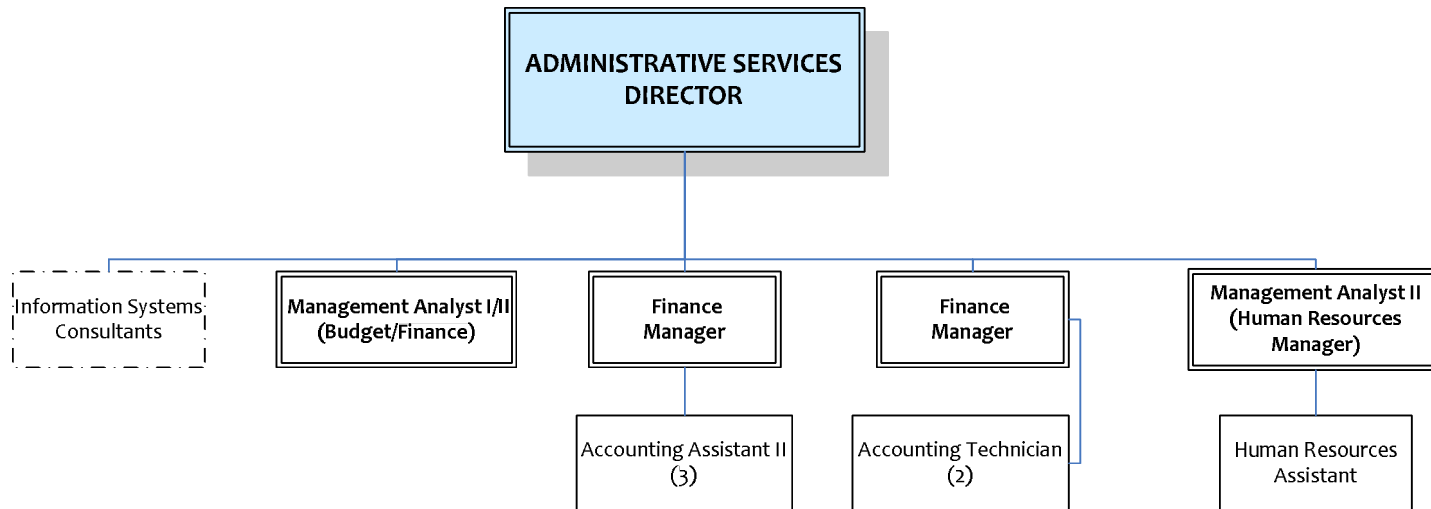
Mission: To cooperatively work with the development community to ensure that all infrastructure built by developers meet the goals, policies, standards, and general engineering best practices of the City to ensure they are safe, reliable, and maintainable.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Supplies & Services	\$ -	-	-	267,800	\$ 250,000
Division Total	\$ -	-	-	267,800	\$ 250,000

Revenues / Funding Sources					
Division Total	\$ -	-	-	-	\$ -

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16	Comments
	-	-	No positions are budgeted
Total Full Time Equivalents	-	-	





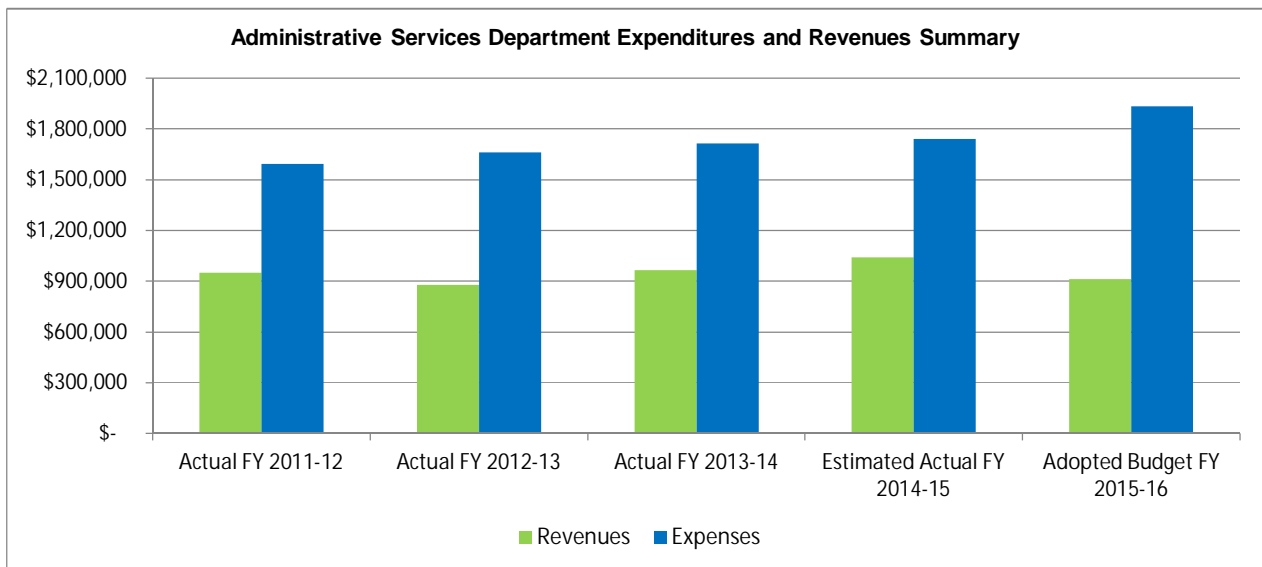
**City of American Canyon
2015-16 Fiscal Year Budget**

Administrative Services Department #20 General Fund #100 Summary

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures by Category					
Personnel	\$ 970,988	935,097	1,005,837	1,056,285	\$ 1,100,484
Supplies & Services	623,720	728,298	709,774	685,600	774,347
Transfers Out	-	-	-	-	61,000
Total for Department	\$ 1,594,707	1,663,395	1,715,611	1,741,885	\$ 1,935,831

Revenues / Funding Sources					
Finance	\$ 225,434	221,955	214,067	232,725	\$ 239,000
Utility Billing	530,300	444,230	503,180	546,306	460,800
Human Resources	81,700	91,175	115,101	139,570	128,500
Risk Management	113,420	122,067	132,880	122,497	84,500
Total Department Funding Sources	\$ 950,855	879,427	965,227	1,041,098	\$ 912,800

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16	Comments
Finance	4.30	4.80	Added .50 of Management Analyst I in FY 2015-16
Utility Billing	3.40	3.40	
Human Resources	2.20	2.20	
Risk Management	-	-	
Total Full Time Equivalents	9.90	10.40	



**City of American Canyon
2015-16 Fiscal Year Budget**

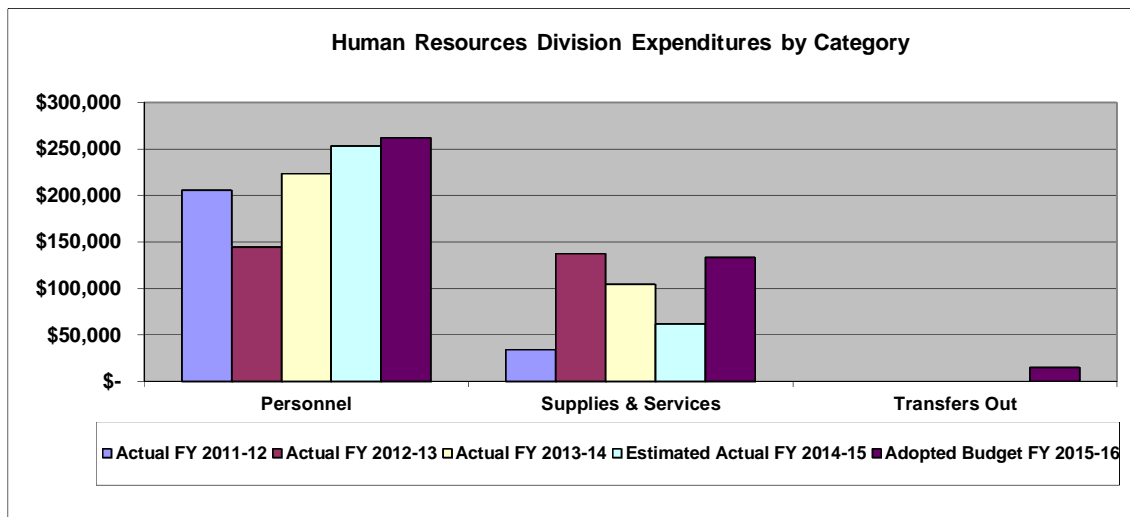
Administrative Services Department #20 - Human Resources Division #150

Mission: Attract, retain and develop a highly qualified workforce; coordinate retirement and benefits program; implement organization policies and procedures.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 205,709	144,298	223,423	253,486	\$ 262,024
Supplies & Services	34,254	137,689	104,608	61,775	133,180
Transfers Out	-	-	-	-	15,200
Division Total	\$ 239,962	281,987	328,032	315,261	\$ 410,404

Revenues / Funding Sources					
Intergovernmental - Grants	\$ -	-	11,651	15,000	\$ 8,000
Miscellaneous	-	-	3,080	-	-
Transfers In	81,700	91,175	100,370	124,570	120,500
Division Total	\$ 81,700	91,175	115,101	139,570	\$ 128,500

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16	Comments
Admin Services Director	0.20	0.20	
Human Resources Assistant	1.00	1.00	
Management Analyst	1.00	1.00	
Total Full Time Equivalents	2.20	2.20	



**City of American Canyon
2015-16 Fiscal Year Budget**

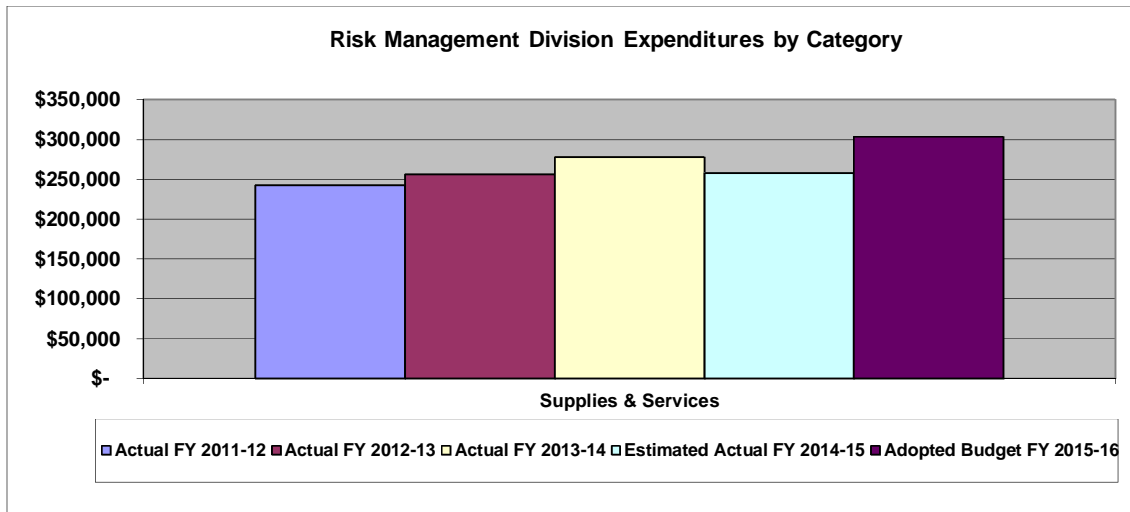
Administrative Services Department #20 - Risk Management Division #160

Mission: Provides Risk Management Services for all City operations; coordinates employee safety training.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Supplies & Services	\$ 242,261	256,060	277,567	257,644	\$ 303,932
Division Total	\$ 242,261	256,060	277,567	257,644	\$ 303,932

Revenues / Funding Sources					
Intergovernmental - Grants	\$ -	-	7,747	8,000	\$ 10,600
Miscellaneous	51,620	58,895	58,733	47,097	-
Transfers In	61,800	63,172	66,400	67,400	73,900
Division Total	\$ 113,420	122,067	132,880	122,497	\$ 84,500

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16	Comments
	-	-	No staff are allocated to Risk Management.
Total Full Time Equivalents	-	-	



**City of American Canyon
2015-16 Fiscal Year Budget**

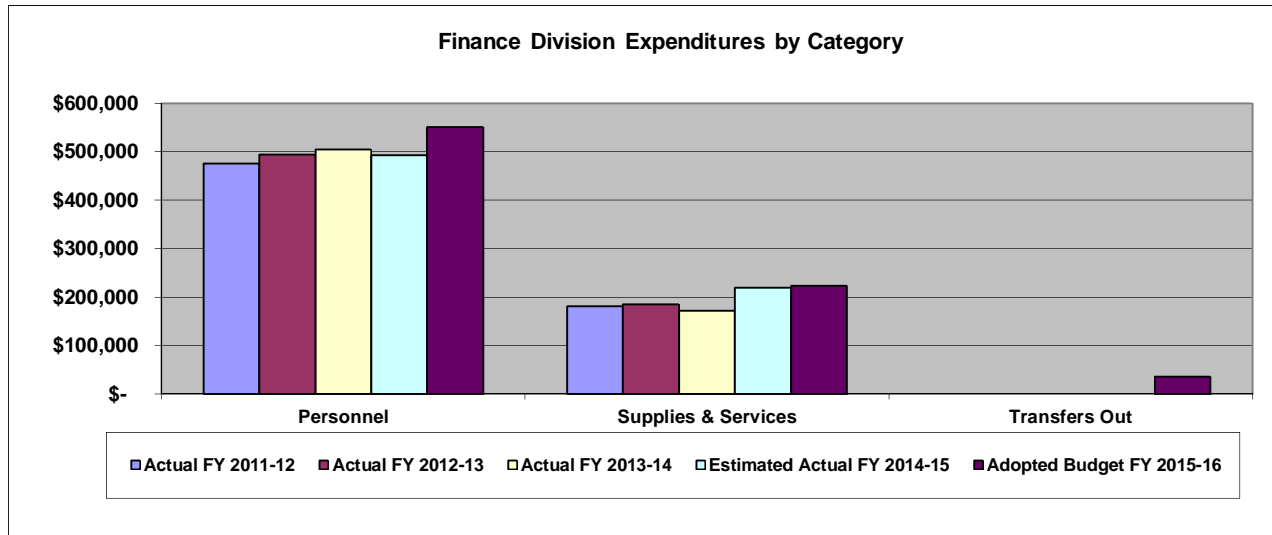
Administrative Services Department #20 - Finance Division #210

Mission: Maintains financial records, invests City's funds, oversees the annual audit and financial statement preparation, coordinates the budget process and prepares budget document, maintains business licenses, prepares payroll, accounts payable and receivable.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 475,394	493,448	504,378	492,479	\$ 550,381
Supplies & Services	181,549	185,391	171,352	218,762	223,555
Transfers Out	-	-	-	-	35,600
Division Total	\$ 656,943	678,839	675,730	711,241	\$ 809,536

Revenues / Funding Sources					
Miscellaneous	\$ 3,334	2,795	3,837	2,640	\$ 3,000
Transfers in	222,100	219,160	210,230	230,085	236,000
Division Total	\$ 225,434	221,955	214,067	232,725	\$ 239,000

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16
Accounting Assistant	0.70	0.70
Accounting Technician	2.00	2.00
Admin Services Director	0.60	0.60
Management Analyst I	-	0.50
Finance Manager	1.00	1.00
Total Full Time Equivalents	4.30	4.80



**City of American Canyon
2015-16 Fiscal Year Budget**

Administrative Services Department #20 - Utility Billing Division #230

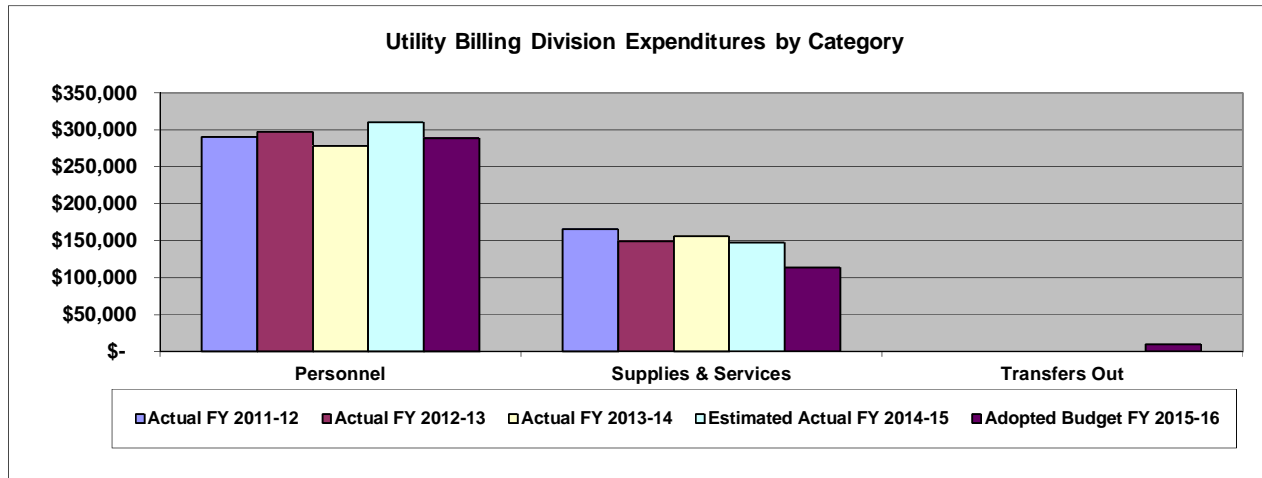
Mission: To prepare monthly utility billing, receive customer payments, provides customer service over the phone and at the public counter.

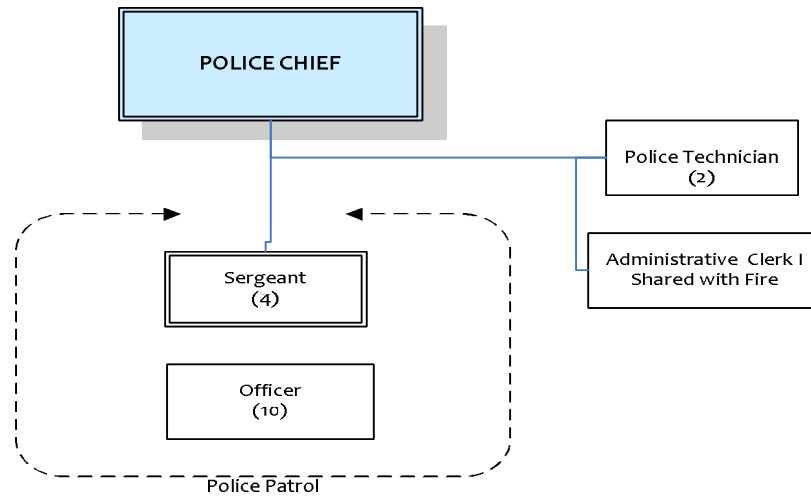
	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 289,885	297,351	278,036	310,320	\$ 288,079
Supplies & Services	165,655	149,158	156,246	147,419	113,680
Transfers Out	-	-	-	-	10,200
Division Total	\$ 455,541	446,508	434,282	457,739	\$ 411,959

Revenues / Funding Sources

Transfers in	\$ 530,300	444,230	503,180	546,306	\$ 460,800
Division Total	\$ 530,300	444,230	503,180	546,306	\$ 460,800

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2014-15
Accounting Assistant	2.30	2.30
Admin Services Director	0.10	0.10
Finance Manager	1.00	1.00
Total Full Time Equivalents	3.40	3.40





**City of American Canyon
2014-15 Fiscal Year Budget**

Police Department # 30 Division # 310 General Fund #100 Summary

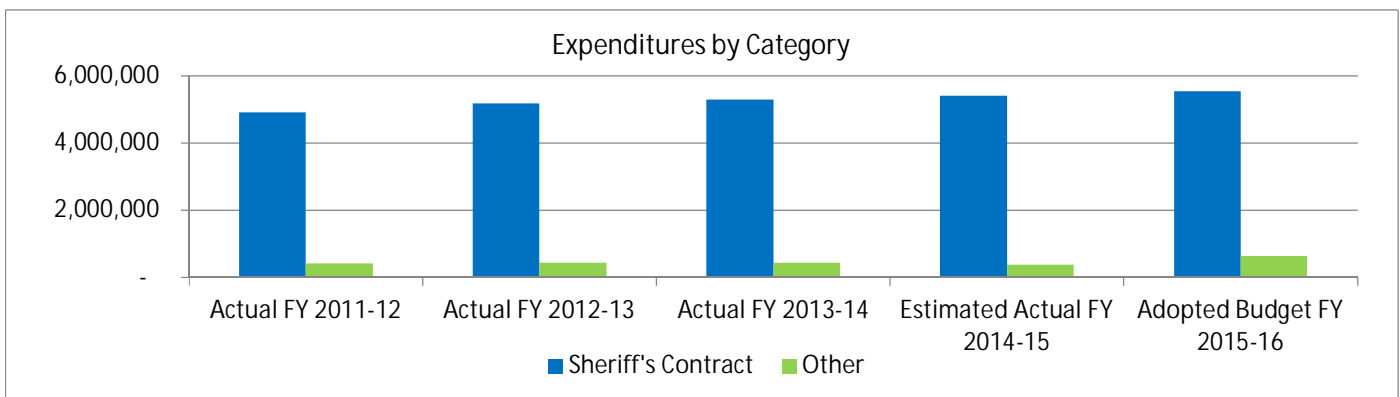
Mission: To serve and protect the public in the City of American Canyon.

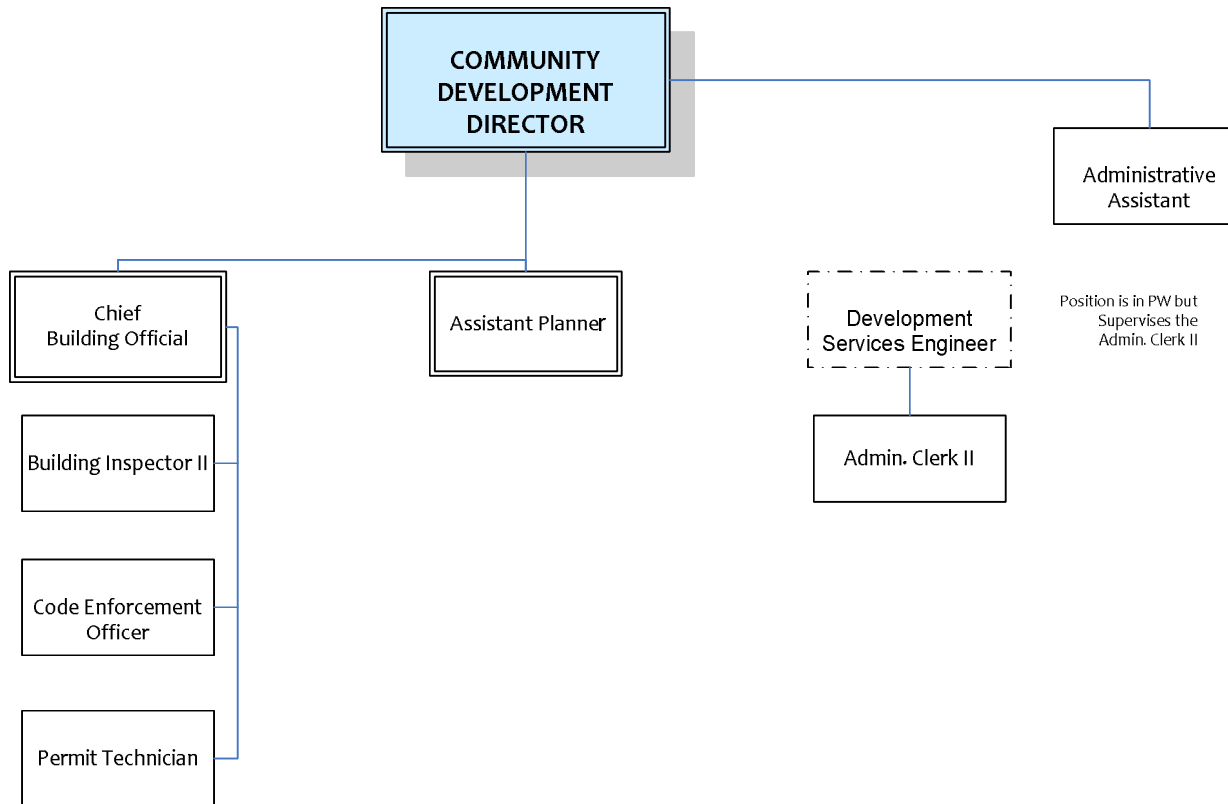
	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 214,667	202,607	227,932	212,087	\$ 223,979
Sheriff's Contract	4,913,183	5,174,676	5,289,873	5,404,722	5,545,986
Supplies & Services	205,390	212,479	174,302	136,741	175,200
Capital Outlay	9,449	19,382	37,318	44,200	34,000
Transfers Out	-	-	-	-	216,700
Division Total	\$ 5,342,689	5,609,145	5,729,426	5,797,750	\$ 6,195,865

Revenues / Funding Sources

Miscellaneous	\$ 6,920	10,472	12,461	10,248	\$ 21,000
Fines & Forfeitures	192,780	160,921	119,496	106,805	130,000
Transfers In	102,418	100,784	107,181	139,617	105,100
Division Total	\$ 302,118	272,177	239,138	256,670	\$ 256,100

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16	Comments
City Staff			
Police Technician	2.00	2.00	Admin Clerk II is shared between the City (70%) and the Fire District (30%)
Administrative Clerk II	0.70	0.70	
Total Full Time Equivalents - City	2.70	2.70	
Sheriff's Contract Staff			
Police Chief	1.00	1.00	Law Enforcement Services are provided by Napa County Sheriff through contractual agreement.
Sergeant	4.00	4.00	
Deputy Sheriff	18.00	18.00	
Total Full Time Equivalents - Contract	23.00	23.00	





**City of American Canyon
2015-16 Fiscal Year Budget**

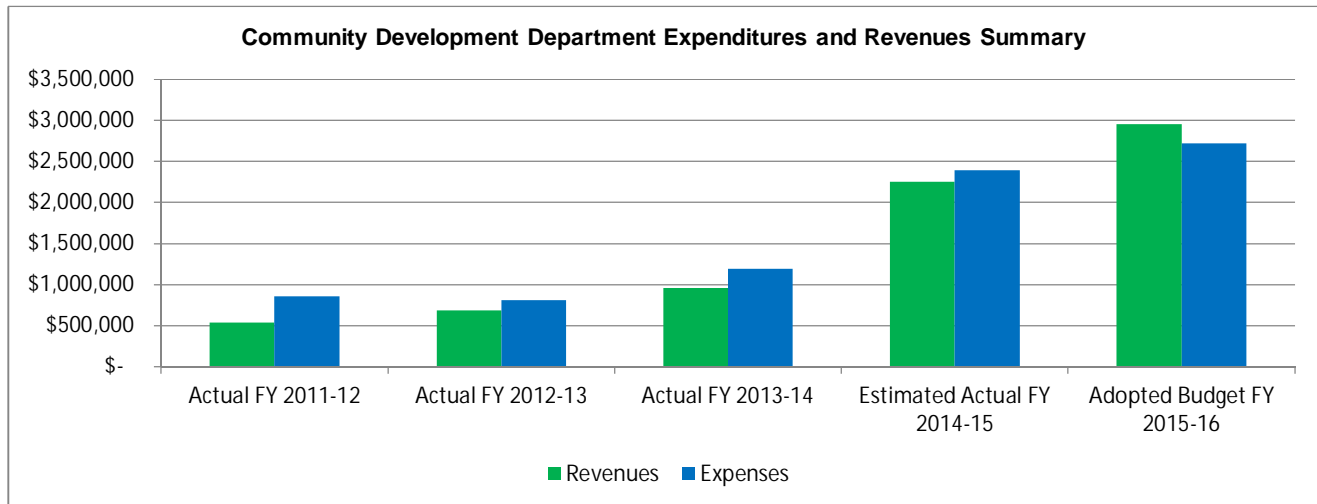
Community Development Department # 60 General Fund #100 Summary

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 514,714	509,210	550,579	702,463	\$ 888,327
Supplies & Services	341,565	297,575	639,832	1,692,597	1,767,350
Transfers In	-	-	-	-	62,500
Total for Department	\$ 856,279	\$ 806,784	\$ 1,190,411	\$ 2,395,060	\$ 2,718,177

Revenues / Funding Sources - See Divisions for Details

Planning	\$ 247,595	113,770	40,701	137,465	\$ 306,613
Housing Services	59,700	61,552	60,420	62,177	66,000
Building and Safety	229,669	175,114	289,938	479,881	521,500
Developer Project	-	334,435	566,041	1,572,148	2,062,000
Total Department Funding Sources	\$ 536,964	684,870	957,100	2,251,671	\$ 2,956,113

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16	Comments
Planning	3.25	3.25	Chief Bldg Official duties was contracted out in prior years. Starting FY 2015-16 this position have been budgeted.
Housing Services	-	-	
Building and Safety	3.25	4.25	
Developer Projects	-	-	
Total Full Time Equivalents	6.50	7.50	



**City of American Canyon
2015-16 Fiscal Year Budget**

Community Development Department #60 - Planning Division #610

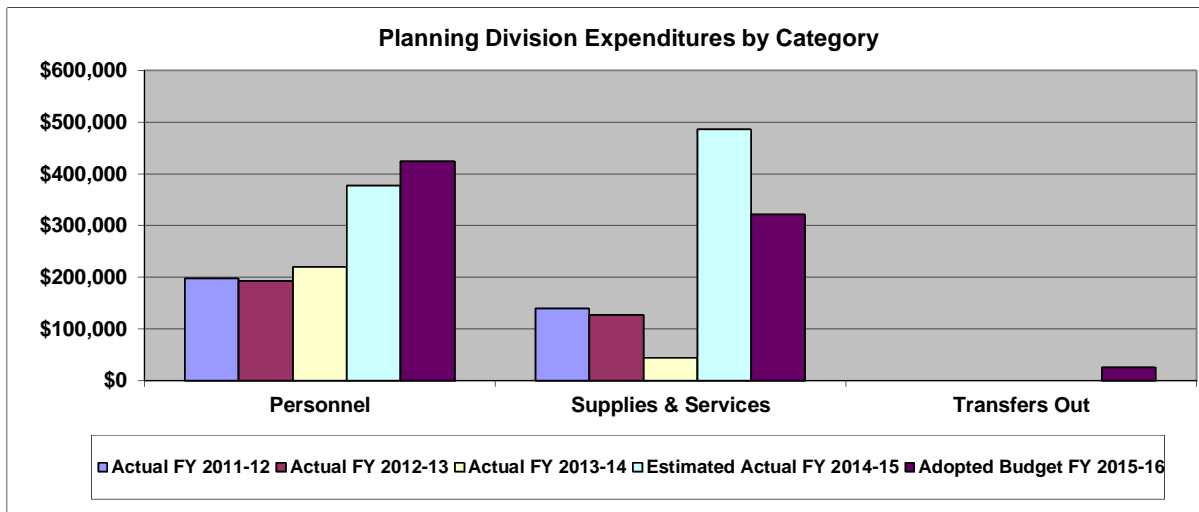
Mission: To provide a long range City planning vision and to process development permits in line with that vision and current planning requirements.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 198,104	192,872	219,510	377,618	\$ 424,604
Supplies & Services	139,507	127,590	43,969	485,460	321,250
Transfers Out	-	-	-	-	25,400
Division Total	\$ 337,610	320,462	263,479	863,078	\$ 771,254

Revenues / Funding Sources

Permits	\$ 6,533	5,898	5,562	6,150	\$ 5,500
Intergovernmental - Grants	-	-	647	100,000	250,000
Charges for Services - Gen Go	240,101	3,886	8,095	12,647	39,113
Miscellaneous	961	103,986	26,397	15,381	12,000
Transfers In	-	-	-	3,287	-
Division Total	\$ 247,595	113,770	40,701	137,465	\$ 306,613

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16	Comments
Administrative Clerk	0.50	0.50	
Administrative Assistant	0.85	0.85	
Associate Planner	1.00	1.00	
Community Development Director	0.90	0.90	
Total Full Time Equivalents	3.25	3.25	



**City of American Canyon
2015-16 Fiscal Year Budget**

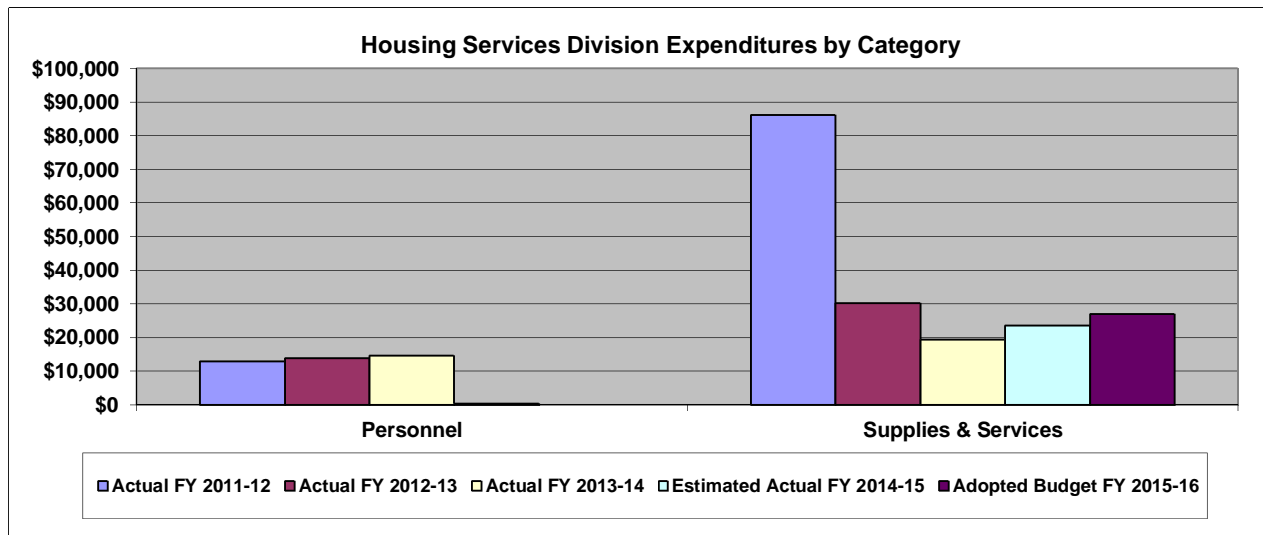
Community Development Department #60 - Housing Services Division #630

