



ANNUAL BUDGET

Fiscal Year 2018 – 2019

www.CityofAmericanCanyon.org

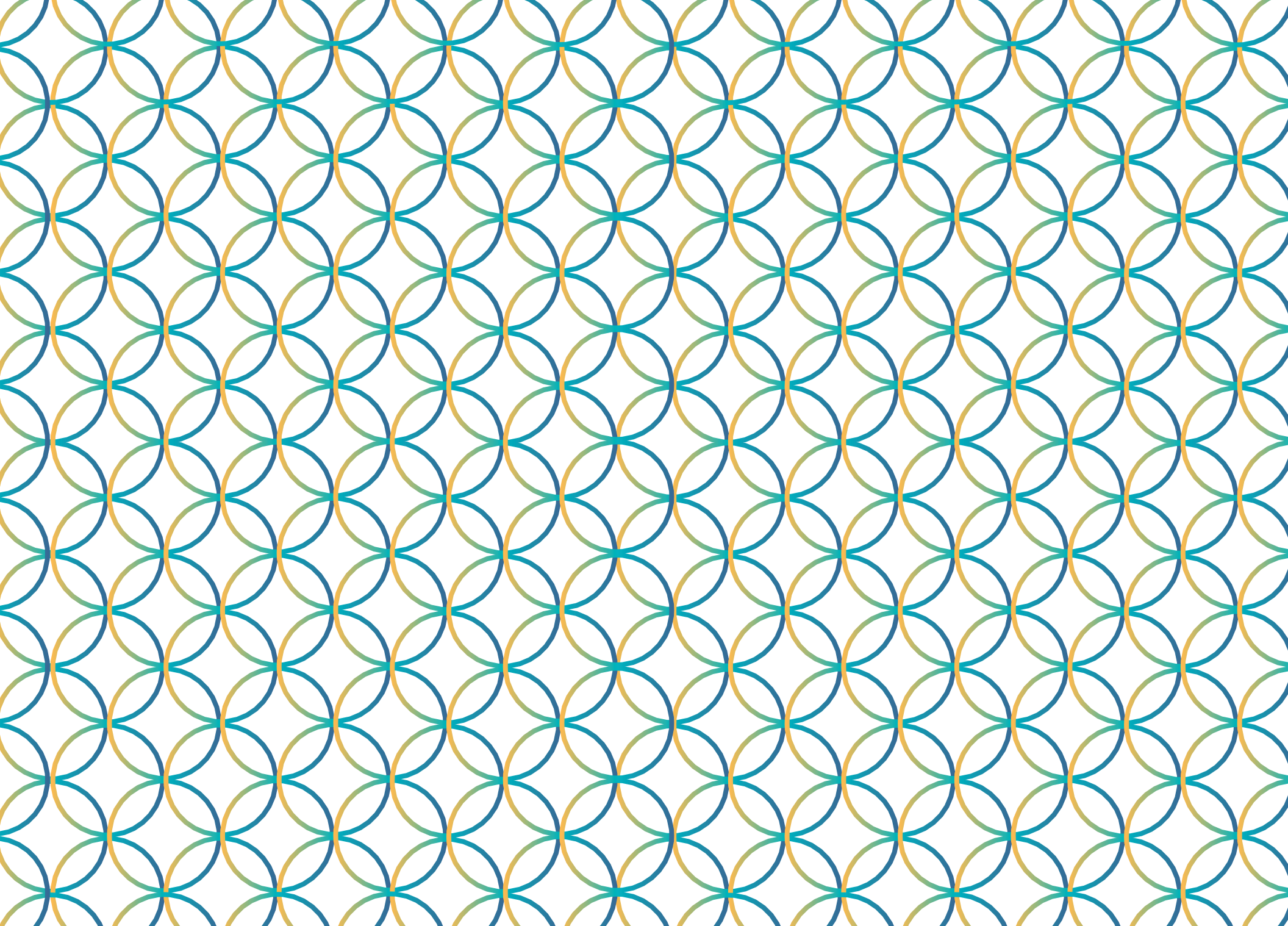


Table of Contents

A scenic landscape featuring rolling green hills in the foreground, a large body of water in the middle ground, and mountains in the background. The image is overlaid with a teal-to-orange gradient, with the teal color being more prominent in the center and the orange color appearing on the left side. A wooden bench is visible in the lower-left foreground.

Table of Contents

	Introduction				
8	How to Use This Document	72			
10	Budget Calendar				
11	Budget Process				
12	Budget Awards				
	About American Canyon				
16	City Manager Transmittal Letter				
28	City Council Members	116			
29	City Council Goals + Priorities	117			
30	Service Delivery Structure – City Organization Chart	120			
31	Executive Team	121			
32	American Canyon History	122			
36	Community Overview	123			
41	Community Map	124			
42	Community Demographics	125			
46	Sustainability Statistics 2018	126			
49	Community Events	127			
	Budget Summaries				
53	Introduction	128			
54	2018-19 Fiscal Year Budget	129			
56	Revenues Chart	130			
57	Expenses Chart	131			
58	Budget	132			
61	Revenues	133			
62	Expenses	134			
64	Staffing	135			
68	Interfund Transfers	136			
	Fund Summaries				
	2018-19 Fiscal Year Budget				
	Operations				
	Administration				
	Organization Chart				
	Summary 2018-19 Fiscal Year Budget				
	City Council				
	Overview				
	2018-19 Fiscal Year Budget				
	2018-19 Fiscal Year Details				
	City Manager				
	Overview				
	2018-19 Fiscal Year Budget				
	2018-19 Fiscal Year Details				
	City Clerk				
	Overview				
	2018-19 Fiscal Year Budget				
	2018-19 Fiscal Year Details				
	City Attorney				
	Overview				
	2018-19 Fiscal Year Budget				
	2018-19 Fiscal Year Details				
	Human Resources & Risk Management				
	Overview				
	HR 2018-19 Fiscal Year Budget				
	HR 2018-19 Fiscal Year Details				
	RM 2018-19 Fiscal Year Budget				
	RM 2018-19 Fiscal Year Details				

Table of Contents *continued*

	<i>Economic Development</i>			
137	2018-19 Fiscal Year Budget		162	Organization Chart
138	2018-19 Fiscal Year Details		163	Overview
	<i>Housing Services</i>		168	Summary 2018-19 Fiscal Year Budget
139	2018-19 Fiscal Year Budget			<i>Administration</i>
140	2018-19 Fiscal Year Details		170	2018-19 Fiscal Year Budget
	<i>Neighborhood Services</i>		171	2018-19 Fiscal Year Details
141	Overview			<i>Capital Projects</i>
142	2018-19 Fiscal Year Budget		172	2018-19 Fiscal Year Budget
143	2018-19 Fiscal Year Details		173	2018-19 Fiscal Year Details
	Finance		174	<i>Street Maintenance</i>
146	Organization Chart		175	2018-19 Fiscal Year Budget
147	Overview			2018-19 Fiscal Year Details
148	Summary 2018-19 Fiscal Year Budget		176	<i>Storm Drain</i>
	<i>Finance</i>		177	2018-19 Fiscal Year Budget
150	2018-19 Fiscal Year Budget			2018-19 Fiscal Year Details
151	2018-19 Fiscal Year Details		178	<i>City Engineer</i>
	<i>Utility Billing</i>		179	2018-19 Fiscal Year Budget
152	2018-19 Fiscal Year Budget			2018-19 Fiscal Year Details
153	2018-19 Fiscal Year Details			Community Development
	Police		182	Organization Chart
156	Organization Chart		183	Overview
157	Overview		185	Summary 2018-19 Fiscal Year Budget
158	2018-19 Fiscal Year Budget			<i>Planning</i>
160	2018-19 Fiscal Year Details		187	2018-19 Fiscal Year Budget
			188	2018-19 Fiscal Year Details
				<i>Administration</i>
			189	2018-19 Fiscal Year Budget
			190	2018-19 Fiscal Year Details

Table of Contents *continued*

	<i>Building & Safety</i>			
191	2018-19 Fiscal Year Budget	216		Non-Departmental Summaries
192	2018-19 Fiscal Year Details	217		2018-19 Fiscal Year Budget
	<i>Developer Projects</i>			2018-19 Fiscal Year Details
193	2018-19 Fiscal Year Budget			
194	2018-19 Fiscal Year Details	220		Water Operations
	Parks & Recreation			2018-19 Fiscal Year Budget
196	Organization Chart	222		<i>Treatment Plant</i>
197	Overview	223		2018-19 Fiscal Year Budget
201	Summary 2018-19 Fiscal Year Budget	225		2018-19 Fiscal Year Details
	<i>Park Maintenance</i>			<i>Distribution System</i>
203	2018-19 Fiscal Year Budget	226		2018-19 Fiscal Year Budget
204	2018-19 Fiscal Year Details	227		2018-19 Fiscal Year Details
	<i>Administration</i>			<i>Capital Projects</i>
205	2018-19 Fiscal Year Budget	228		2018-19 Fiscal Year Budget
206	2018-19 Fiscal Year Details	229		2018-19 Fiscal Year Details
	<i>Recreation Programs</i>			<i>Non-Departmental</i>
207	2018-19 Fiscal Year Budget	231		2018-19 Fiscal Year Budget
208	2018-19 Fiscal Year Details	233		2018-19 Fiscal Year Details
	<i>Aquatics</i>			<i>Debt Service</i>
209	2018-19 Fiscal Year Budget	234		2018-19 Fiscal Year Budget
210	2018-19 Fiscal Year Details			2018-19 Fiscal Year Details
	<i>Senior Multi-Use Center</i>			
211	2018-19 Fiscal Year Budget	236		Wastewater Operations
212	2018-19 Fiscal Year Details	238		2018-19 Fiscal Year Budget
	<i>Facility Rentals</i>			<i>Treatment Plant</i>
213	2018-19 Fiscal Year Budget	240		2018-19 Fiscal Year Budget
214	2018-19 Fiscal Year Details	242		2018-19 Fiscal Year Details
		243		<i>Collection System</i>
				2018-19 Fiscal Year Budget
				2018-19 Fiscal Year Details

Table of Contents *continued*

244	<i>Environmental Compliance</i>	272	Capital Projects
245	2018-19 Fiscal Year Budget	273	Capital Improvement Program
	2018-19 Fiscal Year Details		2018-19 Fiscal Year Details
246	<i>Non-Departmental</i>		
247	2018-19 Fiscal Year Budget		Appendices
	2018-19 Fiscal Year Details		<i>Appendix A</i>
248	<i>Debt Service</i>	277	Resolutions Adopting Budget and Appropriations
249	2018-19 Fiscal Year Budget		Limit
	2018-19 Fiscal Year Details		<i>Appendix B</i>
250	<i>Capital Projects</i>	283	Basis of Accounting and Classification of Funds
251	2018-19 Fiscal Year Budget		<i>Appendix C</i>
	2018-19 Fiscal Year Details	287	Fund Information
			<i>Appendix D</i>
	Internal Service Funds	293	Timing of Revenues
	<i>Building Maintenance</i>		<i>Appendix E</i>
254	2018-19 Fiscal Year Budget	297	Resolutions Statistics Section from 2016-17 Com-
255	2018-19 Fiscal Year Details		prehensive Annual Financial Report
	<i>Fleet</i>		<i>Appendix F</i>
257	2018-19 Fiscal Year Budget	309	Fee Schedules
258	2018-19 Fiscal Year Details		<i>Appendix G</i>
	<i>Information Technology</i>	361	Fiscal and Budgetary Policies from the Governance
261	2018-19 Fiscal Year Budget		Protocol Handbook
262	2018-19 Fiscal Year Details		<i>Appendix H</i>
		383	Glossary of Budgetary Terms
	Debt Management		
266	Debt Management		
268	Debt Service Payments		
269	Computation of Legal Debt Margin		

How to Use This Document

Overview

The organization, content and presentation of the information in the City of American Canyon's annual budget document are designed to satisfy the specific needs of its various users. Citizens, bondholders, public officials, and city employees often require different information and even prefer different levels of detail. The document is organized in such a way as to make it easy to locate the specific content required to meet either external informational or internal managerial needs.

Although the City's Budget document may introduce new plans or policy goals, its main purpose is to serve as the Council's primary tool for programming the implementation of existing plans and policies by allocating the resources to do so.

Budget Organization

In achieving its purpose of identifying the most important things for the City to accomplish over the next year, and allocating the resources to do so, the budget serves four roles:

Policy Document

Sets forth goals and objectives to be accomplished and the fundamental fiscal principles upon which the plan is prepared.

Fiscal Plan

Identifies and appropriates the resources necessary to accomplish objectives and deliver services while ensuring the City's fiscal health is maintained.

Operations Guide

Describes the basic organization units and activities of the City.

Communications Tool

Provides the public with a blueprint of how public resources are being used and how these allocations were made.

Preface

A preliminary section explains how the budget is organized as well as how the budget process works.

About American Canyon

Includes the City Manager's Introduction summarizing many of the critical issues addressed in this budget. The transmittal letter speaks to the State of the Economy and the State of the City, and touches on significant challenges that remain in the current economic and political climate.

Also in the About Section is an Overview of the Community including historical and demographic information; the City Council Mission, Values, and Goals for the City organization; and a Service Delivery Chart depicting the functional organization of the City.

How to Use This Document *continued*

Budget Summary

The Budget Summary section provides a snapshot of the information contained in the full budget document, focusing on charts that show big picture views of revenues and expenditures for the General Fund, Special Revenue Funds, Capital Improvement Funds, and Proprietary Funds.

The Budget Summary Section also provides a summary of City-wide staffing levels for the past three years.

Fund Summaries

This section looks at each fund individually. Detailed information is provided for the General Fund and more summarized information is provided for thirty-one other funds.

Operations

This section presents the operating departments that form the City's organizational structure and allows us to provide essential services to citizens and visitors of American Canyon. For each operating department the following information is presented; an organizational chart, a description of the department, prior year accomplishments, goals for the coming year, a summarized presentation of prior years and current year revenue and expense and a detailed presentation of revenue and expense.

Capital Improvement Program

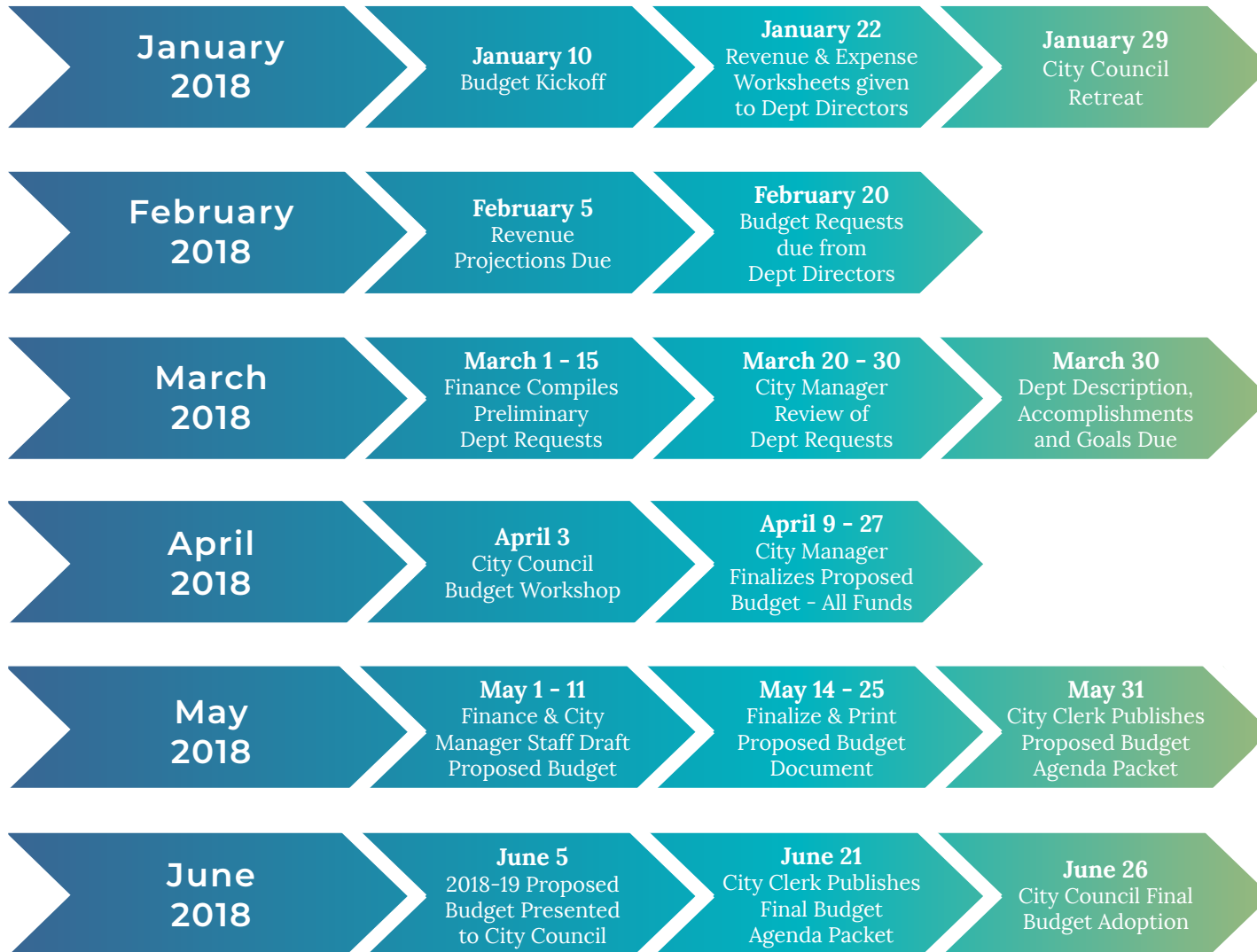
The Capital Improvement Program (CIP) section of the Budget includes a narrative explanation of our Five-Year CIP and includes the Capital Budget for fiscal year 2018-2019.

Appendices

Much more than just an appendix, this section includes information designed to help the reader find many different kinds of information related to the financial operation of the City. Included in this document are the following appendices:

- Appendix A** Resolutions Adopting Budget + Appropriations Limit
- Appendix B** Basis of Accounting + Classification of Funds
- Appendix C** Fund Information
- Appendix D** Timing of Revenues
- Appendix E** Statistics Section from 2016-17 Comprehensive Annual Financial Report
- Appendix F** Fee Schedules
- Appendix G** Fiscal Policies + Governance Protocol Handbook
- Appendix H** Glossary of Budgetary Terms

Budget Calendar



Budget Process

How the Process Works

The City's budget process begins in January each year. Finance Staff prepares line item budget worksheets, instructions, and a budget cycle calendar for presentation to Department Directors and other key staff involved in the budget process. During the annual budget kickoff meeting, the City Manager provides direction regarding City goals, department goals, and expectations for the coming year and beyond.

Department Directors project their revenue and expenditure line item balances through the end of the current fiscal year on the budget worksheets. This serves as the basis for determining the resources available at the beginning of the next 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. 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 allocation 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 the Finance Director and the City Manager to 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 each department, they are compiled by the 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, and Finance Director. The budgets are discussed and reviewed in detail at the Finance Committee. Occasionally Department Directors may make a presentation about their budgets and goals for the upcoming year at this meeting.

Following review by the Finance Committee, staff incorporates any feedback and makes necessary adjustments. A draft Proposed Budget is presented to the City Council in early June. Additional City Council meetings are scheduled as needed to complete the review process. A Public Hearing is held in late June to approve the Final Budget.

The City Council adopted the City's Fiscal Year 2018-19 General Fund, Special Revenue Funds, Water Fund, Wastewater Fund, Internal Service Funds, Debt Service Fund, and Capital Projects Fund Budgets on June 26, 2018.

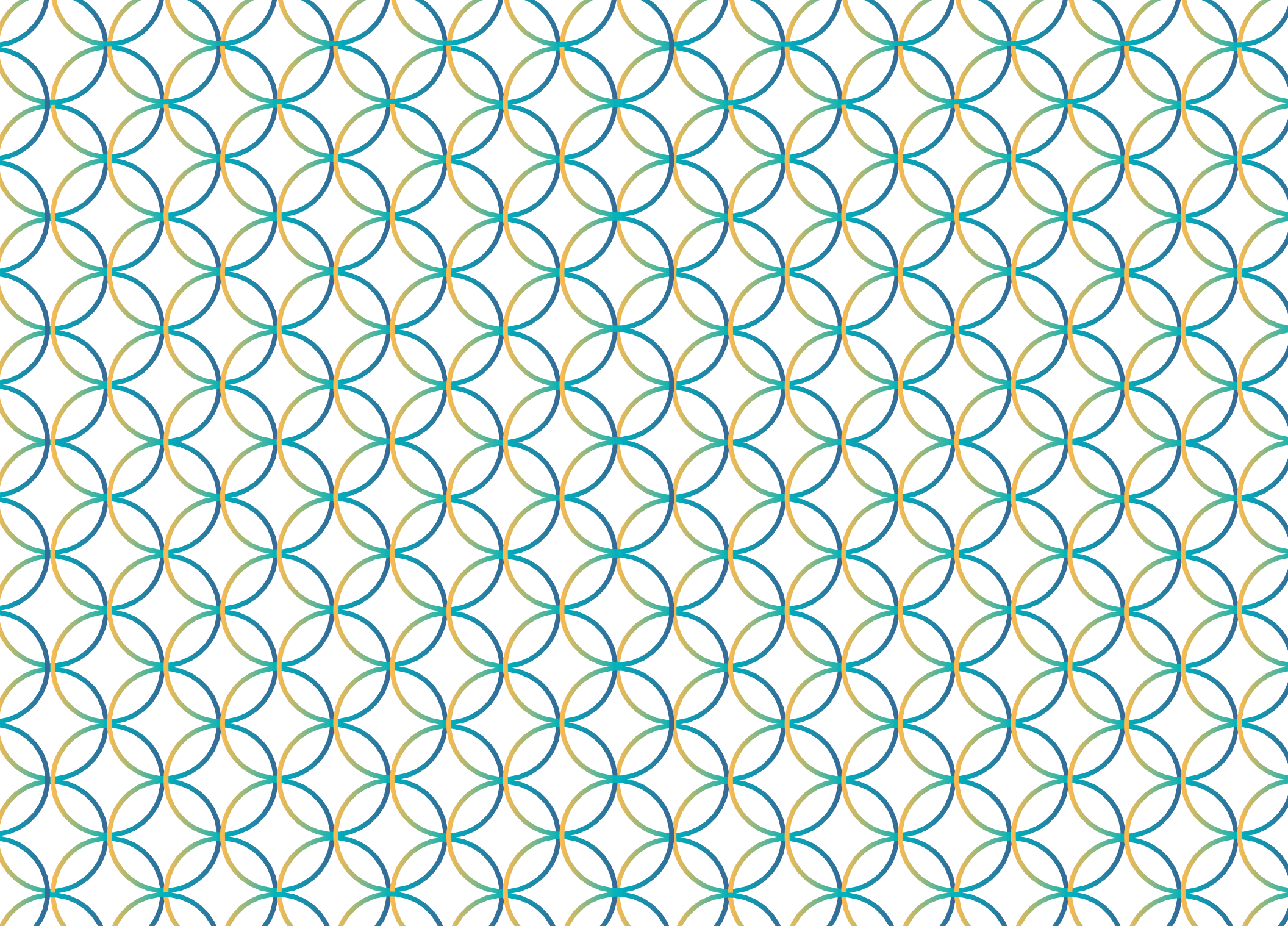
Budget Awards



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of American Canyon for its Fiscal Year budget beginning July 1, 2017. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device. This award is valid for a period of one year only.

Budget Awards *continued*





About American Canyon



City Manager Transmittal Letter

June 26, 2018

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

Subject: Fiscal Year 2018/19 City of American Canyon Budget

Honorable Mayor and Members of the City Council,

I am pleased to present the operating budget for the City of American Canyon for fiscal year 2018/19 which begins on July 1, 2018. This budget 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.

CITY OF AMERICAN CANYON BUDGET

The Adopted Budget for all City funds totals \$49.8 million. For my first budget as American Canyon City Manager, I have incorporated changes as requested by the City Council during the budget workshops and strategy sessions.

On January 23, 2018, the City Council identified the following priorities for the City's upcoming FY 2018/19 Budget and requested early involvement in its preparation process:

- Prioritize updating the General Plan.
- How can the City become more environmentally sustainable?
- What strategies can be implemented to improve park conditions?
- Review of the City's Fiscal Policies/Protocols, particularly as it relates to use of "reserves".

On April 3, 2018, the Council provided further feedback and direction on FY 2018/19 Budget. Since that time, staff has compiled up-to-date revenue projections and reviewed budget requests from the operating departments. In response to Council's request, staff is utilizing a new approach to the budget development process. The resulting document is formatted to improve transparency, public participation, and should result in improved utilization of the budget document by the operating departments throughout the year. The most visible of these changes includes presentation of the "line-item detail" for each of the operating department's divisions. As

City Manager Transmittal Letter *continued*

a result, the Council, staff and the public are able to quickly refer to this information as needed. The new presentation also includes a new “non-financial” section, “About American Canyon” that provides a backdrop to help explain the City’s history and unique characteristics. In response to Council’s request, the Budget also includes baseline reporting of certain environmental sustainability measurements (water usage, energy usage, etc.) that we will build upon in future budgets.

FUND ACCOUNTING AND BUDGET DEVELOPMENT

The City accounts for its fiscal operations in more than 40 different “funds”; each is similar to a personal check register recording revenues, expenses, and cash balances. Some funds, like the General Fund, are substantial operating funds with thousands of transactions each year, while others, such as the debt service funds, have only a few transactions each year but a segregation of funds for accounting purposes is required. Some of the funds do not require budgets.

The most significant of the City’s funds is the General Fund. This single fund accounts for all services that do not require segregation into other funds. For example, in the General Fund you will find revenues and expenses related to the City Council’s office, parks, recreation, finance, public works administration, planning, building inspection, engineering, police department and more. Other significant operating funds include the Water and Wastewater Funds, each of which accounts for user fee revenues and the costs to operate the two unique systems. Please note that the American Canyon Fire Protection District has a separate operating budget document.

The City operates three Internal Service Funds: Information Technology, Fleet, and Building Maintenance. These three funds provide services to “internal” customers only (i.e., city departments) and their costs are charged to other City operating budgets. Finally, the City maintains many other funds accounting for gas tax, storm drain, affordable housing grants, developer impact fees, capital improvement projects, debt service, lighting and landscape districts, and more.

The budget development process begins early in the year when the Finance Director and City Manager update revenue projections and provide guidance for the departments as they craft their budget requests. Each department submits their budget requests in the spring, followed by City Manager and Finance Department reviews of these requests. Staff also meets with the Finance Committee during this review period to discuss key policy points and to receive feedback. Finally, the City Manager creates the final proposed budget for each fund and presents it to the Council in one or more workshops. After the workshops and following Council directed changes, staff will package the final budget for adoption at a public hearing. The City’s budget must be adopted by June 30 prior to the start of the new fiscal year. The entire budget development process is a City-wide collaborative effort that encompasses the City Manager, department heads, and staff members from all departments, the City Finance Committee, City Council and the Finance Department team.

City Manager Transmittal Letter *continued*

BUDGET HIGHLIGHTS

Expenses

- \$154,300 to the General Fund Reserve and \$100,000 to the Capital Projects Reserve. (Note, there are no contributions to the Economic Development Reserve because its target level has been reached.)
- \$2.34M for all of the City's current year debt service obligations.
- \$7.91M for the wages of 88.0 FTE active employees – this includes a 3% COLA as per the current MOU.
- \$3.59M for “Current Year” contributions to CalPERS for active employee retirement and health care, and other benefits.
- \$455,500 for current and retired employee “other post-employment benefits” (OPEB).
- A \$14.67M Capital Budget for capital projects of which \$6.82M is carried over from the 2017/18 fiscal year and \$7.71M is for new projects, including \$500,000 for the General Plan Update.
- \$108,000 for part-time staff in the Parks and Recreation Department – Parks Maintenance Division. (Note, this amount is double the amount for the 2017/18 fiscal year and will allow the hiring of a second crew to help with “early season” maintenance activities.)
- \$500,000 for the General Plan Update. The source of funding is from the various mitigation impact fee funds and the General Plan Update Reserve in the General Fund.
- \$100,000 for Employment Practices Liability Insurance.
- \$50,000 for future Economic Development services such as an evaluation of the financial feasibility of a commercial recreational sports facility.
- \$50,000 for membership in the Chamber of Commerce (\$5,000) and a contribution for operation of the Welcome Center (\$45,000).
- \$6.21M to Napa County for police services.
- \$50,000 to Napa County for the November 2018 General Election.
- \$185,000 to Napa County for Animal Shelter Services.
- \$50,000 to the City of Napa Housing Authority for housing services.

Revenue

- \$10.20M in property taxes which represents a 3.5% increase from FY 2017/18 as recommended by the Napa County Auditor Controller.
- \$2.55M in sales taxes which represents an 8.17% decrease from FY 2017/18 as recommended by the City's financial consultant.
- \$1.73M in transient occupancy taxes (TOT) which is the same as the estimated actuals for FY 2017/18.
- New Water Rate revenue is budgeted to be effective on January 1, 2019.
- \$345,000 from the State Road Maintenance and Rehabilitation Account (i.e. SB1). (Note, this revenue could be subject to recall in conjunction with the November 2018 General Election.)

City Manager Transmittal Letter *continued*

- \$1.75M from local “Measure T” for road maintenance projects.
- \$7.80M from local “Measure A” which reflects the final, one-time close-out payment. (Note, these funds are budgeted to cover the cost of the Public Works Department – Stormwater/Drainage Division, but not budgeted to cover the cost of on-going debt service at the Water Reclamation Facility as was done in previous fiscal years).
- \$220,000 in proceeds from the sale of City-owned property.
- \$200,000 reduction in the General Plan Update Reserve and corresponding increase in Unassigned Fund Balance.

Organizational Changes

- Community outreach functions are re-assigned to the City Administration Department – Neighborhood Services Division.
- Expenses for all legal services are consolidated within the City Administration Department – City Attorney Division.

Budget Exclusions

Below is a partial list of items not included in the “FY 2018/19 Budget”:

- The currently vacant Senior Planner position will remain vacant.
- Establishment of the 1% Contingency Appropriation.
- Any one-time renovations of City parks as contemplated in the April 3 workshop.

Future Budget Considerations

Below is a partial list of items not included in the “FY 2018/19 Budget”, but anticipated to be considered as part of subsequent years’ budgets:

- Creation of a new Recycled Water Fund.
- Adoption of a new Countywide Financial IT System.
- Organizational staffing changes due to employee retirement and attrition.

GENERAL FUND

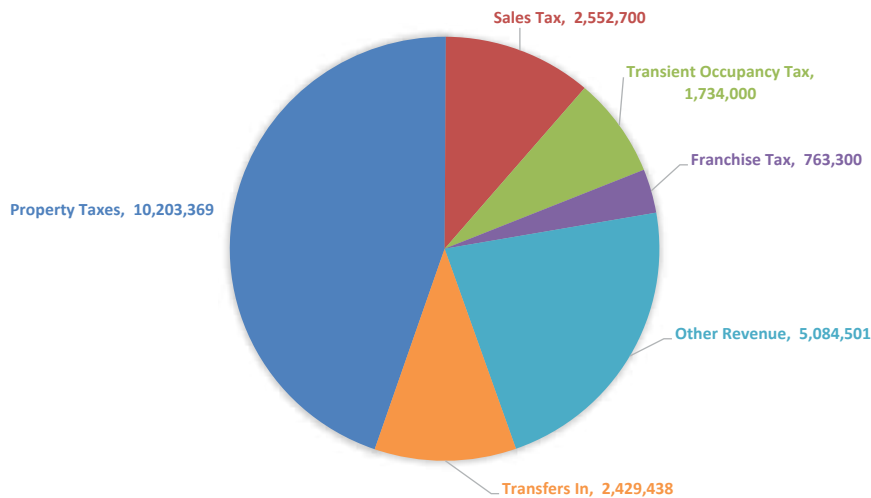
The General Fund is used to account for the major operating revenues and expenditures of the City, except for those resources that are required to be accounted for in another fund category. General Fund revenues are derived primarily from property, sales, transient occupancy and other taxes, service fees and revenues from the State of California. The General Fund provides the primary municipal services such as park and street maintenance, recreation, planning, building inspection, police services and support services. The American Canyon Fire District is not included within the City budget, they produce a separate budget document.

Fiscal year 2018/19 General Fund revenues are budgeted at \$22,767,300 and expenses at \$22,866,000; a deficit of \$98,700. While this

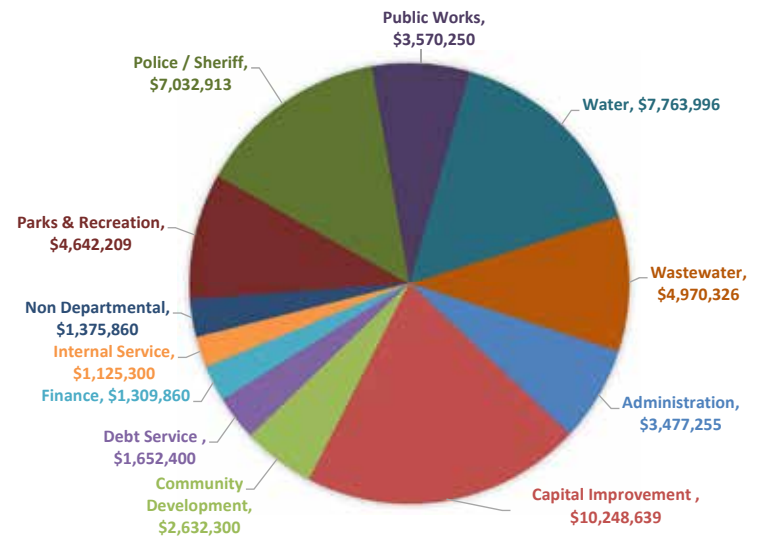
City Manager Transmittal Letter *continued*

small operating deficit is not ideal, the City council determined it to be acceptable. It should be noted that this includes a one-time anticipated revenue of \$220,000 from the sale of two city-owned properties. Best practices advocate not funding operating expenses with one-time revenue, but funding one-time, non-recurring expenditures is an appropriate use of this one-time revenue.

REVENUES AT-A-GLANCE



EXPENSES AT-A-GLANCE



GENERAL FUND REVENUES

Property Taxes: The assessment roll for the 2018/19 fiscal year is already closed and property tax revenues for the coming year are relatively certain. We expect a 3.5% increase, primarily from growth in assessed values for properties within the City. In 2019/20 and moving forward, we expect to see similar increases, around 5% primarily a result of anticipated industrial and commercial construction projects already planned and modest increases in property values. Our projections do not include any revenues from the proposed development at Watson Ranch or Canyon Estates, as timing for the projects remains uncertain.

City Manager Transmittal Letter *continued*

Transient Occupancy Tax (TOT): TOT revenues continue to increase although not at the rate experienced in prior years. This budget incorporates a very modest increase of \$34,000 over 2017/18 for a total projection of \$1,734,000. Similarly, TOT revenues continue to increase although not at the rate experienced in prior years. Based on performance in the last few months and conversation with the hoteliers, we are projecting an increase of approximately 2% in 2018/19 and remaining around 2 to 3% per year. While the popularity of travel to the Napa Valley remains strong, several new “value” hotels in the area are putting pressure on rates for American Canyon lodging. This is a conservative long term projection, as American Canyon continues to benefit from tourism in the Napa Valley. We also believe additional hotel rooms will be constructed in American Canyon within five years; however, this is not included in these projections.

Sales Tax: Sales tax for 2018/19 is budgeted at \$2,552,700, a reduction over last year of \$227,000. The primary reason for the reduction is a large one-time adjustment for taxes paid in the incorrect quarter. Sales tax revenue has been flat the last several years and upon advice of our sales tax consultant we have incorporated a modest 2% increase in future year projections.

Other Revenue Sources: Page 54 shows projections for a few other notable revenues. For example, the General Fund receives revenues from other funds (primarily the water and wastewater funds) to reimburse the General Fund for administrative and support services. The General Fund also receives revenue from developers as reimbursement for costs incurred processing their development applications. Projections for Building/Planning permit fees, Recreation program fees, and gasoline tax are also broken out for the Council’s information. All other revenues, including franchise fees, grants, interest, rents, and many other smaller revenue sources are included in “All Other.” These can vary year to year, often trending with expenses (user fees and reimbursements) and the general economy (interest, rents). Because these vary significantly, and often include one-time revenues, it is difficult to make long-term projections. As noted, these other revenues typically trend with matching expenses, so when revenues are down, so are expenses, minimizing the impact on fund balance.

GENERAL FUND EXPENSES

Page 54 also shows various categories of expense history since the 2016/17 fiscal year and projections through 2024/25. Total expenses budgeted for 2018/19 equals \$22,865,915. Following is an explanation of these expenses.

Salaries and Benefits

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 a municipal government, we are primarily in the business of providing services and, as such, salary and benefit expenses are a significant portion of our budget: Salaries and benefits make up 34% of the

City Manager Transmittal Letter *continued*

2018/19 budget. The 2018/19 fiscal year begins the third year of a five-year MOU with our bargaining units. This budget document includes the salary and benefit increases negotiated in those agreements and the longer term projections assume a 3% salary increase for all years shown.

Another significant consideration, particularly for fiscal year 2020/21 and beyond, is the anticipated increase in PERS costs resulting from PERS' decision to reduce the assumed interest rate for earnings. According to PERS, rates will increase 10-15% on the unfunded liability and 1-3% on normal costs in 2020/21, with additional increases in subsequent years. Our model for salary and benefit projections assumes the mid-range of the rate increases projected by PERS. One, relatively minor, offset to these increasing costs is that, as time goes on, our percentage of total PERSable salaries paid to "classic" members versus new members changes, meaning these increases apply to a shrinking pool of wages over time. In 2018/19, these rates apply to approximately 88% of wages paid; by the end of the planning horizon, I anticipate this will decrease to approximately 75%. Additionally, given the rate increases anticipated in future years, it is worth reviewing the possibility of financing the unfunded liability. The City has contracted with a consultant to conduct a study of future pension costs.