Mission: To provide a mix of housing types for all levels of income.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 12,983	13,784	14,534	288	\$ -
Supplies & Services	86,233	30,236	19,327	23,500	27,000
Division Total	\$ 99,216	44,020	33,861	23,788	\$ 27,000

Revenues / Funding Sources					
Rents	\$ 59,700	61,552	60,420	62,177	\$ 66,000
Division Total	\$ 59,700	61,552	60,420	62,177	\$ 66,000

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16
Total Full Time Equivalents	-	-



**City of American Canyon
2015-16 Fiscal Year Budget**

Community Development Department #60 - Building and Safety Division #640

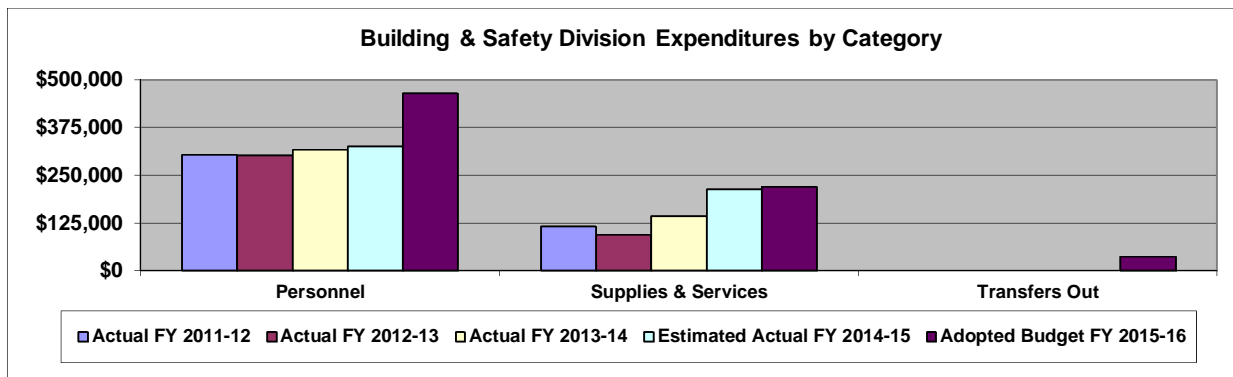
Mission: To provide building permitting, inspection, and code enforcement services while protecting and ensuring the health, safety, and welfare of the City residents.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 303,627	302,553	316,535	324,557	\$ 463,723
Supplies & Services	115,825	94,160	143,102	213,837	219,100
Transfers Out	-	-	-	-	37,100
Division Total	\$ 419,453	396,713	459,637	538,394	\$ 719,923

Revenues / Funding Sources

Permits	\$ 174,018	146,752	161,456	245,747	\$ 260,000
Charges for Services - Gen Gov	45,189	35,225	126,034	232,542	260,000
Miscellaneous	162	987	1,848	362	500
Fines & Forfeitures	10,300	(7,850)	600	840	1,000
Inter-Fund Transfers In	-	-	-	390	-
Division Total	\$ 229,669	175,114	289,938	479,881	\$ 521,500

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16	Comments
Administrative Assistant	0.15	0.15	Chief Bldg Official duties was contracted out
Administrative Clerk	0.50	0.50	in prior years. Starting FY 2015-16 this
Building Inspector	0.50	0.50	position have been budgeted.
Chief Building Official	-	1.00	Planner Svcs are contracted out as needed.
Code Enforcement Officer	1.00	1.00	
Community Development Director	0.10	0.10	
Permit Technician	1.00	1.00	
Total Full Time Equivalents	3.25	4.25	



**City of American Canyon
2015-16 Fiscal Year Budget**

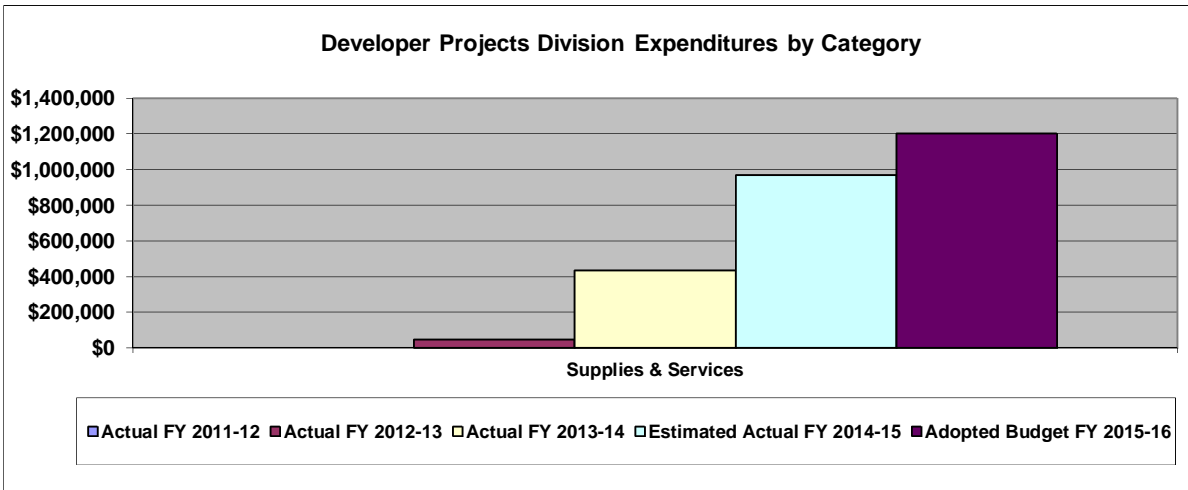
Community Development Department #60 - Developer Projects Division #660

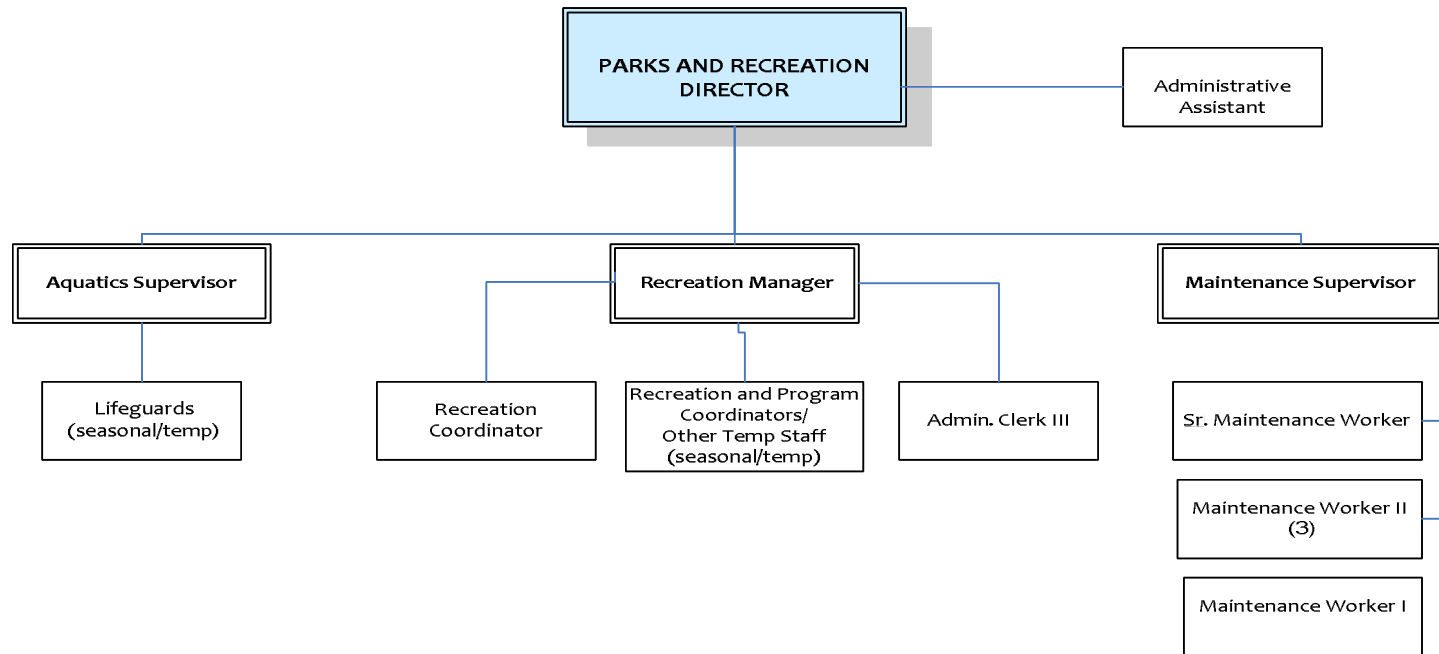
Mission: Cooperatively work with the development community to ensure that all infrastructure built by developers meet the goals, policies, standards, and general engineering best practices of the City to ensure they are safe, reliable, and maintainable.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Supplies & Services	\$ -	45,589	433,434	969,800	\$ 1,200,000
Division Total	\$ -	45,589	433,434	969,800	\$ 1,200,000

Revenues / Funding Sources					
Charges for Services - Gen Gov	\$ -	334,435	566,041	1,563,216	\$ 2,062,000
Miscellaneous	-	-	-	8,932	-
Division Total	\$ -	334,435	566,041	1,572,148	\$ 2,062,000

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2013-14	Adopted Budget FY 2014-15	Comments
	-	-	No positions are budgeted
Total Full Time Equivalents	-	-	





**City of American Canyon
2015-16 Fiscal Year Budget**

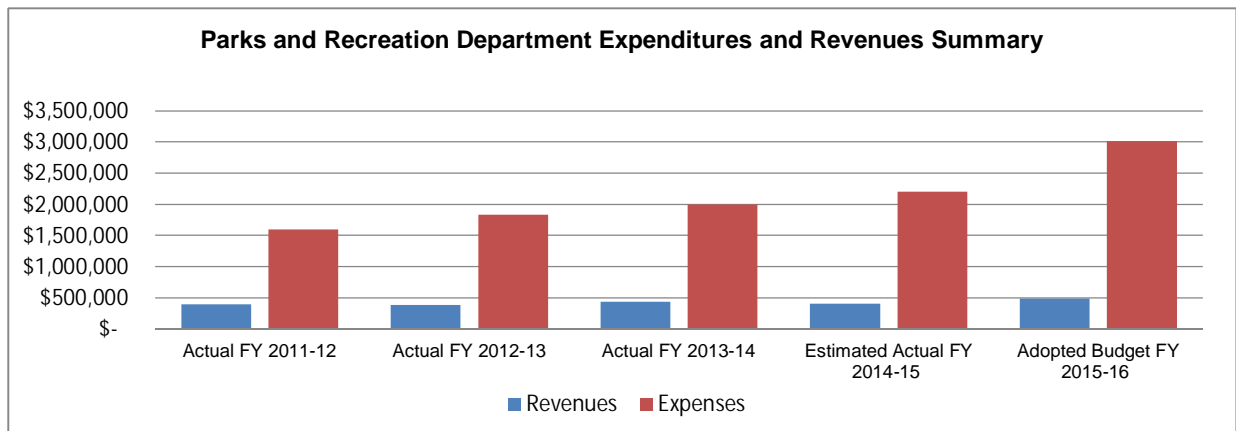
Parks and Recreation Department #70 General Fund #100 Summary

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 1,169,142	1,245,835	1,435,715	1,589,451	\$ 1,721,244
Supplies & Services	428,268	501,691	565,231	580,503	1,017,256
Capital Projects	-	85,566	-	35,000	10,000
Transfers Out	-	-	-	-	263,200
Total for Department	\$ 1,597,409	1,833,092	2,000,946	2,204,954	\$ 3,011,700

Revenues / Funding Sources - See Divisions for Details

Recreation Program	\$ 200,731	195,888	218,403	89,247	\$ 90,700
Sports Program	50,584	49,952	54,454	190,735	191,100
Aquatics	104,427	93,874	121,489	115,684	131,300
Senior Multi-Use Center	5,355	11,298	12,803	12,814	15,000
Parks Maintenance	29,815	34,130	31,970	-	55,505
Total Department Funding Sources	\$ 390,911	385,142	439,119	408,480	\$ 483,605

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16	Comments
Recreation Admin	2.20	2.20	
Recreation Program	1.80	2.80	Program Coordinator Position was added in FY 2015-16
Aquatics	1.60	1.60	
Senior/Multi-Use Center	-	-	Senior Center is staffed as needed by part time staff
Parks Maintenance	5.40	5.40	
Total Staff Full Time Equivalents	11.00	12.00	



**City of American Canyon
2015-16 Fiscal Year Budget**

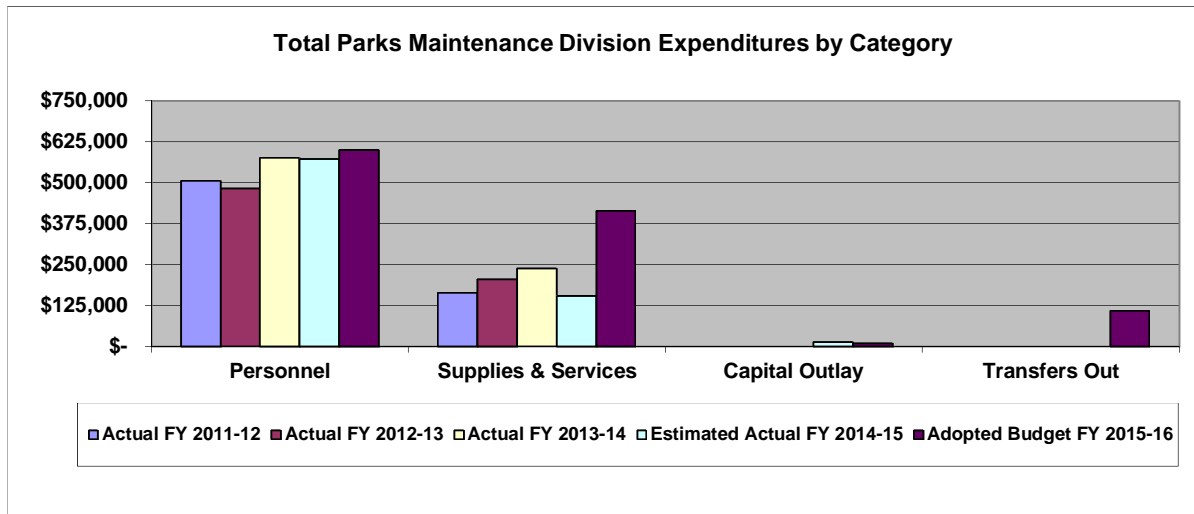
Parks and Recreation Department #70 - Park Maintenance Division #540

Mission: Maintenance of all lawn, trees and shrubs in all City Parks and Facilities

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 506,803	483,164	575,968	573,348	\$ 599,387
Supplies & Services	165,478	205,621	238,885	155,451	414,339
Capital Outlay	-	-	-	15,000	10,000
Transfers Out	-	-	-	-	110,800
Division Total	\$ 672,281	688,785	814,853	743,799	\$ 1,134,526

Revenues / Funding Sources					
Miscellaneous	\$ 2,130	2,000	-	-	\$ -
Transfers In	27,685	32,130	31,970	-	55,505
Division Total	\$ 29,815	34,130	31,970	-	\$ 55,505

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16	Comments
Public Works Superintendent			
Maintenance Supervisor	0.90	0.90	
Maintenance Workers	3.60	3.60	
Senior Maintenance Worker	0.90	0.90	
Total Full Time Equivalents	5.40	5.40	



**City of American Canyon
2015-16 Fiscal Year Budget
Parks and Recreation Department #70 - Administration Division #710**

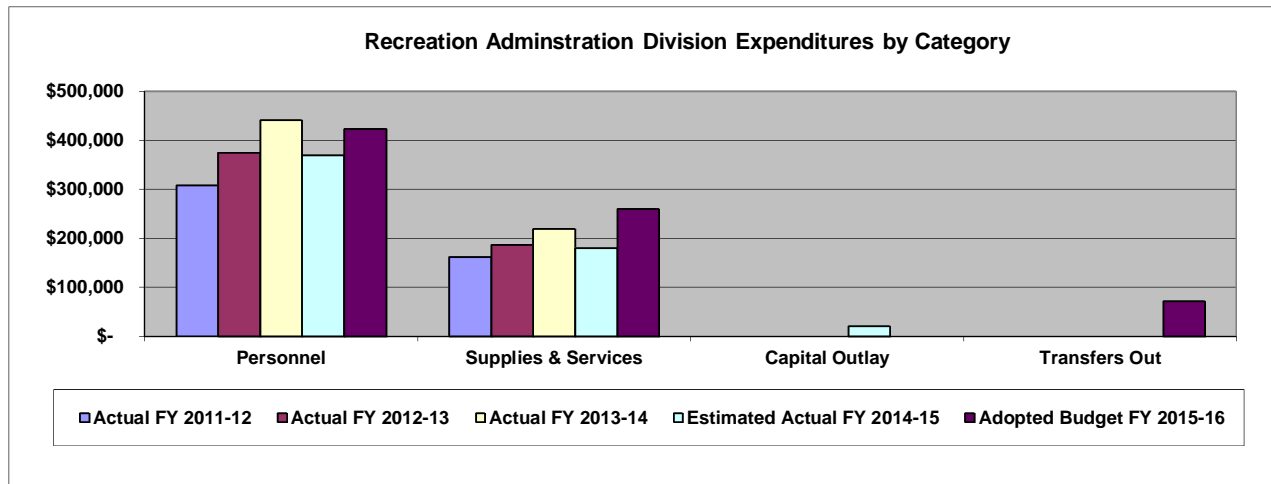
Mission: To provide recreation activities and services to the community

	Actual FY 2011-12	Actual FY 2012- 13	Actual FY 2013- 14	Estimated Actual FY 2014- 15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 307,794	374,411	441,032	368,964	\$ 422,795
Supplies & Services	161,995	186,450	218,651	180,302	259,305
Capital Outlay	-	-	-	20,000	-
Transfers Out	-	-	-	-	71,600
Division Total	\$ 469,789	560,861	659,683	569,266	\$ 753,700

Revenues / Funding Sources

Charges for Services - Rec	\$ 152,921	150,979	157,683	22,140	\$ 21,000
Rents	39,454	34,456	26,563	41,334	42,200
Miscellaneous	8,355	10,454	34,157	25,773	27,500
Division Total	\$ 200,731	195,888	218,403	89,247	\$ 90,700

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16	Comments
Administrative Assistant	1.00	1.00	Does not include bus driver who works as needed at special events
Administrative Clerk II	-		
Park & Recreation Director	1.00	1.00	
Recreation Manager	0.20	0.20	
Total Full Time Equivalents	2.20	2.20	



**City of American Canyon
2015-16 Fiscal Year Budget**

Parks and Recreation Department #70 - Recreation Programs Division #720

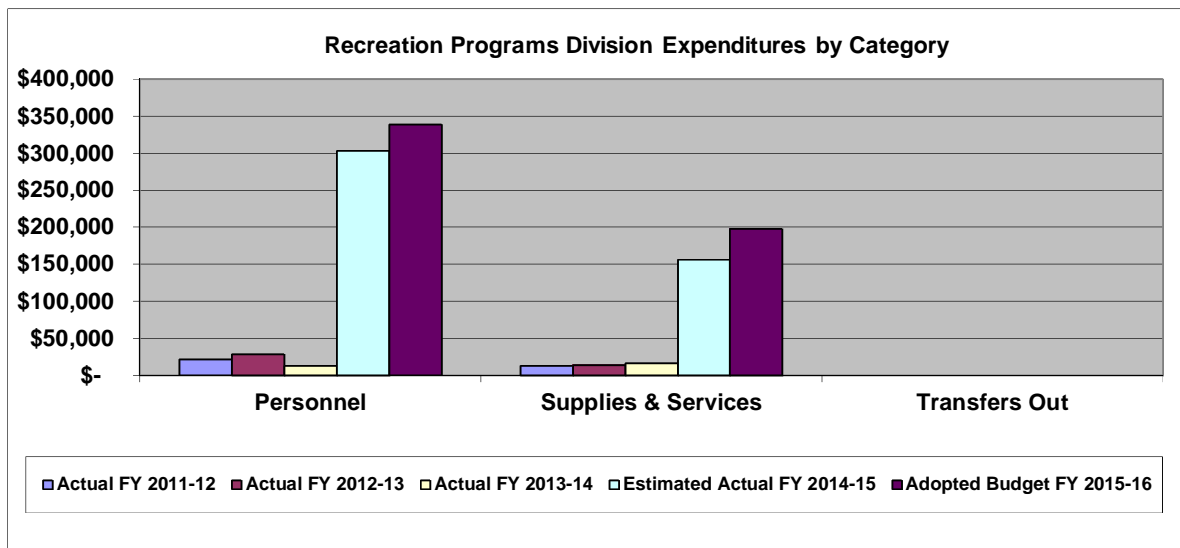
Mission: To provide recreation and program events to the community.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 21,890	28,044	13,303	303,185	\$ 338,289
Supplies & Services	13,065	13,487	16,074	156,000	197,913
Transfers Out	-	-	-	-	-
Division Total	\$ 34,955	41,531	29,377	459,185	\$ 536,202

Revenues / Funding Sources

Charges for Services - Rec	\$ 49,597	48,734	52,869	189,738	\$ 190,500
Rents	987	1,218	1,585	1,000	600
Miscellaneous	-	-	-	(3)	-
Division Total	\$ 50,584	49,952	54,454	190,735	\$ 191,100

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16	Comments
Administrative Clerk II	1.00	1.00	Program Coordinator Position was added in FY 2015-16
Recreation Manager	0.80	0.80	
Program Coordinator	-	1.00	
Total Full Time Equivalent	1.80	2.80	



**City of American Canyon
2015-16 Fiscal Year Budget**

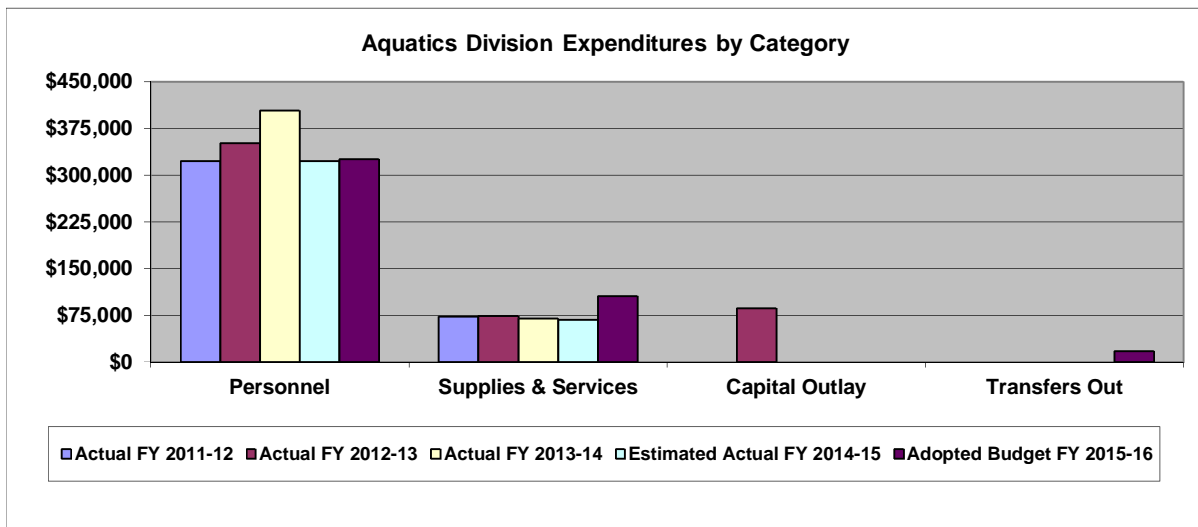
Parks and Recreation Department #70 - Aquatics Division #730

Mission: Provides aquatic programs to the Community

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 321,925	351,597	404,118	322,670	\$ 325,989
Supplies & Services	72,204	73,133	69,013	67,150	105,535
Capital Outlay	-	85,566	-	-	-
Transfers Out	-	-	-	-	16,800
Division Total	\$ 394,129	510,296	473,131	389,820	\$ 448,324

Revenues / Funding Sources					
Charges for Services - Rec	\$ 101,814	91,867	118,167	113,982	\$ 130,100
Rents	2,513	2,008	3,321	1,702	1,200
Miscellaneous	100	(1)	-	-	-
Division Total	\$ 104,427	93,874	121,489	115,684	\$ 131,300

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16
Aquatics Supervisor	1.00	1.00
Maintenance Worker	0.50	0.40
Sr Maintenance Worker	-	0.10
Maintenance Supervisor	0.10	0.10
Total Full Time Equivalents	1.60	1.60



**City of American Canyon
2015-16 Fiscal Year Budget**

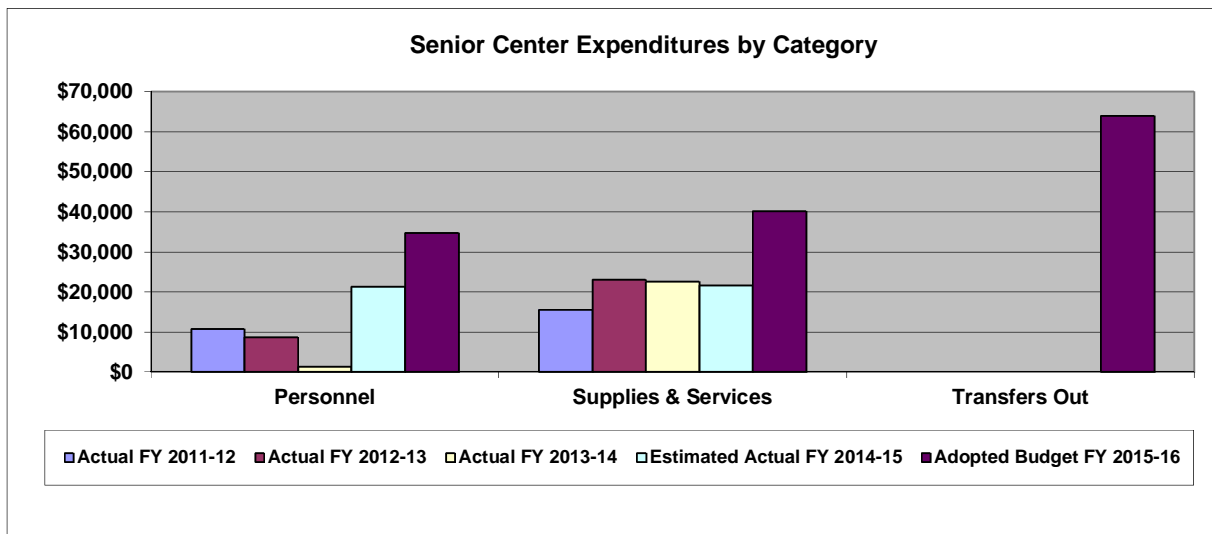
Parks and Recreation Department #70 - Senior Multi-Use Center Division #740

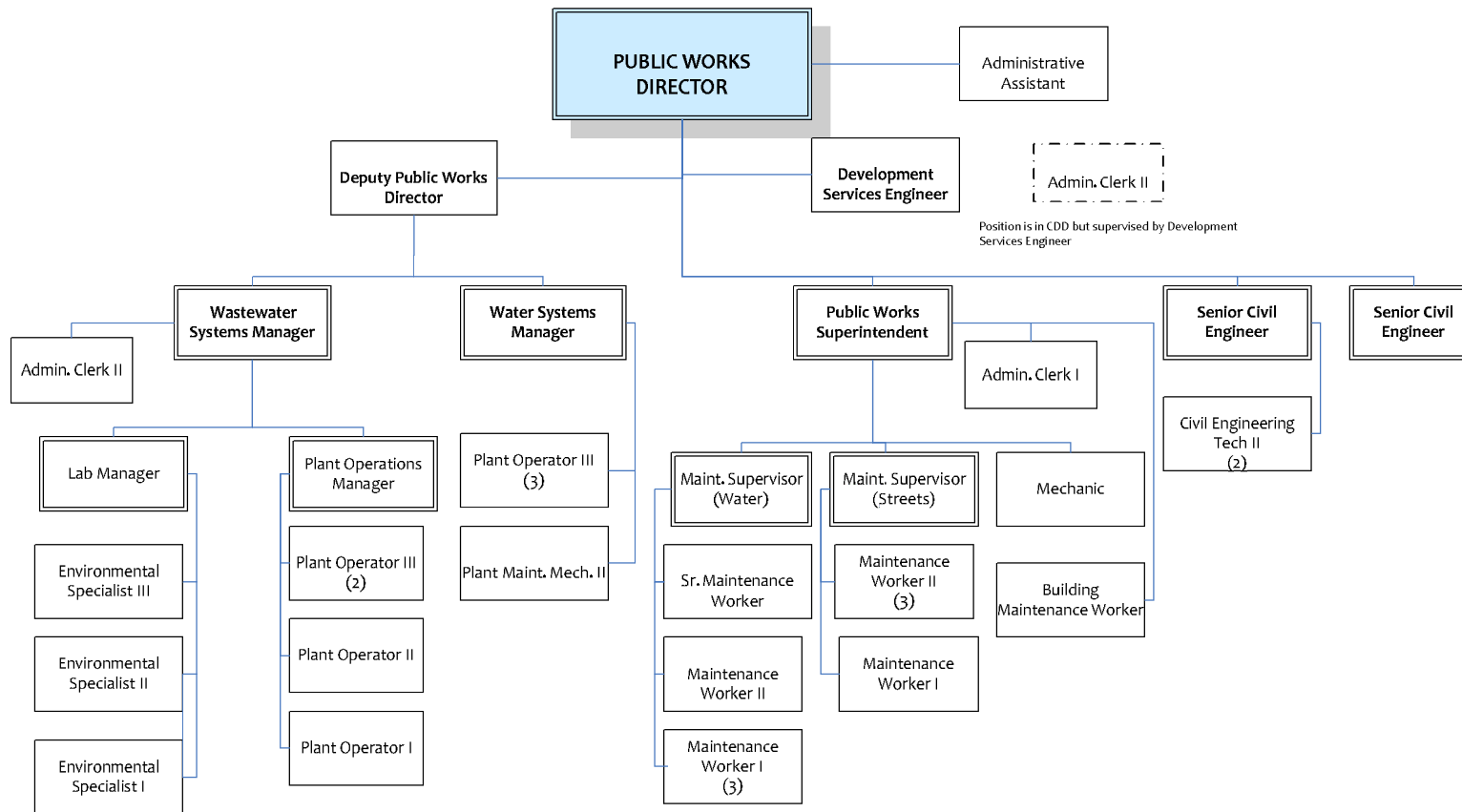
Mission: To provide space for senior Citizen activities and an additional venue for City sponsored activities and public events.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 10,729	8,619	1,295	21,284	\$ 34,784
Supplies & Services	15,526	23,001	22,608	21,600	40,164
Transfers Out	-	-	-	-	64,000
Division Total	\$ 26,255	31,620	23,903	42,884	\$ 138,948

Revenues / Funding Sources					
Rents	\$ 5,355	11,298	12,803	12,814	\$ 15,000
Division Total	\$ 5,355	11,298	12,803	12,814	\$ 15,000

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16	Comments
			The Senior Center is staffed by Part Timers as needed for program activities
Total Full Time Equivalents	-	-	





**City of American Canyon
2015-16 Fiscal Year Budget**

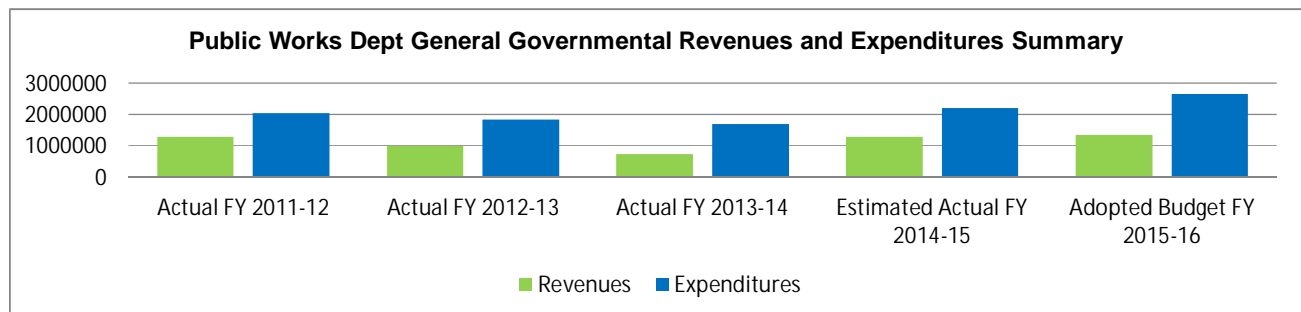
Public Works Department #50 General Fund #100 Summary