A summary of City staffing by department is shown on page 64. Note that this schedule includes all funds, not just the General Fund.

Contractual and Miscellaneous Costs

In addition to salaries and benefits, the City incurs a variety of other costs to provide services. The single largest of these expenses is our contract with the Napa County Sheriff for law enforcement services. Other services include professional services (legal, engineering, planning, various consultants and contractors), insurance, utilities, fuel, payments to other government agencies, and more. Similar to the "all other revenue" category noted earlier, these "other" expenses can vary year to year and often trending with revenues. Because these vary significantly, and often include one-time expenses, it is difficult to make long-term projections; I assume in the projection that they will increase at 3% per year. The City operates three "internal service" functions: fleet maintenance, building maintenance, and information technology systems. Each of these operations are accounted for in separate operating funds and the General Fund (and Water and Wastewater funds) pay for these services, similar to payment to a private business.

Debt and Long-Term Reserves

The final category of expenses, debt and long-term reserves, is much improved over the last few years. The City currently offers health benefits to City retirees at the same rate as active employees; the City agreed to this obligation when we first contracted with PERS in the 1990's and this election cannot be changed. Please note that the retirement health benefits have been substantially reduced for employees hired after June 27, 2017. The City's long-term liability for this benefit was increasing at unsustainable rates and we are pleased that the new labor MOUs provided a mechanism for slowing the growth in the City's OPEB liability. In the current actuarial projections, the annual obligation increases to approximately \$650,000 per year (General Fund portion) in 2037, then significantly decreases. This is a significant improvement over prior projections before adoption of the new MOU. The minimum contribution for this fiscal year will be fully funded and is assumed to be fully funded in all future years.

City Manager Transmittal Letter *continued*

The General Fund currently has three outstanding debt obligations: City Hall, the vacant lot next to City Hall, and the Gym/Pool facility. Two of these obligations will soon be paid off; 2018 (the vacant lot next to City Hall) and 2021 (Gym/Pool facility). This is reflected in the expense projections.

The City Council established a reserve policy shown in Appendix G. This policy requires funding, over time, of three primary reserves: reserves for capital improvements, economic development, and a general reserve. The Capital Improvement reserve is increased by \$100,000 per year until it reaches (or maintains) a level of \$2 million. This reserve can be used, at the Council's discretion, for capital improvements not otherwise funded; examples could include capital maintenance or improvement to City buildings, parks, streets, or other priorities. The Economic Development reserve is fully funded at \$1 million. The Council has not adopted a specific policy for the use of this reserve, but an example might include a capital project directly resulting in economic benefits to the community. The use of approximately \$70,000 for an Economic Development Strategic Plan was approved by the City Council in October of 2017 and the reserve has subsequently been reimbursed by the General Fund. Finally, the General Reserve provides protection against modest swings in the economy and insures sufficient cash on hand for operations. This reserve is currently funded at 20% and not yet fully funded at the target of 25% of annual expenditures. The General Fund Reserve is increased by 3% of salary expenses, \$154,300. Cash in the General Fund that is not set aside in a reserve is shown in the "Unreserved Fund Balance" (however, note there are several additional minor reserves not shown in this table). The funding status of these three major reserves is shown on page 55 in the Budget Summaries section. Note the model shows that increases to these reserves are anticipated from the unreserved fund balance each year. Council has identified review of the City's Fiscal Policies/Protocols, particularly as it relates to use of "reserves" as a priority for 2018/19.

City Council Fiscal Policy calls for budgeting a contingent appropriation in the General Fund in the amount of 1% of total fiscal year expenditure appropriation. Further, the policy states that with City Council approval an exception can be made if fiscal constraints do not allow such an appropriation. The contingency appropriation will be reviewed with the overall review of the City's Fiscal Policies/Protocols. Use of an appropriated contingency would require Council approval as would use of any reserve. The City Council elected to not budget a contingency appropriation for the 2018/19 fiscal year.

Operating Expenses

Most of the departments/divisions within the general fund are budgeted at the same level as the 2017/18 budget or less. Following is a list of the notable changes:

City Manager's Office – The primary change within the City Manager's Office has been inclusion of the Neighborhood Services Division from the Parks & Recreation Department. The goals will remain the same for the division, but working out of the Manager's office will help with the overall communications and services provided internally. The division will continue to provide neighborhood outreach, clean-up, crime prevention coordination with the Police Department and related programs for the coming year.

City Manager Transmittal Letter *continued*

City Attorney – All attorney fees, including those for enterprise funds were budgeted in the general fund Administration Department/ Attorney Division. Other funds will cover their legal expenses by transferring money to the General Fund. This allows for all legal fees to be accounted for in one spot.

Parks & Recreation Department – The Parks and Recreation Department has seen budgetary increases to provide moderate increases in level of service. In the Parks Division, a winter seasonal crew is budgeted to complete backlogged projects such as installing wayfinding signs for Newell Open Space and Wetlands, installing new monument signs in park areas, and deploying replacement site furniture also planned for this year. Additional support from the Administration Division is planned to assist Parks Maintenance with contract management, better planning and documenting parks maintenance activities, and assisting with system development. Per City Council request, \$60,000 is included in the Parks and Recreation Administration Division to conduct a Commercial Recreation Facility Feasibility Study. The Recreation Division saw increases in part-time salaries to accommodate two things: minimum wage increases (two years, as this current year's increase wasn't budgeted for and transfer was made to accommodate it) and increases in staffing to accommodate ongoing high demand for our summer camp program. Finally, the Facility Rentals Division saw increases to address a forecasting error from last year's budget (rental staffing for one building was omitted from the forecast last year) and to accommodate a change of janitorial contractors which resulted in increased annual costs.

Police Department – 2018/19 will be the final year of the three-year contract with the Napa County Sheriff's office that was effective with the 2016/17 fiscal year. The agreement calls for a 3% increase in costs. The agreement also proposed adding one additional police officer position in the 2018/19 fiscal year. The City did not exercise this option and the proposed new position was not included in this budget. The agreement also assumes the new School Resource Officer at the middle school will continue (with NVUSD paying a share of the cost). These costs are all included in the budget, and assumed to increase at 2% for the planning period. The Police will be purchasing a new motorcycle using money from the Tow Fee Reserve. The 2018/19 budget for the Police Department is \$6,892,913 or 30% of the General Fund.

Community Development Department – The City is in the process of conducting public hearings for Watson Ranch and responding to comments on the Broadway District Specific Plan Environmental Impact Report. The General Plan Comprehensive Update, which would be spearheaded by the new Senior Planner, was not budgeted in Fiscal Year 2018/19 so that the Watson Ranch and Broadway District Specific Plans could be completed. As these projects near completion, budgeting the Senior Planner position will be reconsidered as we prepare to embark on the General Plan Comprehensive Update.

City Manager Transmittal Letter *continued*

WATER ENTERPRISE FUND

Revenues to this fund include monthly user charges for water consumption, as well as fines and penalties associated with water system service (non-rate revenue). Revenues for the first half of fiscal year 2018/19 include a \$2 per unit surcharge imposed during the drought. For the remainder of the fiscal year, revenue projections include new water consumption rates and a new water rate structure that were adopted by the City Council on May 15, 2018, and which take effect on January 1, 2019. In addition, the Sites Reservoir Project is entering Phase 2 (environmental, permitting, and preliminary design) during this fiscal year and anticipated costs associated with the City's participation are included in the fiscal year 2018/19 budget.

WASTEWATER ENTERPRISE FUND

Revenues to this fund include monthly user charges for wastewater collection and treatment. This budget reflects no significant changes to existing operations. Several regulatory requirements recently adopted or being considered by the San Francisco Bay Regional Water Quality Control Board are being closely monitored and any costs associated with these changes are not anticipated within this fiscal year. Fiscal impacts from these regulatory requirements will be evaluated regarding cost in the fiscal year that they are anticipated to occur. Staff is constantly evaluating the latest equipment and technology to offset potential cost increases.

INTERNAL SERVICE FUNDS

In 2014/15 we created three Internal Service Funds (ISF): Information Technology, Fleet Maintenance, and Building Maintenance. These three funds expend money to maintain the City's fleet, buildings and IT infrastructure. Their costs are charged out to "customer" departments, primarily the General, Water and Wastewater funds. These funds can accumulate cash balances, saving up for large capital maintenance costs and keeping "customer" charges steady. Expenses and revenues for these three funds are shown on pages 252-261. The only notable budget change was in Information Technology.

Information Technology – In 2017/18 the City entered into a Hardware as a Service (HAAS) contract with Definitive Networks, Inc. (DNI). Under the terms of a HAAS agreement, DNI provides the equipment and is fully responsible for it. They own it, maintain it, replace it if it breaks, and keep backups available. At the end of the agreement DNI will still own the equipment. The contract is for the lease, maintenance and warranty of hardware only. Equipment is to be replaced in two phases; in fiscal year 2017/18, all wireless networking equipment at City Hall and five remote locations was replaced. The second phase, in the 2018/19 fiscal year, will include replacement of all centralized server room equipment, including servers, data storage, switches, backup server and storage. This will significantly reduce the risk of data loss and downtime due to network failures.

City Manager Transmittal Letter *continued*

SPECIAL REVENUE FUNDS

In 2017/18 gasoline tax and new SB1 revenues were accounted for in a single Gas Tax fund. In 2018/19 each revenue source will have its own fund. These funds may be used for street maintenance only. \$300,000 in gasoline tax revenue will be transferred to the General Fund to pay for day-to-day maintenance, and the remaining funds are available for capital projects. \$254,424 of these funds are planned for capital projects. All anticipated SB1 revenue, \$345,325, is planned for the 2018 Annual Pavement Management project. It should be noted that SB1 money may be repealed. Measure A, a special half cent sales tax approved by voters in 1998, will expire on June 30, 2018. All unspent money remaining with the County, approximately \$7.8 million, will be transferred to the City and continued to be used toward approved storm drain related expenditures. Measure T, a special half cent sales tax approved by voters in 2012 for street and road improvements, will begin on July 1, 2018 following the sunset of Measure A.

CAPITAL IMPROVEMENT PROGRAM

In June 2016, the Council adopted the 2016 Long-Term Capital Improvement Program (Long-Term CIP) and the 2016 Short-Term Capital Improvement Program (5-Year CIP) as strategic planning tools for the City.

The “Long-Term CIP” includes a list of projects from the following:

- 2016 Water, Sewer and Recycled Water Master Plan
- 2016 Pavement Condition Index Report (including anticipated Measure T revenues)
- 2012 Circulation Element Update
- 2012 Parks and Community Services Master Plan
- 2008 Water Reclamation Facility Master Plan
- 2008 Water and Sewer Rate Study
- 2002 Water Treatment Plant Expansion Master Plan
- 1996 Parks and Civic Facilities Plan

The “5-Year CIP” is both a statement of the City’s vision and its financial ability to physically improve the community. It distills the long range goals and strategies identified in various long-range plans into a discrete, short-term implementation strategy. The development of a 5-Year CIP provides a systematic plan for providing “capital improvements” based on funding availability and forecasted needs.

Importantly, the 5-Year CIP identifies funding sources and sets the stage for staff to begin working on the projects identified therein. The 5-Year CIP is distinguished from (Long-Term CIP) in that the former anticipates bonafide funding sources, while the latter also

City Manager Transmittal Letter *continued*

includes projects that do not yet have secured funding sources. For long term projects (or projects with insufficient funding), the Long-Term CIP identifies those as occurring in “future years.”

Fiscal Year 2018/19 is “Year 3” of the 5-year CIP. Each fiscal year during the 5-Year CIP, a capital project budget is adopted. The projects listed in a current year budget are those projects staff will be undertaking during that year. In contrast, projects not identified in the current year budget are not actively being worked on.

The Fiscal Year 2018/19 Capital Budget begins on page 272. It includes a carryover of projects from the Fiscal Year 2017/18 Capital Budget that are not yet complete along with new projects proposed for the upcoming year.

CONCLUSION

During fiscal year 2018/19, City Staff will maintain its practice of monitoring revenue and expense projections while exercising fiscally prudent restraint as we maintain the short and long-term priority of fiscal sustainability. The City also continues its commitment to funding the adopted fiscal policies to help us weather the next economic cycle and withstand the challenges imposed by external sources.

I would like to take this opportunity to specifically thank the Budget Team for their hard work and dedication as we updated the budget document.

Christina Roybal, Finance Director
Susan Presto, Finance Manager
Lucila Datiles, Accountant
Jemelyn Cruz, Accounting Technician
Tiffany Gill, Accounting Technician

Laura Grijalva, Accounting Assistant II
Kelsey Canziani, Accounting Assistant I
Nikolle Murphy, Accounting Assistant I
Deanna Parness, Assistant to the City Manager
Heather Piazza, Marketing and Graphics Specialist

Respectfully Submitted,



Jason B. Holley
City Manager

City Council Members



Mayor
Leon Garcia



Vice Mayor
Kenneth Leary



Council Member
Mariam Aboudamous



Council Member
Mark Joseph



Council Member
David Oro

Mission Statement

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.

Community Vision

Home to an engaged, diverse community.
Destination for outdoor recreation and natural beauty.
Hub of opportunity and economic vitality.

Organizational Values

Fiscal Responsibility
Professional Excellence
Transparency + Accountability
Customer Focus
Integrity

Strategic Values

Creativity + Innovation
Leadership
Collaboration + Teamwork
Community Engagement
Results Oriented

City Council Goals + Priorities

Public Safety

Ensure that American Canyon remains a safe community

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
- Promote a unique community identity

Economic Development and Vitality

Attract and expand diverse business and employment opportunities

- Improve opportunities for small businesses to start up and grow
- Develop the Green Island Industrial Area to help businesses grow and attract new industrial users
- Develop the Highway 29 Commercial District through comprehensive planning and infrastructure
- Encourage and facilitate tourism

Outdoors and Recreation

Expand opportunities for use of outdoor recreation and an active and healthy lifestyle

- Enhance recreation programs and events
- Develop capital plans and invest in parks and open space

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
- Improve the condition of our local streets
- Improve safety and access for bicyclists, pedestrians and users of public transportation

Infrastructure

Develop and upgrade infrastructure resources to support sustainable growth

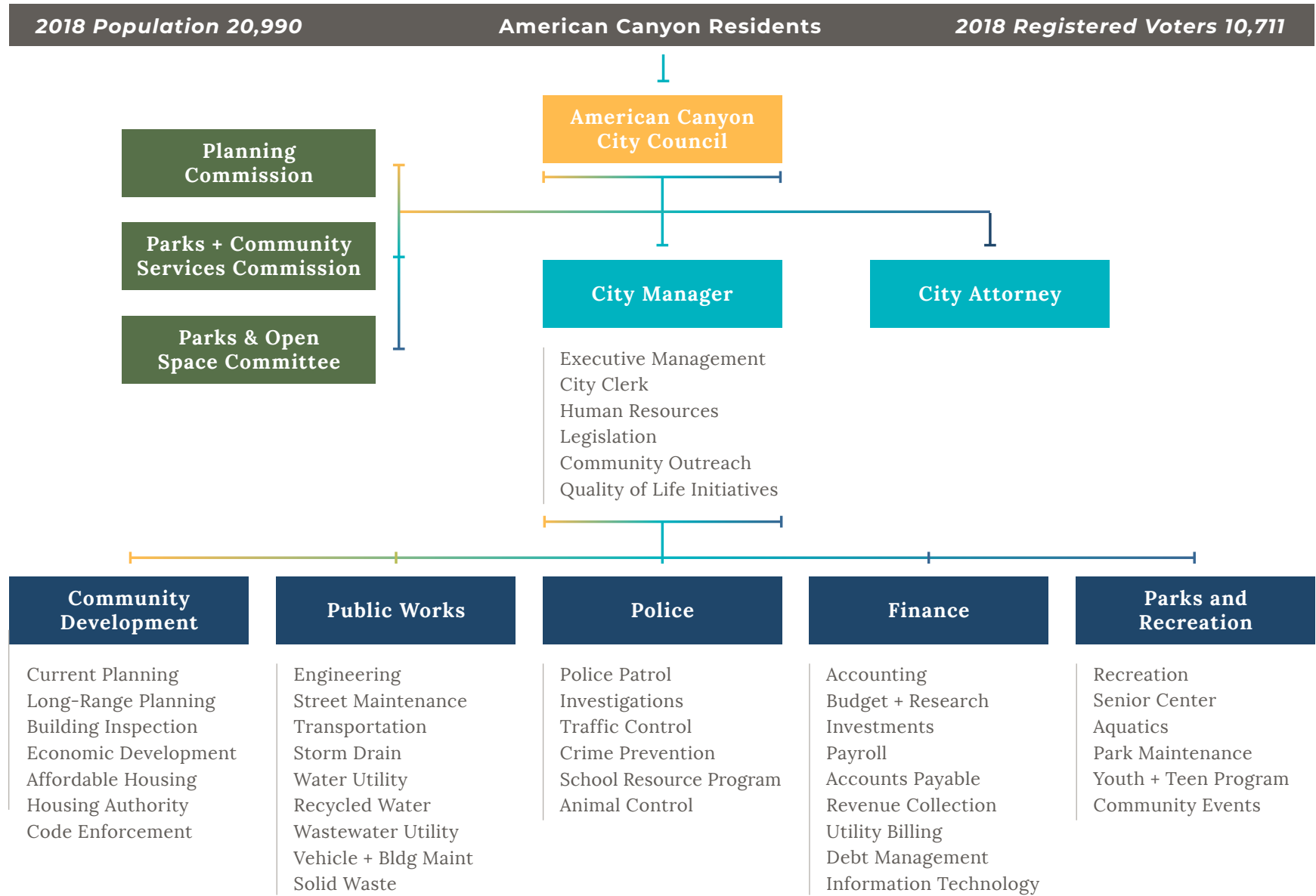
- Ensure a stable, long-term water supply
- Ensure we can treat both residential and industrial wastes effectively and efficiently
- Reduce the possibility of flooding through improvements to the storm drain system
- Demonstrate leadership in environmentally friendly projects and policies

Quality Services and Organizational Effectiveness

Deliver exemplary government services

- Maintain fiscal stability
- Emphasize customer service and community priorities
- Encourage continuous improvement and use of best practices

Service Delivery Structure — City Organization Chart



Executive Team



City Manager
Jason Holley



City Attorney
William Ross



Community
Development Director
Brent Cooper



Parks and Recreation
Director
Creighton Wright



City Clerk
Suellen Johnson



Finance Director
Christina Roybal



Public Works
Director
Steve Hartwig



Police Chief
Oscar Ortiz

American Canyon History

The City of American Canyon incorporated on January 1, 1992. Following are some interesting historical facts as compiled by the American Canyon Historical Committee.

- 1837** General Mariano Guadalupe Vallejo, representing Mexico, received a Rancho land grant, covering the area from Sonoma through American Canyon and the Napa Valley, Vallejo, Benicia, Mare Island, and Petaluma.
- 1848** With the formal signing of The Treaty of Guadalupe Hidalgo, the United States gained 525,000 square miles of land including American Canyon and the rest of California, Nevada, Utah, most of Arizona and New Mexico, and parts of Colorado and Wyoming.
- 1855** Pioneer settlers arrived in American Canyon, settling in the Junction area. Early settlers migrated to the American Canyon area because it was the hub of activity and early businesses within the County. It had openings to the East, shipping on the river, access to the southern area of the State by railroad, and roads headed north through the valley.
- 1864** The Southern Pacific Railroad expanded into American Canyon.
- 1870** Napa County was formed along with other counties in the State of California. Originally American Canyon was part of Solano County.
- 1903** Standard Pacific Cement Plant was constructed and began operation. Homes were built by the company for employees. The Standard Portland Cement Company area, known today as The Ruins took three years to build at a cost of \$1,000,000. Augustus Watson, a local attorney, originally owned the property, selling it to an intermediary for the plant. Ultimately, the plant employed 150 people, ran two 12 ½ shifts each day with an output of 2,000 barrels (30 tons) of limestone each day. It was open approximately 32 years, running out of limestone and clay in 1935. The Basalt Rock Company purchased the property to produce a lightweight concrete material used on the Martinez-Benicia Bridge and high-rise buildings in San Francisco. Basalt Rock operated through 1978 and the property was ultimately purchased by Jaeger Vineyards in 1984.

American Canyon History

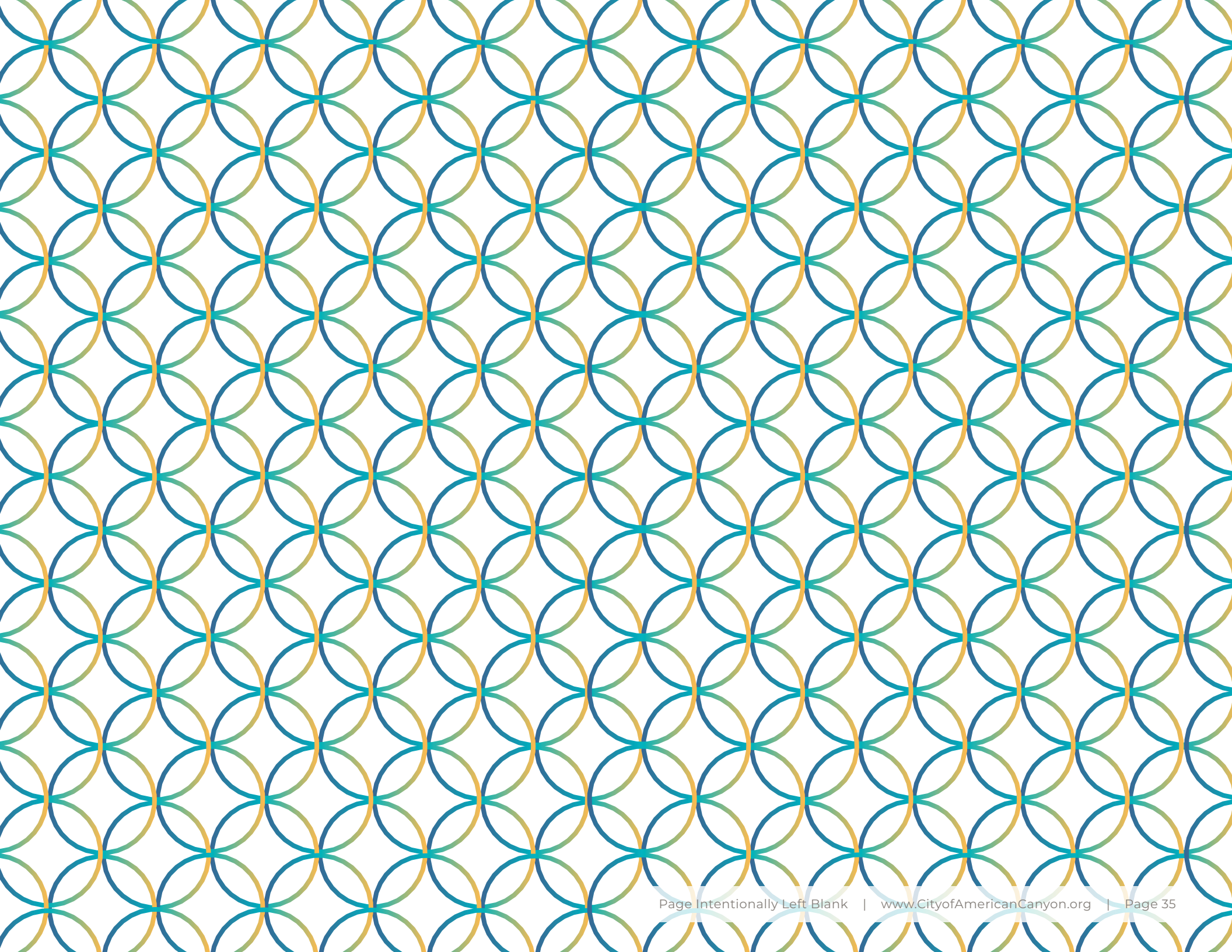
- 1941** World War II declared bringing 46,000 civilian workers to Mare Island, impacting Benicia, Vallejo, American Canyon, and Napa County.
- 1948** McKnight Acres with 150 residential lots becomes the first subdivision in the unincorporated area of American Canyon.
- 1952** The second subdivision, Rancho Del Mar with 600 residential lots was established in the unincorporated area of American Canyon.
- 1955** The American Canyon Fire Protection District was formed.



American Canyon History

- 1960** | The American Canyon Water District formed with the ability to add, by vote, other necessities for the area. This District was able to expand sewer systems and Recreation District services for the benefit of the area. Under the Water District, the separate Boards were elected and formed the much needed services for the benefit of the area. American Canyon was still governed by the Napa County Board of Supervisors.
- 1963** | The first attempt to incorporate American Canyon was in 1963 when the community felt the governing body was too far away, the area lacked an identity, and because Solano County and Vallejo began looking into annexing the area. A committee was formed to explore the options. 500 signatures were collected to place the question on the ballot, but it failed to pass. Napa County collected taxes as it was the governing body. Schools were governed by the Napa County School District. With addresses and telephone numbers coming from Vallejo, American Canyon felt like a no man's land.
- 1990** | A committee formed to organize another attempt at incorporation. Additional residents moved to the area and more services were needed. The area also became exceedingly more diverse than the rest of the county and community identity was becoming more important. Incorporation was a complicated process, but the Board of Supervisors agreed to put it on the ballot and it was overwhelmingly approved.
- 1992** | On January 1, 1992, American Canyon became a new City. The City Council, elected at the same time as the incorporation vote, held a City Council Meeting on January 1st in the multi-use room of Donaldson Way Elementary School. Napa County Supervisor, John "Mickey" Mikolojcik, opened the meeting at 2:12pm by welcoming the community and introducing honored guests. An invocation was presented by Pastor Morris Curry. The Honorable Municipal Court Judge, Richard A. Bennett, administered the Oath of Office to Benjamin Anderson, Joan Bennett, Richard Mahanay, Tom Orlando, and Keith Winters. The first order of business was to select Tom Orlando as the first Mayor of American Canyon.





Community Overview

About American Canyon

American Canyon was incorporated on January 1, 1992 as a General Law City with a Council/Manager form of government. Policy making authority is vested in a five-member City Council; four councilmembers and a directly elected Mayor. Day-to-day administration is provided by a City Manager, serving under the direction of the Council. Operating departments include Administration, Community Development, Public Works, Finance, and Parks and Recreation.

The current population is 20,990 with a build-out population estimated at 25,000. Located at the southeastern end of Napa County, the City is roughly 6.60 square miles in size. The City is approximately 40 miles northeast of San Francisco and is bounded geographically by the Napa River to the west, the foothills of the Sulphur Springs Mountain Range to the east, the City of Vallejo to the south and vineyards and the Napa Airport to the North.

The climate is generally mild, with northeasterly winds from the San Francisco Bay. Summer temperatures range from 50 - 90 degrees, and winter temperatures range from 40 - 60 degrees. The average number of clear days per year is 265 and the average rainfall is 22 inches per year.



Public Safety

American Canyon is a safe community with few major crimes reported. Law enforcement services are provided through a contract with the Napa County Sheriff's Office. The department is made up of a Police Chief, 4 Sergeants, 19 Sworn Officers and 2 Non-Sworn Police Technicians and an Administrative Clerk shared with the Fire District. The Police Department believes in the philosophy of community policing and is active at community events. The department responds to all calls for service 24 hours a day, 365 days a year and utilizes the resources from the Napa County Sheriff's Office for major incidents and investigations.

The American Canyon Fire Protection District provides all risk emergency services including response to structural and wild land fires; rescue calls including structure collapse rescue; vehicle extrication; low to high angle rescue; swift and flood water rescue; and confined space and trench rescue. The District is a first responder service for medical emergencies providing advanced life support (paramedic) intervention. Staffing includes a Fire Chief, an Assistant Chief, 6 Fire Captains and 12 full time firefighters augmented by up to 10 reserve firefighters.

Community Overview

Sports, Recreation, + Trails

The City of American Canyon is a destination for outdoor recreation and natural beauty. Whether you seek running, walking, hiking, biking, bird watching or horseback riding opportunities, you can find it here. The City has more than 70 acres of developed parkland, ranging from tot lots to a 20 acre community park. The City owns a large open space on its western edge that has been restored as tidal wetlands and also a 640 acre preserve on the eastern edge of town known as Newell Open Space. Segments of three significant trail systems run through American Canyon; the San Francisco Bay Trail, the Bay Area Ridge Trail and the Napa Valley Vine Trail. The City also operates and maintains four recreational facilities; a Community Center, a Senior Multi-Use Center, a Recreation Center, and the Phillip West Aquatics Center.

Community Events

American Canyon is a very engaged community and local events are popular and well attended. In 2017, forty-one (41!) community events were held. Our events include small ones, like our annual Nerf Battle, to one of our largest signature events, the 4th of July Celebration, which was attended by an estimated 3,000 people.

Events that are held each year include our Community Recognition Ball, Earth Day Amcan By the Bay, Community Wide Yard Sale Weekend, our Memorial Day and Veterans Day Ceremonies, Snow Day, and many more. Visit our website for a complete list of this year's events.

www.CityofAmericanCanyon.org/CommunityCalendar.

Housing Availability, Pricing, + Rentals

The housing supply in American Canyon is approximately 80% single family homes, 14% mobile homes and 6% multi-family homes. Neighborhoods range from older to high-end new subdivisions. Housing prices are moderate in spite of the City's close proximity (about 40 miles) to San Francisco and its location in the Napa Valley. The sales price of existing homes range from \$200,000 to \$750,000 with a median price of \$556,000. There are 5 mobile home parks with a total of 840 spaces available. The City has a Rent Stabilization Ordinance that limits rent increases at mobile home parks. Apartments rent from \$1,900 to \$2,500 per month. Home rentals range from \$2,200 to \$3,500 per month. Vacancy rates are very low, 3.9% as of January, 2018. The City has a state-certified Housing Element and is actively involved in developing affordable housing.

Taxes + Assessments

In American Canyon, Property Tax is 1% of assessed value. Sales Tax is 7.75%. Business Licenses are on a sliding scale based upon gross receipts, capped at \$1,500 annually. The Transient Occupancy Tax is 12%. There is a Fire Assessment Fee of approximately \$79 per household with Business Fees based on type of construction, potential fire hazard, and fire equipment installed. The City has an adopted Impact Fee schedule for water, sewer, parks, traffic, and civic facilities. Currently, there are no Utility User Taxes or Mello-Roos Assessment Districts in American Canyon. There is a Landscaping and Lighting Assessment District comprised of the LaVigne Subdivision, the Vintage Ranch Subdivision, and the Napa Junction Mixed-Use Development. All fees are included in Appendix F.

Community Overview

Utilities

Water

The City of American Canyon's water supply comes from the North Bay Aqueduct (State Water Project). Water pressure is maintained at 65 to 85 psi with flows sufficient to meet the needs of most commercial and industrial projects. The City also receives both raw and treated water through agreements with the City of Vallejo. All new development is required to maintain a Zero Water Footprint which is defined as "no loss in reliability or increase in water rates for existing water service customers due to requested increased demand for water within the City's Water Service Area."

Sewer

The City owns and operates the American Canyon Water Reclamation Facility (WRF) commissioned in 2001. The service area extends from the Napa/Solano County line north to Fagan Creek. The plant is a secondary/tertiary treatment plant and was one of the first treatment plants in the country to use a Membrane Bio Reactor and ultraviolet light disinfection. The plant is a 2.57 million gallons per day wastewater treatment facility designed to meet very strict state standards.

Recycled Water

The City of American Canyon depends on recycled water as an integral piece of its overall water supply portfolio. Over the past several years, the City has made significant strides in constructing the primary components of a distribution system including a pump station at the WRF, a 1.0 million gallon elevated storage tank on the east side, a 1.5 million gallon elevated tank at the WRF and 13 miles of distribution pipeline. All water customers are also invited to pick up

recycled water in their own containers for residential uses at the City's Corporation Yard. Several new construction projects in the last year have been dual plumbed to allow for use of recycled water to flush toilets and to water landscaping.

Storm Drainage

A Storm Drain Master Plan was completed in 1996. The City participates in the National Flood Insurance Program. Given its proximity to the Napa River, development in American Canyon must comply with the Regional Water Quality Control Board regulation, as well as other State and Federal regulatory agencies.

Solid Waste Disposal

Under a franchise agreement with the City, American Canyon Recology provides garbage pick-up for all residents and businesses. Additional services include street sweeping, curbside recycling and a new Household Hazardous Waste Collection Center.

Education

The City is part of the Napa Valley Unified School District. American Canyon is home to three elementary schools, one middle school and one high school. NVUSD is planning to construct two new elementary schools and a new middle school in the near term. Napa Valley College is approximately 6 miles north and Solano Community College is 15 miles east in Fairfield. Several universities are in close proximity to American Canyon including Touro University at Mare Island, California State University Maritime Academy in Vallejo and Pacific Union College north of Napa.

Community Overview

Business + Long-Term Development

American Canyon is part of the larger Napa Valley regional economy whose primary industries include wineries, hotels, restaurants, education and local government. American Canyon's job base is driven largely by industrial and retail businesses. Industrial jobs are concentrated in wine production related businesses, specialty trades and food manufacturing. Major food and beverage companies with facilities in American Canyon include Coca Cola, Barry Callebaut Chocolate, Sutter Home, Jackson Family Wines, Hess Company Wine, Wallaby Yogurt, and Mezzetta.

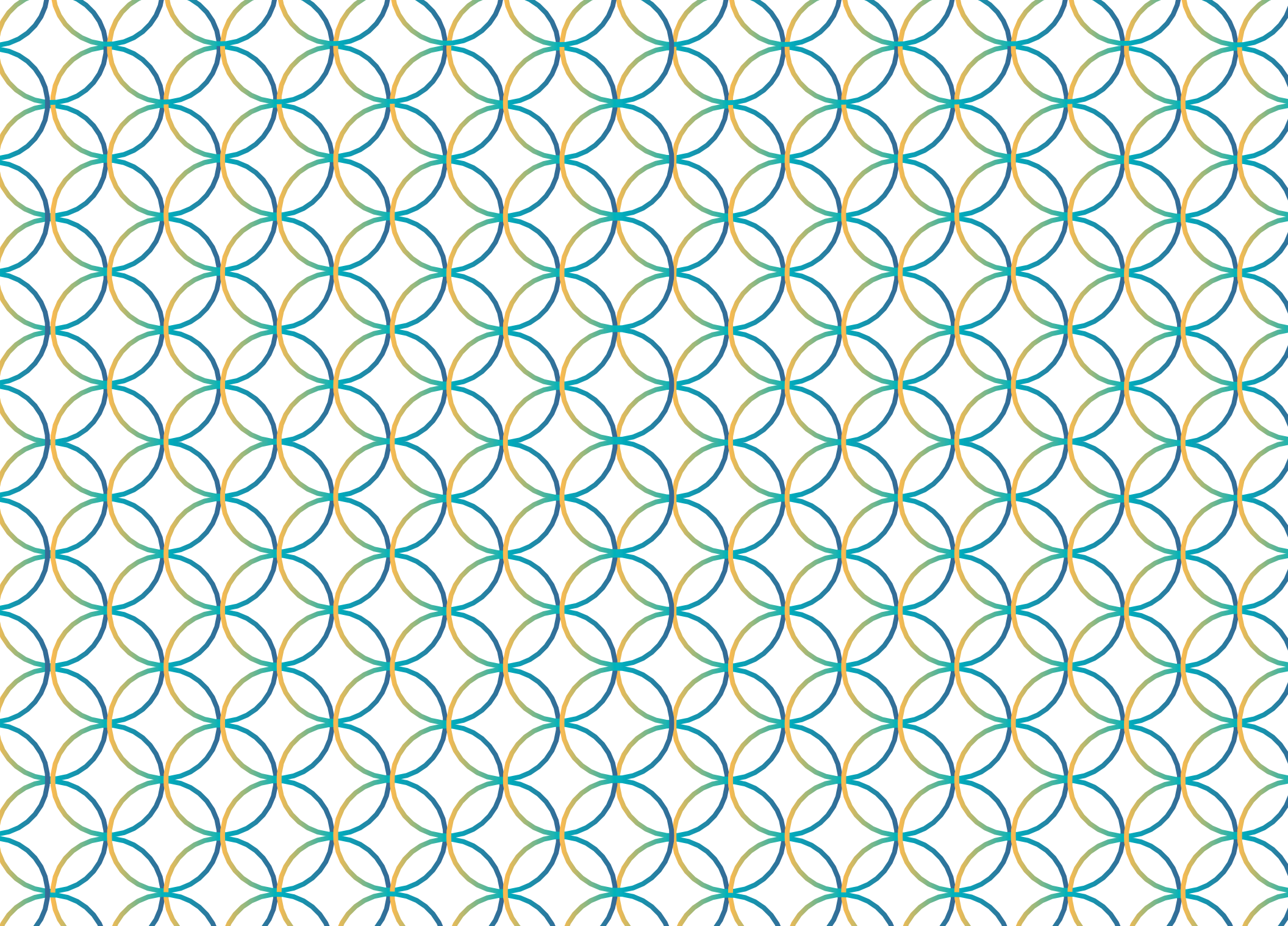
American Canyon is also growing in the logistics sector. Ikea has recently opened its first fulfillment center in the United States. Other major logistics companies include Western Wine, Biagi Brothers, and Wine Direct. The approximately 45,000 vehicles that travel through American Canyon each day on Highway 29 draw retail customers from local residents, but also commuters and residents from Solano County and other parts of Napa Valley.

Future job-creation growth is planned with nearly 4 million square feet of industrial development approved and in the entitlement process. The City is planning for residential, retail, and hospitality growth with the Broadway District Specific Plan and Watson Ranch Specific Plan. These projects, nearing the conclusion of their entitlement process, will bring an additional 2,400 dwelling units, a new elementary and middle school, parks, open space, two hotels, and new resident and tourist-serving retail and commercial opportunities.