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures by Function					
Personnel	\$ 1,313,347	1,370,994	1,242,819	1,416,694	\$ 1,634,462
Supplies & Services	586,872	460,875	469,074	774,919	861,700
Capital Outlay	156,870	11,233	-	19,000	7,500
Transfers Out	-	-	-	-	162,600
Total for Department	\$ 2,057,089	1,843,102	1,711,892	2,210,613	\$ 2,666,262

Revenues / Funding Sources - See Divisions for Details

Public Works Admin	\$ 447,900	412,153	381,760	341,876	\$ 307,100
Capital Projects Admin	6,286	2,588	4,698	155,285	300,765
Street Maintenance	383,703	362,135	327,222	300,000	300,000
Storm Drain	282,509	205,136	13,966	498,493	435,589
City Engineer	174,700	29,809	6,783	990	6,000
Development Project	-	-	-	-	-
Total Department Funding Sources	\$ 1,295,098	1,011,820	734,428	1,296,644	\$ 1,349,454

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16
Public Works Admin	3.50	3.50
Capital Projects Admin	3.00	4.00
Street Maintenance	2.90	3.30
Storm Drain	2.00	2.60
City Engineer	1.00	1.00
Developer Project	-	-
Total Full Time Equivalents	12.40	14.40



**City of American Canyon
2015-16 Fiscal Year Budget**

Public Works Department #50 - Administration Division #510

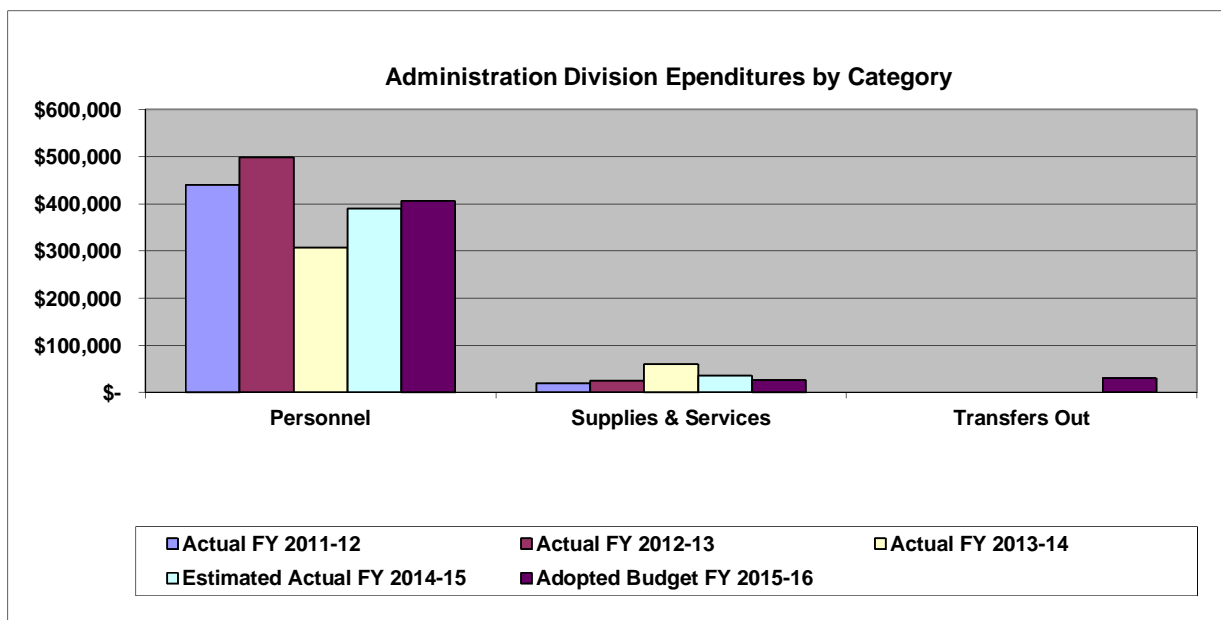
Mission: Provide Management and Clerical Support to All Public Works Functions. Cost allocations are calculated for Water, Wastewater and General Fund Divisions, as appropriate.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 440,320	498,301	306,859	389,744	\$ 406,653
Supplies & Services	20,014	25,584	60,698	35,208	26,400
Transfers Out	-	-	-	-	30,500
Division Total	\$ 460,333	523,885	367,557	424,952	\$ 463,553

Revenues / Funding Sources

Intergovernmental - Grants	\$ -	-	-	11,500	\$ -
Transfers In	447,900	412,153	381,760	330,376	307,100
Division Total	\$ 447,900	412,153	381,760	341,876	\$ 307,100

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16
Administrative Assistant	1.00	0.50
Administrative Assistant	-	1.00
Administrative Clerk	1.50	1.00
Public Works Director	1.00	1.00
Total Full Time Equivalents	3.50	3.50



**City of American Canyon
2015-16 Fiscal Year Budget**

Public Works Department #50 - Capital Projects Division #515

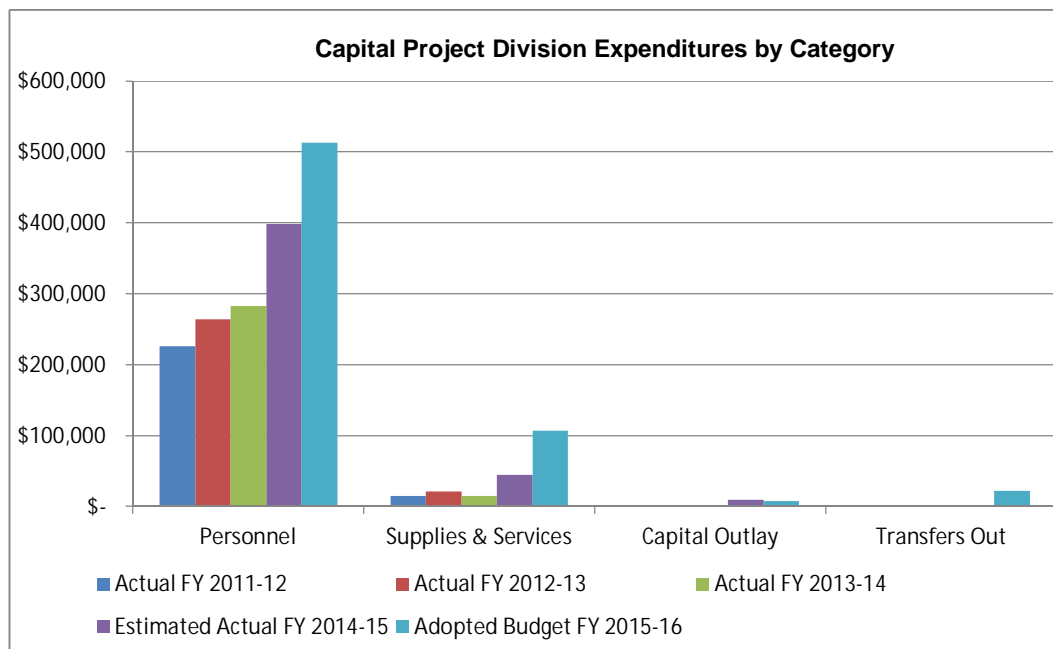
Mission: Maintain the City's Capital Improvement Projects (CIP) Program.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 225,983	264,190	283,262	398,193	\$ 513,115
Supplies & Services	14,872	21,057	15,122	44,275	107,250
Capital Outlay	-	-	-	9,000	7,500
Transfers Out	-	-	-	-	21,900
Division Total	\$ 240,855	285,247	298,384	451,468	\$ 649,765

Revenues / Funding Sources

Permits	\$ 6,286	2,524	2,188	5,285	\$ 6,000
Miscellaneous	-	64	116	-	-
Transfers In	-	-	2,394	150,000	294,765
Division Total	\$ 6,286	2,588	4,698	155,285	\$ 300,765

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16
Senior Civil Engineer	1.00	2.00
Civil Engineering Tech	2.00	2.00
Total Full Time Equivalents	3.00	4.00



**City of American Canyon
2015-16 Fiscal Year Budget**

Public Works Department #50 - Street Maintenance Division #520

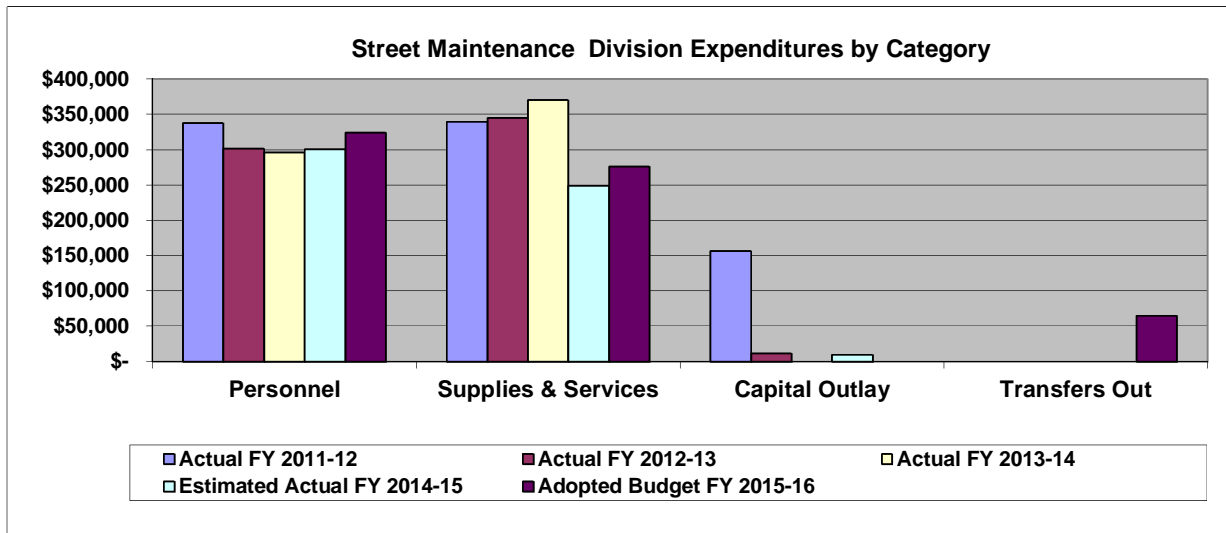
Mission: Operate and maintain all city streets, storm drains, sidewalks, open space, lights, streets, signs, and traffic signals.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 338,117	301,905	295,788	300,999	\$ 324,300
Supplies & Services	339,762	345,057	370,782	248,626	276,500
Capital Outlay	156,870	11,233	-	10,000	-
Transfers Out	-	-	-	-	64,500
Division Total	\$ 834,749	658,194	666,571	559,625	\$ 665,300

Revenues / Funding Sources

Intergovernmental - Grants	\$ 88,498	-	-	-	\$ -
Miscellaneous	-	67,722	1,555	-	-
Transfers In	295,205	294,413	325,667	300,000	300,000
Division Total	\$ 383,703	362,135	327,222	300,000	\$ 300,000

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16
Maintenance Supervisor	0.75	0.75
Maintenance Workers	1.15	2.30
Sr Maintenance Worker	0.75	-
PW Superintendent	0.25	0.25
Total Full Time Equivalents	2.90	3.30



**City of American Canyon
2015-16 Fiscal Year Budget**

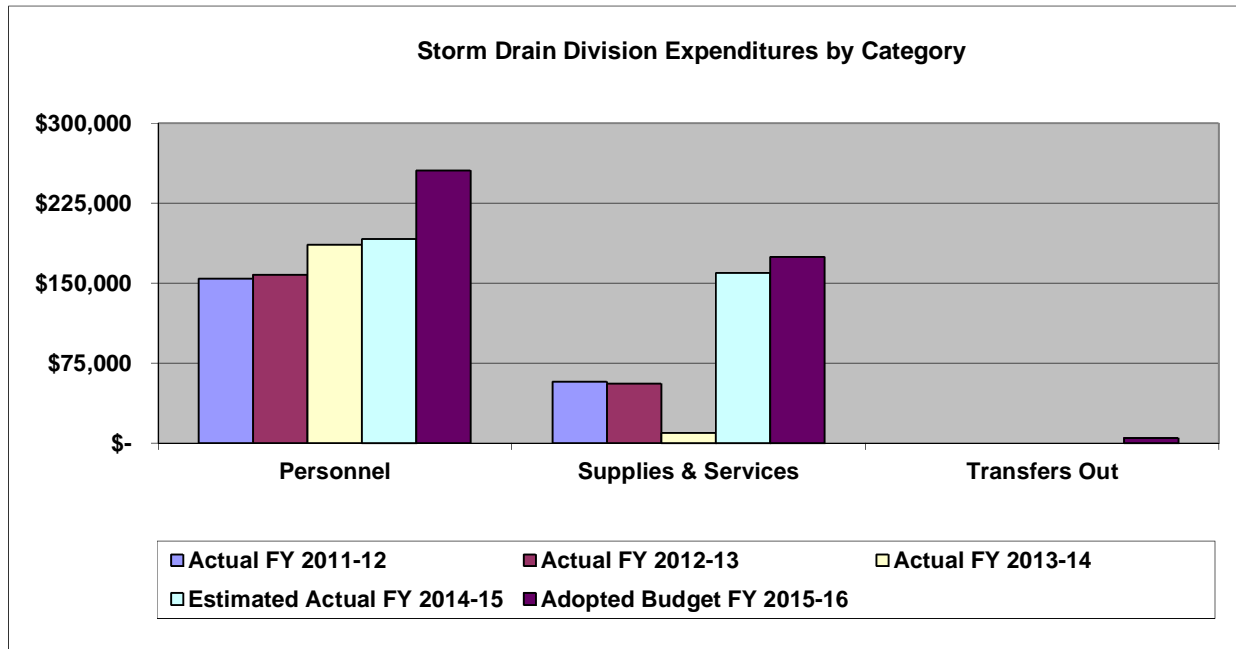
Public Works Department # 50 - Storm Drain Division #525

Mission: Operate, maintain, and improve major flood control channels.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 154,150	157,680	185,672	191,387	\$ 255,689
Supplies & Services	57,485	56,239	9,863	159,420	174,800
Transfers Out	-	-	-	-	5,100
Division Total	\$ 211,635	213,918	195,536	350,807	\$ 435,589

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Revenues / Funding Sources					
Transfer from Measure A Fund	\$ 282,509	205,136	13,966	498,493	\$ 435,589
Division Total	\$ 282,509	205,136	13,966	498,493	\$ 435,589

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16
Maintenance Supervisor	0.25	0.25
Maintenace Workers	1.10	1.70
PW Superintendent	0.25	0.25
Environmental Specialist	0.40	0.40
Total Full Time Equivalents	2.00	2.60



**City of American Canyon
2015-16 Fiscal Year Budget**

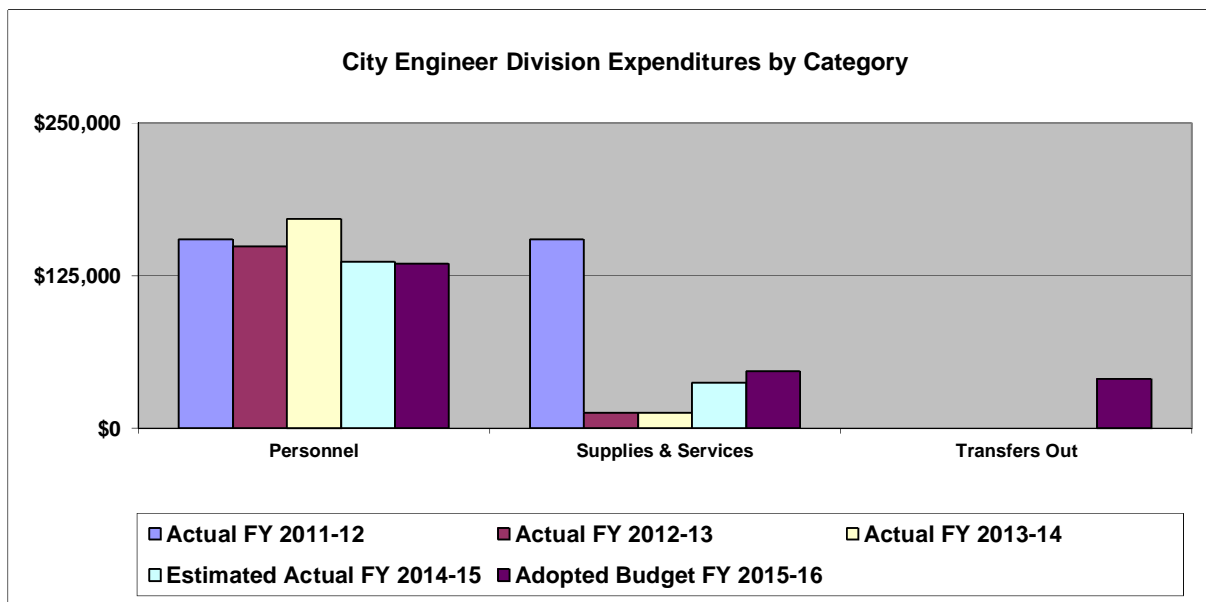
Public Works Department # 50 - City Engineer Division #650

Mission: Ensures that private development complies with City Engineering design standards established to foster a sense of place and to further economic development objectives.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 154,778	148,919	171,238	136,371	\$ 134,705
Supplies & Services	154,739	12,939	12,608	37,390	46,750
Transfers Out	-	-	-	-	40,600
Division Total	\$ 309,517	161,857	183,845	173,761	\$ 222,055

Revenues / Funding Sources					
Permits	\$ 965	26,298	4,148	990	\$ 2,000
Charges for Services - Gen Gov	171,484	-	-	-	-
Miscellaneous	2,251	3,511	2,635	-	4,000
Division Total	\$ 174,700	29,809	6,783	990	\$ 6,000

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16	Comments
Development Svc Engineer	1.00	1.00	
Total Full Time Equivalents	1.00	1.00	



**City of American Canyon
2015-16 Fiscal Year Budget**

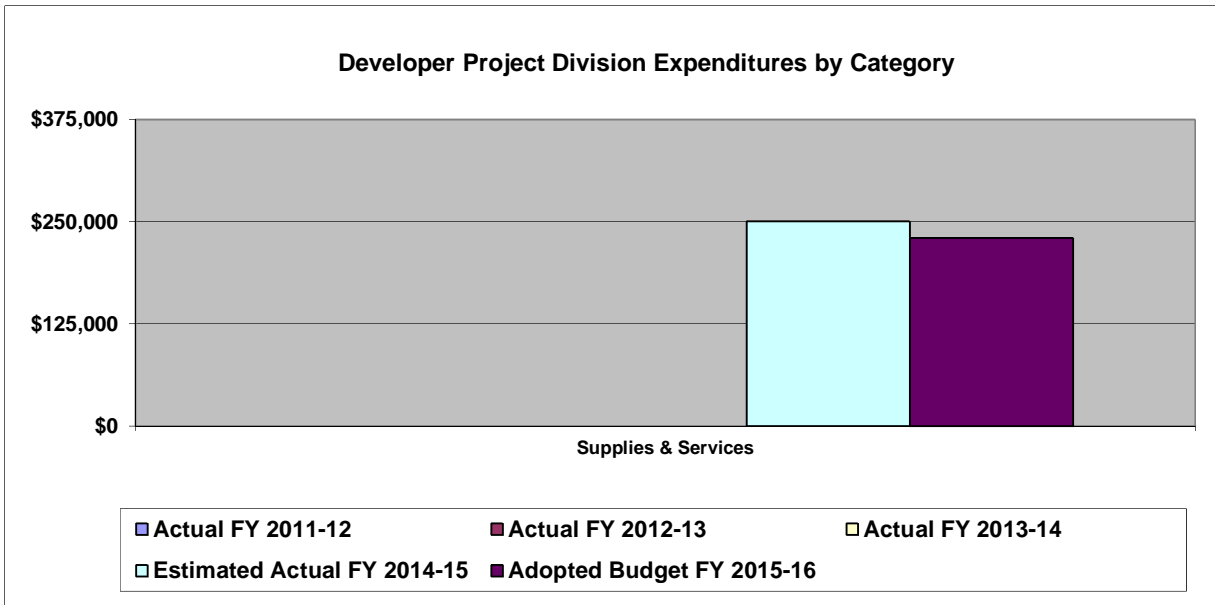
Public Works Department #50 - Developer Project Division #660

Mission: Cooperatively work with the development community to ensure that all infrastructure built by developers meet the goals, policies, standards, and general engineering best practices of the City to ensure they are safe, reliable, and maintainable.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Supplies & Services	-	-	-	250,000	\$ 230,000
Division Total	\$ -	-	-	250,000	\$ 230,000

Revenues / Funding Sources					
Division Total	\$ -	-	-	-	\$ -

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2013-14	Adopted Budget FY 2015-16	Comments
	-	-	No positions are budgeted
Total Full Time Equivalents	-	-	



**City of American Canyon
2015-16 Fiscal Year Budget**

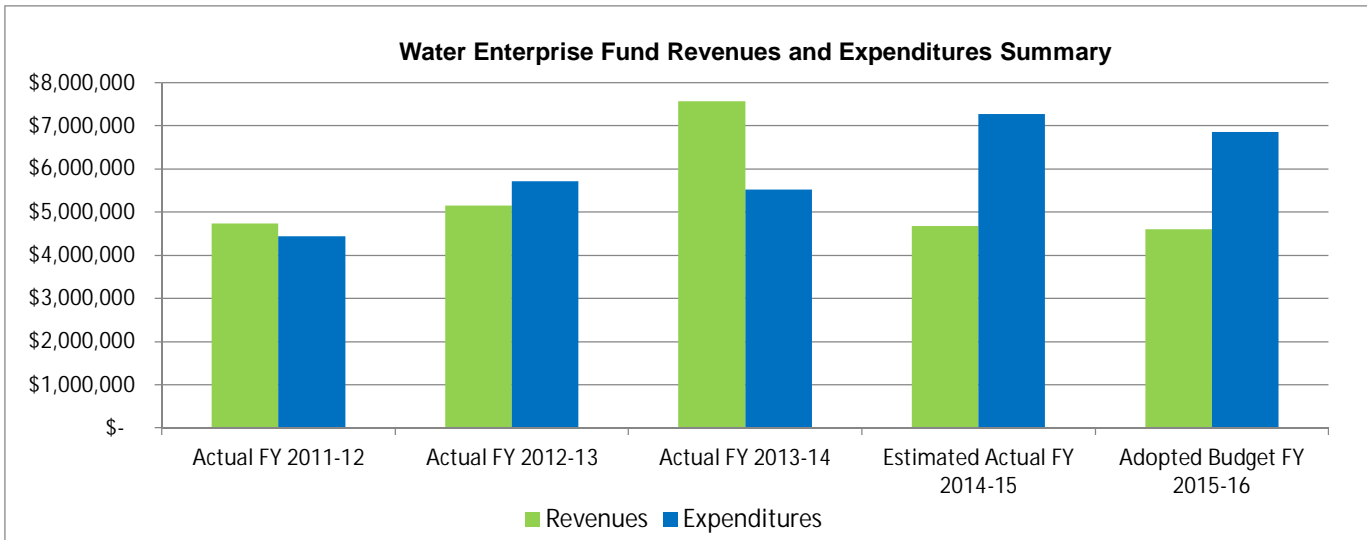
Public Works Department #50 Water Operations Fund #510 Summary

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenses					
Personnel	\$ 952,946	956,947	1,070,467	1,051,587	\$ 1,277,692
Purchased Water	1,178,015	2,221,081	2,283,764	3,785,000	2,691,972
Supplies & Services	815,525	1,043,439	780,929	794,004	1,033,450
Depreciation	617,176	601,881	587,743	587,742	587,742
Capital Outlay	-	6,064	(159,290)	-	-
Debt Service	131,832	193,217	190,236	203,940	311,571
Transfers Out	741,000	687,061	770,663	857,768	949,952
Total for Department	\$ 4,436,494	5,709,690	5,524,512	7,280,041	\$ 6,852,379

Revenues / Funding Sources

Water Treatment Plant	\$ 4,743,275	5,146,588	7,576,244	4,672,004	\$ 4,606,600
Total Department Funding Sources	\$ 4,743,275	5,146,588	7,576,244	4,672,004	\$ 4,606,600

Division Staffing Full Time Equivalent Positions	Adopted Budget FY	Adopted Budget FY
Water Treatment Plant	4.63	5.63
Water Distribution	4.45	4.45
Total Staff Full Time Equivalents	9.08	10.08



**City of American Canyon
2015-16 Fiscal Year Budget**

Public Works Department #50 - Water Treatment Plant Division #560

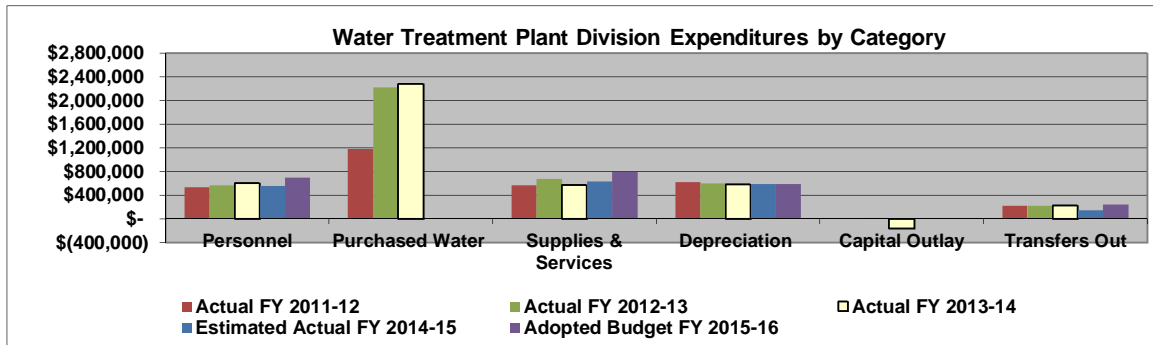
Mission: To treat water delivered to the treatment plant in an efficient and safe manner to provide potable water to customers on demand.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 530,301	561,788	608,919	557,925	\$ 694,678
Purchased Water	1,178,015	2,221,081	2,283,764	-	-
Supplies & Services	561,105	672,847	570,943	628,369	794,750
Depreciation	617,176	601,881	587,743	587,742	587,742
Capital Outlay	-	8,624	(163,669)	-	-
Transfers Out	223,100	217,055	221,550	143,800	245,600
Division Total	\$ 3,109,697	4,283,277	4,109,250	1,917,836	\$ 2,322,770

Revenues					
Intergovernmental - Grants	\$ -	-	4,026	20,000	\$ -
Charges for Services - Gen Gov	-	-	2,276,830	-	-
Sale of Water	4,409,869	4,892,290	4,982,094	4,418,504	4,377,000
Interest Revenue	34,658	17,589	16,888	13,500	13,600
Miscellaneous	298,747	236,710	296,406	220,000	216,000
Revenues / Funding Sources	\$ 4,743,275	5,146,588	7,576,244	4,672,004	\$ 4,606,600

Note: Purchased Water was moved from Water Treatment Division to Non Department Division starting FY 2014-15.

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16
Environmental Pgm Specialist II	0.30	0.30
Mechanic	1.00	
Deputy Utilities Director		0.50
Plant Operator III	2.00	3.00
Water System Manager	1.00	1.00
Management Analyst II		0.50
Management Analyst II	0.33	0.33
Total Full Time Equivalents	4.63	5.63



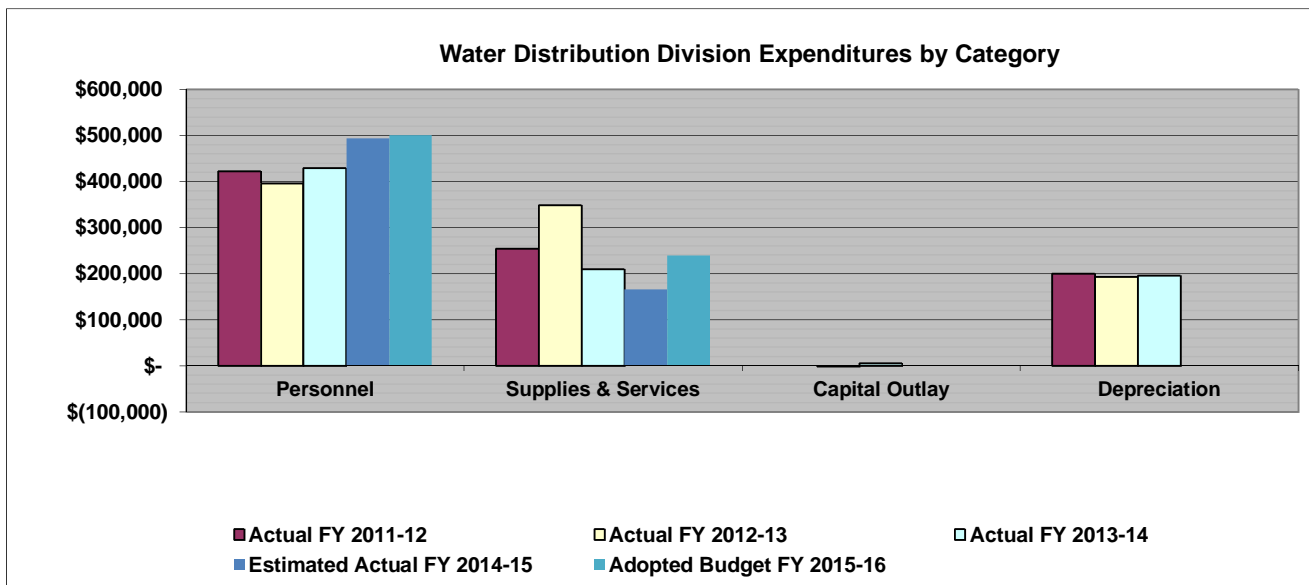
**City of American Canyon
2015-16 Fiscal Year Budget**

Public Works Department #50 - Water Distribution System Division #565

Mission: To maintain water distribution system to enable the efficient delivery to homes and businesses on demand.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 422,645	395,158	429,257	493,662	\$ 500,214
Supplies & Services	254,419	348,678	209,986	165,635	238,700
Capital Outlay	-	(2,560)	4,379	-	-
Transfers Out	199,700	192,927	196,050	135,300	194,300
Division Total	\$ 876,764	934,204	839,673	794,597	\$ 933,214
Revenues / Funding Sources					
	\$ -	-	-	-	\$ -

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16
Maintenance Supervisor	0.80	0.80
Maintenance Worker I & II	2.60	2.40
Senior Maintenance Worker	0.80	0.50
Public Works Superintendent	0.25	0.25
Plant Maintenance Mechanic		0.50
Total Full Time Equivalents	4.45	4.45



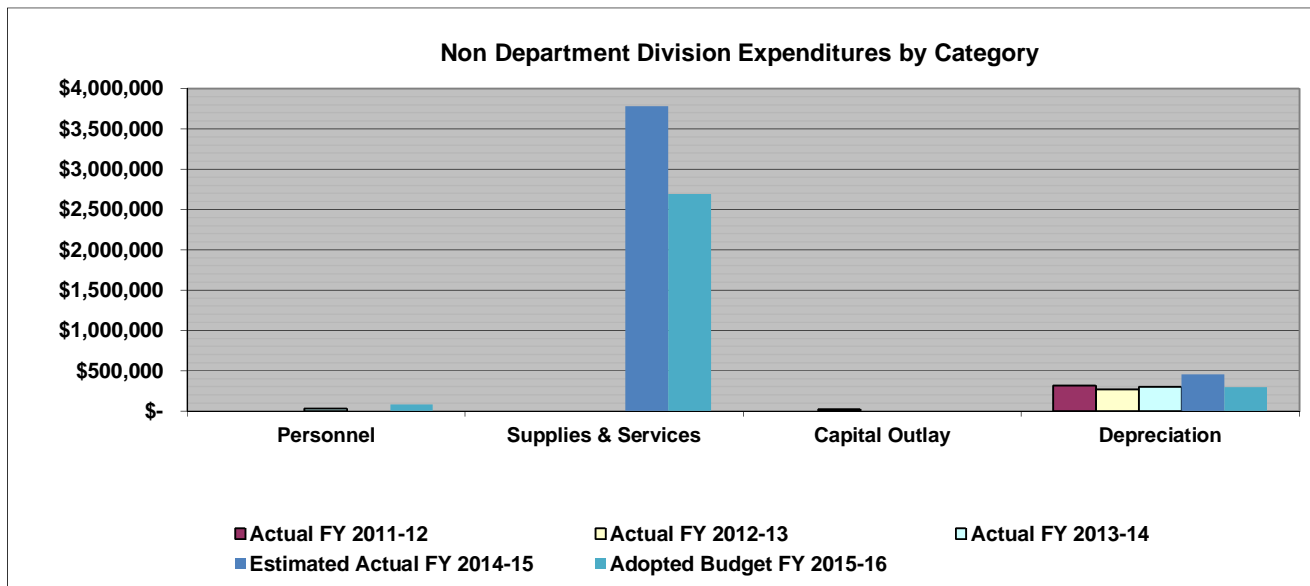
**City of American Canyon
2015-16 Fiscal Year Budget**

Non Departmental #80 - Non Departmental Division #810

Mission: To account for OPEB expenses and Support Services Transfers.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ -	-	32,290	-	\$ 82,800
Purchased Water	-	-	-	3,785,000	2,691,972
Supplies & Services	-	21,914	-	-	-
Transfers Out	318,200	266,558	301,950	455,550	296,500
Division Total	\$ 318,200	288,472	334,240	4,240,550	\$ 3,071,272
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Revenues / Funding Sources	\$ -	-	-	-	\$ -

Note: Purchased Water was moved from Water Treatment Division to Non Department Division starting FY 2014-15.