Transportation

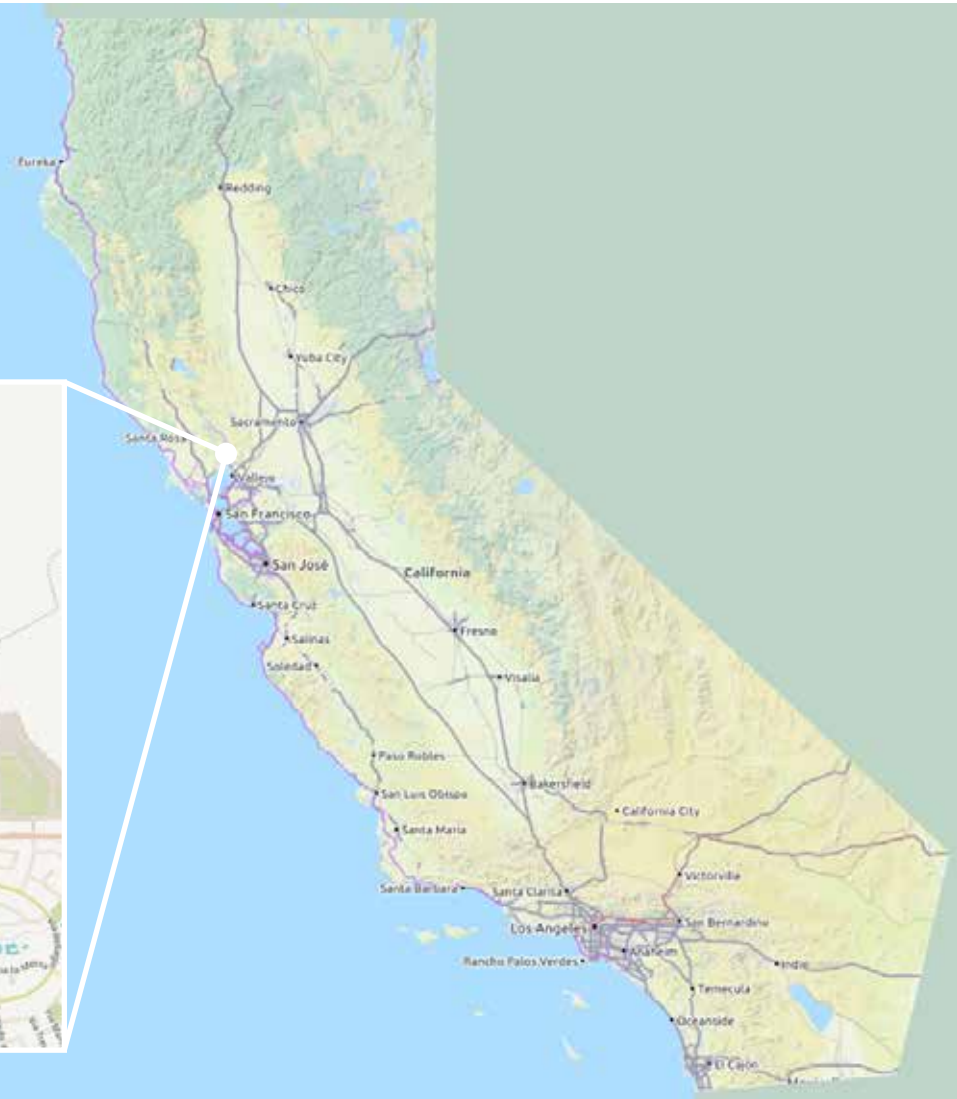
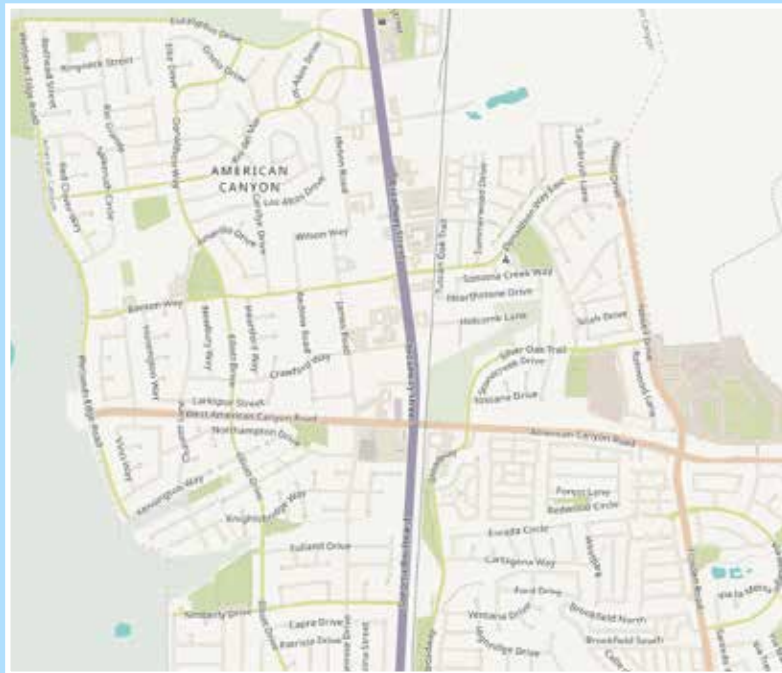
More than 112 miles of City streets run throughout American Canyon. State Highway 29 runs through the City and intersects with Highway 12 at the north end of town and Highway 37 near the south end. Highway 12 extends east to I-80 (3 miles) and west to the counties of Sonoma and Marin and Highway 101 (25 miles). Highway 37 is located one mile south of town and connects to I-80 or Highway 101.





Community Map

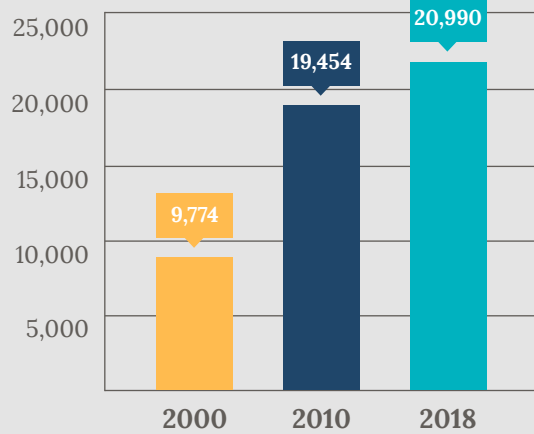
City of American Canyon



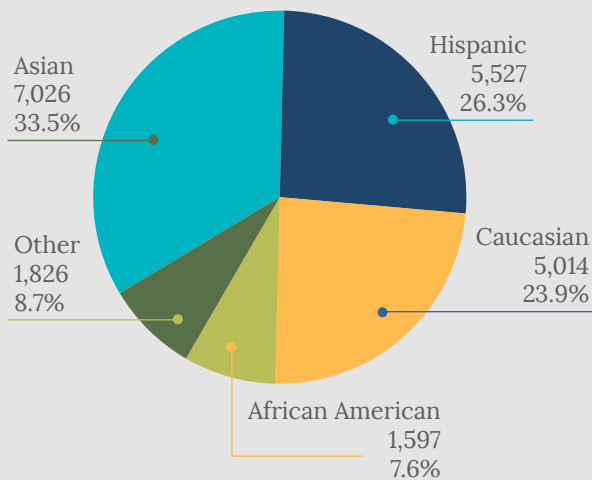
Community Demographics

Population At A Glance

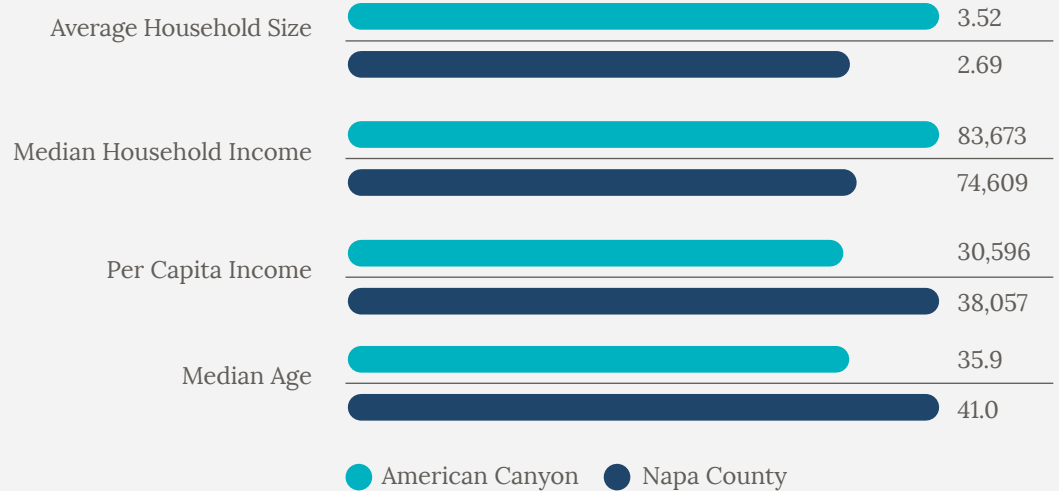
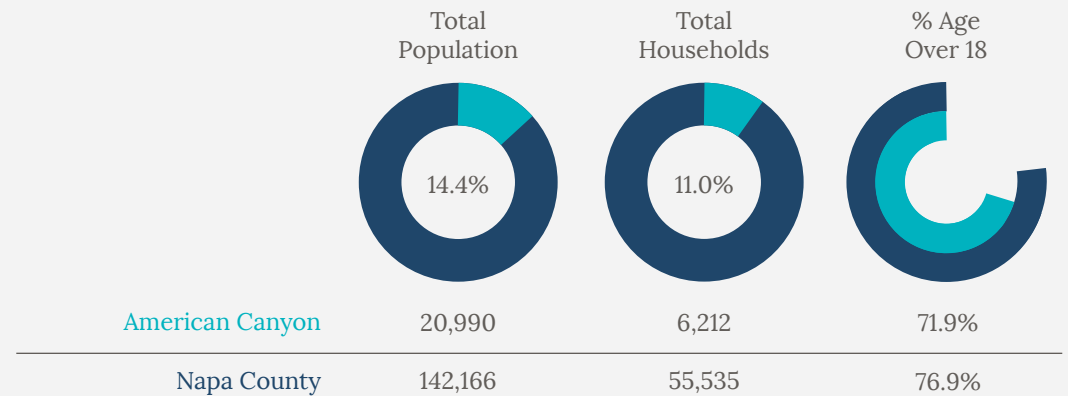
Growth Over Time



Ethnicity Breakdown



Comparison of American Canyon to Napa County



Community Demographics

Economic Development Strategic Plan

Goals

- Create opportunities for residents to earn a living wage while working in American Canyon
- Realign retail expectations
- Capture more tourism revenues for the City
- Create a business environment that retains and attracts desirable business activities

Jobs in American Canyon

Top Employers

Walmart	325 employees
American Canyon Schools	195 employees
Coca Cola	155 employees
Mezetta	150 employees
DoubleTree	114 employees
Ghilotti	100 employees

Where American Canyon Residents Work

Napa County - 11%
 Napa - 16.3%
 Fairfield - 2.8%
 AmCan - 13.3%
 Vallejo - 12.7%
 Benicia - 2.3%
 San Rafael - 2%
 SF - 9.4%
 Oakland - 3.1%
 Other - 24.8%



Where American Canyon Workers Live

Napa - 26%
 \$582,000*
 AmCan - 26%
 \$520,000*
 Solano Co - 34%
 \$414,000* Vacaville
 \$416,000* Fairfield
 \$360,000* Vallejo
 \$608,000* Benicia



* Median Home Prices 2017

Community Demographics

Educational Attainment







Population 25 years and older

High School Graduate	19.2%
Some College	25.8%
Associate's Degree	9.6%
Bachelor's Degree	21.5%
Graduate Degree	7.7%
High School Graduate or Higher	83.9%

Median Home Sales Price

May 2018

American Canyon	\$ 556,000
Benicia	\$ 647,500
Fairfield	\$ 445,000
Napa	\$ 654,000
San Francisco	\$ 1,340,000
Vallejo	\$ 400,000

Population 20,990	
Median Household Income \$83,673	
Median Home Value \$556,000	
Median Age 35.9	
Housing Units 6,212	
Average Size of Household 3.52	

Public Works

At A Glance

Miles of Streets Maintained	112
Miles of Water Pipeline	82
Water Storage Tanks (potable)	3
Total Gallons Stored	4.7 million
Recycled Water Storage Tanks	2
Total Gallons Stored	2.5 million
Gallons of Drinking Water Annual	860,246,640
Hydrants in AmCan	830

Business and Other

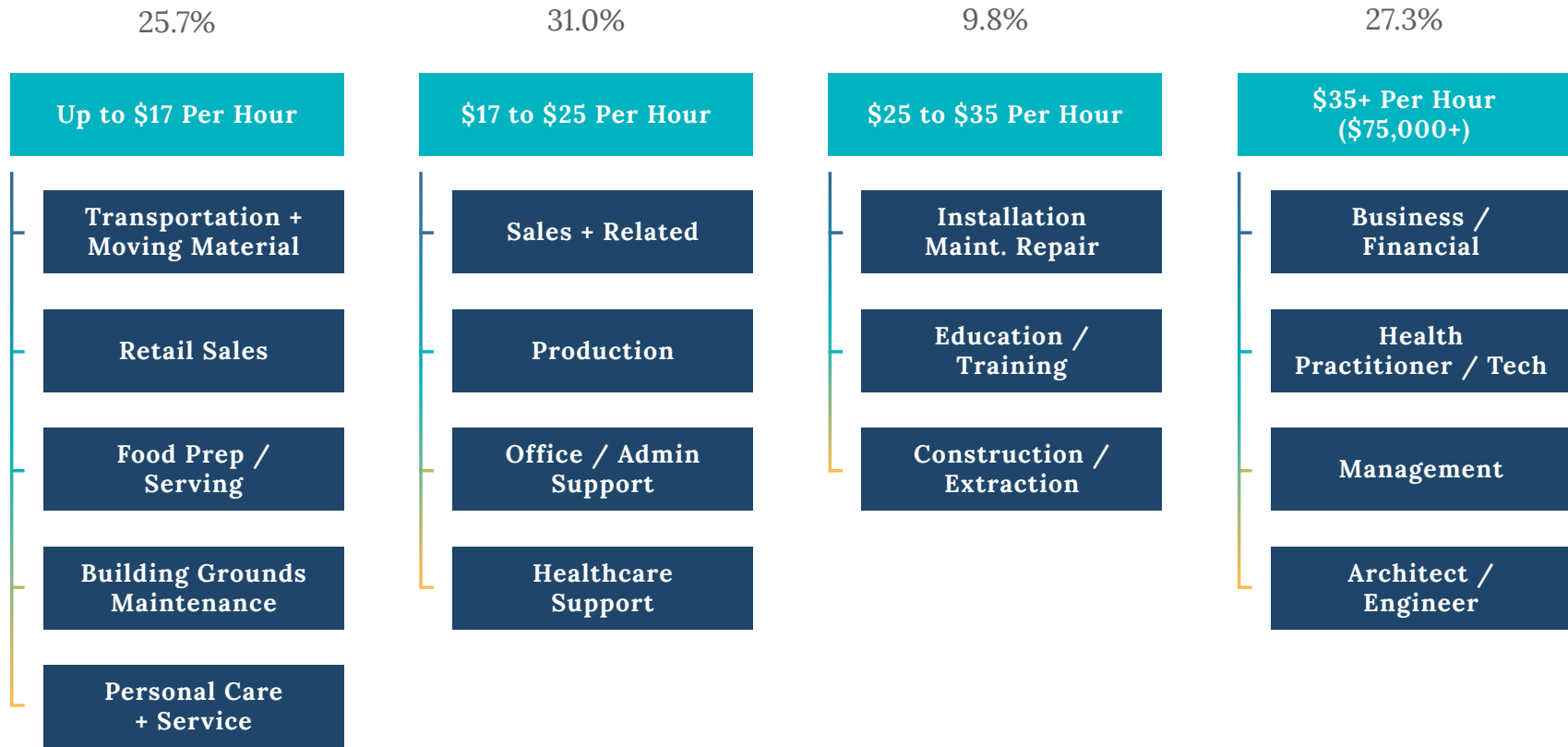
American Canyon Statistics

Business Licenses Issued 2018	1,208
Commerical and Industrial	364
Home-Based Businesses	234
Registered Voters	10,711
Development Entitlement	
Applications processed in 2017	53

Community Demographics

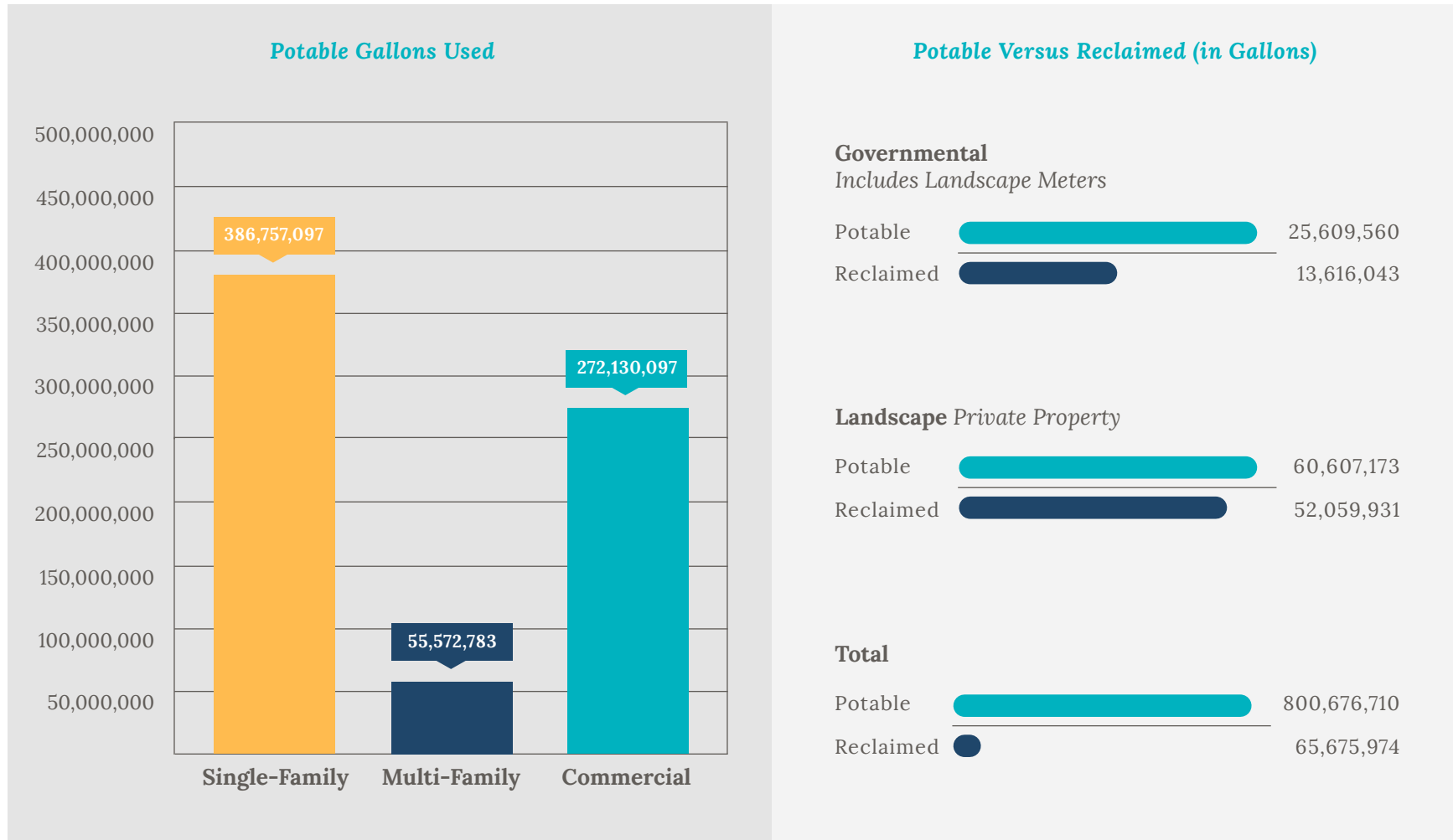
Wages and Occupations for American Canyon Residents

% of Employed Residents



Sustainability Statistics 2018

City-Wide Water Usage



Sustainability Statistics 2018

Water Usage at City Facilities

<i>City Facilities</i>	<i>CF</i>	<i>Gallons</i>
Parks & Recreation 100 Benton Way	1,306	976,888
Public Safety 911 Donaldson Way	1,239	926,772
Corporation Yard 205 Wetlands Edge Road	1,033	772,684
City Hall 4381 Broadway	184	137,632
Library 300 Crawford Way	165	123,420
Fire Training Center 225 James Road	93	69,564
Water Reclamation Facility 151 Mezzetta Court	55	41,140
Senior Center 2185 Elliott Drive	41	30,668
Water Treatment Plant 250 Kirkland Ranch Road	-	-
<i>Parks</i>	<i>CF</i>	<i>Gallons</i>
Kimberly Park on Elliott Drive	8,609	6,439,532
Community Park I on Rio Grande	4,176	3,123,648
Community Park II on Elliott Drive	2,600	1,944,800
300 Napa Junction - Little League	1,833	1,371,084
Park Behind Gym	1,679	1,255,892
Community Garden on Elliott Drive	913	682,924
300 Benton Way (2 Meters)	767	573,716
Elliott Park	671	501,908
Ventana Park	532	397,936
Strand Park	95	71,060
Danrose Park	49	36,652
Kimberly Park - Bathrooms & Fountain	24	17,952
Veterans Park at 2851 Broadway	17	12,716
Veterans Park at 2751 Broadway	9	6,732
570 Wetlands Edge Road Greenbelt Irrigation	7	5,236
19 Melvin Road	4	2,992
<i>Pump Stations</i>	<i>CF</i>	<i>Gallons</i>
Kimberly Pump Station	196	146,608
151 Mezzetta Court Wastewater Plant	52	38,896
Green Island Pump St Commerce & Green Island	33	24,684
Pump Station at Wetlands Edge Road	2	1,496

<i>Irrigation Meters for Medians + Other Areas</i>	<i>CF</i>	<i>Gallons</i>
401 Wetlands Edge Road Landscape Meter	1,128	843,744
205 Wetlands Edge Road	984	736,032
260 American Canyon Road	731	546,788
Irrigation Meter at Wetlands Edge Road	698	522,104
204 American Canyon Road	514	384,472
Median Strip on American Canyon Road	356	266,288
Corner of Broadway and Cartagena	243	181,764
Recreation Center on Elliott Drive	91	68,068
3331 Broadway at City Sign	23	17,204
503 Meadow Bay Irrigation Meter	22	16,456
Eucalyptus Drive / Wetlands Edge Road	19	14,212

<i>Reclaimed Water</i>	<i>CF</i>	<i>Gallons</i>
155 Gadwall Street Park Meter	1,716	1,283,568
2751 Broadway Street at Veterans Park	1,679	1,255,892
Kensington Way	1,612	1,205,776
Northampton Park	1,496	1,119,008
Irrigation Meter at Wetlands Edge Road	1,186	887,128
2851 Broadway Street at Veterans Park	848	634,304
Senior Center	689	515,372
Corporation Yard	167	124,916

<i>Lighting + Landscaping Assessment District</i>	<i>CF</i>	<i>Gallons</i>
Zone 1 Flosden / American Canyon Road	13,148	9,834,704
Zone 2 485 Silver Oak Trail	4,103	3,069,044
Granite Springs / Shenandoah Drive	3,136	2,345,728
Newell Drive	996	745,008
Newell Drive	996	745,008
Shenandoah Drive	854	638,792
Donaldson Way / Shenandoah Drive	463	346,324
Shenandoah Restroom	45	33,660
Donaldson Way Park	15	11,220
Zone 3 Main Street Park	2,418	1,808,664

Sustainability Statistics 2018

Water Statistics for 2017/18

Water Treatment Plant Potable

860,246,640 gallons

Water Reclamation Facility Wastewater

361,070,982 gallons

Reclaimed Water Produced

72,301,018 gallons

Miles of Potable Water Pipeline

82 miles

Water Pipeline Repaired

1,641 Feet

Number of Leaks Repaired

52

Electricity Usage

Usage at City Facilities

KWH

City Hall	
4381 Broadway Street - Upstairs	14,657
4381 Broadway Street - Downstairs	190,323
Public Safety Building	
911 Donaldson Way	194,188
Fire Annex	
225 James Road	31,333
Senior Center	
2185 Elliott Drive	55,345
2193 Elliot Drive	5,009
Corporation Yard	
205 Wetlands Edge Road	49,130
Water Treatment Plant	
250 Kirkland Ranch Road	501,316
Water Reclamation Facility	
151 Mezzetta Court	1,620,329
Pump Stations	
1000 Sarcedo Way	35,968
1000 Palestrina Court	8
Green Island	27,332
499 Tower Road	3,317
4545 Hess Road	1,094
Sunset Meadows	150,434
Kimberly	4,064
Water Tanks	
87 Taresa Avenue	2,039
1 Napa Junction Road	7,635

Garbage Statistics for 2017

Total Tonnage Collected

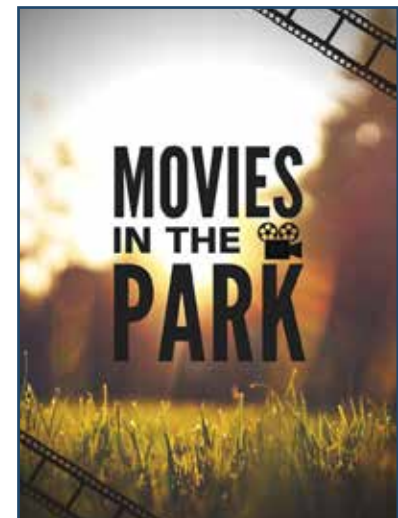
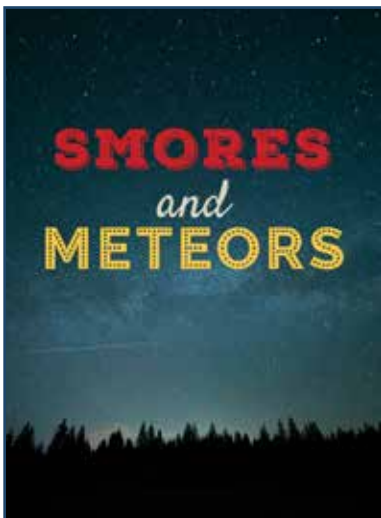
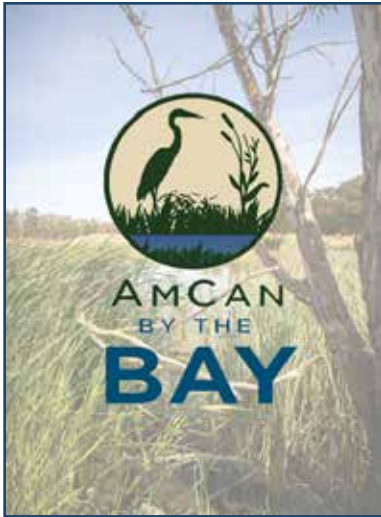
18,204.06 tons

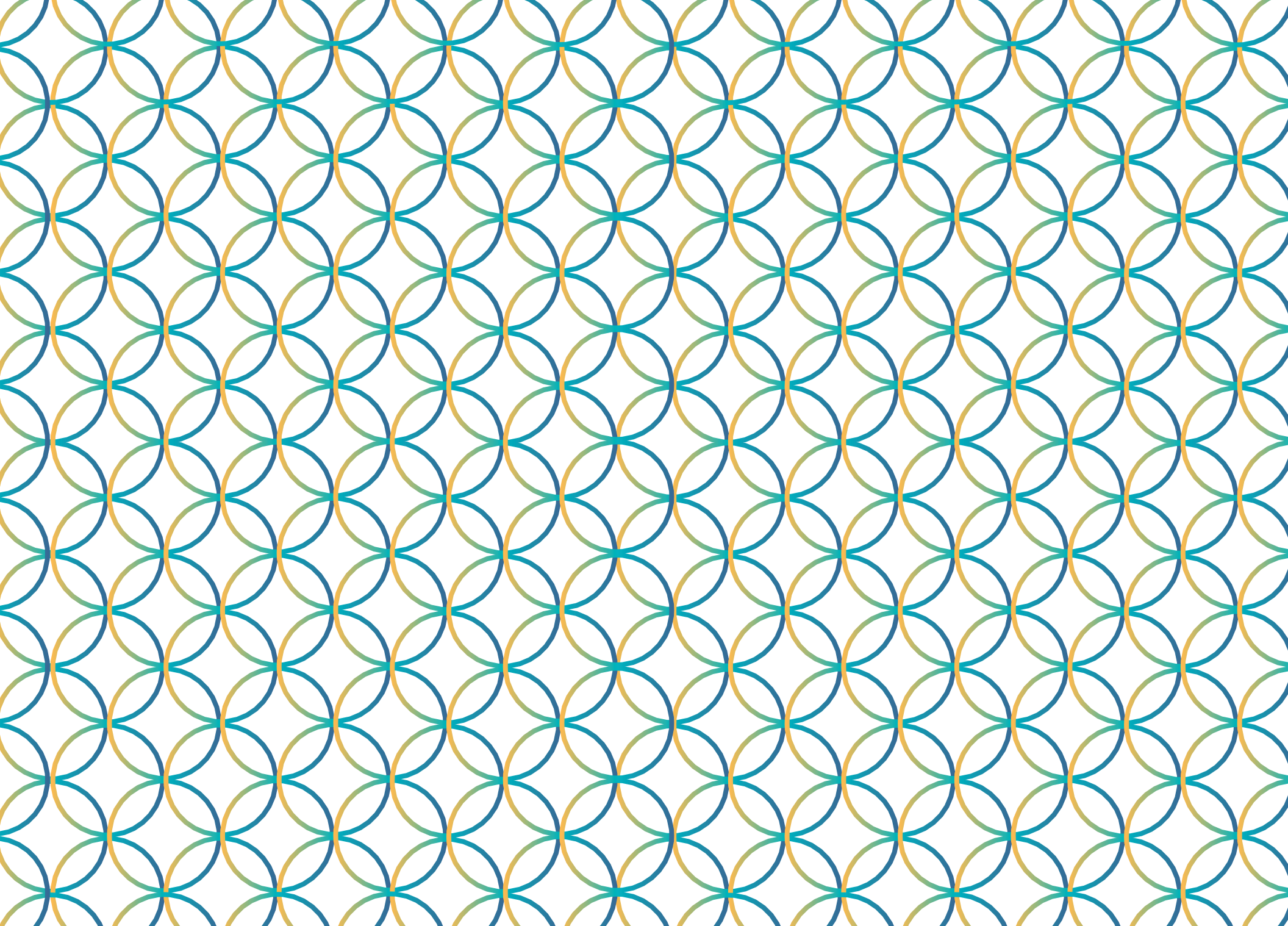
Percentage Diverted

47%

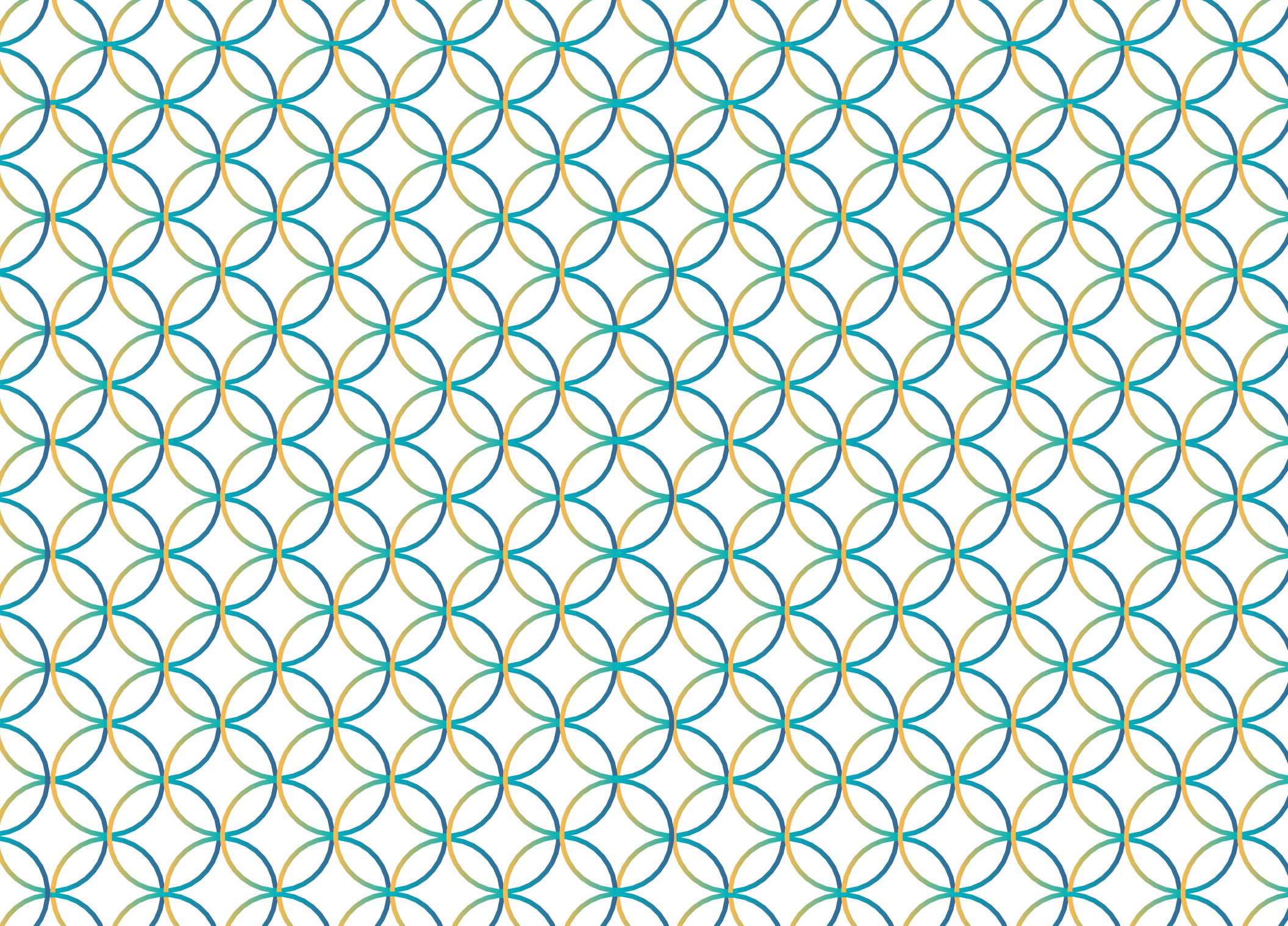


Community Events





Budget Summaries



Budget Summary

Introduction

The Budget Summary section provides a snapshot of the information contained in the full budget document.

- 9 year comparison of actual and projected General Fund revenue and expense from fiscal year 2016-17 through 2024-25
- 8 year comparison of actual and projected Fund Balance and Reserve Projections from fiscal year 2016-17 through 2024-25
- Listing all funds with beginning balances on 7/1/18, projected revenues and expenses and estimated ending balances as of 6/30/19
- Big picture views of revenue sources and estimated expenses by department
- City-wide staffing levels for the past two years and the current fiscal year
- Summarized information about cost allocation transfers in and out of other funds
- For additional information about reserves, see Appendix G

2018–19 Fiscal Year Budget

General Fund Revenue and Expense Projections

	Actual 2016-2017	Est. Actual 2017-2018	Adopted 2018-2019	Projected 2019-2020	Projected 2020-2021	Projected 2021-2022	Projected 2022-2023	Projected 2023-2024	Projected 2024-2025
Revenues									
Property Tax (accounts 31110, 20 and 50)	7,294,800	7,970,000	8,277,400	8,570,400	8,959,400	9,337,400	9,716,200	10,104,800	10,509,000
Property Tax (all other)	1,761,000	1,891,000	1,926,000	2,012,700	2,103,300	2,197,900	2,296,800	2,400,200	2,508,200
Sales Tax	2,301,400	2,779,700	2,552,700	2,603,800	2,655,900	2,709,000	2,763,200	2,818,500	2,874,900
Transient Occupancy Tax	1,545,900	1,700,000	1,734,000	1,786,000	1,830,700	1,885,600	1,932,700	1,990,700	2,050,400
Interfund Reimbursements for Support Svcs	1,164,700	1,283,400	1,402,700	1,546,800	1,673,900	1,749,200	1,827,900	1,910,200	1,996,200
Developer Reimbursements for Consultants	1,680,600	2,282,500	2,054,200	2,054,200	2,054,200	1,562,700	1,562,700	1,562,700	1,562,700
Building/Planning Permit Fees	444,800	615,100	506,000	516,100	526,400	536,900	547,600	558,600	569,800
Recreation/Parks Charges for Services	452,000	486,200	451,200	473,800	497,500	522,400	548,500	575,900	604,700
Gasoline Tax for Street Maintenance (1)	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
All other	2,754,400	3,700,300	3,563,100	3,670,000	3,780,100	3,893,500	4,010,300	4,130,600	4,254,500
Total Revenues	19,699,600	23,008,200	22,767,300	23,533,800	24,381,400	24,694,600	25,505,900	26,352,200	27,230,400
Expenses									
Salaries (2)	4,662,800	5,144,700	5,482,700	5,810,400	6,042,800	6,284,500	6,535,900	6,797,300	7,069,200
Benefits	1,909,100	2,111,900	2,392,200	2,711,800	2,870,100	3,115,700	3,430,000	3,741,400	4,108,200
Sheriff Contract	5,853,800	6,029,400	6,210,300	6,396,600	6,588,500	6,786,200	6,989,800	7,199,500	7,415,500
Developer Consultant Services	1,008,200	1,860,000	1,331,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000
Economic Development	103,700	112,400	102,300	50,000	50,000	50,000	50,000	50,000	50,000
Street Maintenance (3)	424,600	418,200	501,900	517,000	532,500	548,500	565,000	582,000	599,500
Post Employment Medical Benefits	367,300	428,300	312,200	321,600	331,200	341,100	351,300	361,800	372,700
Debt Service	897,200	896,300	826,300	760,500	760,400	473,500	475,300	476,500	476,900
Internal Service Funds	1,031,500	1,086,200	1,250,500	1,313,000	1,378,700	1,447,600	1,520,000	1,596,000	1,675,800
All Other Expenses	4,975,800	4,767,300	4,456,600	4,590,300	4,728,000	4,869,800	5,015,900	5,166,400	5,321,400
Total Expenses	21,234,000	22,854,700	22,866,000	23,771,200	24,582,200	25,216,900	26,233,200	27,270,900	28,389,200
Net Operating Results to Fund Balance	(1,534,400)	153,500	(98,700)	(237,400)	(200,800)	(522,300)	(727,300)	(918,700)	(1,158,800)

- (1) This amount of Gasoline Tax is transferred to the General Fund to pay salaries and maintenance costs for streets. This does not include total gasoline tax revenues; see Fund 212. Assumed no future increases to maximize amount available for paving/rehabilitation projects.
- (2) For 2018/2019, includes positions as presented in recommended budget. No additional positions are assumed. Reflects all changes as per current labor MOU.
- (3) Excludes salaries, benefits and internal service charges (included elsewhere in the table).