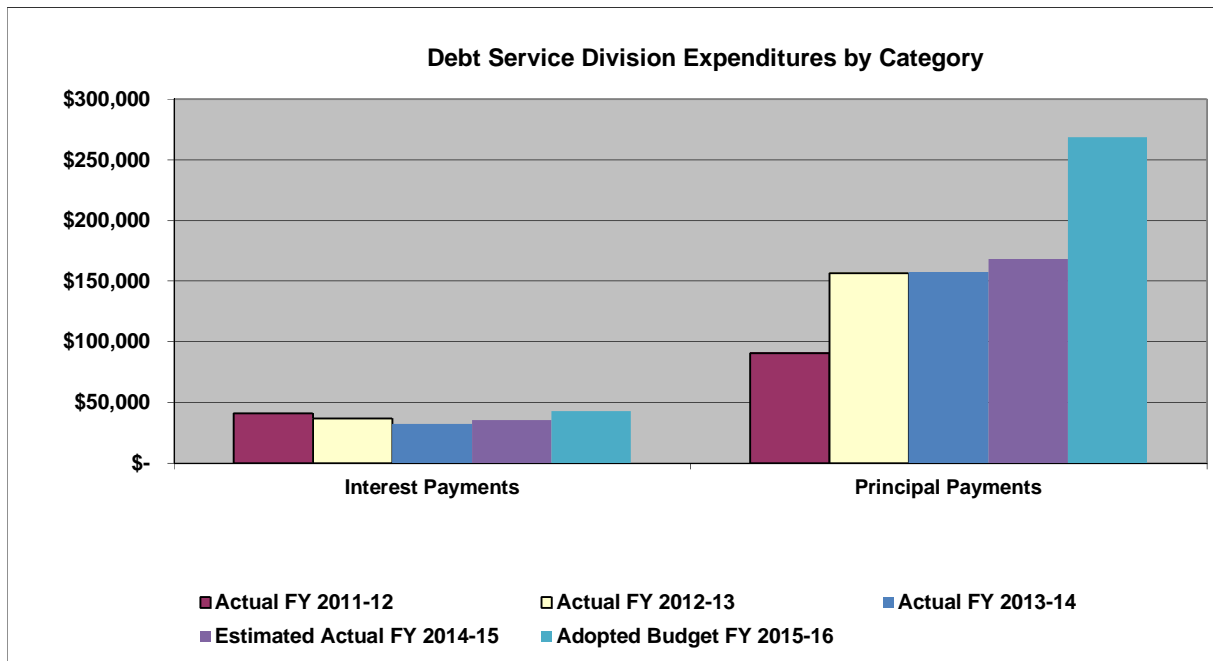


**City of American Canyon
2015-16 Fiscal Year Budget**

Debt Service #80 - Debt Service Division #830

Mission: To account for debt service payments.

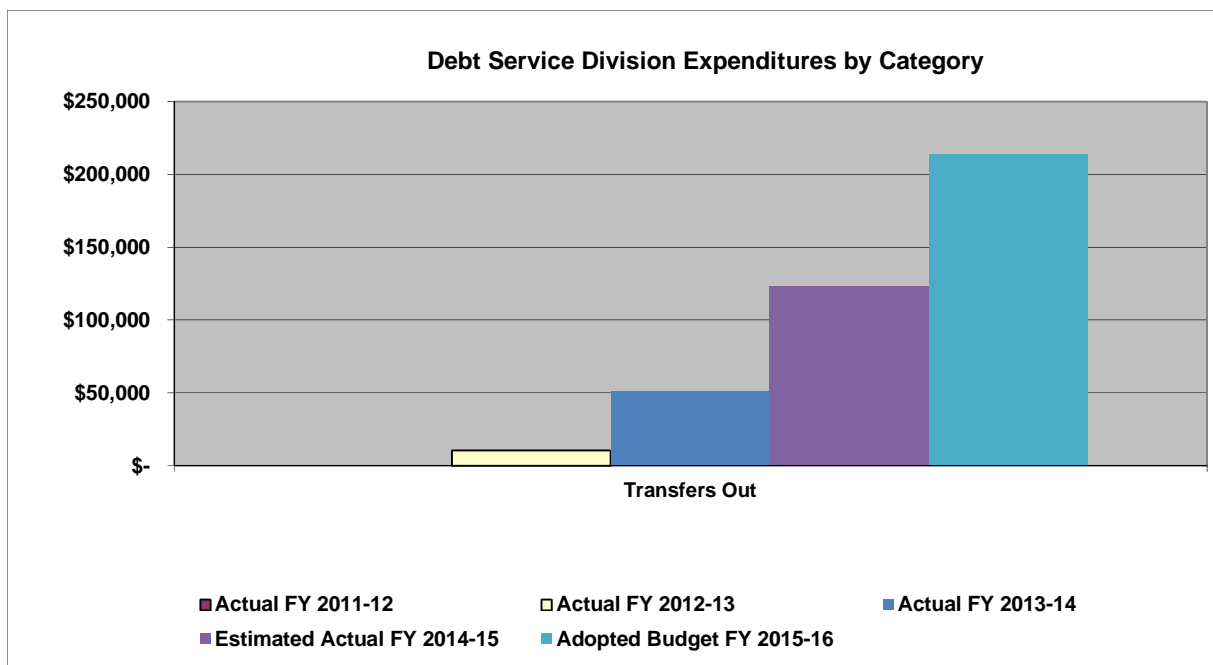
	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Interest Payments	\$ 41,324	36,860	32,470	35,572	\$ 43,234
Principal Payments	90,508	156,357	157,766	168,368	268,337
Division Total	\$ 131,832	193,217	190,236	203,940	\$ 311,571
Revenues / Funding Sources	\$ -	-	-	-	\$ -



**City of American Canyon
2015-16 Fiscal Year Budget
Other Department #85 - Capital Project #450**

Mission: To account for Capital Projects funded by Water Operations

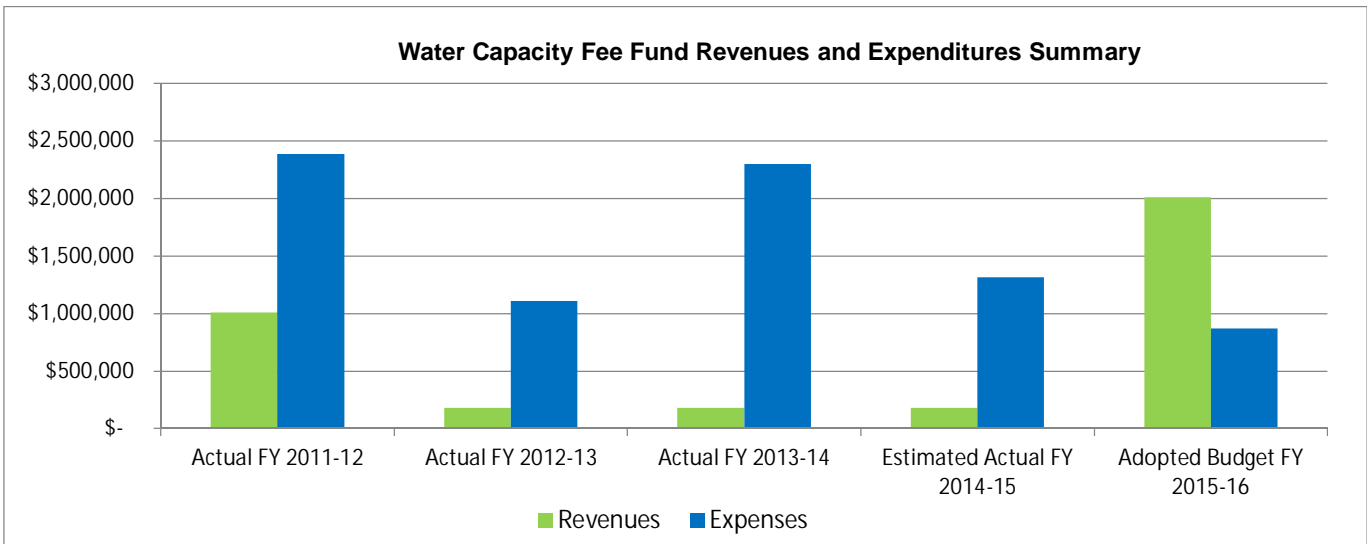
	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Transfers Out	\$ -	10,521	51,113	123,118	\$ 213,552
Division Total	\$ -	10,521	51,113	123,118	\$ 213,552
Revenues / Funding Sources	\$ -	-	-	-	\$ -



**City of American Canyon
2015-16 Fiscal Year Budget**

Public Works Department #50 Water Capacity Fund #520 Summary

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenses					
Depreciation	\$ 529,074	532,141	532,141	532,140	\$ 532,140
Debt Service	1,853,952	579,176	1,262,756	719,000	149,700
Transfers Out	7,853	-	506,072	65,337	186,358
Total for Department	\$ 2,390,879	1,111,317	2,300,969	1,316,477	\$ 868,198
Revenues / Funding Sources					
Water Treatment	\$ 1,008,182	180,033	179,330	180,192	\$ 2,012,182
Total Department Funding Sources	\$ 1,008,182	180,033	179,330	180,192	\$ 2,012,182



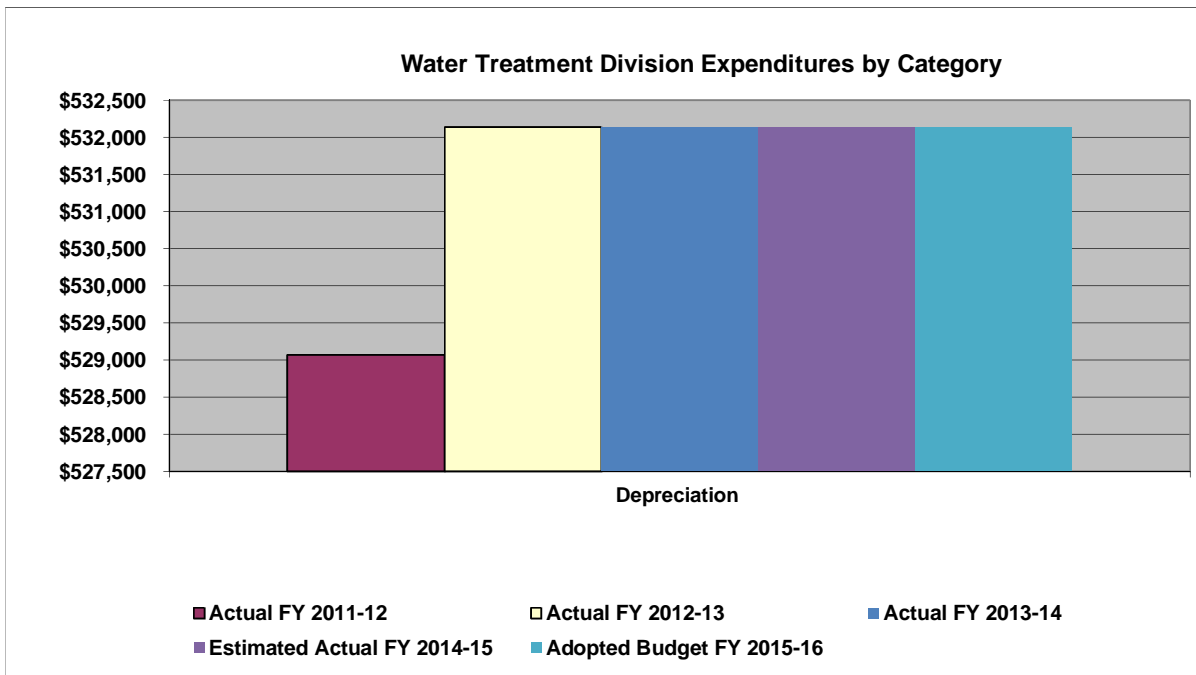
**City of American Canyon
2015-16 Fiscal Year Budget**

Public Works Department #50 - Water Treatment Plant Division #560

Mission: To account for water capacity fees accumulated to pay for expansion of water infrastructure and facilities.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Depreciation	\$ 529,074	532,141	532,141	532,140	\$ 532,140
Division Total	\$ 529,074	532,141	532,141	532,140	\$ 532,140

Revenues					
Water Capacity	\$ 731,276	179,580	177,911	176,892	\$ 2,012,182
Developer In Lieu	276,000	-	-	-	-
Miscellaneous	906	453	1,419	3,300	-
Revenues / Funding Sources	\$ 1,008,182	180,033	179,330	180,192	\$ 2,012,182

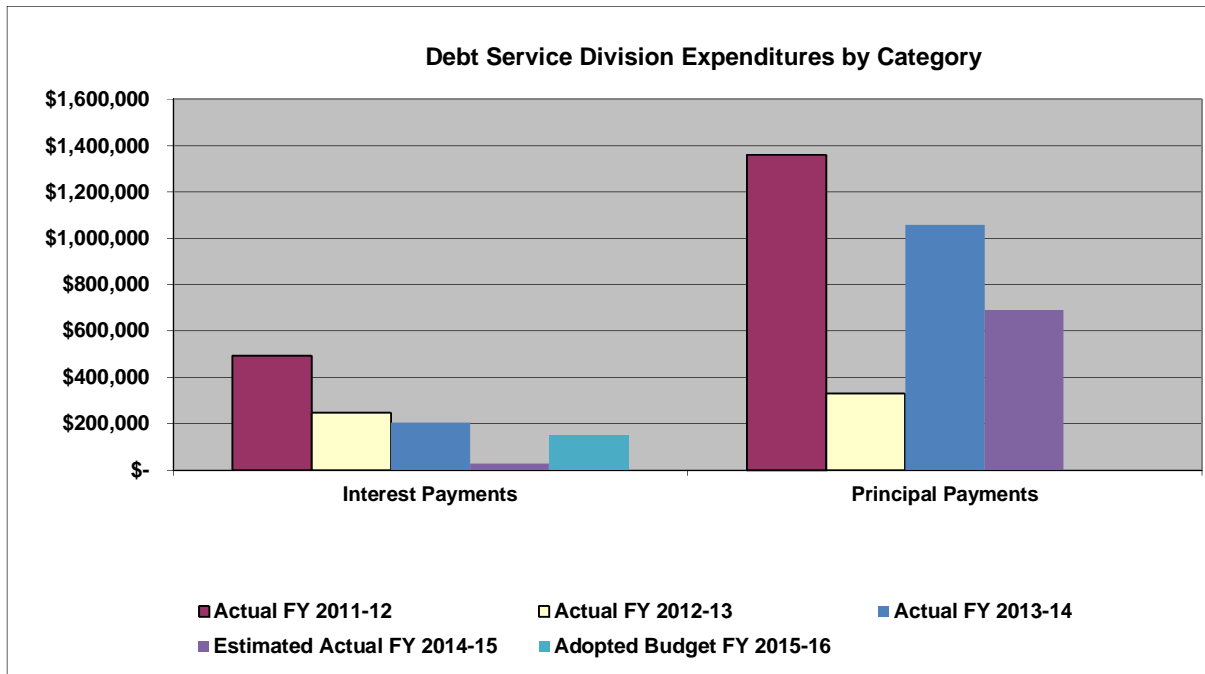


**City of American Canyon
2015-16 Fiscal Year Budget**

Public Works Department #50 - Debt Service Division #830

Mission: To account for debt service payments.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Interest Payments	\$ 492,798	247,268	205,303	27,694	\$ 149,700
Principal Payments	1,361,153	331,908	1,057,453	691,306	-
Division Total	\$ 1,853,952	579,176	1,262,756	719,000	\$ 149,700
Revenues / Funding Sources					
	\$ -	-	-	-	\$ -

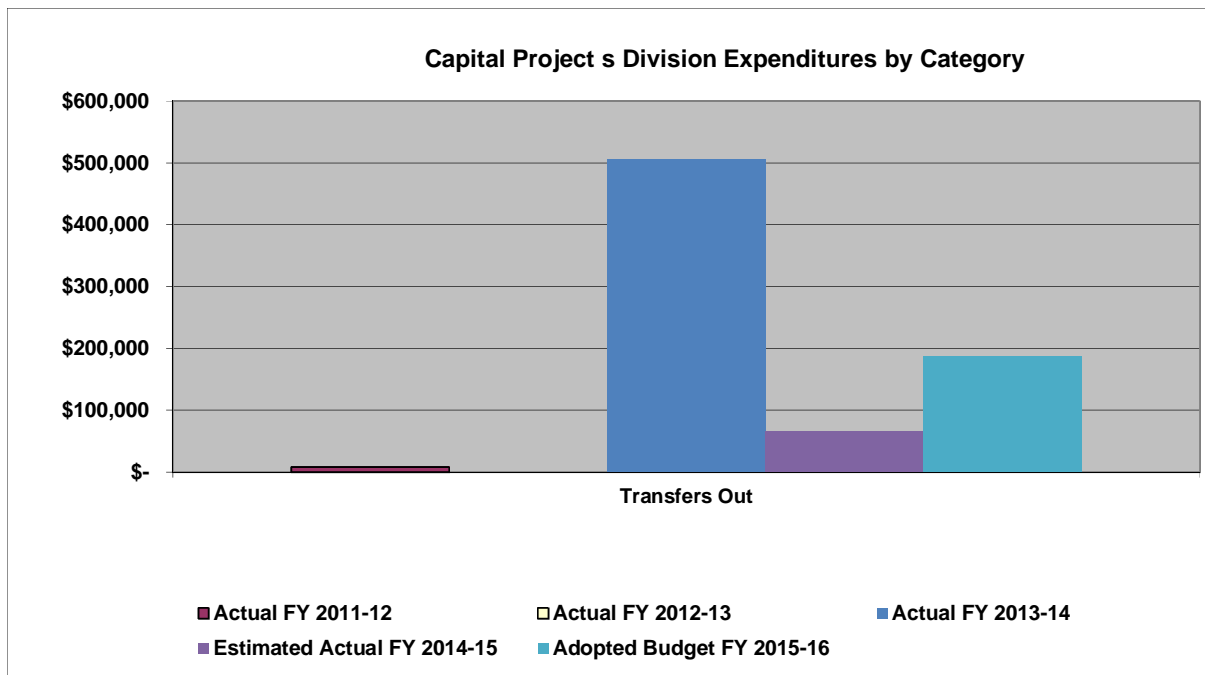


**City of American Canyon
2015-16 Fiscal Year Budget**

Public Works Department #50 - Capital Project #450

Mission: To account for Capital Projects funded by Water Capacity Fee Fund

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Transfers Out	\$ 7,853	-	506,072	65,337	\$ 186,358
Division Total	\$ 7,853	-	506,072	65,337	\$ 186,358
Revenues / Funding Sources	\$ -	-	-	-	\$ -



**City of American Canyon
2015-16 Fiscal Year Budget**

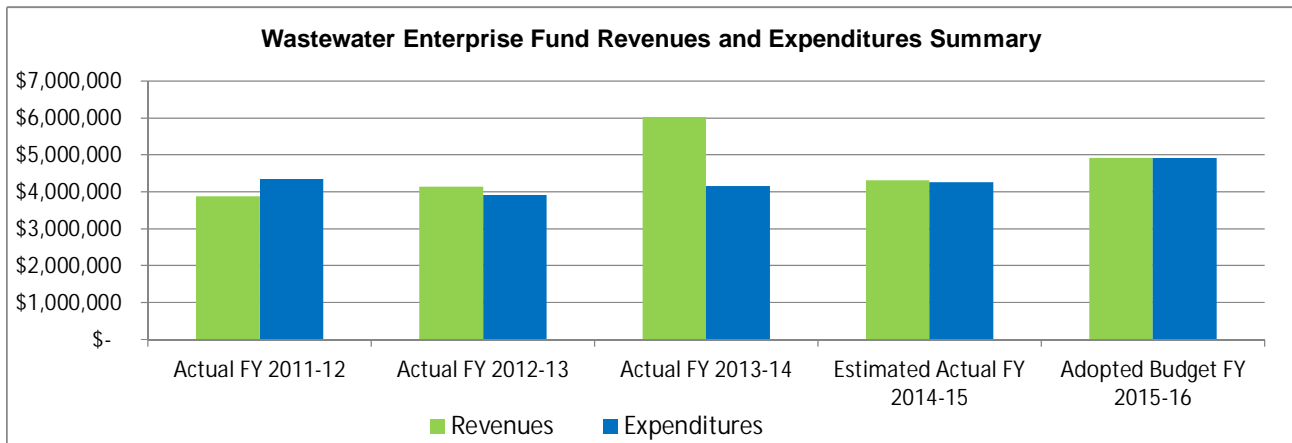
Public Works Department #50 Wastewater Enterprise Fund #540 Summary

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 1,458,142	1,416,726	1,456,932	1,360,126	\$ 1,404,940
Retiree Health	-	-	41,526	-	107,300
Supplies & Services	1,384,264	1,005,728	782,290	822,427	1,146,750
Depreciation	478,584	465,737	402,461	402,461	402,461
Capital Projects	-	-	(74,762)	210,637	20,000
Debt Service Payments	235,866	234,529	291,985	422,847	567,644
Transfers Out	786,000	790,039	1,263,617	1,041,939	1,276,295
Total for Department	\$ 4,342,856	3,912,759	4,164,051	4,260,437	\$ 4,925,390

Revenues / Funding Sources					
Wastewater Treatment Plant	\$ 3,584,794	3,844,612	5,728,417	4,004,877	\$ 4,622,975
Collection	-	-	-	-	-
Solid Waste Management	-	-	-	-	-
Debt Service	300,000	300,000	300,000	300,000	300,000
Non Departmental	-	-	-	-	-
Total Department Funding Sources	\$ 3,884,794	4,144,612	6,028,417	4,304,877	\$ 4,922,975

Refer to the Summary Section of the Budget for a recap of all wastewater enterprise fund revenues, expenses and other financing sources and uses

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16
Wastewater Treatment Plant	10.83	10.83
Collection	1.40	1.40
Solid Waste Management	0.35	0.35
Total Full Time Equivalent	12.58	12.58



**City of American Canyon
2015-16 Fiscal Year Budget**

Public Works Department #50 - Wastewater Treatment Plant Division #570

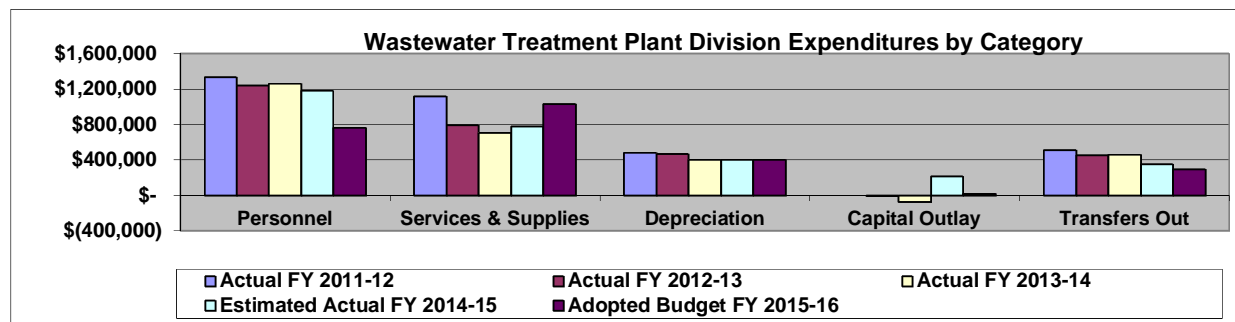
Mission: To treat wastewater delivered to the treatment plant in an efficient and safe manner and to dispose of wastewater in an environmentally sound manner.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 1,335,956	1,243,988	1,266,170	1,180,204	\$ 761,605
Services & Supplies	1,119,055	791,271	707,179	778,291	1,029,350
Depreciation	478,584	465,737	402,461	402,461	402,461
Capital Outlay	-	(7,315)	(74,762)	210,637	20,000
Transfers Out	507,200	449,098	459,360	349,425	291,200
Division Total	\$ 3,440,794	2,942,779	2,760,409	2,921,018	\$ 2,504,616

Revenues					
Intergovernmental - Grants	\$ -	-	-	23,400	\$ -
Charges for Services - Gen G	-	-	1,593,590	-	-
Utility Service Charge - Sewer	3,481,220	3,733,461	3,845,647	3,888,992	4,400,000
Sale of Water	-	-	-	-	128,500
Interest Revenue	22,286	19,031	13,052	12,000	13,000
Miscellaneous	81,288	92,120	276,128	80,485	81,475
Revenues / Funding Source:	\$ 3,584,794	3,844,612	5,728,417	4,004,877	\$ 4,622,975

Note: All Wastewater Revenue is scheduled in the Public Works Dept Wastewater Enterprise Fund Summary.

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16
Plant Operations Supervisor	1.00	1.00
Water Quality Lab Manager	1.00	1.00
Administrative Clerk	1.00	1.00
Plant Operator	3.00	3.00
Maintenance Mechanic	0.50	0.50
Environmental Specialist	2.00	2.00
Wastewater Systems Manage	1.00	1.00
Plant Operator Apprentice	1.00	1.00
Management Analyst	0.33	0.33
Total Full Time Equivalents	10.83	10.83



**City of American Canyon
2015-16 Fiscal Year Budget**

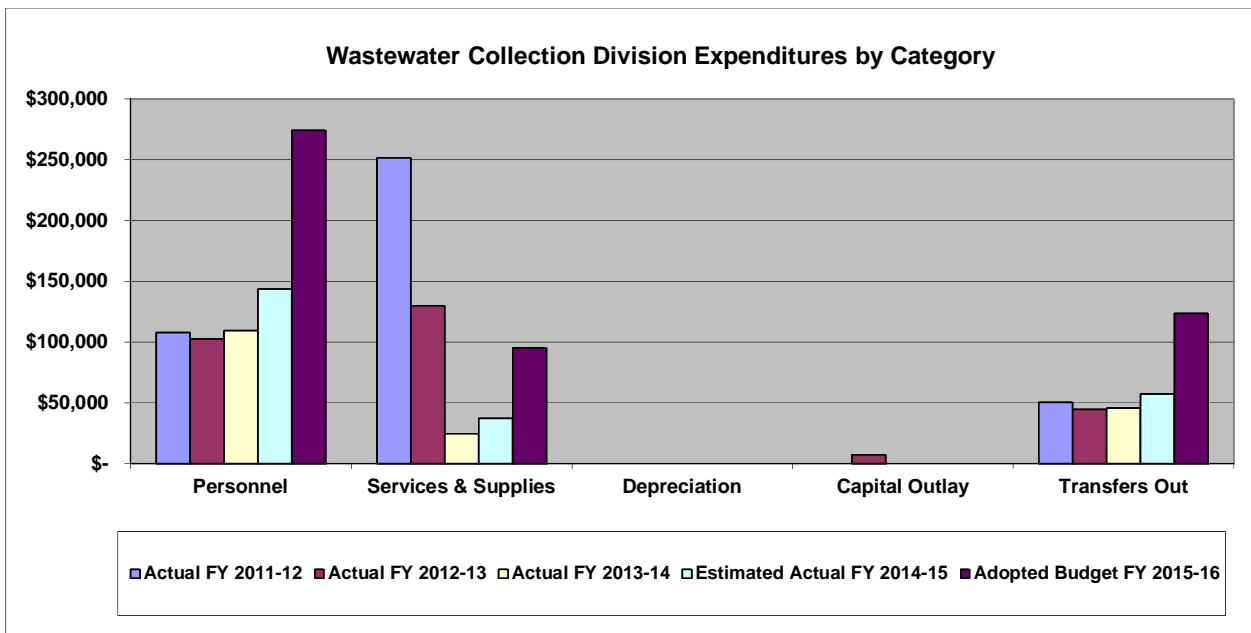
Public Works Department #50 - Wastewater Collection System Division #575

Mission: To collect wastewater consisting of used water from kitchen sinks, bathtubs, toilets, washing machines, dishwashers, etc., from homes and businesses through a system of pipes and pump stations connected by a series of sewer manholes and transport it to the City's wastewater treatment plant.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 107,671	102,350	109,450	143,882	\$ 274,411
Services & Supplies	251,416	130,107	24,462	37,099	95,400
Depreciation	-	-	-	-	-
Capital Outlay	-	7,315	-	-	-
Transfers Out	50,600	44,718	45,700	57,100	123,800
Division Total	\$ 409,686	284,491	179,612	238,081	\$ 493,611
Revenues / Funding Sources	\$ -	-	-	-	\$ -

Note: All Wastewater Enterprise Revenue is scheduled on the Public Works Dept Wastewater Enterprise Fund Summary. Revenues to maintain the collection system are built into User Rates.

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16
Maintenance Supervisor	0.20	0.20
Maintenance Worker	0.90	0.90
Senior Maintenance Worker	0.20	0.20
Public Works Superintendent	0.10	0.10
Total Full Time Equivalents	1.40	1.40



**City of American Canyon
2015-16 Fiscal Year Budget**

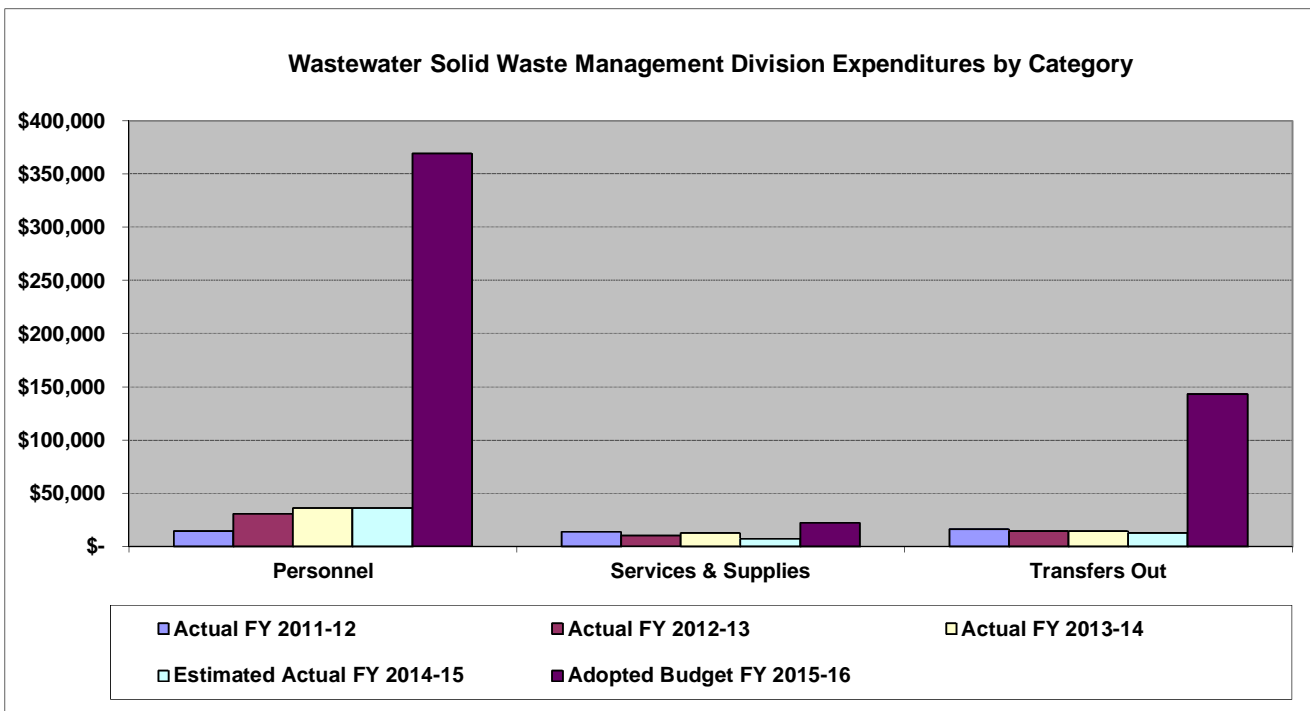
Public Works Department #50 - WW Environmental Compliance Div #585

Mission: Provide educational activities and oversight of solid waste operations to achieve solid waste division goals.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 14,516	30,856	35,898	36,040	\$ 368,924
Services & Supplies	13,794	10,414	12,499	7,037	22,000
Transfers Out	16,100	14,406	14,600	12,600	143,000
Division Total	\$ 44,410	55,676	62,997	55,677	\$ 533,924
Revenues / Funding Sources	\$ -	-	-	-	\$ -

Note: All Wastewater Enterprise Revenue is scheduled on the Public Works Dept Wastewater Enterprise Fund Summary. No revenues are generated by Solid Waste Management activities. All expenditures are funded by Wastewater User Charges.

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16
Environmental Prog Specialist	0.30	0.30
Public Works Superintendent	0.05	0.05
Total Full Time Equivalents	0.35	0.35



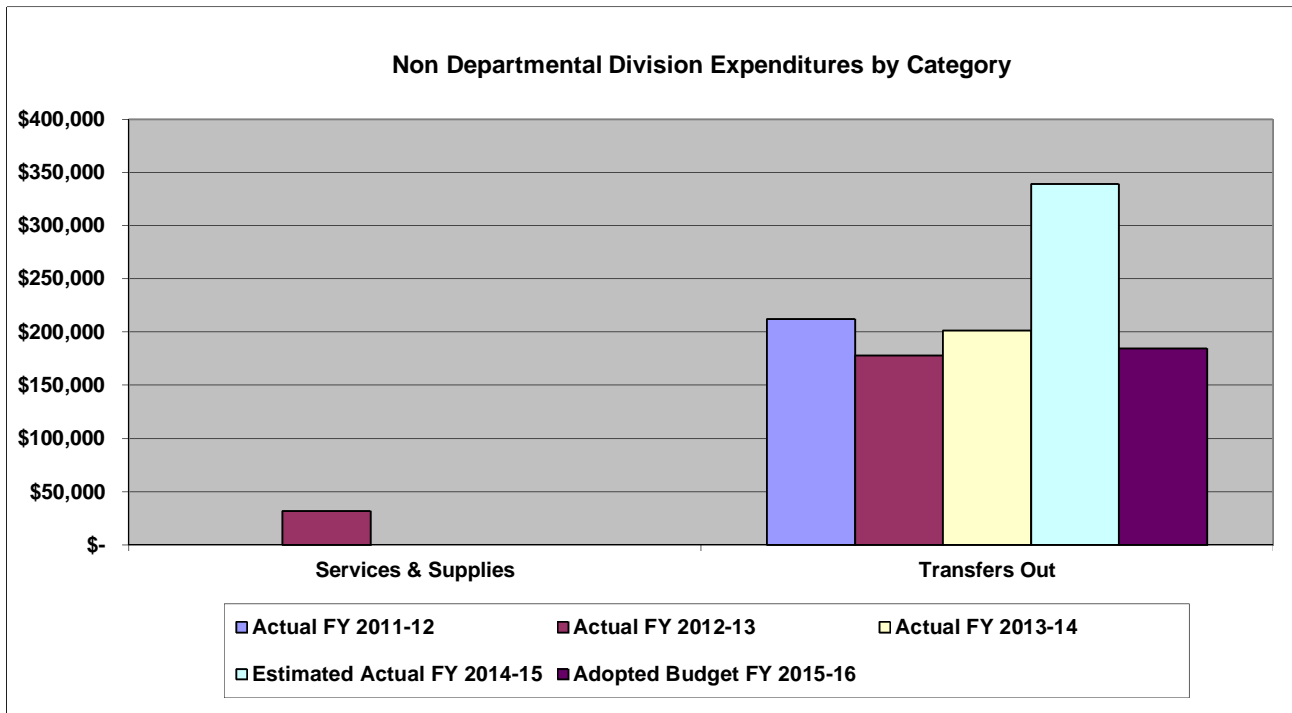
**City of American Canyon
2015-16 Fiscal Year Budget**

Non Departmental #80 - Wastewater Non Departmental Division #810

Mission: To account for Retiree Health and Support Services Transfers.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Retiree Health	\$ -	-	41,526	-	\$ 107,300
Services & Supplies	-	31,970	-	-	-
Transfers Out	212,100	177,672	201,230	339,366	184,300
Division Total	\$ 212,100	209,642	242,756	339,366	\$ 291,600
<hr/>					
Revenues / Funding Sources	\$ -	-	-	-	\$ -

Note: All Wastewater Enterprise Revenue is scheduled on the Public Works Dept Wastewater Enterprise Fund Summary No revenues are generated by Solid Waste Management activities. All expenditures are funded by Wastewater User Charges.



**City of American Canyon
2015-16 Fiscal Year Budget**

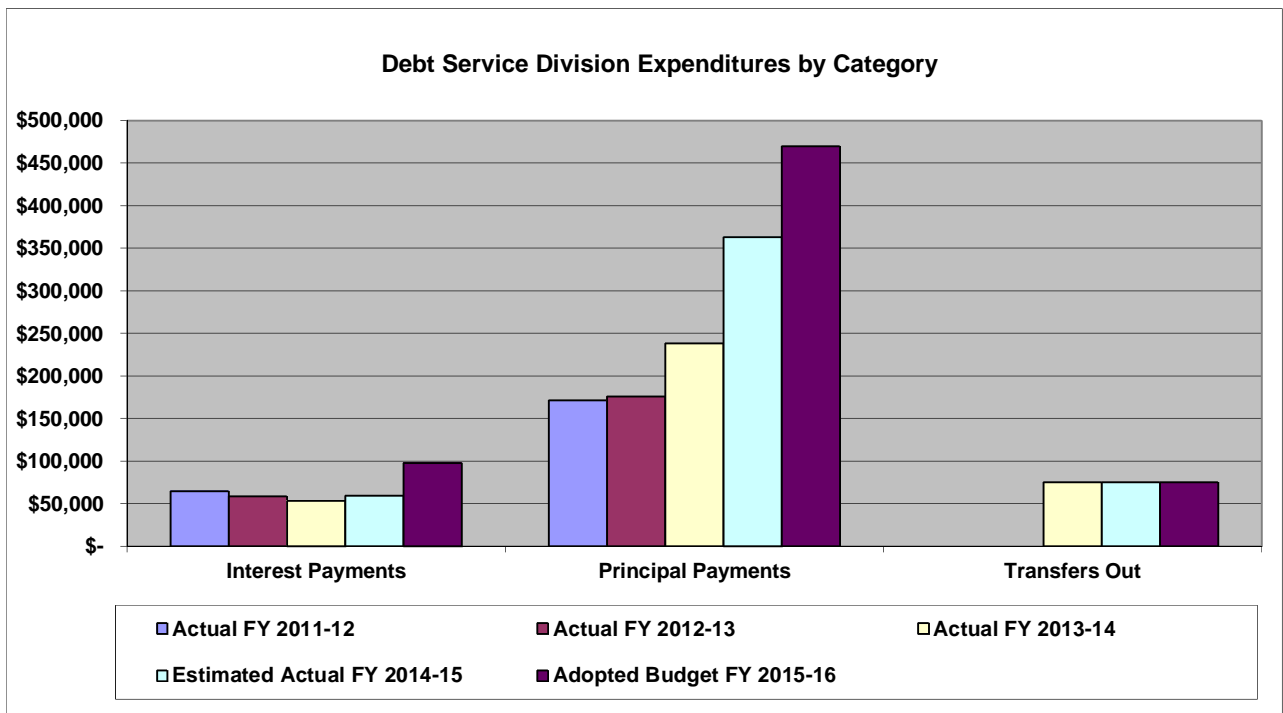
Non Departmental #80 - Wastewater Debt Service Division #830

Mission: To account for debt service payments.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Interest Payments	\$ 64,869	58,915	53,532	59,434	\$ 97,828
Principal Payments	170,997	175,614	238,453	363,413	469,816
Transfers Out	-	-	75,000	75,000	75,000
Division Total	\$ 235,866	234,529	366,985	497,847	\$ 642,644

Revenues					
Transfers In	\$ 300,000	300,000	300,000	300,000	\$ 300,000
Revenues / Funding Sources	\$ 300,000	300,000	300,000	300,000	\$ 300,000

Note: All Wastewater Enterprise Revenue is scheduled on the Public Works Dept Wastewater Enterprise Fund Summary No revenues are generated by Solid Waste Management activities. All expenditures are funded by Wastewater User Charges.



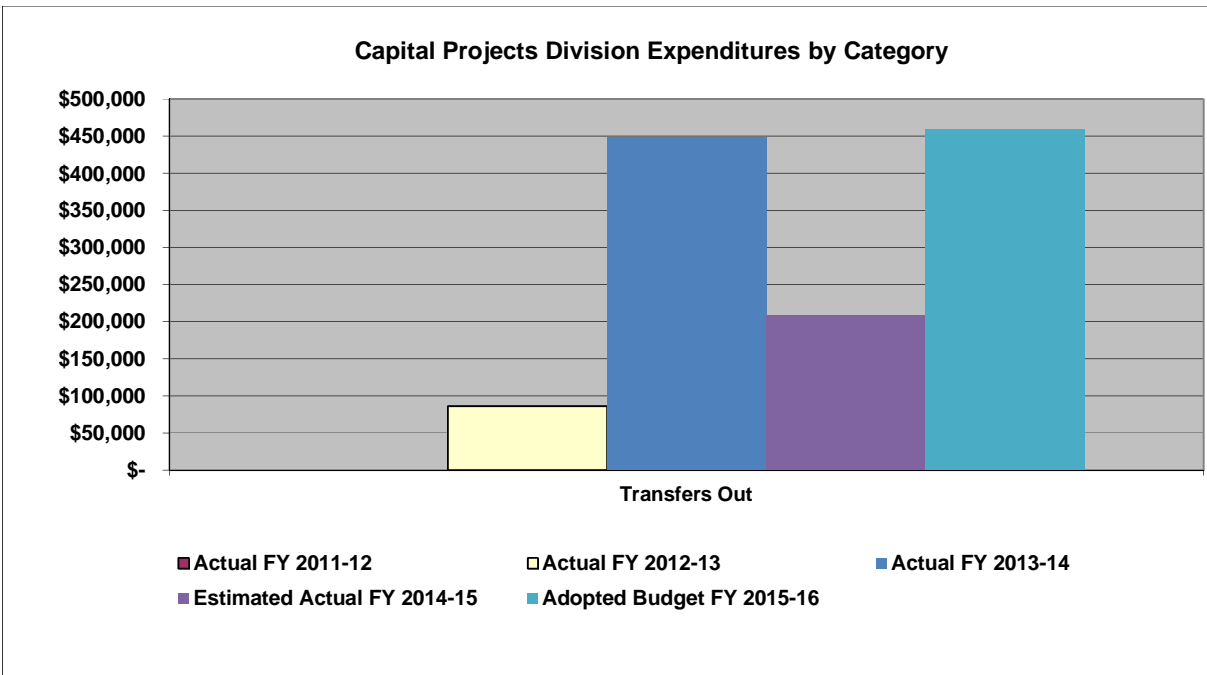
**City of American Canyon
2015-16 Fiscal Year Budget**

Other Department #85 - Capital Projects Division #450

Mission: To account transfers to Capital Projects Funds.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Transfers Out	\$ -	85,737	448,927	208,448	\$ 458,995
Division Total	\$ -	85,737	448,927	208,448	\$ 458,995
Revenues / Funding Sources	\$ -	-	-	-	\$ -

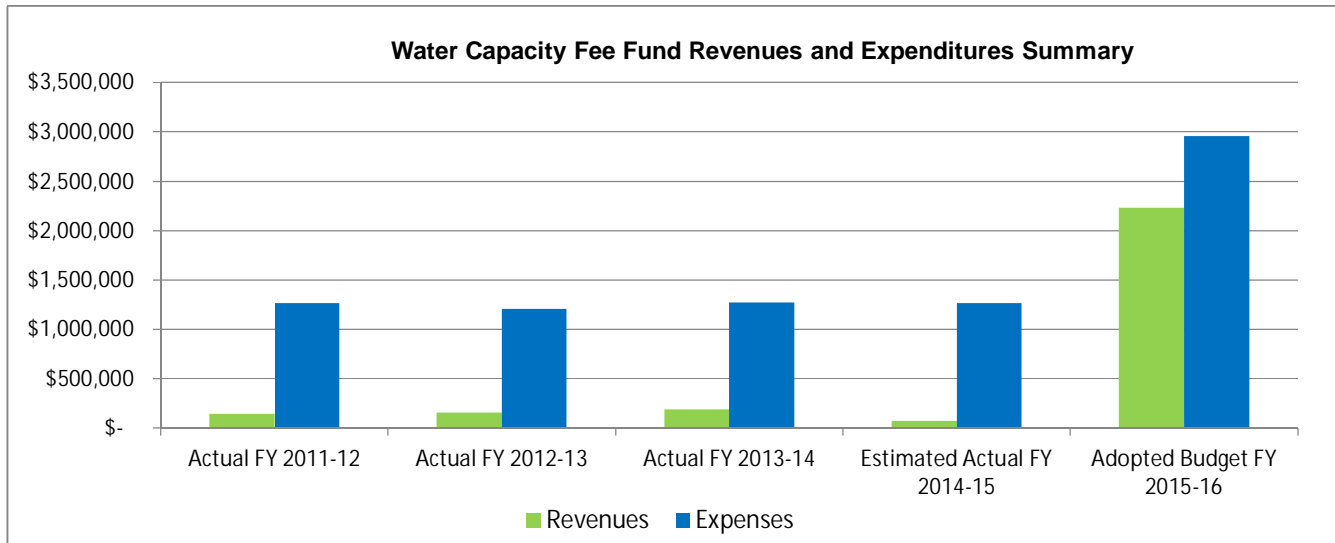
Note: All Wastewater Enterprise Revenue is scheduled on the Public Works Department Wastewater Enterprise Fund Summary.



**City of American Canyon
2015-16 Fiscal Year Budget**

Public Works Department #50 Wastewater Capacity Fee Fund #550 Summary

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenses					
Depreciation	\$ 710,589	710,589	710,589	710,589	\$ 710,589
Debt Service	496,533	496,265	495,990	508,466	506,500
Transfers Out	61,045	-	66,229	46,323	1,741,779
Total for Department	\$ 1,268,167	1,206,854	1,272,808	1,265,378	\$ 2,958,868
Revenues / Funding Sources					
Wastewater Treatment	\$ 147,212	156,194	187,051	71,220	\$ 2,232,075
Total Department Funding Sources	\$ 147,212	156,194	187,051	71,220	\$ 2,232,075



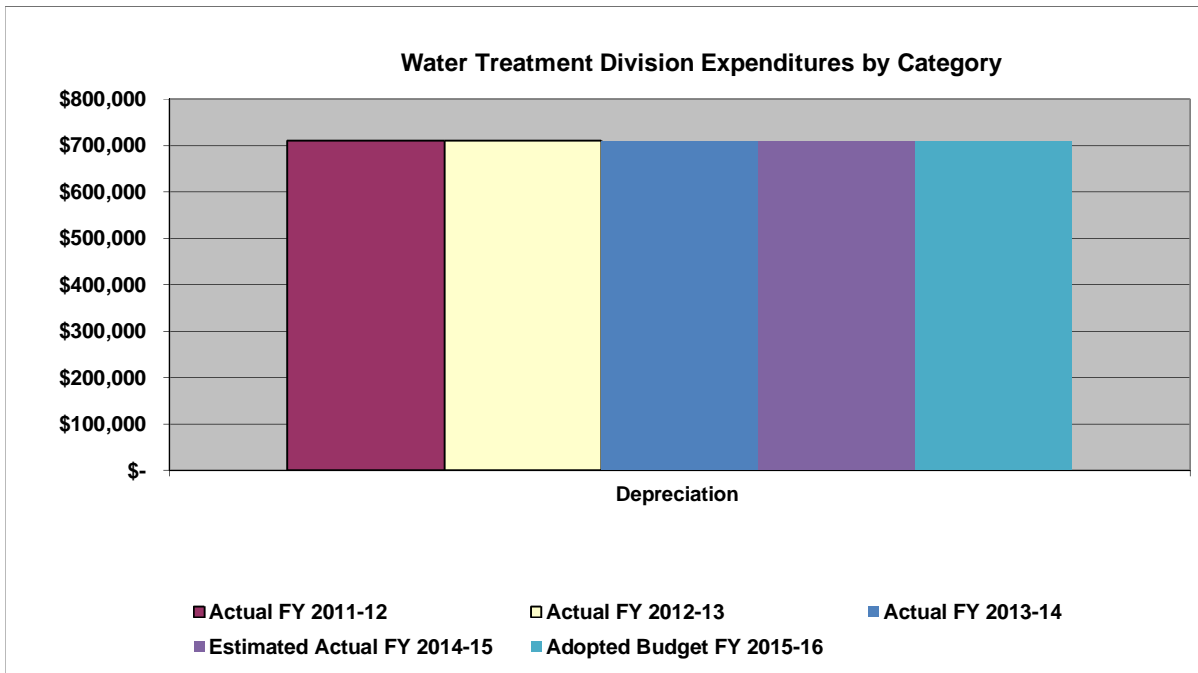
**City of American Canyon
2015-16 Fiscal Year Budget**

Public Works Department #50 - Wastewater Treatment Plant Division #570

Mission: To account for wastewater capacity fees accumulated to pay for additional wastewater infrastructure and facilities.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Depreciation	\$ 710,589	710,589	710,589	710,589	\$ 710,589
Division Total	\$ 710,589	710,589	710,589	710,589	\$ 710,589

Revenues					
Wastewater Capacity	\$ -	5,127	36,499	70,200	\$ 2,232,075
Interest	147,212	151,067	150,552	1,020	
Revenues / Funding Sources	\$ 147,212	156,194	187,051	71,220	\$ 2,232,075

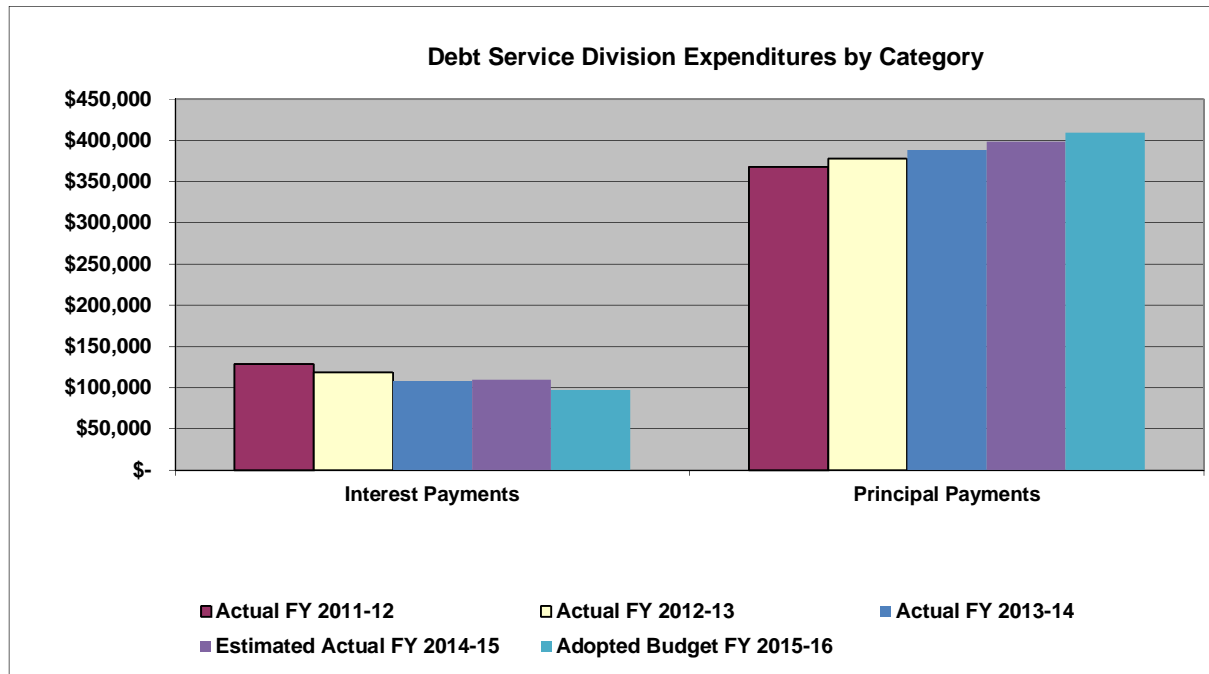


**City of American Canyon
2015-16 Fiscal Year Budget**

Public Works Department #50 - Debt Service Division #830

Mission: To account for debt service payments.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Interest Payments	\$ 128,654	118,453	107,977	109,977	\$ 97,200
Principal Payments	367,879	377,812	388,013	398,489	409,300
Division Total	\$ 496,533	496,265	495,990	508,466	\$ 506,500
Revenues / Funding Sources	\$ -	-	-	-	\$ -

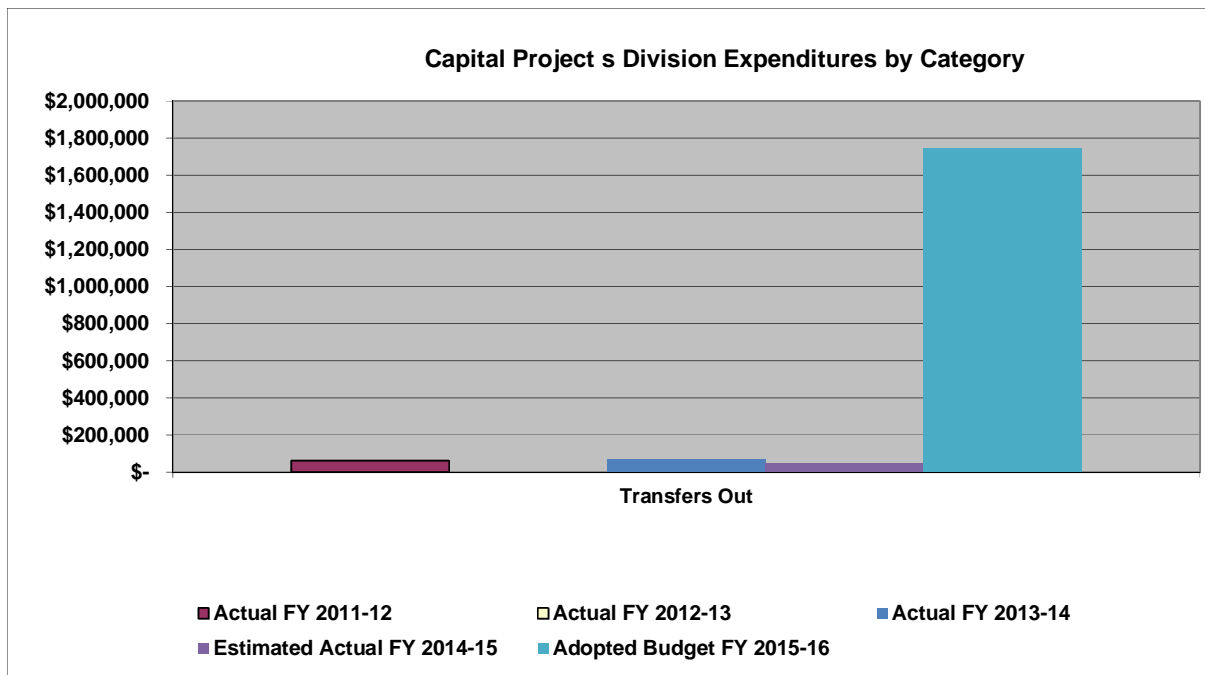


**City of American Canyon
2015-16 Fiscal Year Budget**

Public Works Department #50 - Capital Project #450

Mission: To account for Capital Projects funded by Water Capacity Fee Fund

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Transfers Out	\$ 61,045	-	66,229	46,323	\$ 1,741,779
Division Total	\$ 61,045	-	66,229	46,323	\$ 1,741,779
Revenues / Funding Sources	\$ -	-	-	-	\$ -



**City of American Canyon
2014-15 Fiscal Year Budget**

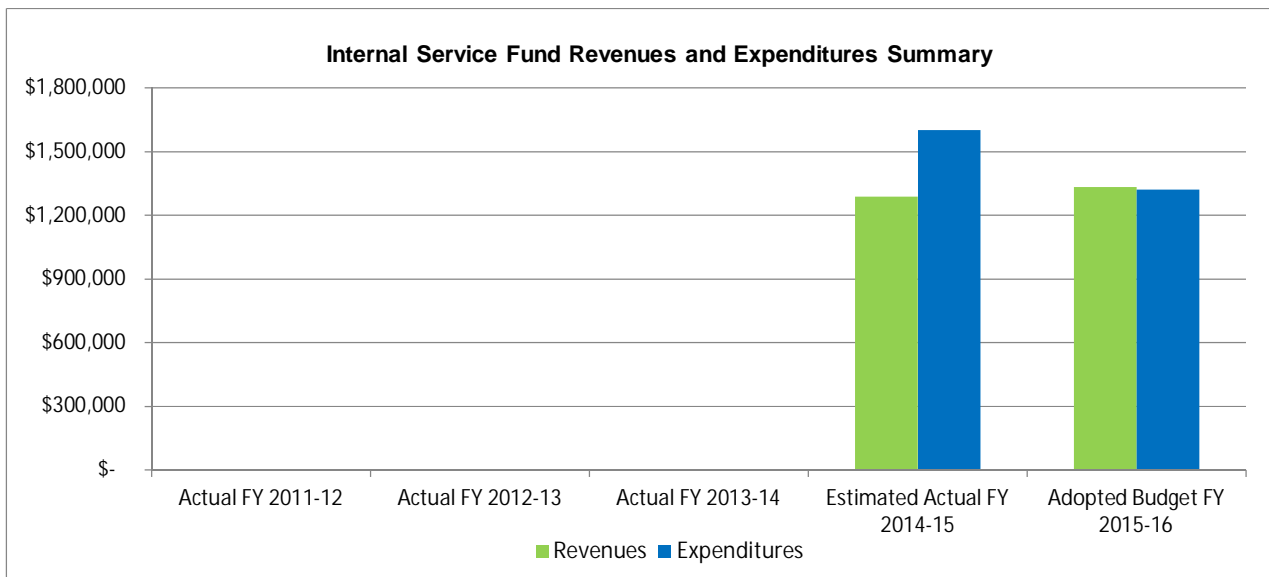
Internal Services Funds Summary

Internal Service Fund, a newly created fund in FY 2014-15 accounts for the financing of goods and services provided by one department to other departments on a cost-reimbursement basis.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ -	-	-	271,141	\$ 272,944
Supplies & Services	-	-	-	758,532	706,256
Capital Outlay	-	-	-	414,300	210,000
Debt Service Payments	-	-	-	59,550	60,100
Transfers Out	-	-	-	99,740	71,400
Division Total	\$ -	-	-	1,603,263	\$ 1,320,700

Revenues / Funding Sources					
Building Maintenance	\$ -	-	-	438,322	\$ 332,082
Fleet	-	-	-	457,388	544,085
Information Technology	-	-	-	393,253	457,100
Division Total	\$ -	-	-	1,288,963	\$ 1,333,267

Division Staffing Full Time Equivalent Positions	Budget FY 2014-15	Budget FY 201516
Building Maintenance	1.00	1.00
Fleet	1.10	1.10
Information Services	0.10	0.10
Total Full Time Equivalents	2.20	2.20



**City of American Canyon
2014-15 Fiscal Year Budget**

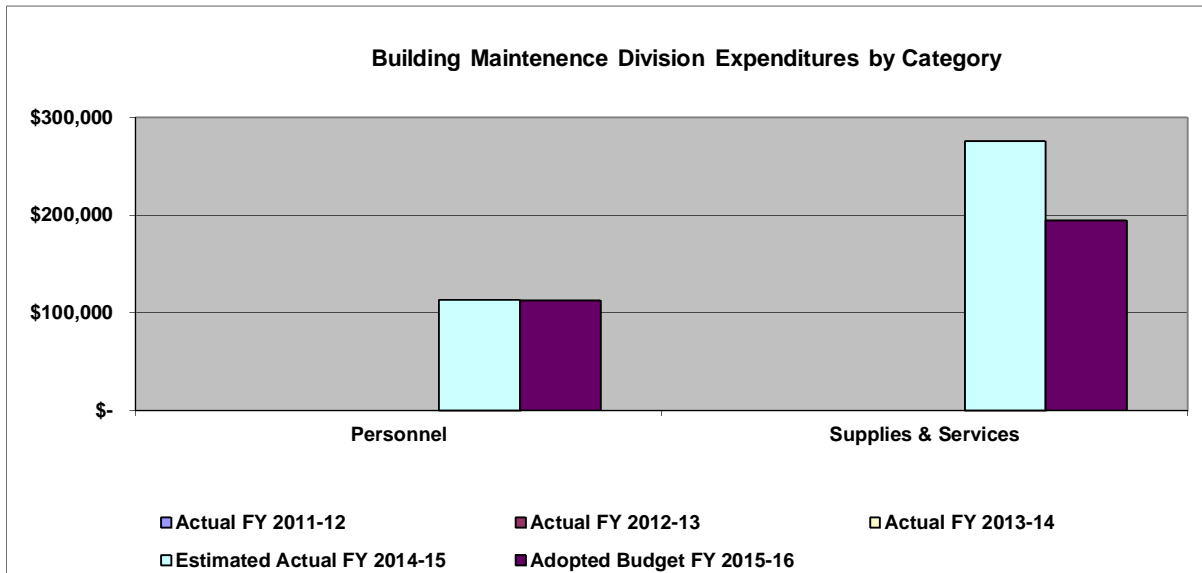
Internal Service Fund #651 - Building Maintenance Division #535

Mission: To maintain all city facilities to include janitorial, security alarms, door locks and building related equipment.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ -	-	-	113,080	\$ 112,328
Supplies & Services	-	-	-	275,442	194,250
Tranfers Out				49,800	25,400
Division Total	\$ -	-	-	438,322	\$ 331,978

Revenues / Funding Sources					
Interest Revenue	\$ -	-	-	-	\$ 82
Miscellaneous	-	-	-	63,500	-
Transfers In	-	-	-	374,822	332,000
Division Total	\$ -	-	-	438,322	\$ 332,082

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16
Building Maintenance Wkr II	1.00	1.00
Total Full Time Equivalents	1.00	1.00



**City of American Canyon
2014-15 Fiscal Year Budget**

Internal Service Fund #652 - Fleet Division #530

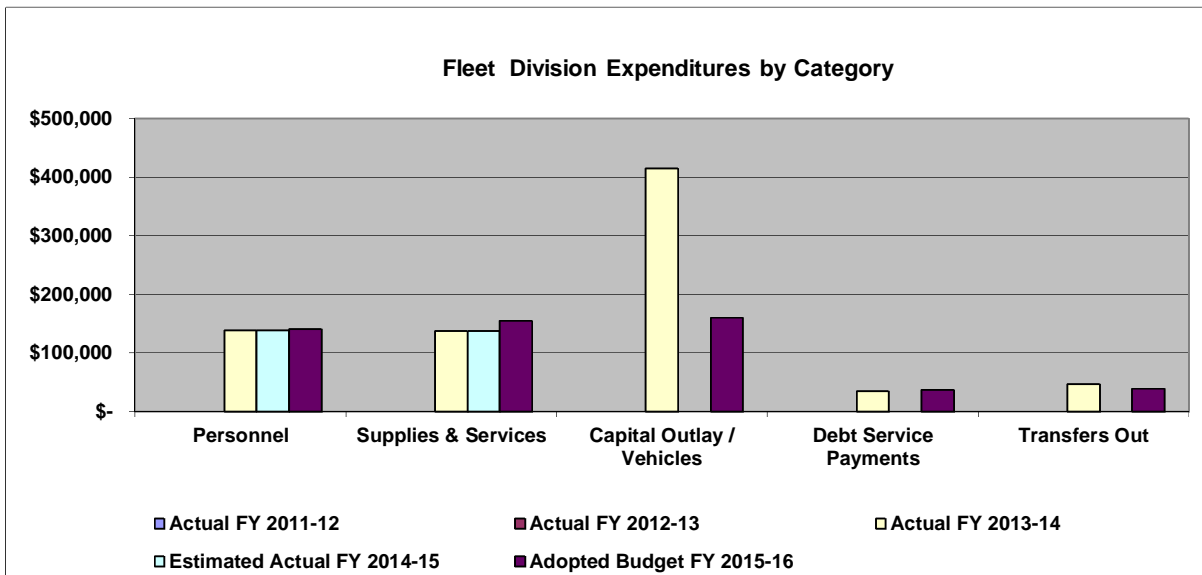
Mission: To provide maintenance services to city vehicles and equipment using city staff and contracting service out when necessary.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ -	-	-	138,960	\$ 140,744
Supplies & Services	-	-	-	136,988	154,600
Capital Outlay / Vehicles	-	-	-	414,300	160,000
Debt Service Payments	-	-	-	35,000	36,800
Transfers Out	-	-	-	46,440	39,500
Division Total	\$ -	-	-	771,688	\$ 531,644

Revenues / Funding Sources

Interest Revenue	\$ -	-	-	-	\$ 85
Miscellaneous	-	-	-	33,096	-
Transfers In	-	-	-	424,292	544,000
Division Total	\$ -	-	-	457,388	\$ 544,085

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16
PW Superintendent	0.10	0.10
Mechanic	1.00	1.00
Total Full Time Equivalents	1.10	1.10



**City of American Canyon
2014-15 Fiscal Year Budget**

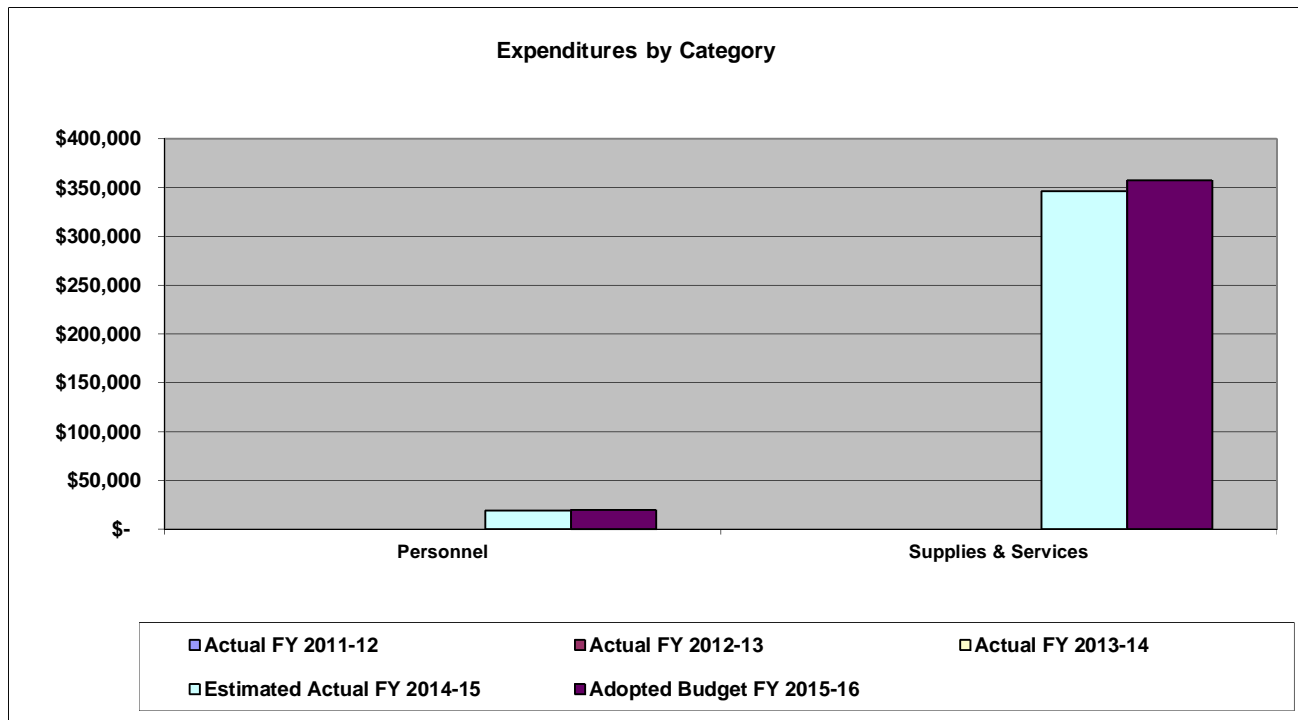
Internal Service Fund #653 - Information Technology Division #220