2018–19 Fiscal Year Budget

General Fund – Fund Balance and Reserve Projections

	Est. Actual 2017-2018	Projected 2018-2019	Projected 2019-2020	Projected 2020-2021	Projected 2021-2022	Projected 2022-2023	Projected 2023-2024	Projected 2024-2025
Reserves								
General Fund Reserve								
Target Reserve (4)	5,308,500	5,713,700	5,716,500	5,942,800	6,145,600	6,304,200	6,558,300	6,817,700
Amount Funded, beginning of year	4,311,000	4,450,900	4,605,200	4,769,700	4,944,000	5,125,300	5,313,800	5,509,900
Increase to Reserves (5)	139,900	154,300	164,500	174,300	181,300	188,500	196,100	203,900
Amount Funded, end of year	4,450,900	4,605,200	4,769,700	4,944,000	5,125,300	5,313,800	5,509,900	5,713,800
Capital Projects Reserve								
Target Reserve	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Amount Funded, beginning of year	1,650,000	1,750,000	1,850,000	1,950,000	2,000,000	2,000,000	2,000,000	2,000,000
Increase to Reserves (6)	100,000	100,000	100,000	50,000				
Amount Funded, end of year	1,750,000	1,850,000	1,950,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Economic Development Reserve								
Target Reserve	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Amount Funded, beginning of year	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Increase to Reserves								
Amount Funded, end of year	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Total Increase to Reserves	239,900	254,300	264,500	224,300	181,300	188,500	196,100	203,900
"All Other" Fund Balance (7)								
Beginning "All Other" Fund Balance	1,455,300	1,368,900	1,015,900	514,000	88,900	(614,700)	(1,530,500)	(2,645,300)
Net Operating Results to Fund Balance	153,500	(98,700)	(237,400)	(200,800)	(522,300)	(727,300)	(918,700)	(1,158,800)
Increase to Reserves	(239,900)	(254,300)	(264,500)	(224,300)	(181,300)	(188,500)	(196,100)	(203,900)
Ending "All Other" Fund Balance	1,368,900	1,015,900	514,000	88,900	(614,700)	(1,530,500)	(2,645,300)	(4,008,000)

(4) Target is 25% of General Fund expenditures for the prior year.

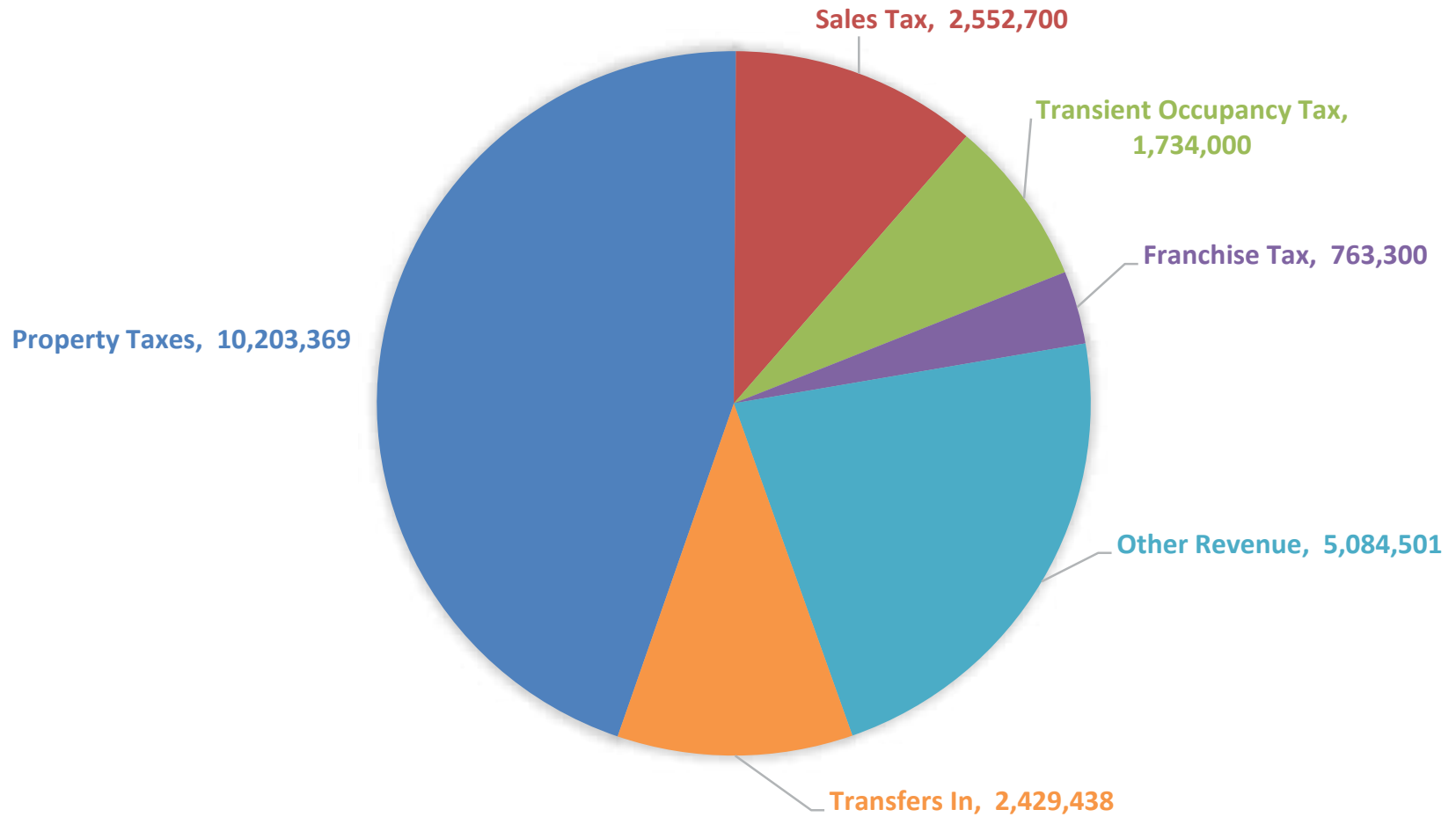
(5) Minimum increase is 3% of salary expense in the year just concluded. This model assumes that the reserve contribution is made from prior year operating results (the unreserved fund balance) and not appropriated in the current year. Including the reserve allocation in the current year operating budget would increase the reserve faster, but would result in fewer resources for programs and services.

(6) Minimum increase is \$100,000 per year.

(7) "All Other" Fund Balance includes nonspendable, restricted, committed, assigned, and unassigned balances remaining.

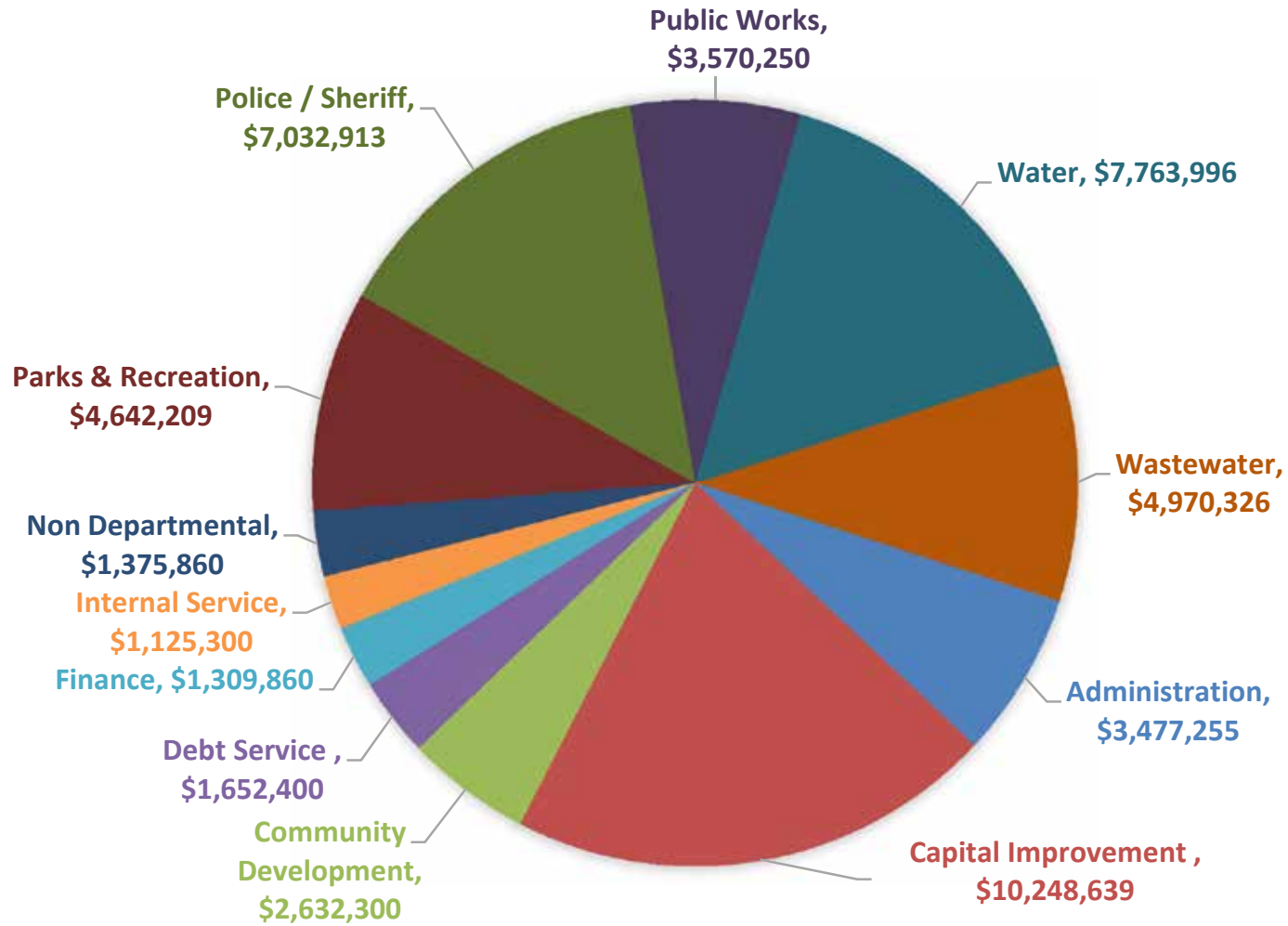
Summary – Revenues

Revenue Summary Chart



Summary – Expenses

Expense Summary Chart



Summary – Budget

Fund No.	Fund	Estimated Balance 7/1/18	Est. Revenues & Transfers In	Appropriations & Transfers Out	Estimated Balance 6/30/19
General Fund					
100	General Fund	\$ 8,517,633	22,767,308	22,865,915	\$ 8,419,025
Special Revenue Funds					
210	Storm Drain/Measure A	(397,820)	7,800,000	759,100	6,643,080
211	Measure T	-	1,750,000	1,750,000	-
212	Gas Tax/HUTA	220,024	464,062	554,424	129,662
213	Gas Tax/RMRA	-	345,325	345,325	-
215	CalHome	(30,013)	37,560	7,547	(0)
216	CDBG	18,465	22,638	22,638	18,465
217	HOME-8993	83,728	505,000	505,000	83,728
218	Citizens Options for Public Safety (COPS)	18,110	140,000	140,000	18,110
226	Transportation For Clean Air (TFCA)	(29,444)	310,538	281,094	0
230	State Grants	306,476	574,443	567,041	313,878
240	Federal Grants	(41,269)	2,825,412	2,784,143	(0)

Summary – Budget

Fund No.	Fund	Estimated Balance 7/1/18	Est. Revenues & Transfers In	Appropriations & Transfers Out	Estimated Balance 6/30/19
252	Newell Open Space	65,746	30,700	96,446	(0)
254	La Vigne Open Space Maintenance	175,241	1,600	3,200	173,641
261-263	Lighting & Landscaping Assmt District	1,447,715	583,097	820,901	1,209,911
Capital Project Funds					
270	Zero Water Footprint	653,027	600,000	1,209,100	43,927
310	Park Impact Fees	982,126	22,492	110,026	894,592
320	Traffic Impact Fees	2,773,118	1,753,260	2,193,486	2,332,892
330	Civic Impact Fees	781,690	373,928	-	1,155,618
340	Affordable Housing	(197,236)	779,792	100,000	482,556
Debt Service Funds					
410	2002 Lease Revenue / Gym	2,010	284,100	284,100	2,010
420	Cabernet Village / City Hall	4,601	474,700	474,800	4,501
430	Broadway Property / by City Hall	695	67,300	67,400	595

Summary – Budget

Fund No.	Fund	Estimated Balance 7/1/18	Est. Revenues & Transfers In	Appropriations & Transfers Out	Estimated Balance 6/30/19
Enterprise Funds					
510	Water Operations	5,228,980	6,349,300	6,153,596	5,424,684
520	Water Capacity Fees	4,533,840	111,223	1,610,400	3,034,663
540	Wastewater Operations	5,653,182	4,564,500	4,823,860	5,393,822
550	Wastewater Capacity Fees	342,326	243,840	146,466	439,700
Internal Service Funds					
651	Building Maintenance	4,249	468,300	467,400	5,149
652	Fleet	707,931	750,600	223,700	1,234,831
653	Information Systems	239,140	433,400	434,200	238,340
Totals		\$ 32,064,270	55,434,418	49,801,308	\$ 37,697,380

Summary – Revenues

	Total All Funds	General Fund	Enterprise Funds	Special Revenue Funds	Debt Service Funds	Internal Service Fund	Capital Projects Funds
Taxes							
Property	\$ 10,786,466	10,203,369		583,097			
Sales	12,102,700	2,552,700		9,550,000			
Transient Occupancy (TOT)	1,734,000	1,734,000					
Other Taxes	1,221,200	1,221,200					
Charges for Services	17,354,335	2,685,700	9,486,863	600,000		1,652,300	2,929,472
Intergovernmental	5,344,793	153,600	5,600	5,185,593			
Interest and Rents	768,901	473,901	283,500	11,500			
Other Revenue	2,136,585	608,500	1,492,900	35,185			
Fines and Forfeitures	98,000	98,000					
Permits	606,900	606,900					
Transfers In	3,280,538	2,429,438	-	25,000	826,100		
Total Revenues	\$ 55,434,418	22,767,308	11,268,863	15,990,375	826,100	1,652,300	\$ 2,929,472

Summary – Expenses

	Total All Funds	General Fund	Enterprise Funds	Special Revenue Funds	Debt Service Funds	Internal Service Funds	Capital Projects Funds
Administration							
City Council	\$ 176,000	176,000					
City Manager	525,750	525,750					
City Clerk	439,600	439,600					
City Attorney	554,500	554,500					
Economic Development	102,250	102,250					
Housing Services	553,785	18,600		535,185			
Neighborhood Program	326,450	326,450					
Human Resources	378,720	378,720					
Risk Management	420,200	420,200					
	3,477,255	2,942,070	-	535,185	-	-	-
Finance							
Finance	769,460	769,460					
Utility Billing	540,400	540,400					
	1,309,860	1,309,860	-	-	-	-	-
Police / Sheriff	7,032,913	6,892,913		140,000			
Public Works							
Public Works Admin	493,600	493,600					
Capital Projects	469,650	469,650					
Streets & Roads	1,208,900	908,900		300,000			
Storm Drainage	1,137,200	556,100		581,100			
City Engineer	260,900	260,900					
Water Enterprise	7,763,996	-	7,763,996				
Wastewater Enterprise	4,970,326	-	4,970,326				
	16,304,572	2,689,150	12,734,322	881,100	-	-	-

Summary – Expenses

	Total All Funds	General Fund	Enterprise Funds	Special Revenue Funds	Debt Service Funds	Internal Service Funds	Capital Projects Funds
Community Development							
Planning	431,500	431,500					
Housing Services	24,500	24,500					
Building & Safety	845,300	845,300					
Developer Projects	1,331,000	1,331,000					
	2,632,300	2,632,300	-	-	-	-	-
Parks & Recreation							
Parks Maintenance	2,200,592	1,495,045		705,547			
Parks & Rec Admin	679,910	679,910					
Recreation Programs	876,460	876,460					
Aquatics Programs	555,760	555,760					
Senior/Multi-Use Center	163,821	163,821					
Facility Rentals	165,666	165,666					
	4,642,209	3,936,662	-	705,547	-	-	-
Internal Service							
Building Maintenance	467,400					467,400	
Fleet Operations	223,700					223,700	
Information Services	434,200					434,200	
	-	-					
	1,125,300	-	-	-	-	1,125,300	-
Non Departmental	1,375,860	1,375,860					
Debt Service	1,652,400	826,100			826,300		
Capital Improvement	10,248,639	261,000		7,584,127			2,403,512
Total Budget	\$ 49,801,308	\$ 22,865,915	\$ 12,734,322	\$ 9,845,959	\$ 826,300	\$ 1,125,300	\$ 2,403,512