Mission: Maintains city's computer system including the financial management system, utility billing system, and building permit software. This service is contracted out.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ -	-	-	19,101	\$ 19,872
Supplies & Services	-	-	-	346,102	357,406
Capital Outlay	-	-	-	-	50,000
Debt Service Payments	-	-	-	24,550	23,300
Transfers Out	-	-	-	3,500	6,500
Division Total	\$ -	-	-	393,253	\$ 457,078

Revenues / Funding Sources					
Interest Revenue	\$ -	-	-	-	\$ -
Transfers In	-	-	-	393,253	457,100
Division Total	\$ -	-	-	393,253	\$ 457,100

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16
Admin Services Director	0.10	0.10
Total Full Time Equivalents	0.10	0.10



**City of American Canyon
2015-16 Fiscal Year Budget**

Non - Departmental Department # 80 General Fund #100 Summary

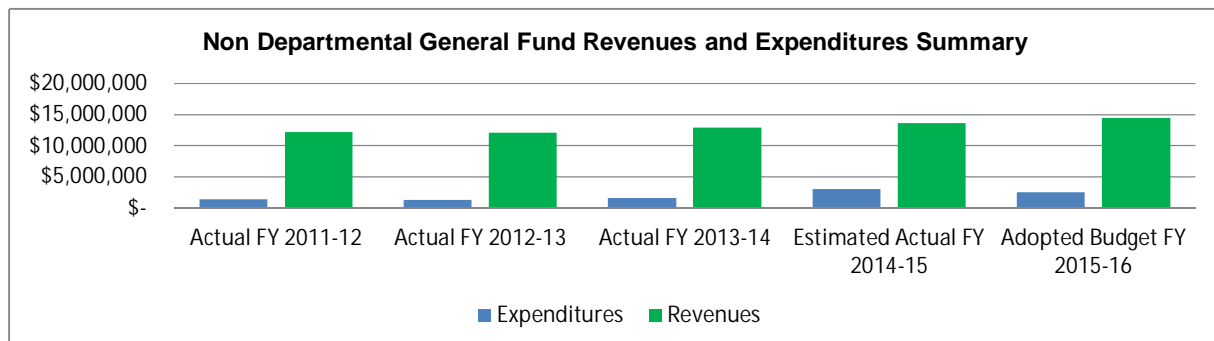
Mission: Activities that do not fit into other departments including contributions to various civic non-profit organizations. Also includes animal control and shelter payments to the County in addition to clerical support costs for the Fire Protection District. Revenues are general unrestricted revenues not associated with the department's activities.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 108,154	117,392	274,097	385,641	\$ 583,540
Supplies & Services	551,624	650,257	586,446	625,400	720,999
Transfers Out	682,114	479,700	752,050	2,001,700	1,193,600
Debt Service	-	-	-	15,000	15,000
Division Total	\$ 1,341,892	1,247,350	1,612,593	3,027,741	\$ 2,513,139

Revenues / Funding Sources - See Major General Fund Revenues Section for Analysis

Property Taxes	\$ 7,303,932	7,253,244	7,222,495	7,979,421	\$ 8,465,916
Sales Taxes	2,024,495	2,279,352	2,562,425	2,309,412	2,502,992
Transient Occupancy Taxes	1,089,948	1,241,748	1,457,354	1,748,833	1,911,665
Other Taxes	124,417	263,029	395,515	381,563	305,280
Franchise Taxes	585,411	577,162	617,817	662,745	688,315
Intergovernmental - Grants	-	-	5,509	-	-
Intergovernmental - General	21,143	14,993	14,005	24,901	18,200
Charges for Services - Gen Gov	23,761	21,673	24,251	27,500	31,350
Interest Revenue	226,961	114,545	205,848	208,000	210,000
Rents	159,666	179,930	220,601	227,698	233,925
Miscellaneous	673,741	184,389	249,959	88,137	142,400
Transfers In	-	-	-	31,900	-
Division Total	\$ 12,233,475	12,130,065	12,975,779	13,690,110	\$ 14,510,043

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16
Administrative Clerk II	0.30	0.30
Administrative Assistant	1.00	1.00
Total Full Time Equivalents	1.30	1.30



**City of American Canyon
2015-16 Fiscal Year Budget**

Debt Service			
<u>Debt Description</u>	<u>Maturity Date</u>	<u>Total Borrowed</u>	<u>Purpose / Comments</u>
Vactor Truck	5/22/2024	\$ 314,187.62	To finance the purchase of vactor truck to be used in the sewer collections system for everyday maintenance as well as emergency response.
Internal Loan from General Fund to Civic Facilities Fund		1,514,166	In 2010, the City's General Fund made a loan to the Civic Facilities Fund to provide funds to remodel the former police station into a Senior Multi-Use Center.
2002 Lease Revenue Bonds	6/1/2022	2,222,000	Refunding of 1997 Lease Revenue Bonds which were used to finance construction of the Aquatic Park, Recreation Offices and other improvements. Note that this debt was refinanced in October 2012.
Capital Lease – City Hall	5/1/2032	6,695,000	To Finance the purchase of the Broadway City Hall
Capital Lease – Broadway Street Property Adjacent to City Hall	8/22/2018	1,075,000	To finance the purchase of property to the north of City Hall for access to Napa Junction Road and for future civic purposes
State of California Davis Grunsky Loan	12/31/2027	2,050,000	To finance water system Improvements
City of Napa Note Payable	9/30/2017	350,000	To finance the participation in the North Bay Aqueduct Alternative Intake Study and the Delta Habitat Conservation and Conveyance Program from the City of Napa.
Drinking Water Membrane Modules	4/21/2020	827,100	To finance the purchase of drinking water membrane modules. The existing membranes have reached the end of their useful life.
Internal Loan from Water Enterprise Fund and Wastewater Capacity Fund to Water Capacity Fund		5,907,000	In 2008 and 2009, the Water Capacity Fund required a loan to pay for capital projects including recycled water mains and pump station projects.
PG&E Loan	7/31/2015	250,000	PG&E California Wastewater Process Optimization Program Loan for the construction of energy efficient retrofit project.
State of California Water Resources Control Board Revolving fund Loan	5/15/2023	10,859,470	To finance the construction of the Wastewater Treatment Plant
Internal Loan from Wastewater Capacity Fund to Wastewater Enterprise Fund		1,351,600	In 2006 and 2008, the Wastewater Enterprise Fund required a loan to pay for capital projects.
Dell Computer Equipment	6/30/2017	\$ 69,758.40	To finance the purchase of fifty-two (52) Desktop and seven (7) laptop computers

**City of American Canyon
2015-16 Fiscal Year Budget**

Debt Service Payments

The City incurs debt to finance certain capital projects or capital acquisitions when resources are not available or the use of debt is the best option. Debt descriptions and adopted debt service payments for Fiscal Year 2015-16 are listed below.

Funding for Debt Service	Fund Where Debt Service Payments Are Budgeted	Debt Description	Original Issue Amount	Payoff Date	Balance at 6/30/2015	Principal	Interest	Total
Gen Fund to 410	410 - Debt Service Fund - 2002 Lease Revenue	2012 Lease Revenue Refunding of the Gymnasium 2002 Lease Revenue Bonds	\$ 2,222,000	6/1/2021	\$ 1,559,000	\$ 241,000	\$ 44,300	\$ 285,300
Gen Fund to 420	420 - Debt Service Fund - Cabernet Village - City Hall Lease Fund	Lease purchase agreement to provide financing for the acquisition, construction, and improvement of facilities at the City Hall.	6,695,000	5/1/2032	5,545,000	225,000	251,800	476,800
Gen Fund to 430	430 - Debt Service Fund - Broadway City Hall	Lease purchase financing to purchase property adjacent to City Hall.	1,075,000	8/22/2018	431,667	116,600	18,100	134,700
510	Water Operations	Loan from State of California Davis Grunsky Act for financing water system improvements.	2,050,000	12/31/2027	890,464	60,691	22,900	83,591
510	Water Operations	Loan from the City of Napa to pay for the participation in environmental analysis planning and design associated with the North Bay Aqueduct Alternate Intake Project and Environmental Analysis.	350,000	9/30/2015	50,000	50,000	1,000	51,000
510	Water Operations	Capital Lease purchase agreement for the purchase and installation of Drinking Water Membrane Modules for the Water Treatment Plant.	827,100	4/21/2020	827,100	157,637	19,933	177,570
540	Wastewater Operations	Capital Lease purchase agreement for the purchase and installation of Membrane Modules for the Waste Water Treatment Plant.	2,004,200	6/30/2022	2,004,200	265,016	49,428	314,444
540	Wastewater Operations	Loan with PG&E for the Energy Efficient Retrofit Program	246,915	7/1/2015	14,518	14,518	-	14,518
540 & 550	Wastewater Operations and Capacity	Loan from State of California State Revolving Fund Loan Program to fund the construction of the Wastewater Treatment Plant.	10,859,470	7/15/2022	5,274,316	599,514	142,400	741,914
652	652- Fleet Internal Service Fund	Capital Lease Purchase to fund the acquisition of a Vector Truck	314,388	5/22/2024	314,388	28,300	8,500	36,800
653	653 - Information Services Internal Service Fund	Desktop and laptop computers financing with Dell	69,758	6/30/2017	46,505	-	23,300	23,300
330	Civic Facilities Impact Fee Fund *	Loan from General Fund to Civic Center Impact Fee Fund for the construction of the Senior/Multi-Use Center	1,514,166	To be repaid when resources are available	1,441,112	122,600	42,100	164,700
520	Water Capacity *	Internal Loan from Wastewater Capacity to Water Capacity to fund the Green Island Rd Recycled Waterline Project	1,070,000	To be repaid when resources are available	1,238,525	-	32,100	32,100
520	Water Capacity *	Internal Loan from Wastewater Capacity to Water Capacity to fund the Recycled Water Pump Station Upgrade	304,614	To be repaid when resources are available	352,595	-	9,100	9,100
520	Water Capacity *	Internal Loan from Wastewater Capacity to Water Capacity to fund Various CIP Projects	3,532,410	To be repaid when resources are available	4,088,764	-	105,900	105,900
520	Water Capacity *	Internal Loan from Water Operations to Water Capacity to fund Past Operating deficits and CIP expenses	1,000,000	To be repaid when resources are available	1,050,367	-	2,500	2,500
540	Wastewater Operations *	Internal Loan from Wastewater Capacity to Wastewater Operations to fund Past Operating Deficits and CIP expenses	1,285,600	To be repaid when resources are available	1,325,634	-	3,100	3,100
		Total Debt Service				\$ 1,880,875	\$ 776,461	\$ 2,657,336

* We will return to Council to discuss the status of the inter fund loans shortly - balance at 06/30/15 includes the unpaid accrued interest on the loans through 06/30/15.



Capital Projects

City of American Canyon 2015-16 Fiscal Year Budget

Capital Improvement Program

The purpose of the capital improvement program (CIP) is to provide the City of American Canyon with a long-range plan for capital improvements. It is a planning document and does not authorize or fund projects.

Investments in CIP projects shall foster goals of economic vitality, neighborhood vitality, infrastructure preservation and provide or improve service to areas lacking or having deficient service. Evaluation criteria for selecting which projects to include for funding shall include prior commitments, availability of state or federal grants, efficiency improvements, achieving stated economic development objectives, elimination of hazards and a project's expected useful life. The general rules for inclusion in the CIP are a cost threshold of \$50,000, a "life" of over ten years and requires two people to lift it.

The first year of the CIP is called the capital budget and is incorporated into the operating budget, which appropriates funds for ongoing day-to-day expenditures.

The planning time frame for the CIP will normally be five years. It is produced periodically as a separate planning document to identify capital improvement needs and to coordinate financing and timing of those needs in a manner that maximizes the return to the public. Generally, as each annual budget is prepared, additional projects and priority needs are developed and added to the program to maintain a total five-year plan. Projects slated for subsequent years are approved on a planning basis and do not receive expenditure authority until they are eventually incorporated into the capital budget. As such, tentative Council endorsement of the overall five-year program is desirable for effective implementation of overall City goals and objectives.

Prior to approval of the capital budget by the City Council, it is reviewed by the City Council Finance Sub-Committee and approved by the Planning Commission for consistency with the General Plan.

The Finance Committee process is to carefully review the scope of each project, proposed financing and assessed priorities. Only those projects which are truly necessary are included in the capital budget. This will ensure that the City's limited staff and financial resources are properly focused and that expectations for project delivery are realistic.

Due to complexity and regulatory requirements, capital projects typically require several years to complete so project budgets are established on a project-duration basis. That means that project budgets shall automatically carry forward to subsequent fiscal years until the project is completed. Projects are typically funded with a combination of general city revenues, developer impact fees, capacity fees, grant funds, and developer dedications.

The City's capital projects budget for fiscal year 2015-16 is presented on the following page.

**City of American Canyon
2015-16 Fiscal Year Budget**

CAPITAL PROJECTS

Proj No	Name	Approved 2014/15 Project Budget	Carry-over (balance as of 03/31/15)*	Additional Request	Total 2015/16 Budget	CIP Fund	Funding Source
EXISTING 2014/15 CAPITAL PROJECTS BUDGET							
1	CF09-0200	\$ 35,336	\$ 33,923		\$ 33,923	350	Fire District
2	PR09-0101	19,185	2,211		2,211	350	SF Bay Trail Grant and Park Capital
3	PR13-0200	163,753	145,463		134,000	350	General Fund
4	PR15-0100	146,000	146,000		146,000	350	LLAD
5	PW14-0400	400,400	210,108		210,108	350	Water Capacity and Operations, Wastewater Capacity and Operations
6	SD09-0400	143,044	115,538		115,538	350	Measure A
7	SD12-0100	50,000	50,000		50,000	350	Measure A
8	TR09-0400	198,369	198,369		198,369	350	Gas Tax, SR2S Grant, and Traffic Impact Fees
9	TR12-0400	310,890	304,728		304,728	350	Traffic Impact Fees
10	TR13-0100	226,400	225,252		225,252	350	STP Grant and Traffic Impact Fees
11	TR13-0400	528,000	528,000		528,000	350	Traffic Impact Fees
12	TR14-0100	50,000	50,000		50,000	350	Traffic Impact Fees
13	TR14-0300	339,000	338,243		338,243	350	Gas Tax, TFCA Grant, NCTPA Grant, Traffic Impact Fees
14	TR14-0400	74,100	74,100		74,100	350	TDA Grant and Gas Tax
15	TR15-0200	60,000	60,000		60,000	350	Gas Tax
16	TR15-0300	225,442	225,666		225,666	350	TFCA Grant
17	TR16-0700	150,000	108,463		108,463	350	Traffic Impact Fees
18	PR15-0200			337,000	337,000	360	American Canyon Road Assessment District
19	TR16-0100			1,129,000	1,129,000	360	American Canyon Road Assessment District
20	TR16-1100			115,000	115,000	360	American Canyon Road Assessment District
21	RW12-0100	86,918	86,918		86,918	530	Water Capacity
22	WA07-0200	57,868	50,803		50,803	530	Water Capacity
23	WA14-0100	170,000	165,015		165,015	530	Water Operations
24	RW15-0100	714,921	714,921		714,921	560	Wastewater Capacity
25	WW07-0500	379,381	370,341		370,341	560	Wastewater Capacity
26	WW15-0300	320,000	152,578		152,578	560	Wastewater Operations
SUBTOTAL		\$ 4,849,007	\$ 4,356,640	\$ 1,581,000	\$ 5,926,177		
ADDITIONAL PROJECTS FOR FY 2015 -2016							
PR16-1700	AmCan Rd East Irrigation Replacement		Median Landscaping		119,000	360	American Canyon Road Assessment District
TR16-2500	Annual Pavement Management		Crack Sealing Project		75,000	350	Gas Tax
WA15-0200	14-inch Waterline Pipe Bursting (CIP)		Construct Waterline Replacement		1,000,000	530	Zero Water Footprint
WW16-0300	SCADA (CIP)		Upgrade Computer Software		300,000	560	WW Ops 200,000 / WW Cap 100,000
WW16-1600	Headworks Channel (New)		Improvements		500,000	560	Wastewater Operations
WW16-1700	Bldg E Seismic Upgrade		Improvements to Pump Station		200,000	560	HGMT Grant 150,000 / Wastewater Operations 50,000
SUBTOTAL					\$ 2,194,000		
TOTAL					\$ 8,120,177		
CIP FUNDS SUMMARY:							
350	Capital Project Fund - General Governmental				\$ 2,845,678		
810	Fire District				33,923		
530	Capital Project Fund - Water				1,302,736		
560	Capital Project Fund - Wastewater				2,237,840		
360	Capital Projects Fund - American Canyon Road East Assessment District				1,700,000		
TOTAL					\$ 8,120,177		

NOTE: Carry-over Balance is as of 03/31/15 because projects expenditures have been reconciled through that date. Some projects have been completed or are close to completion since that date. Carry-over balance will be adjusted with the 06/30/15 year-end reconciliation.

(CIP) project in Five-year CIP approved by CC in 2012
(New) new project - not in Five-year CIP approved by CC in 2012



Miscellaneous

RESOLUTION NO. 2015-53

A RESOLUTION ADOPTING THE 2015-16 FISCAL YEAR BUDGETS FOR SPECIAL REVENUE, WATER, WASTEWATER, INTERNAL SERVICE, DEBT SERVICE AND CAPITAL PROJECT FUNDS AND THE GENERAL FUND EXCEPT FOR THE PARKS AND RECREATION DEPARTMENT

WHEREAS, the City Council of the City of American Canyon desires to establish a Budget and Financial Plan for Fiscal Year 2015-16; and

WHEREAS, the City Council has reviewed and considered the Budget documents and has received input from the public; and

WHEREAS, the City Manager has prepared a budget which provides for organizational adjustments and allocations of resources in manner which aligns with available resources and the adopted General Fund Three-Year Stabilization Plan; and

WHEREAS, the City Council is required to adopt a budget and financial plan before the fiscal year begins on July 1, 2015; and

WHEREAS, the City Council also desires to accommodate a process for the carryover of unspent Fiscal Year 2014-15 operating expenditures (excluding personnel costs) for activities where work and expenditures will continue in Fiscal Year 2015-16; and

WHEREAS, the City Council also desires to confirm adjustments made administratively to the Capital Project balances during the preparation of the Proposed Budget and accommodate carryover of unspent Fiscal Year 2014-15 Capital Project appropriations for those projects where work and expenditures will continue in Fiscal Year 2015-16.

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

1. Adopt the Fiscal Year 2015-16 Budgets for the Special Revenue, Water, Wastewater, Internal Service, Debt Service, Capital Project Funds and the General Fund except for the Parks and Recreation Department.
2. Authorize the City Manager to increase the appropriations for Fiscal Year 2015-16 expenditures in an amount not to exceed the amount encumbered for expenses that did not occur prior to the end of Fiscal Year

2014-15, but are expected to be expended in Fiscal Year 2015-16 consistent with the original purpose.

3. Authorize the City Manager to adjust the Fiscal Year 2015-16 appropriations to account for the carryover of unspent Capital Project appropriations from Fiscal Year 2014-15. All such adjustments shall be clearly recorded in the City's financial records and shall be for projects that remain incomplete as of June 30, 2015.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on the 16th day of June, 2015 by the following vote:

MAYOR GARCIA:	<u>Yes</u>
VICE MAYOR:	<u>Yes</u>
COUNCIL MEMBER:	<u>Yes</u>
COUNCIL MEMBER:	<u>Yes</u>
COUNCIL MEMBER:	<u>Yes</u>



Leon Garcia, Mayor

ATTEST:



Cherri Walton, CMC, Deputy City Clerk

APPROVED AS TO FORM:



William D. Ross, City Attorney

RESOLUTION NO. 2015-54

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON
ADOPTING THE GENERAL FUND'S PARKS AND RECREATION DEPARTMENT BUDGET FOR FISCAL YEAR 2015-16**

WHEREAS, since the City's inception, it has provided parks and open space to its residents to enhance their health and well-being; and

WHEREAS, these venues offer opportunities for exercise, fitness, fun, entertainment, relaxation, socializing, fresh air and a place to be outdoors; and

WHEREAS, there are parks located throughout the City and other facilities which include a Senior multi-purpose center, Aquatic Center, Gymnasium, basketball courts, soccer and softball fields, playground equipment; and

WHEREAS, the Finance Committee and the City Council reviewed the recommended Parks and Recreation Department Budget for Fiscal Year 2015-16, received input from the public and found it to be satisfactory; and

WHEREAS, the City Council is required to adopt a budget and financial plan before the fiscal year begins on July 1, 2015.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of American Canyon adopts the General Fund Parks and Recreation Department Budget for fiscal year 2015-16.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on the 16th day of June, 2015 by the following vote:

MAYOR GARCIA:	<u>abstain</u>
VICE MAYOR LEARY:	<u>yes</u>
COUNCIL MEMBER BENNETT:	<u>yes</u>
COUNCIL MEMBER JOSEPH:	<u>yes</u>
COUNCIL MEMBER RAMOS:	<u>yes</u>

Leon Garcia
Leon Garcia, Mayor

ATTEST:

APPROVED AS TO FORM:

Cherri Walton
Cherri Walton, CMC, Deputy City Clerk

William D. Ross
William D. Ross, City Attorney

Resolution 2015-12

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE AMERICAN CANYON FIRE PROTECTION DISTRICT ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2015-2016

WHEREAS, On June 16, 2015, the Board of Directors of the American Canyon Fire Protection District (District) held a Public Hearing on the proposed preliminary operating budget for FY2015-2016; and

WHEREAS, the Board of Directors of the District adopted the proposed preliminary operating budget for FY2015-2016; and

WHEREAS, the Health and Safety code requires the Fire District to adopt a preliminary budget prior to July 1 of each year; and

WHEREAS, the Health and Safety code requires the Fire District to adopt a final budget prior to October 1 of each year,

NOW THEREFORE, be it resolved by the Board of Directors of the District that the Fiscal Year 2015-2016 Final Operating Budget, summarized in Attachment I, is hereby adopted for FY2015-2016.

BE IT FURTHER RESOLVED, that the amount encumbered on the books of the District for FY2014-15 shall be carried forward and that the Fire Chief, District Treasurer or their appropriate designees, are hereby authorized to take the necessary steps to carry forward encumbrances in the various funds of the District.

BE IT FURTHER RESOLVED, that the District Board authorizes the Fire Chief to maintain District career firefighter staffing of eighteen (18) career personnel.

BE IT FURTHER RESOLVED, that the amendments to the Operating Budget of the District for FY2015-2016 shall only be amended in accordance with the fiscal policy of the District.

BE IT FURTHER RESOLVED, that the Fire Chief or his appropriate designee, is hereby authorized to approve payments for goods and services received by the District in accordance with the District's approved budgets, programs, and policies.

BE IT FURTHER RESOLVED, that the adopted Preliminary Budget was operational on July 1, 2015, and that the Final Operating and Capital Improvement Budget for the District for FY2015-2016 is intended to be adopted at the September 29, 2015 regular meeting of the Board, and may be further amended by resolution of the Board of Directors.

APPROVED AND ADOPTED at a joint meeting of the City Council of the City of American Canyon and the American Canyon Fire Protection District held on the 29th day of September, 2015 by the following:

Chairman Garcia: AYE
Vice Chair K. Leary: AYE
Board Member J. Bennett: AYE
Board Member M. Joseph: AYE
Board Member B. Ramos: AYE

Leon Garcia
Leon Garcia
Chairman, Board of Directors

ATTEST:

Glen E. Weeks
Glen E. Weeks
District Clerk

APPROVED AS TO FORM:

William D. Ross
William D. Ross
District Counsel
American Canyon Fire Protection District

RESOLUTION NO. 2015- 5a

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF AMERICAN CANYON
ESTABLISHING THE APPROPRIATIONS LIMIT
FOR FISCAL YEAR 2015-2016
PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION

WHEREAS, Article XIII B of the California Constitution provides that the total annual appropriations subject to limitation of each governmental entity, including this City, shall not exceed the appropriation limit of such entity of government for the prior year adjusted for certain changes mandated by Proposition Four passed in November, 1979 and Proposition 111 in June, 1990 except as otherwise provided for in said Article XIII B and implementing State statutes; and

WHEREAS, pursuant to said Article XIII B, and Section 7900 et seq. of the California Government Code, the City is required to set its appropriation limit for each fiscal year; and

WHEREAS, the Administrative Services Director of the City has conducted the necessary analysis and calculations to determine the appropriations limit for fiscal year 2015-2016, relying on the permanent fiscal year 1993-1994 limit approved by the voters on November 3, 1994, and the following two adjustment factors: *Change in Population*; and *Change in Per Capita Income*; and

WHEREAS, based on such calculations the Administrative Services Director has determined the said appropriation limit, and pursuant to Section 7910 of the Government Code, has made available to the public the documentation used in the determination of the limit;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of American Canyon that:

1. The annual adjustment factors used to calculate the fiscal year 2015-2016 appropriations limit shall be the change in State Per Capita Income 3.82% and January 2015 City population .80%
2. The new Appropriation Limit for Fiscal Year 2015-2016 shall be and is hereby set in the amount of \$15,844,346
3. The fiscal year 2015-2016 Adopted Budget appropriations subject to the appropriation limit is \$13,322,542.


APPROVED AND ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 16th day of June, 2015, by the following vote:

MAYOR GARCIA:	<u>Y/D</u>
VICE MAYOR LEARY:	<u>Y/D</u>
COUNCIL MEMBER BENNETT:	<u>Y/D</u>
COUNCIL MEMBER JOSEPH:	<u>Y/D</u>
COUNCIL MEMBER RAMOS:	<u>Y/D</u>

ATTEST:


Leon Garcia, Mayor


Cherri Walton, CMC, Deputy City Clerk

APPROVED AS TO FORM:

William D. Ross, City Attorney

RESOLUTION NO. 2015-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON
SITTING EX OFFICIO AS THE BOARD OF DIRECTORS OF THE AMERICAN
CANYON FIRE PROTECTION DISTRICT A SUBSIDIARY SPECIAL DISTRICT OF THE CITY OF AMERICAN
CANYON ESTABLISHING THE APPROPRIATIONS LIMIT
FOR FISCAL YEAR 2015-2016
PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION

WHEREAS, Article XIII B of the California Constitution provides that the total annual appropriations subject to limitation of each governmental entity, including this District, shall not exceed the appropriation limit of such entity of government for the prior year adjusted for certain changes mandated by Proposition Four passed in November, 1979 and Proposition 111 in June, 1990 except as otherwise provided for in said Article XIII B and implementing State statutes; and

WHEREAS, pursuant to said Article XIII B, and Section 7900 et seq. of the California Government Code, the District is required to set its appropriation limit for each fiscal year; and

WHEREAS, the Fire Chief has conducted the necessary analysis and calculations to determine the appropriations limit for fiscal year 2015-2016, relying on the permanent fiscal year 1993-1994 limit approved by the voters on November 3, 1994, and the following two adjustment factors: *Change in Population*; and *Change in Per Capita Income*; and

WHEREAS, based on such calculations the Fire Chief has determined the said appropriation limit, and pursuant to Section 7910 of the Government Code, has made available to the public the documentation used in the determination of the limit;

NOW THEREFORE, BE IT RESOLVED by the City Council (sitting ex-officio as the Board of Directors of the American Canyon Fire Protection District) that:

1. The annual adjustment factors used to calculate the fiscal year 2015-2016 appropriations limit shall be the change in State Per Capita Income 3.82% and January 2014 City population .80%
2. The new Appropriation Limit for Fiscal Year 2015-2016 shall be and is hereby set in the amount of \$10,596,455
3. The fiscal year 2015-2016 Adopted Budget appropriations subject to the appropriation limit is \$3,268,327.

APPROVED AND ADOPTED at a regularly scheduled meeting of the American Canyon Fire District Board on the 16th day of June 2015, by the following vote:

CHAIR GARCIA:

VICE CHAIR LEARY:

BOARD MEMBER BENNETT:

BOARD MEMBER JOSEPH:


BOARD MEMBER RAMOS:

yes
yes
yes
yes
yes

ATTEST:


Glen E. Weeks, District Clerk


Leon Garcia, Chair

APPROVED AS TO FORM:

William D. Ross, District Counsel

City of American Canyon 2015-16 Fiscal Year Budget

Appropriations Limit

State law requires the City and Fire District to set an appropriation limit each fiscal year. The Appropriations Limitation, also known as the Gann Limit, was imposed by State of California Propositions 4 and 111. The Gann Limit created a restriction on the amount of revenue which can be appropriated in any fiscal year. The law stipulates that the limit is based on actual appropriations for the base year 1978-79 and is increased annually using the growth of population and an inflation factor. Since the City was incorporated in 1992, it was necessary for the County of Napa to transfer a reasonable amount of its limit to the City which became the City's base year limit. An Agency has a choice of inflation factors. It may use either the growth in the California Per Capita Income or growth in the non-residential assessed valuation due to new construction within the city. Not all revenues are restricted by the Limit, only those which are referred to as "proceeds of taxes."

After the annual appropriations limit is calculated, the appropriations that are subject to the limit are determined. If the proceeds of taxes are greater than the appropriations limit, it will restrict the ability of the Agency to appropriate the taxes. That means that the Agency may not be able to spend the taxes and may in fact have to return taxes which have exceeded the limit. State law allows an Agency to carryover the excess taxes and appropriate them the following year if possible. If the limit won't allow it, then the tax revenues must be returned to the taxpayers. There is an override option. If the voters approve an override to temporarily increase the limit, the City may appropriate the revenues and spend them. However, there is a four year time limit on the override.

FY 2015-2016 Appropriation Limit

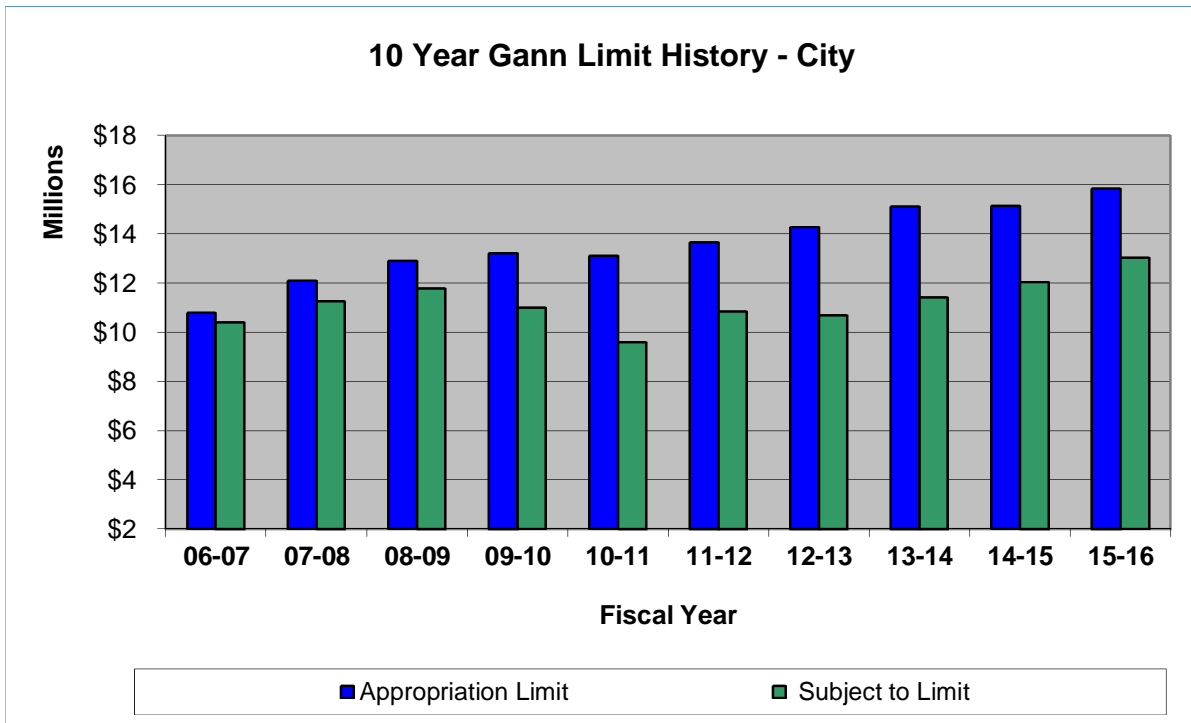
The fiscal year 2015-16 appropriations limit was calculated using the Statewide Per Capita Personal Income increase of 3.82% and the City population increase of .80%. These factors were provided by the California State Department of Finance. Using these factors in the prescribed formula, staff calculated an increase in the limit of 4.65%.

After applying this increase to the prior year's limit and comparing it to the proceeds of taxes, it was found that both the City and the Fire District are well below their limits for fiscal year 2015-16. The City is at 18% of its limit while the Fire District is at 69%. Ten years of historical data is provided in the following tables and charts.

**City of American Canyon
2015-16 Fiscal Year Budget**

**City of American Canyon Appropriations Limit
Ten Year History**

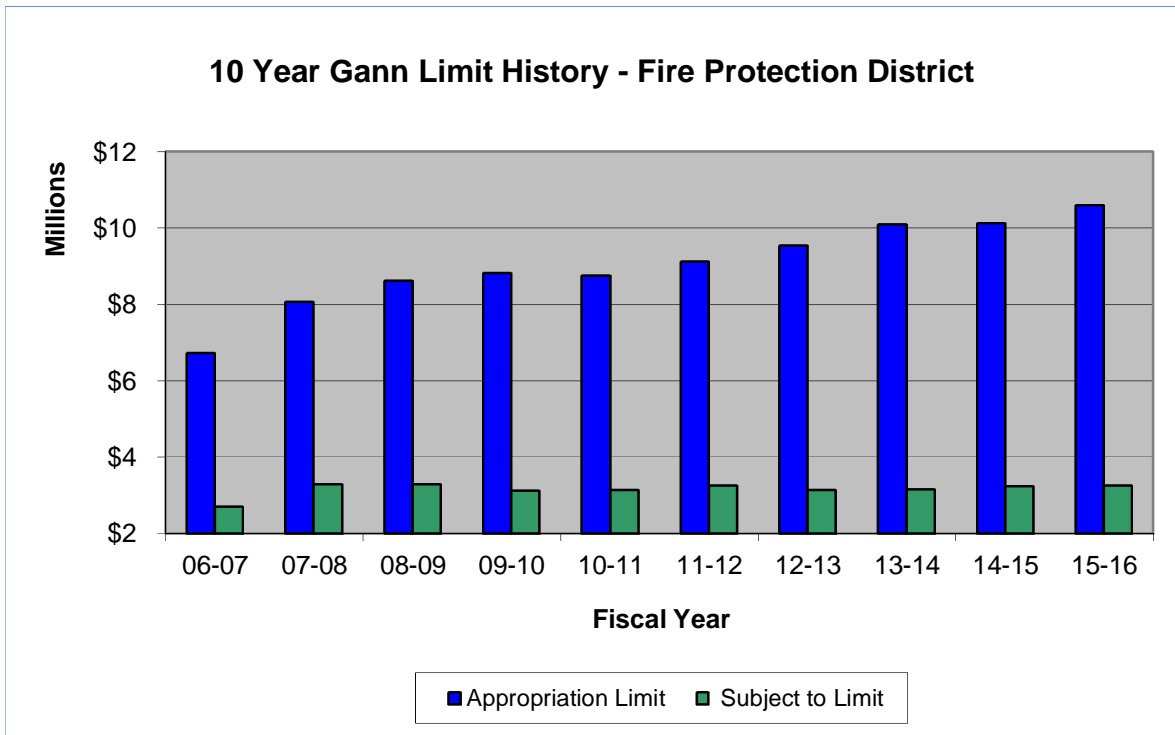
Fiscal Year	Appropriation Limit	Subject to Limit	Amount Under	Per Capita Income	Population
2006-07	\$ 10,783,085	\$ 10,384,322	\$ 398,763	3.96%	16,031
2007-08	12,076,026	11,253,245	822,781	4.42%	16,293
2008-09	12,885,011	11,768,066	1,116,945	4.29%	16,503
2009-10	13,195,673	11,003,145	2,192,528	0.62%	16,836
2010-11	13,105,942	9,585,117	3,520,825	-2.54%	19,401
2011-12	13,638,043	10,830,329	2,807,714	1.03%	19,693
2012-13	14,281,759	10,687,404	3,594,355	1.04%	19,809
2013-14	15,110,101	11,405,644	3,704,457	1.05%	19,862
2014-15	15,140,321	12,047,863	3,092,458	1.01%	20,001
2015-16	\$ 15,844,346	\$ 13,036,819	\$ 2,807,527	3.82%	20,149



**City of American Canyon
Fire Protection District
2015-16 Fiscal Year Budget**

**American Canyon Fire Protection District Appropriations Limit
Ten Year History**

Fiscal Year	Appropriation Limit	Subject to Limit	Amount Under	Per Capita Income	Population
2006-07	\$ 6,729,656	\$ 2,700,000	\$ 4,029,656	3.96%	16,031
2007-08	8,076,260	3,300,000	4,776,260	4.42%	16,293
2008-09	8,617,297	3,294,887	5,322,410	4.29%	16,503
2009-10	8,825,063	3,126,427	5,698,636	0.62%	16,836
2010-11	8,765,053	3,143,192	5,621,861	-2.54%	19,401
2011-12	9,120,914	3,262,043	5,858,871	1.03%	19,693
2012-13	9,551,421	3,151,831	6,399,590	1.04%	19,809
2013-14	10,105,403	3,157,913	6,947,490	1.05%	19,862
2014-15	10,125,614	3,249,168	6,876,446	1.01%	20,001
2015-16	\$ 10,596,455	\$ 3,268,327	7,328,128	3.82%	20,149



**City of American Canyon
2015-16 Fiscal Year Budget**

Timing of Revenues Received

Revenue Types	Monthly	Scheduled	Varies
Property Tax		Primary Distributions - December & May	
Sales Tax [1]	75% of Est Allocations with Quarterly Reconciliation	For Triple Flip - Estimated 25% of Sales Tax collected paid from Property Tax revenues with Property Tax Distributions in December & May	
Transient Occupancy Tax	Within 30 days of end of month		
Vehicle Licence Fee (VLF)	Local Portion from registration fees suspended by the State in Fiscal Year 2013-14	Paid with Property Tax in Lieu of VLF Distributions in December & May	
Grants			Generally based on request for reimbursement of eligible expenditures
Fees for Services & Permits			As services are needed
Business License Tax		Renewals Sent in December and payments delinquent February 1st	
Water and Wastewater			
Single Family Residential	Billed Monthly		
Multi-family & Mobile Home Parks	Billed Monthly		
Non-Residential	Billed Monthly		
Development Impact & Connection Fees			Generally as Development Permits are issued
Gas Tax allocations	Distribution from State allocations		
Other General fund, Enterprise Funds and Special Funds Revenues			Varies depending on revenue types

[1] As part of Prop 1a (November 2004) an estimated 25% of Sales Tax is paid in December and May with a true up reconciliation done the following December.

Fund Descriptions

General Fund

General Fund – accounts for resources traditionally associated with government which are not required legally or by sound financial management to be accounted for in another fund.

Special Revenue Funds

Measure A / Storm Drain Fund – accounts for the proceeds and expenditures of a special half cent sales taxes approved by the voters in 1998. The tax sunsets in 2018.

Gas Tax Fund – accounts for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code.

Abandoned Vehicle Abatement Fund – accounts for the grant funds used to abate abandoned vehicles.

Community Development Block Grant (CDBG) Loan Repayment Fund – accounts for housing rehabilitation loans made to qualified applicants with Federal Community Development Block Grant monies.

CalHome Fund – accounts for loans made to qualified applicants to enable low and very low income households to become or remain homeowners.

HOME-8993Fund – accounts for first time homebuyer down payment assistance program and owner occupied housing rehabilitation assistance program.

State Supplemental Law Enforcement Fund – accounts for revenue granted from the state General Fund for Citizen Option for Public Safety (COPS) program to provide supplemental public safety services for front line law enforcement including anti-gang, community crime prevention and juvenile justice programs.

Lighting and Landscaping Assessment District Fund – accounts for Lighting and Landscaping Assessment District activities to maintain the LaVigne, Vintage Ranch and Napa Junction Mixed Use neighborhood street lights, safety lighting, parks, street medians, street tree trimming and graffiti removal thru tax assessments to benefitting property owners.

Newell Open Space Fund – accounts for the costs to maintain open space at the Newell Open Space.

LaVigne Open Space Fund – accounts for the costs to maintain open space at the La Vigne Open Space.

Zero Water Foot Print Fund – accounts for mitigation monies collected to offset new water demand associated with development projects.

Debt Service Funds

2002 Lease Revenue Bonds – debt was issued to finance the acquisition and construction of a Community Center/Gymnasium facility and Aquatic Center Facility.

City Hall Capital Lease – debt was issued to finance acquisition of an office building at 4381 Broadway and construction of tenant improvements to transform the building to a City Hall.

Broadway Property – debt was issued to finance the acquisition of property adjacent to City Hall so that direct vehicle access from Napa Junction Road and for future civic purposes.

Internal Service Funds

Building Maintenance – accounts for the maintenance of all city facilities including janitorial, security alarms, door locks and building related equipment.

Fleet – accounts for the maintenance of services to city vehicles and equipment using city staff and contracting service out when necessary.

Information Technology – accounts for the maintenance of services to city computer systems including the financial management system, utility billing system, and building permit software.

Enterprise Funds

Water Operations Fund – accounts for operation and maintenance activities of the City's water treatment plant and distribution system.

Water Capacity Fund – accounts for capacity fees accumulated to pay for expansion of water infrastructure and facilities. This fund is consolidated with Water Operations Fund in the CAFR.

Wastewater Operations Fund – accounts for operation and maintenance activities of the City's wastewater treatment plant and collection system.

Wastewater Capacity Fund – accounts for capacity fees accumulated to pay for additional wastewater infrastructure and facilities. This fund is consolidated with Wastewater Operations Fund in the CAFR.

Capital Projects Funds

Capital Projects Fund – this account is used to accumulate funds that the city desires to commit to capital projects.

Park Improvement Fund – accounts for impact fees collected by new development to be used for adding new parks, park improvements, and recreation facilities.

Traffic Impact Fee Fund – accounts for impact fees collected by new development to be used for street improvements.

Civic Facilities Impact Fee Fund – accounts for impact fees collected by new development to be used for Civic Facilities improvement projects.

Affordable Housing Fund – accounts for fees collected from developers in lieu of providing affordable housing services.

City of American Canyon 2015-16 Fiscal Year Budget

Budget Cycle

The City and Fire District budget process begins in January each year. Finance Staff prepares line item budget worksheets, instructions and a budget cycle calendar for presentation to the Department Directors and other key staff involved in the budget process. The City Manager, at a budget kick off meeting, provides direction regarding City goals, department goals, and expectations during the coming year and beyond.

Department Directors project their revenue and expenditure line item balances through the end of the fiscal year on the budget worksheets. This serves as the basis for determining the resources available at the beginning of the fiscal year in each fund. Directors also make their new fiscal year budget requests on the worksheets and return them to the Finance Department for compilation.

While Directors are completing their department's budget worksheets, Finance staff is calculating the salary and benefit amounts for regular full time staff for each department. The Human Resources staff assists in the salary and benefit computations by estimating increases in benefit rates and any estimated cost of living increases. These amounts are then posted to each department's budget worksheet after staff allocations percentages are determined and verified. Directors are responsible for determining their overtime and part time or seasonal staff budgets.

Each Department Director meets individually with both the Administrative Services Director and the City Manager where they discuss their respective budgets, and any supplemental budget requests for new staff or equipment. If approved, these items are added to the City Manager's recommended budget. Once the budget worksheets are completed by the departments, they are compiled by Finance Department staff. All departments' budget worksheets are then provided to the City Manager for review, evaluation and approval.

The City Manager's recommended budget is then presented to the Finance Committee which is comprised of the Mayor, Vice Mayor, City Manager, Administrative Services Director and the Fire Chief. The budgets are discussed and reviewed in detail at the Finance Committee. Occasionally Department Directors may make a presentation on their budgets and goals for the new budget year at this meeting. Following review by the Finance Committee, a budget workshop is held with the City Council in May. After receiving any feedback and making necessary adjustments, a public hearing is held during the first City Council Meeting in June.

The City Council adopted the City's Fiscal Year 2015-16 General Fund, Special Revenue Funds, Water Fund, Wastewater Fund, Internal Service Funds, Debt Service Fund, and Capital Projects Fund Budgets at a City Council meeting on June 2, 2015. The Fire District budget was also adopted by the Board of Directors on that date.

City of American Canyon 2015-16 Fiscal Year Budget

Basis of Accounting and Classification of Funds

Governmental Fund Types Basis of Accounting

Modified Accrual basis of Accounting - All governmental funds share a common measurement focus and basis of accounting. Under the *current financial resources* measurement focus, the objective of the operating statement is to report near term inflows and outflows of spendable resources. To achieve this objective, the modified basis of accounting is used. This means that revenues are recognized when they are measurable and available to finance expenditures of the fiscal period. Revenues received as long as 90 days after the end of the fiscal year may be accrued. Revenues received after that do not satisfy the availability criterion and the receivable should be offset with deferred revenue, a liability account.

The City records revenues received up to 90 days following the end of the fiscal year under the modified accrual basis of accounting. When revenues are considered immaterial, the cash basis of accounting is used. Expenditures are recorded when the liability is incurred. The City prepares its budget for governmental funds using the modified accrual basis of accounting.

Classification of Funds

Generally Accepted Accounting Principles or GAAP requires that governments segregate funds by fund type. Each fund type is explained below.

The summary schedule of sources and uses of funds shows all the city's funds by fund type.

Governmental Fund Types

These funds account for general governmental functions which are generally tax supported. The five types of government funds are: general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.

General Fund

The General Fund is the chief operating fund and is used to account for activities which are not required to be accounted for in a separate fund and are traditionally associated with general government. Major revenues include property tax, sales tax, transient occupancy tax, franchise fees, licenses, permits, fines and forfeitures. This fund is used to finance core municipal services such as administration, law enforcement services, parks and recreation programs and activities, street maintenance and community development functions. The Fire Protection District is a subsidiary special district to the City and maintains its finances separately from the City. It has a Fire Operations Fund to account for its activities along with other funds which account for mitigation fees, grants, and for resources dedicated to procuring fire apparatus and special equipment.

City of American Canyon 2015-16 Fiscal Year Budget

Special Revenue Funds

These funds account for revenues that are raised for a specific purpose. Often there are legal restrictions and the use of a separate fund facilitates legal compliance reviews.

For example, the City accounts for Gas Tax revenues in a special revenue fund. These revenues are received from the State of California who utilizes a number of formulas to allocate the City's share of State and County gasoline tax collections in accordance with the provisions of the State of California Streets and Highway Code. Revenues are disbursed by the State based on population and must be used towards the maintenance and repair of City streets that serve as State and County thoroughfares.

Another special revenue fund is the *Measure A Fund* which accounts for the City's share of a half cent County wide tax measure approved by the voters in 1998 to pay for the Napa Flood Control Project and related flood control measures implemented by cities throughout the County of Napa. This revenue is legally restricted.

Debt Service Fund Types

Debt Service funds are used to account for the accumulation of resources for, and the payment of general long term debt principal and interest. Debt service funds are not required but are permitted to be used. The City has established three separate debt service funds to account for debt activity: (1) acquisition of City hall, (2) construction of the City's Aquatic and Community Center/Gymnasium facility, and (3) the purchase of property adjacent to City Hall for vehicle access and future civic purposes.

Capital Improvement Project Fund Types

Capital project funds or CIP funds are used to account for major capital acquisition and capital improvement construction projects. These types of funds are permitted by GAAP but not required. The City accounts for general governmental capital projects in one CIP fund.

The City has established separate funds to account for development impact fees which are charged to compensate for new development demands on public resources. These fees are used to fund the construction of infrastructure capital improvement projects such as parks, traffic mitigation projects, and civic facilities.

Permanent Fund Types

Permanent funds are used to account for permanent endowments created when a donor stipulates that the principal amount of a contribution must be invested and preserved but earnings on amounts invested can be used for some public purpose. The City currently has no permanent funds.

City of American Canyon 2015-16 Fiscal Year Budget

Proprietary Fund Types Basis of Accounting

There are two types of proprietary funds: Enterprise funds and Internal Service Funds. These funds have a different objective than governmental funds and use a different measurement focus and basis of accounting. Proprietary fund types use the full accrual basis of accounting which records liabilities when incurred and revenues when earned.

The economic resources measurement focus used by proprietary funds measures the change in net assets. They were designed to answer the question “What transactions and events have increased or decreased the fund’s total economic resources?” Net assets are used as a practical measure of economic resources.

Key differences between the governmental fund type *current financial resources* measurement focus and the *economic resources* measurement focus is that in the latter, the operating statements do not record the issuance of debt, debt service principal payments, or capital outlay. As a result of these transactions, there is no change in economic resources so they are not recorded in proprietary fund types.

Enterprise Funds – may be used to report any activity for which a fee is charged to external users for goods or services. GAAP also requires the use of an enterprise fund for certain activities related to debt, legal requirements to recover costs or based on a government agency’s policy decision to recover costs.

The City operates water and wastewater facilities and accounts for their operations using enterprise funds. Their budgets are prepared using the full accrual basis of accounting except that capital expenses are budgeted as an expense. Under GAAP, these expenses are reclassified as fixed assets.

Internal Service Funds - are not required by GAAP but are permitted. They are used to improve the management of resources and generally provide goods or services to departments or agencies of the same government on a cost-reimbursement basis. They facilitate accounting and cost allocations of certain internal services like fleet operations, building maintenance or information technology. User charges are computed and charged out to other departments in the government agency that use their services.

City of American Canyon 2015-16 Fiscal Year Budget

FISCAL POLICY KEY POINTS

This section contains key definitions and information regarding the City's fiscal policy. For the full policy, refer to the City's Website:

<http://www.cityofamericancanyon.org/index.aspx?page=450>

Background - The goal of the fiscal policy is to achieve long-term stability and a positive financial condition for the City. These policies provide guidelines in planning and directing day-to-day financial affairs and in developing financial recommendations to the City Council / Board of Directors.

These policies set forth the basic framework for the overall fiscal management of the City and Fire District. These policies are designed to achieve, year in and year out, a balanced budget for the City of American Canyon.

Operating Budget - The annual financial operating plan is prepared each fiscal year. It is a public document that can tout past accomplishments and promote communications between the citizens and the City Council / Board of Directors. It should explain where the money to fund operations comes from and where it goes. It can talk about major policy choices, tradeoffs, and recommendations.

Fund Balance Categories - In accordance with Governmental Accounting Standards Board Statement No. 54, fund balance is categorized as follows:

- i Non-spendable - Inherently non-spendable such as prepaid items, inventories, long term loan receivables or non financial assets held for resale, e.g. Houses
- i Restricted – Externally enforceable legal restrictions such as limitations imposed for debt covenants, contributors or the government
- i Committed – self-imposed limitations set in place prior to the end of the period such as limitations on use of resources imposed by the City Council, e.g. contingency, catastrophic, economic development and technology reserves. Formal action by the City Council is needed to impose, remove or modify a constraint
- i Assigned – limitation resulting from intended use. The City Council may delegate authority to assign resources for intended uses
- i Unassigned – residual net resources. Only the general fund must report a positive amount while other governmental funds may report a negative amount

General Contingency Reserve - goal is 20% of the operating annual budget; \$3.12 million for the City and \$800,000 for the Fire District.

Risk and Catastrophic Reserve - will only be used in the event of a disaster or to replace equipment and buildings damaged due to an unusual event or accident. City Goal is \$2.0 million while Fire District Goal is \$500,000.

City of American Canyon 2015-16 Fiscal Year Budget

Economic Development Reserve will only be used to further the City's adopted Economic Development program. The City's goal is \$5.0 million.

Technology Reserve will be used to upgrade technology system improvements including, but not limited to, its automated financial accounting system, internet web page development, communications and related improvements. The City goal is \$500,000 while the Fire District goal is \$100,000 + annual increases for both

Fund Balances Used For Capital Projects Unrestricted fund balance within Capital Projects funds will be used for one time capital expenditures only if there are surplus balances remaining or the City has made a rational analysis with justifying evidence that it has an adequate level of short and long-term resources.

REVENUE MANAGEMENT

Simplicity and Certainty. The City shall strive to keep the revenue classification system simple to promote understanding of the revenue sources. The City shall describe its revenue sources and enact consistent collection policies to provide assurances that the revenue is collected according to budgets and plans.

Utility Rates The City shall review and adopt utility rates annually that generate revenues required to cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital.

User-Based Fees and Service Charges For utility user charges and impact fees associated with development, the direct and indirect costs of that service shall be offset wholly by a fee. There shall be an annual review of fees and charges to ensure that the fees provide adequate coverage of costs of services.

Revenue Projections The City shall project current year revenues based on the previous five year history and will update this projection annually. Each existing and potential revenue source shall be re-examined annually.

EXPENDITURE CONTROL

Appropriations The responsibility for budgetary control lies with the Department Manager. Department Managers may not approve expenditures that exceed monies available at the department level.

Authority to Amend Budget

The City Manager or Fire Chief may authorize transfers from one division to another within the same fund. They must secure authorization from the City Council / Board of Directors to transfer money from one fund to another fund.

Prompt Payment All invoices approved for payment shall be paid by the Finance Department within thirty (30) calendar days of receipt, in accordance with the provisions of state law.

City of American Canyon 2015-16 Fiscal Year Budget

CITY CAPITAL IMPROVEMENT PROGRAM AND THE CAPITAL BUDGET

Program Planning The City shall develop and maintain a multi-year plan for capital improvements and make capital improvements in accordance with the approved plan. The Capital Improvements Program will be updated annually.

Budget Preparation The Annual Capital Budget will be developed from the Capital Improvement Program. Capital project expenditures must be appropriated in the Annual Budget. A funding source/resource availability shall be presented to the City Council at the time a project is presented for funding.

Project Length Budget A budget for a capital project shall be a project length budget. At the end of the fiscal year, the unspent budget of an approved capital project shall automatically carry forward to the subsequent fiscal year until the project is completed.

Reporting Periodic financial reports shall be prepared to enable the Department Heads to manage their capital budgets and to enable the Finance Department to monitor and control the authorized capital budget. Capital project status reports shall be presented to the City Council periodically.

ACCOUNTING AND AUDITING

Accounting - The Finance Director is responsible for establishing the Chart of Accounts and for recording financial transactions within the budget.

Auditing - The Finance Director, pursuant to Section 37208 of the Government Code, shall be responsible for preparing an audited Comprehensive Annual Financial Report. In conformance with state law, the City shall be audited annually by independent accountants ("auditor").

Responsibility of Auditor to City Council and Finance Committee. The auditor is retained by and is accountable to the City Council / Board of Directors.

INVESTMENTS AND CASH MANAGEMENT

Depositing of Funds The Finance Director shall promptly deposit all City funds with the Depository Bank in accordance with the provisions of the current Bank Depository Agreement and the City Council approved Investment Policies.

Investment Policy - All funds shall be invested in accordance with the approved investment policy. Investment of City funds emphasizes preservation of principal.

Monthly Report - A monthly cash and investment report shall be prepared and distributed to the City Manager.

City of American Canyon 2015-16 Fiscal Year Budget

DEBT MANAGEMENT

Debt Issuance - Debt shall be issued only as specifically approved by the City Council / Board of Directors and expenditure of such monies shall be in strict accordance with the designated purpose.

Issuance of Long-Term Debt - The issuance of long-term debt is limited to capital improvements or projects that cannot be financed from current revenues or resources. For purposes of this policy, current resources are defined as that portion of fund balance in excess of the required reserves.

Payment of Debt - Long-term debt financing analysis must ensure that the debt is financed soundly by realistically projecting the revenue sources that will be used to repay the debt.

INTERNAL CONTROLS

Written Procedures - Wherever possible, written procedures shall be established and maintained by the Finance Director for all functions involving cash handling and/or accounting throughout the City. These procedures shall embrace the general concepts of fiscal responsibility set forth in this policy statement.

RISK MANAGEMENT

Responsibility - The Director of Human Resources is responsible for the general risk liability insurance and the risk management function of the City. The Fire Chief is responsible for the general risk liability insurance and the risk management function of the Fire District.

NEW CITY DEVELOPMENT PROJECTS

The City Council recognizes the need to periodically update its land use policies through use of various tools including, but not limited to, the periodic update of its General Plan Elements, adoption of Specific Plans, adoption of Sphere of Influence Boundaries, and related policy documents such as Master Plans or an Economic Development Strategic Plan. These various policy documents are designed to provide instruction as to how, when and under what conditions new development will occur in American Canyon.

Accordingly, the City Council desires to verify that new development and not the existing residents is paying its own way with respect to benefits and cost to the Community.

City of American Canyon 2015-16 Fiscal Year Budget

Demographics, Etc.

Location: The City of American Canyon is located 40 miles northeast of San Francisco. It is 55 miles to Sacramento. Major airports are Oakland (43 miles), San Francisco (50 miles) and Sacramento (60 miles)

- i Area in Square Miles: 5.4
- i Form of Government: Council – Manager / General Law
- i Date of Incorporation: January 1, 1992
- i Number of Full-Time Employees: 83.5
- i Housing Units: 6,120
- i Persons per Household: 3.50

Climate: At 60 feet above sea level and just a few miles from the greater San Francisco Bay Area, the City enjoys a mild climate making it ideal for business, residential, and recreation opportunities.

- Summers are dry and warm and usually in the 65° F to 70° F range
- Winters are temperate and in the 48° F to 52° F range

- Precipitation is measured at 3.8 to 4.5 inches between November and March

Population: 20,149 as of January 31, 2015 as estimated by the State Department of Finance

Public Safety: The City contracts with Napa County Sheriff's Department for law enforcement services.

American Canyon Fire Protection District is a subsidiary special district to the City.

Recreation: The City is located in the bucolic Napa Valley. On its western edge, the City supports an extensive hiking, biking trail network along the wetlands which border the city, connecting to the Napa River. This trail network is planned to follow the river to the City of Napa in about 2 years. On its eastern boundary the City supports a trail network system in the Newell Open Space which connects to the ridge between Napa and Solano Counties and a regional trail system there. Some of the trails are available for equestrian use. A system of bikeways is planned throughout the city allowing either of these trail systems without a car.

Eagle Vines and Chardonnay Golf Clubs are conveniently located about three miles north of town.

Napa River feeds into San Pablo Bay which is part of the greater San Francisco Bay where boating, sailing, and sightseeing opportunities abound.

City of American Canyon 2015-16 Fiscal Year Budget

Personal Income and Unemployment Statistics:

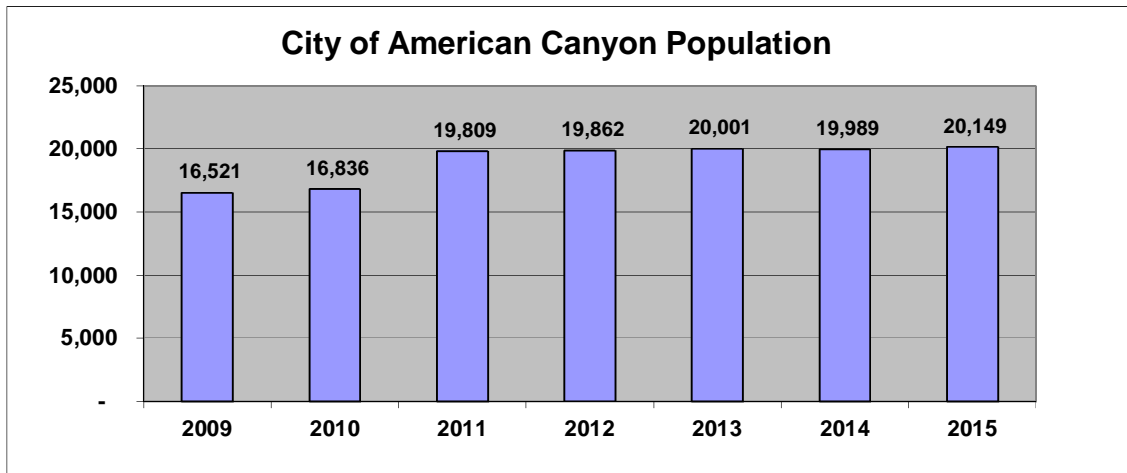
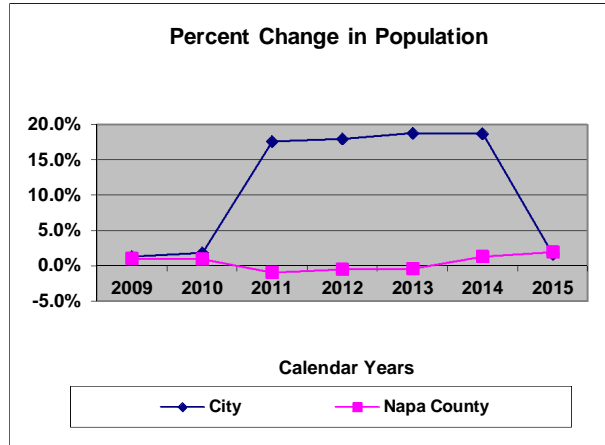
Fiscal Year	Population	Per Capita Personal Income	Unemployment Rate
2001	9,774	\$37,928	2.5%
2002	11,270	\$37,965	2.6%
2003	12,331	\$38,361	3.4%
2004	13,156	\$38,352	3.7%
2005	14,197	\$21,311	7.2%
2006	14,879	\$22,823	6.3%
2007	15,911	\$23,827	6.6%
2008	16,241	\$24,060	8.2%
2009	16,521	\$23,332	13.8%
2010	16,836	\$26,229	15.5%
2011	19,809	\$24,769	14.3%
2012	19,862	\$26,062	9.6%
2013	20,001	\$26,974	8.2%
2014	19,989	\$28,205	6.5%
2015	20,149	Not available	Not available

The United States Census Bureau reported that the percentage of the population 25 years old and above who graduated from high school was 84.9% while the percentage with Bachelor's Degree was 32.3% in 2014.

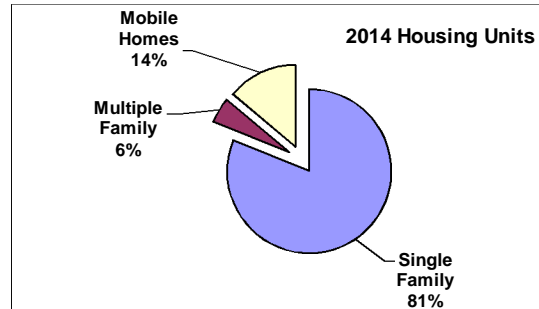
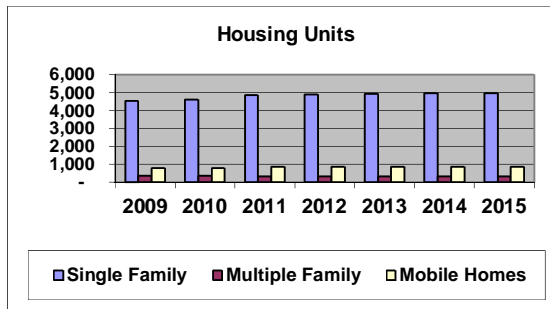
**City of American Canyon
2015-16 Fiscal Year Budget**

Demographic and Economic Statistics

Population Changes				
City		% Change	Napa County	% Change
2009	16,521	1.4%	137,571	1.1%
2010	16,836	1.9%	138,917	1.0%
2011	19,809	17.7%	137,639	-0.9%
2012	19,862	18.0%	138,255	-0.5%
2013	20,001	18.8%	138,383	-0.4%
2014	19,989	18.7%	140,855	1.4%
2015	20,149	1.7%	140,362	2.0%



City Housing Trends							
	Single Family	Multiple Family	Mobile Homes	Total Housing	% Change	Est Percent Vacant	Avg Persons Per Household
2009	4,511	345	779	5,635	0.8%	1.97%	2.963
2010	4,582	345	781	5,708	1.3%	1.96%	2.985
2011	4,864	305	849	6,018	5.4%	5.43%	3.439
2012	4,886	305	849	6,040	5.8%	5.43%	3.439
2013	4,907	305	849	6,061	6.2%	5.43%	3.460
2014	4,965	305	849	6,119	7.2%	5.43%	3.470
2015	4,965	306	849	6,120	1.7%	5.50%	3.500



**City of American Canyon
2014-15 Fiscal Year Budget**

Glossary of Budget Terms

The City's budget contains specialized and technical terminology, which is unique to public finance and budgeting. To help the reader understand the terms, a glossary of budgetary terms has been included in the document.

Accounting System - The financial records and procedures that identify, record, classify, summarize and report information on the financial transactions, position and accountability for assets and liabilities of the city government.

Allocated Costs - An expense charged by one department/division to another for services performed or expenditures of a general nature, which are charged to one main account and allocated to other departments/divisions by a specified formula.

Appropriation - An authorization to spend made by resolution of the City Council, which permits the City to incur obligations and spend funds as approved in the adopted budget. Appropriations are made at a Department or Capital Project level.

Appropriation Limit - State law (Proposition 4, 1979 and Proposition 111, 1990 added and amended Article XIII-B of the State Constitution) requires the City to set an appropriation limit for each fiscal year, that is, how much the City can spend from certain revenues. The limit is based on appropriations only from proceeds of taxes, as defined by the law, with certain exclusions. Guidelines were developed to define and implement the changes and establish the annual audit requirements. The limit amount can be increased each year by a formula that uses a combination of percent changes in Statewide Per Capita Income (PCI), City or County Population and Non-residential assessed valuation. The appropriation limit and annual growth factors used to calculate the limit is set by resolution when the annual budget is adopted. The appropriation limit can only be set one year at a time due to the annual State generated factors needed to set the limit.

Assessed Valuation – An annual value of real or personal property established by the County Assessor each January 1st, which is used to generate property taxes from the property tax rates. The property values were established by State Law in 1978 (Proposition 13) and can be adjusted by the County Assessor by either the Statewide Per Capita Income (PCI), the maximum annual increase of 2%, actual sales price, improvements and/or other adjustments allowed by State law.

Assessments - A levy made by the City or other public agencies against certain properties pay for all or part of the costs of a specific capital improvement or annual services that primarily benefits those properties. The City levies assessments for the lighting and landscaping district and for certain road improvements on American Canyon Road east of Highway 29.

Authorized Positions - The number of full time and permanent part time staff identified within a department, division or program measured on a full time equivalent (FTE) basis.

Bonds – A legal obligation to repay money loaned to the City for public improvements.

**City of American Canyon
2014-15 Fiscal Year Budget**

Glossary of Budget Terms

Budget - A financial plan for a specific period of time, generally a fiscal year, identifies the estimated revenues and expenditures for municipal services.

Budget Amendment – An adjustment to the adopted budget by the City Council or the City Manager. Adjustments to budgets within departmental budgets may be accomplished administratively. City Council approval is required for additional appropriations from fund balance or new revenue sources or shifts between departments or capital improvement projects.

Capital Improvement Program (CIP) Budget - Annual appropriations in the City's budget for capital improvement projects such as street or park improvements, building construction and various kinds of major facility maintenance. They are often multi-year projects, which require funding beyond the one-year period of the annual budget. Project budgets are approved for the life of the project and continue until the project is completed or otherwise changed.

Capital Outlay - Expenditures relating to the purchase of furniture, land, vehicles, computers and equipment.

Certificates of Participation (COPS) – COPS are long-term financing instruments issued to fund the acquisition of equipment or the acquisition, construction or rehabilitation of real property. They are usually structured as a lease arrangement, with payments made from a specified fund.

COLA - Cost of living adjustment as a percentage change from one year to the next. Generally applied to salaries and primarily based on the CPI (see explanation below).

CPI – Consumer price index as a percentage of change from one year to the next. A statistical measure of consumer related costs provided by the U.S. Department of Labor signifying the cost of living and economic inflation. The City uses the San Francisco-Oakland-San Jose area All Consumer indices calculated either as a point-to-point in April or median from June to April for various budget items such as labor costs. Changes in other commodity costs are generally based on more discreet indices for that particular commodity.

Comprehensive Annual Financial Report (CAFR) – An annual report, audited by an independent auditor that reports the prior year financial transactions with a comparison to the budget.

Cost Recovery - The establishment of user fees, which recover all or a portion of the cost of providing services.

Debt Service - The payment of principal and interest on borrowed funds such as bonds, COPS, or leases.

**City of American Canyon
2014-15 Fiscal Year Budget**

Glossary of Budget Terms

Debt Service Fund - A fund established to account for the payment of general long-term debt, leases and other payments of principal and interest.

Department - A major administrative segment of the city organization, which has overall management responsibility for services or capital improvement projects.

Division or Program - A unit of organization, which reports to a department.

Encumbrance - An amount of money committed, usually with a purchase order, for the payment of goods and services not yet received.

Enterprise Funds - A fund established to account for certain financial and operated activities in a manner similar to private business enterprises. The City Water and Wastewater systems are enterprise funds. This method of accounting is designed to determine the full costs of providing services to facilitate the user fee setting process

Estimated Revenue - The amount of revenue budgeted and expected to be received during a fiscal year.

Expenditures or Expenses – To spend money or use fund resources. Expenditures include operating expenses, debt service and capital outlays.

Fire Protection District - The Fire District which was founded in 1957 exists as a Subsidiary Special District to the [City of American Canyon](#). The District's service area is fifteen square miles in size and covers approximately 20,000 in population. Bordered on the south by the [City of Vallejo](#), on the west by the Napa River and on the east by Interstate 80. The District is frequently called upon to provide automatic and mutual aid to multiple agencies in Napa & Solano counties.

Expenditure Category - A basis for distinguishing types of expenditures. The major expenditure categories used by the City include Personnel Services, Services and Supplies, Debt Service and Capital Projects.

Fiscal Year (FY) - A twelve month time period signifying the beginning and ending period for recording financial transactions. The City has specified July 1 through June 30 for its fiscal year.

Fixed Assets – Land, buildings, vehicles, equipment and other improvements that have a long tangible use to the City.

Full Time Equivalent (FTE) - Part time and hourly positions expressed as a fraction of full time positions (2080 hours per year for all positions except Fire. Firefighter positions are 2912 hours per year). Example: 3 part time positions working 1040 hours each will equal 1 ½ FTE's.

**City of American Canyon
2014-15 Fiscal Year Budget**

Glossary of Budget Terms

Fund - A fiscal and accounting method to record financial transactions for the purpose of carrying on specific activities in accordance with the requirements placed upon the use of financial resources. Part of a municipal fund accounting system governed by generally accepted accounting principles (GAAP) issued by the Governmental Accounting Standards Board (GASB) and other authoritative sources.

Fund Balance – As used in the Budget, fund balance reflects the available resources in governmental type funds, including any reserves. For Enterprise or proprietary type of funds working capital is similar to fund balance.

General Fund (GF) - the fund used to account for the major operating revenues and expenditures of the City, except for those resources that are required to be accounted for in another fund category. General Fund revenues are derived primarily from property, sales, transient occupancy and other taxes, service fees and revenues from the State. The General Fund provides the primary municipal services such as park and street maintenance, recreation, planning, building inspection, fire and police services and support services.

Generally Accepted Accounting Principles (GAAP) – Uniform minimum standards and guidelines for financial accounting and reporting.

Goals - Tasks or projects, which identify the focus of a program's activities within the budget year.

Grants - Contributions of cash or other assets from another governmental agency to be used or expended for a specific purpose, activity or facility.

Gross - Amount prior to any deductions.

Homeowner Exemption and Subvention– A State adopted exemption or reduction in assessed valuation of \$7,000 for residential homeowners. This reduces the amount of property tax paid by the homeowner to the County. The State then provides a subvention, or payment, to the City equal to the reduced property tax.

Independent Auditor – a qualified independent accountant that is appointed by the City Council to annually audit the City accounting system and financial statements according to specific guidelines established by the Financial Accounting Standards Board (FASB) and the Governmental Accounting Standards Board (GASB)

Infrastructure - A substructure or underlying foundation on which the continuance or growth of a community is dependent; such as streets, sidewalks, water system, wastewater system and storm drains.

**City of American Canyon
2014-15 Fiscal Year Budget**

Glossary of Budget Terms

Interfund Transfers - Movement of money from one fund to another within the City accounting and budget system.

Intergovernmental Revenue - Grants, entitlements and cost reimbursements from another federal, state or local government unit.

Internal Service Fund - A fund used to account for the services provided by one department/division to other departments on a cost reimbursement basis. The City does not currently use an internal service fund.

Long Term Debt - Debt with a maturity of more than one year after the date of issue.

Mission Statement - A broad direction based on the needs of the community. A mission is general and timeless; it is not concerned with a specific achievement in a given time period.

Motor Vehicle License Fee (Motor Vehicle In-Lieu Fees) – This is a fee of the value of motor vehicles that is levied by the State. These funds are distributed by the State to local governments based on their population.

Net - Amount after consideration of any adjustments.

Objectives - Statements of measurable results to be accomplished within a specific time frame. Objectives support long term goals.

Operating Budget - A financial plan for the provision of direct service and support functions that provide basic government services. The operating budget contains appropriations for such expenditures as salaries, benefits, services, supplies, and may include capital outlay and debt service. It includes transfers from and to other funds but does not include capital improvement program expenditures.

Performance Measurement - The performance measures provide an indicator of the amount of work performed or measures the quality of effectiveness of work performed by a department or program from year to year.

PERS – California Public Employees Retirement System. Also known as CalPERS.

Position Classification - Includes job titles, job grades and job families for an overall job level.

Program - An organizational unit that provides a service.

**City of American Canyon
2014-15 Fiscal Year Budget**

Glossary of Budget Terms

Property Tax Rates – The various tax rates by different government agencies that are charged by the County Tax Collector and generate property taxes based on the net assessed valuation of real and personal property. This includes a statewide base rate of 1% of assessed valuation, which is allocated among the various local agencies – County, City, School District and Special Districts. Also includes additional rates, generally adopted by the voters in the applicable agencies after 1978, for debt service or other services. The City receives an average of 28.5% of the 1% in basic property taxes paid by property owners.

Property Tax Revenue Allocation - The allocation of the 1% base rate to the County, City, School District and Special Districts on a complex formula determined by state law and known as the 'AB 8 formula'. This formula allocates annual property tax revenues in generally the same percentage as local agencies received in 1978 prior to the adoption of Proposition 13, Tax Reform Act. However, over the years, additional voter approved propositions and the State legislature have adjusted the formula.

Propositions – The State Constitution provides for an initiative process through ballot propositions to allow the voters to directly establish constitutional amendments and laws. Over the years, many propositions have been approved that affect the revenues and authority of the City. Below are summaries of some of the major propositions:

Proposition 4– In 1979 the voters added and amended Article XIII B of the State Constitution, which requires the City to set an appropriation limit for each fiscal year, that is, how much the City can spend from certain revenues. Please see definition of Appropriation Limit.

Proposition 13 – In 1978 the voters approved Article XIII A of the State Constitution, which limited the ability of local governments to impose property taxes, reduced and established a limitation on the annual increases in assessed valuations and required a two-thirds vote of the people for local special taxes. Implementation of this law significantly changed the funding of local governments and shifted control to the State. Please see the definition of Property Tax Rates and Revenue Allocation. Over the years, there have been a number of other propositions that have modified and added to Proposition 13.

Proposition 62 – In 1986 the voters approved a requirement for a majority vote of the people for general taxes.

Proposition 98 – In 1990 the voters approved minimum annual funding from the State General fund for public schools and community colleges. This has an indirect affect of limiting State funds available for allocation to Cities and Counties.

Proposition 111 – In 1990 the voters approved an increase in the State Gas tax and allocated a portion to Cities and Counties. In addition, modifications to Proposition 4 were approved.

**City of American Canyon
2014-15 Fiscal Year Budget**

Glossary of Budget Terms

Proposition 172 – In 1993 the voters approved a .5% increase in the Sales tax to be allocated to Cities (approximately 6% of total revenues generated) and Counties (94% of revenues) for Public Safety purposes. The City of American Canyon is not eligible for Prop 172 allocations.

Proposition 218 – In 1996 the voters approved far reaching changes in procedural steps to adopt taxes, assessments and certain fees (property related charges for services). This proposition also placed in the State Constitution the majority vote requirement for general taxes and two-thirds vote for special taxes. In addition, any election on general taxes must be held at a regularly scheduled election when members of the City Council are elected.

Revenue - Increases in fund resources. Revenues include cash or equivalents from user service fees, taxes, permits, licenses, interest earnings and other sources. Revenue generally does not include bond or loan proceeds or transfers from other funds.

Revenue Bonds – Cities can pledge the restricted revenues of an enterprise system or other special fund to repay bonds or COPs for improvements. The City uses of revenue financing are for water and wastewater system improvements.

Revised Budget - The Adopted Budget adjusted during the year or at the Mid Year or Mid Term updates by City Council resolution.

Risk Management - All the ways and means used to avoid accidental loss or to reduce its consequences if it does occur.

Sales Tax – A State and Local tax levied on generally retail sales, which a portion is allocated to the City under the 1955 Bradley-Burns Act. In Napa County the 2003 sales tax rate is 7.75%. The revenue from the sales tax rate is allocated as follows; one percent to the City based on sales within the City, a half percent to the Napa County Flood Protection Authority on sales within the County, quarter percent for Statewide Transportation purposes, a half percent for Local Public Safety to Counties and Cities, and five and a half percent for the State. Changes in the local rate may be imposed by a vote for general (majority) or special purposes (two-thirds). The City's share of sales tax revenue, except for the half cent flood protection allocation, is recorded in the General fund to fund general municipal services. The flood control allocation is restricted to pay for flood control related expenses and revenues are recorded in the "Measure A" fund, a special revenue fund.

Special Revenue Funds – These funds are restricted to specific uses by Federal, State or City laws or policies. They are used to account for the expenditures of the restricted revenues, such as gasoline taxes, grants, donations, development fees and other special revenues.

Subsidy - Supplemental resources provided to ensure adequate funding when anticipated expenditures exceed revenues.

**City of American Canyon
2014-15 Fiscal Year Budget**

Glossary of Budget Terms

Subventions - Revenues collected by the State (or other level of government), which are allocated to the City of a formula basis. The major subventions received by the City come from the State of California and include motor vehicle license fee (VLF), Homeowner exemption and gasoline taxes. Subventions are generally allocated by population or other formulas.

Support Services - A grouping of administrative departments/divisions (Finance, Human Resources, Information Technology, Risk Management, Fleet and Building maintenance) that support the operating departments, which provide direct services to the community.

Taxes - Compulsory charges levied by a government, through a vote of the people, on a specific basis or to a specific group of taxpayers to finance services performed for the common benefit. The taxes directly levied by the City are Transient Occupancy, Business License and Real Property Transfer. The tax revenue is part of the General fund and used for general city services.

Transfers From or To Other Funds – Approved transfers of money between funds to better account for the expenditure of funds.

Transient Occupancy Tax - This is a 12% local general tax on the rental of hotel, motel, Spa, Bed & Breakfast and other rentals of less than 30 days. The revenue is recorded in the General fund to fund general municipal services.

User Service Fees or Charges - Fees charged to users of a particular service provided by the City. Fees are established based upon cost recovery policy decisions reviewed on an annualized basis.

Utilities - A public service such as gas, electricity, phone, water, wastewater, refuse, cable or transit. The City owns, sets the rates and directly operates the water and wastewater utility services. The City contracts with the Napa County Transportation Planning Agency for the operation of the transit system. The City's franchise with cable TV providers is governed by a state wide agreement. Comcast, AT&T and others provide cable services which are extensively regulated by Federal and State laws. The gas, electricity and phone utilities are provided by private investor owned firms and are governed by the State Public Utilities Commission and State laws.

Working Capital – A term used to express the cash or equivalents equity of a fund. It is determined by subtracting current liabilities from current assets. It provides a measure of resources available to be used in the current or next fiscal year. It is generally used to show the available resources in enterprise funds, such as the City's water and wastewater funds. In the General and Special Revenue funds, fund balance is the measure of available spendable resources.



American Canyon Fire Protection District

BOARD OF DIRECTORS

Leon Garcia, Chairman

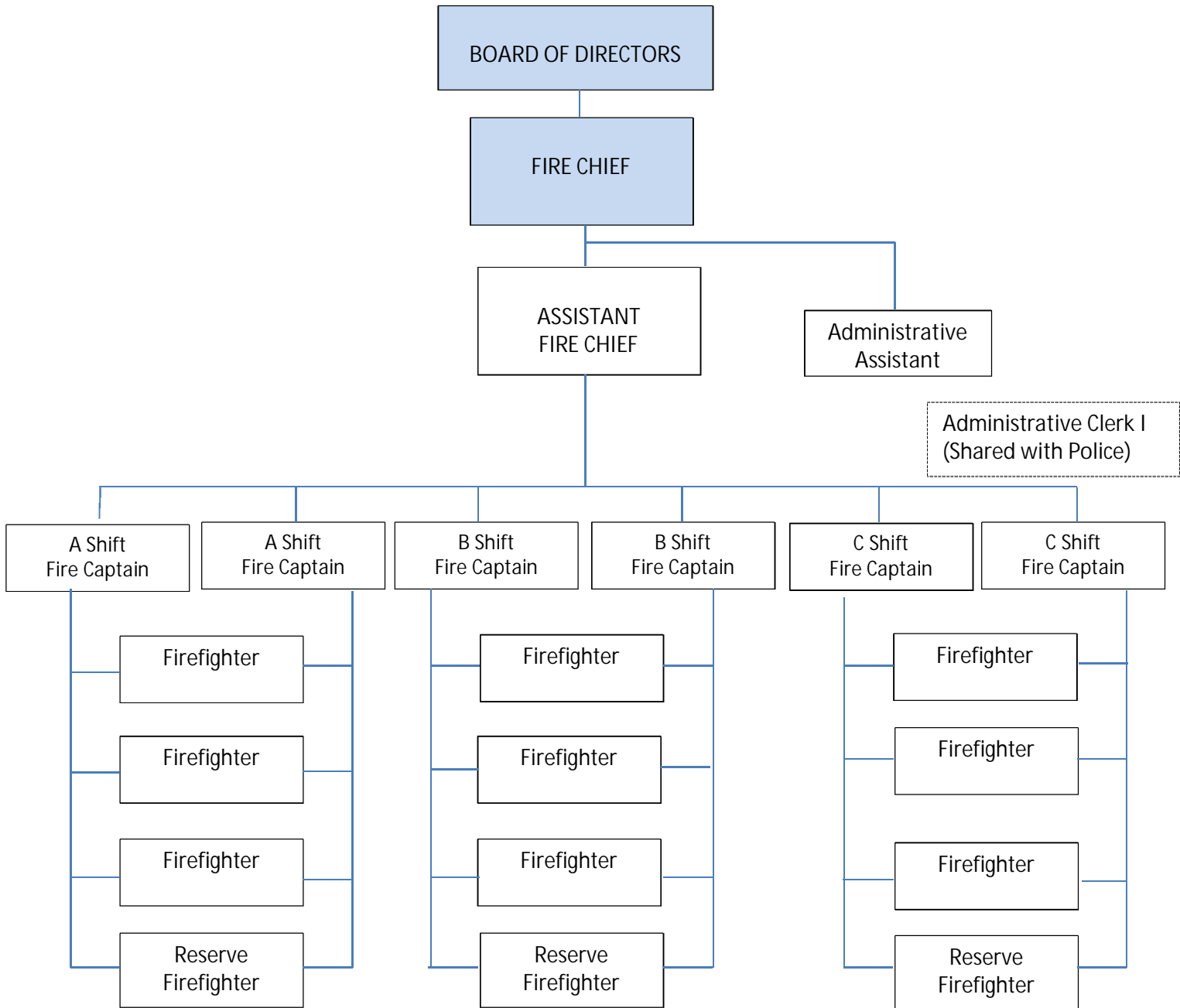
Kenneth Leary, Vice Chair

Joan Bennett, Board Member

Mark Joseph, Board Member

Belia Ramos, Board Member

AMERICAN CANYON FIRE PROTECTION DISTRICT



**City of American Canyon
2015-16 Fiscal Year Budget**

Fire Protection District

The Fire Chief is the Chief Operating Officer of the American Canyon Fire Protection District and is responsible for planning, organizing, and directing all activities of the Fire Protection District.

Accomplishments for Fiscal Year 2014-15

- i Consistently presented information and recommendations to enable the Fire District Board to make decisions on matters of policy
- i Oversaw and provided direction to ensure that the District remains fiscally sustainable
- i Collaborated with neighboring agencies for greater efficiencies
- i Established Advanced Life Support Program
- i Established Bi-Annual CERT Courses for the Community
- i Assisted developers with fire code compliance
- i Maintained Urban Search and Rescue and Napa Interagency Rescue Team Programs
- i Maintained National Emergency Management System (NIMS) compliance
- i Maintained facilities
- i Maintained Fire District staffing (filled 3 firefighter vacancies)
- i Maintained current Fire District training programs
- i Completed specifications for replacement Type 3 fire engine
- i Attended quarterly FASIS Board of Directors meetings
- i Completed Fire District Annual Report

Goals for Fiscal Year 2015-16

- i Present information and recommendations to enable the Fire District Board to make decisions on matters of policy
- i Oversee and provide direction to ensure that the District remains fiscally sustainable
- i Collaborate with neighboring agencies for greater efficiencies
- i Raise funds for the 911 memorial statue project
- i Assist developers with fire code compliance
- i Maintain Urban Search and Rescue and Napa Interagency Rescue Team Programs
- i Maintain National Emergency Management System (NIMS) compliance
- i Maintain facilities
- i Maintain district staffing
- i Maintain Fire District training programs
- i Attend quarterly FASIS Board of Directors meetings
- i Complete Fire District Annual Report
- i Complete Emergency Operating Center structural modifications
- i Complete Fire District Strategic Plan Update
- i Complete District/City Emergency/Operations Plan Update

**America Canyon Fire Protection District
Financial Summary
Budget Year 2015-16**

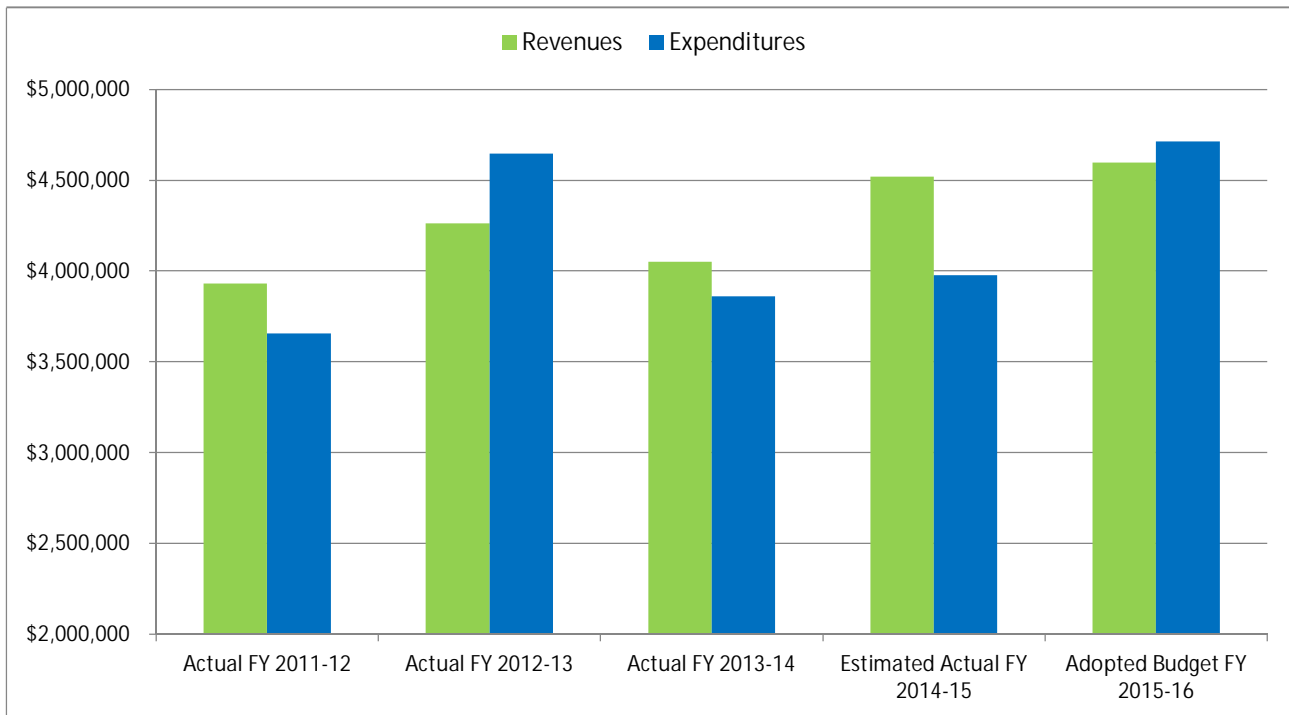
	General Operations			Fire Mitigation Fee			Fire Equipment Replacement			State and Federal Grants		
	FY 2014-15		FY 2015-16	FY 2014-15		FY 2015-16	FY 2014-15		FY 2015-16	FY 2014-15		FY 2015-16
	Budget	Actual	Adopted	Budget	Actual	Adopted	Budget	Actual	Adopted	Budget	Actual	Adopted
Beginning	\$ 3,627,799	3,627,799	\$ 3,843,311	\$ 690,589	690,589	\$ 1,093,899	\$ 131,635	131,635	\$ 112,751	\$ 5,891	5,891	\$ 5,891
Revenues and Transfers	4,207,065	4,112,479	4,445,400	102,500	403,310	150,760	30,000	5,310	-	-	-	-
Expenses and Transfers	4,471,626	3,896,967	4,648,911	-	-	-	25,000	24,194	65,000	-	-	-
Net (Income) Loss	(264,561)	215,512	(203,511)	102,500	403,310	150,760	5,000	(18,884)	(65,000)	-	-	-
Fund Balance - Ending	\$ 3,363,238	3,843,311	\$ 3,639,800	\$ 793,089	1,093,899	\$ 1,244,659	\$ 136,635	112,751	\$ 47,751	\$ 5,891	5,891	\$ 5,891

**City of American Canyon
Fire Protection District
2015-16 Fiscal Year Budget**

Fire District Fund Summary

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 2,728,760	2,931,711	3,303,533	3,432,545	\$ 3,995,911
Supplies & Services	819,418	830,065	510,190	503,281	590,500
Debt Service	-	-	-	-	-
Capital Outlay	32,025	835,541	45,915	37,550	127,500
Transfers Out	75,000	50,000	-	5,000	-
Total for Department	\$ 3,655,203	4,647,317	3,859,638	3,978,376	\$ 4,713,911

Revenues / Funding Sources					
Property Taxes	\$ 3,039,717	3,007,828	3,109,213	3,050,664	\$ 3,264,500
Fire Assessment Fee	590,003	337,785	588,405	563,293	575,000
Fire Mitigation Fee	18,159	13,036	830	401,335	150,000
Interest Earnings	15,595	9,301	10,580	11,598	5,760
Other	191,292	842,649	341,054	488,380	600,900
Transfers In	75,000	50,000	-	5,000	-
Total Department Funding Sources	\$ 3,929,766	4,260,599	4,050,082	4,520,270	\$ 4,596,160



**City of American Canyon
Fire Protection District
2015-16 Fiscal Year Budget**

General Operations Fund #810

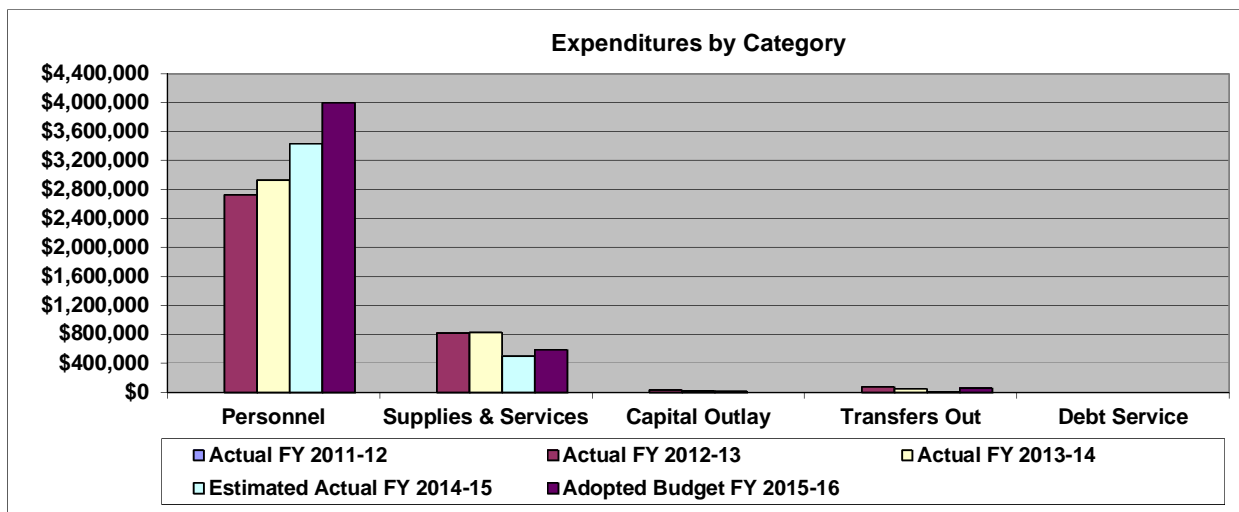
Mission: To provide general fire protection services within the District's service area

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Personnel	\$ 2,728,760	2,931,711	3,303,533	3,432,545	\$3,995,911
Supplies & Services	819,418	830,065	510,190	503,281	590,500
Capital Outlay	32,025	25,166	45,915	13,395	-
Transfers Out	75,000	50,000	-	5,000	62,500
Debt Service					-
Total for Department	\$ 3,655,203	3,836,942	3,859,638	3,954,221	\$4,648,911

Revenues / Funding Sources

Property Taxes	\$ 3,039,717	3,007,828	3,109,213	3,050,664	\$3,264,500
Fire Assessment Fee	590,003	337,785	588,405	563,293	575,000
Interest Earnings	10,565	5,609	7,839	9,314	9,500
Other	188,292	577,504	318,171	488,379	596,400
Transfers In	-	-	-	-	-
Total Department Funding Sources	\$ 3,828,577	3,928,726	4,023,628	4,111,649	\$4,445,400

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2014-15	Adopted Budget FY 2015-16	Comments
Fire Chief	1.00	1.00	
Assistant Chief	1.00	1.00	
Fire Captain	6.00	6.00	
Firefighters	9.00	9.00	
Administrative Assistant	1.00	1.00	
Administrative Clerk	0.30	0.30	
Total Full Time Equivalents	18.30	18.30	Staff also includes 20 Reserves.



**City of American Canyon
Fire Protection District
2015-16 Fiscal Year Budget**

Fire Mitigation Fund #830

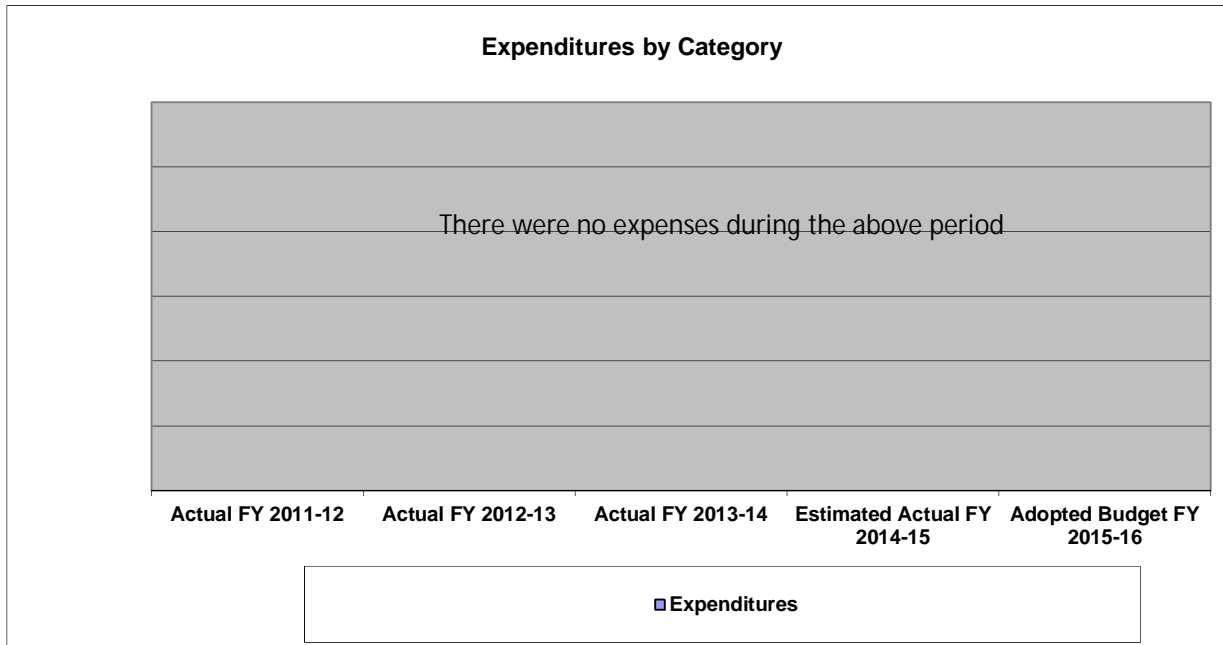
Mission: To manage development fees for Fire District infrastructure.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Total for Department	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues / Funding Sources					
Fire Mitigation Fee	18,159	13,036	830	401,335	\$ 150,000
Interest Earnings	2,372	1,967	1,305	1,975	760
Total Department Funding Sour	\$ 20,531	\$ 15,003	\$ 2,135	\$ 403,310	\$ 150,760

Staffing

Comments

No Staff are charged to the Fire Mitigation Fund



**City of American Canyon
Fire Protection District
2015-16 Fiscal Year Budget**

Fire Equipment Replacement Fund #860

Mission: To account for expenses incurred to pay for Replacement Equipment.

	Actual FY 2011-12	Actual FY 2012-13	Actual FY 2013-14	Estimated Actual FY 2014-15	Adopted Budget FY 2015-16
Expenditures					
Capital Outlay	\$ -	810,375	-	24,155	\$ 65,000
Total for Department	\$ -	810,375	-	24,155	\$ 65,000

Revenues / Funding Sources

Firefighter Grant Program	\$ -	265,145	-	-	\$ -
Interest Earnings	2,658	1,725	219	310	-
Other	3,000	-	24,100	-	-
Transfers In	75,000	50,000	-	5,000	-
Total Department Funding Sources	\$ 80,658	316,870	24,319	5,310	\$ -

Staffing

Comments

No Staff have been charged to the Replacement Equipment Fund