Summary — Staffing

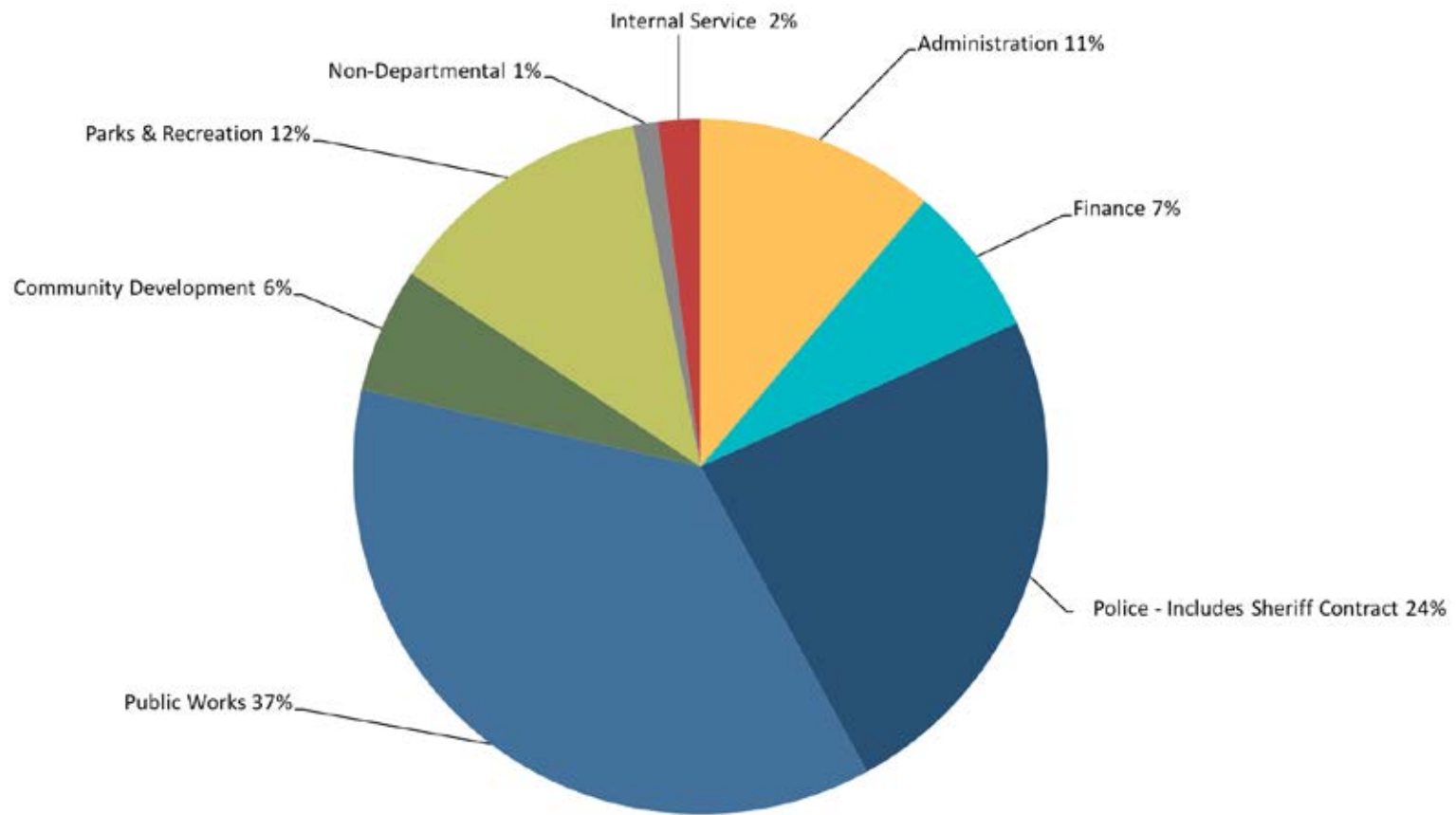
Summary – Staffing Full Time Equivalents (FTE)

Departments	Authorized Personnel FY 16-17	Authorized Personnel FY 17-18	Adopted Budget Authorized Personnel FY 18-19
Administration	12.70	11.50	12.50
Finance	8.20	7.90	7.90
Police - Includes Sheriff Contract	26.70	26.70	26.70
Public Works	37.40	40.40	40.90
Community Development	7.50	8.00	6.50
Parks & Recreation	14.50	15.00	14.00
Non-Departmental	1.30	1.30	1.30
Internal Service	2.20	2.20	2.20
Total Staffing	110.50	113.00	112.00

Summary — Staffing

Summary – Staffing Full Time Equivalents (FTE)

Summary Staffing Chart



Summary — Staffing

Summary – Staffing

	Authorized Personnel FY 16-17	Authorized Personnel FY 17-18	Adopted Budget Authorized Personnel FY 18-19
Administration			
City Council	5.00	5.00	5.00
City Manager	3.50	2.50	2.50
City Clerk	2.00	2.00	2.00
Neighborhood Programs	-	-	1.00
Human Resources	2.20	2.00	2.00
Administration Total	12.70	11.50	12.50
Finance			
Finance	4.80	4.50	4.10
Utility Billing	3.40	3.40	3.80
Finance Total	8.20	7.90	7.90
Police			
City Staff	2.70	2.70	2.70
Sheriff's Contract	24.00	24.00	24.00
Police / Sheriff Total	26.70	26.70	26.70
Public Works			
Public Works Administration	3.50	3.50	3.50
Capital Projects	4.00	4.00	4.00
Streets Maintenance	3.30	4.00	3.95
Storm Drainage	1.60	1.90	2.35
City Engineer	1.00	1.00	1.50
Water Treatment Plant*	4.30	4.30	5.00
Water Distribution*	4.95	6.25	5.25
Water-Non-Departmental*	2.00	1.00	1.00
Wastewater Treatment Plant*	6.00	6.00	7.00
Collections*	2.90	4.10	3.25
Solid Waste*	3.35	3.35	3.10
Wastewater Non-Departmental*	0.50	1.00	1.00
Public Works Total	37.40	40.40	40.90

* The Public Works Department oversees staff allocations in the Water and Wastewater Enterprise Funds.

Summary — Staffing

Summary – Staffing

	Authorized Personnel FY 16-17	Authorized Personnel FY 17-18	Adopted Budget Authorized Personnel FY 18-19
Community Development			
Planning	3.25	4.25	2.75
Housing Services	-	-	0.10
Building & Safety	4.25	3.75	3.65
Community Development Total	7.50	8.00	6.50
Parks & Recreation			
Parks Maintenance	6.50	5.40	5.40
Parks & Recreation Administration	3.70	3.30	3.30
Recreation Programs	2.80	3.10	3.10
Aquatics Programs	1.50	1.90	1.90
Neighborhood Programs	-	1.00	-
Facility Rentals	-	0.30	0.30
Park & Recreation Total	14.50	15.00	14.00
Non Departmental			
Non Departmental	1.30	1.30	1.30
Non Departmental Total	1.30	1.30	1.30
Internal Services			
Building Maintenance	1.00	1.00	1.05
Fleet Operations	1.10	1.10	1.05
Information Systems	0.10	0.10	0.10
Internal Services Total	2.20	2.20	2.20
Total Staffing	110.50	113.00	112.00

Summary — Interfund Transfers

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 and Landscaping Assessment District Administration, Storm Water, and other expenses paid from one fund and reimbursed from a Special Revenue Fund.
4. Various program expense reimbursements from grant funds, etc.

Summary of Interfund Transfers

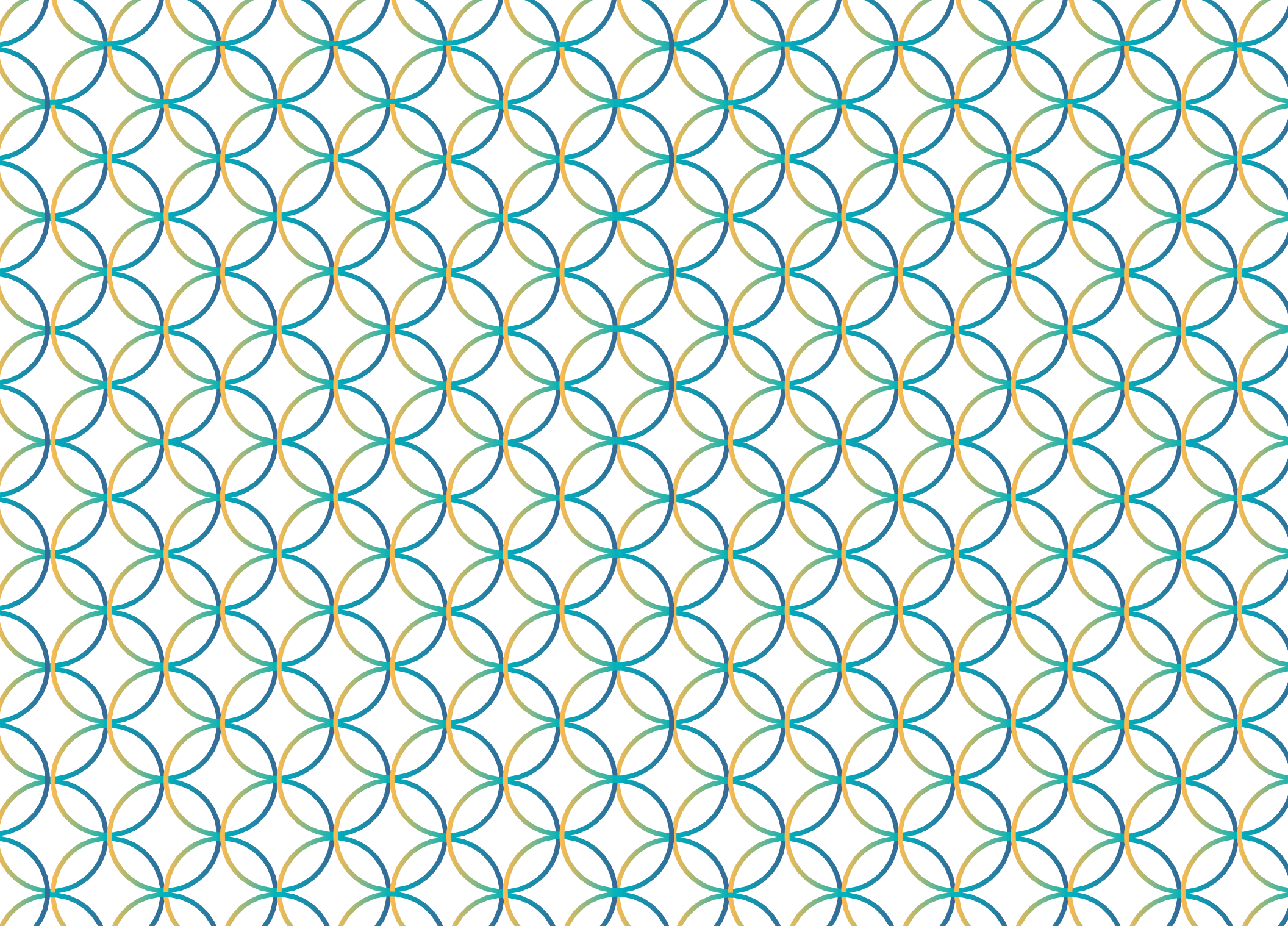
	General Fund	Debt Service	Special Revenue	Enterprise Funds	Capital Projects Funds	Total
Transfers In:						
Support Service Charges	(1,432,700)					\$ (1,432,700)
Meas A Fund Reimb	(556,100)		(25,000)			(581,100)
Capital Projects	(261,000)		6,375,027	(4,066,652)	3,636,301	(14,338,980)
COPS Subvention	(140,000)					(140,000)
Gas Tax Fund	(300,000)					(300,000)
CDBG	(638)					(638)
Debt Service Funds		(826,100)		(389,500)		(1,215,600)
	\$ (2,690,438)	(826,100)	6,400,027	(4,456,152)	3,636,301	\$ (18,009,018)
Transfers Out:						
Support Svcs & Reimb				1,432,700		\$ 1,432,700
Debt Service	826,100			389,500		1,215,600
Special Revenue Fund	856,738		25,000		7,584,127	8,465,865
Capital Projects Funds	261,000			4,066,652	2,427,201	6,754,853
COPS Subvention	140,000					140,000
	\$ 2,083,838	-	25,000	5,888,852	10,011,328	\$ 18,009,018

Summary — Interfund Transfers

Support Services Cost Allocations

The budget includes cost allocations between the General Fund and other funds for various support services detailed in the table below. Service costs allocated to the Internal Service Funds (Building Maintenance, Fleet Maintenance, and Information Technology) as well as Water and Wastewater Enterprise funds are budgeted in those funds as an interfund transfer expense and recorded as interfund transfer reimbursements in the General Fund.

Support Services	Transfers In	Transfers Out	
	Total Support Service	Water Enterprise	Wastewater Enterprise
Finance	\$ (222,900)	97,200	125,700
Human Resources	(109,800)	47,900	61,900
Public Works Administration	(363,000)	158,300	204,700
Risk Management	(100,800)	56,100	44,700
Utility Billing	(606,200)	303,100	303,100
TOTALS	\$ (1,402,700)	\$ 662,600	\$ 740,100





Fund Summaries

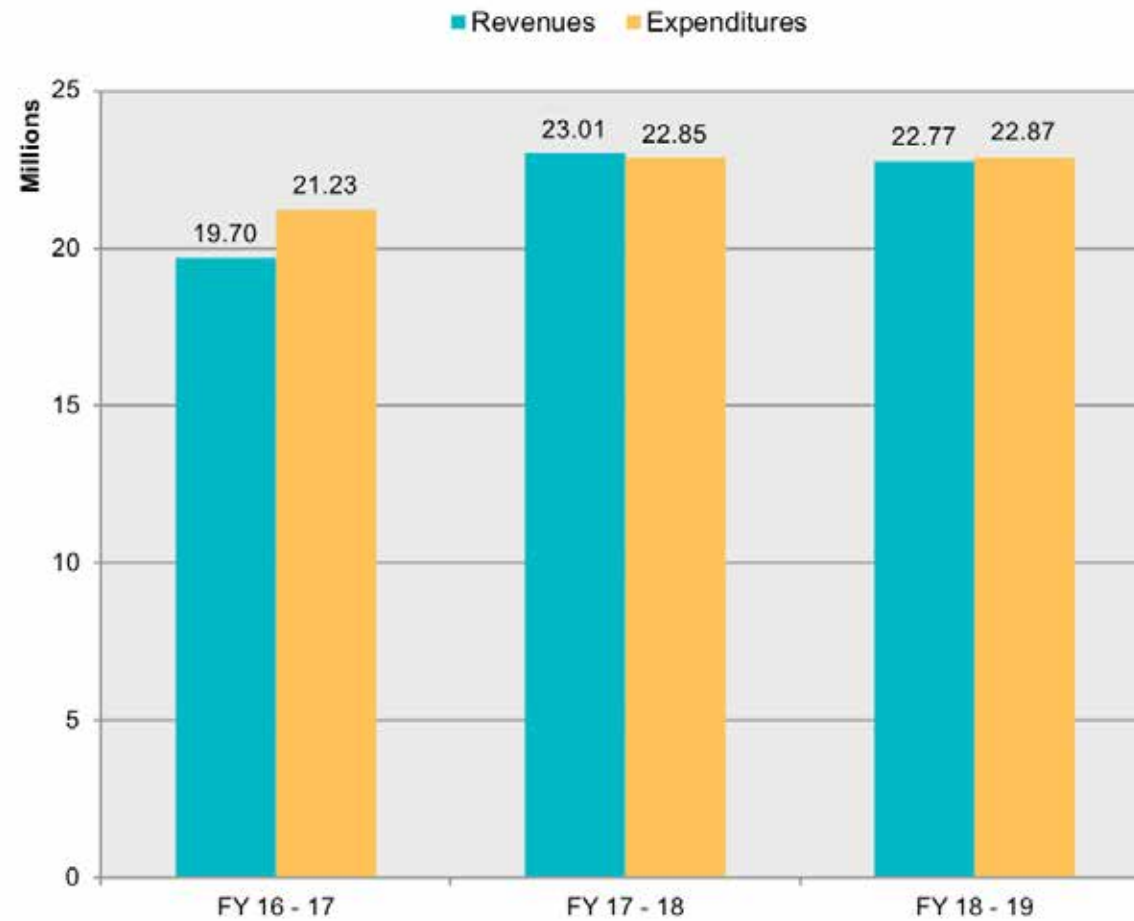
2018–19 Fiscal Year Budget

General Fund Summary

	Actuals FY 15-16	Actuals FY 16-17	Amended Budget FY 17-18	Adopted Budget FY 18-19
Revenues				
Property Tax	\$ 8,759,626	9,022,013	9,828,354	\$ 10,203,369
Sales Tax	2,589,453	2,301,445	2,779,743	2,552,700
TOT	1,508,905	1,545,889	1,700,000	1,734,000
All other	7,874,166	6,830,252	8,700,096	8,277,239
Revenues	20,732,150	19,699,599	23,008,193	22,767,308
Expenditures				
Salaries	4,384,695	4,662,812	5,144,721	5,482,707
Benefits	2,136,514	2,120,628	2,355,230	2,392,180
Sheriff Contract	5,683,614	5,853,815	6,029,430	6,210,313
All other	9,710,165	8,596,759	9,325,367	8,780,715
Expenditures	21,914,988	21,234,014	22,854,748	22,865,915
Net Change in Fund Balance	\$ (1,182,838)	(1,534,415)	153,445	\$ (98,607)
Beginning Fund Balance	\$ 11,081,440	9,898,602	8,364,187	\$ 8,517,632
Change	(1,182,838)	(1,534,415)	153,445	(98,607)
Ending Fund Balance	\$ 9,898,602	8,364,187	8,517,632	\$ 8,419,025

2018–19 Fiscal Year Budget

General Fund Summary



2018–19 Fiscal Year Budget

General Fund Revenues and Transfers

Description	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Property Taxes				
Current Secured	\$ 6,803,358	7,001,090	7,672,734	\$ 7,979,643
Current Unsecured	256,367	259,874	264,579	265,100
Supplemental	204,657	211,110	225,000	200,000
Prior Year	76,869	67,459	79,500	79,500
In Lieu of Vehicle License Fees	1,323,442	1,412,874	1,498,166	1,558,093
Homeowner's Exemption	31,486	33,830	32,658	32,658
Property Transfer Tax	94,933	69,606	88,375	88,375
Total Property Taxes	8,791,112	9,055,843	9,861,012	10,203,369
Sales and Use Tax				
Sales & Use Tax	2,120,551	2,301,445	2,779,743	2,552,700
Sales Tax - Triple Flip	468,901	-	-	-
Total Sales and Use Tax	2,589,453	2,301,445	2,779,743	2,552,700
Transient Occupancy Tax	1,508,905	1,545,889	1,700,000	1,734,000
Charges for Services	2,611,683	2,251,646	3,407,296	2,685,700
Franchise Taxes				
Natural Gas	41,219	43,598	47,115	45,000
Electricity	171,297	172,252	189,000	190,000
Cable TV	325,681	311,379	341,000	320,800
Solid Waste	184,174	201,432	200,100	207,500
Total Franchise Taxes	722,371	728,661	777,215	763,300
Interest and Rents	643,369	261,072	610,926	473,901
Intergovernmental Revenue	119,534	270,066	38,740	153,600
Card Room Admission Tax	167,806	165,560	164,062	168,900
Miscellaneous	439,828	495,490	517,684	388,500
Proceeds of Sale	-	-	-	220,000
Tourist Business Imp District Tax	250,036	258,613	283,334	289,000
Licenses and Permits	300,138	299,212	512,578	443,800
Business License Tax	154,807	160,845	163,000	163,100
Fines and Forfeitures	95,149	98,013	95,600	98,000
Transfers In - Reimbursements	1,205,314	642,536	813,603	1,026,738
Transfers In - Support Services	1,132,646	1,164,706	1,283,400	1,402,700
Total General Fund Revenues	\$ 20,732,150	19,699,599	23,008,193	\$ 22,767,308

2018–19 Fiscal Year Budget

Analysis of Major General Fund Revenues

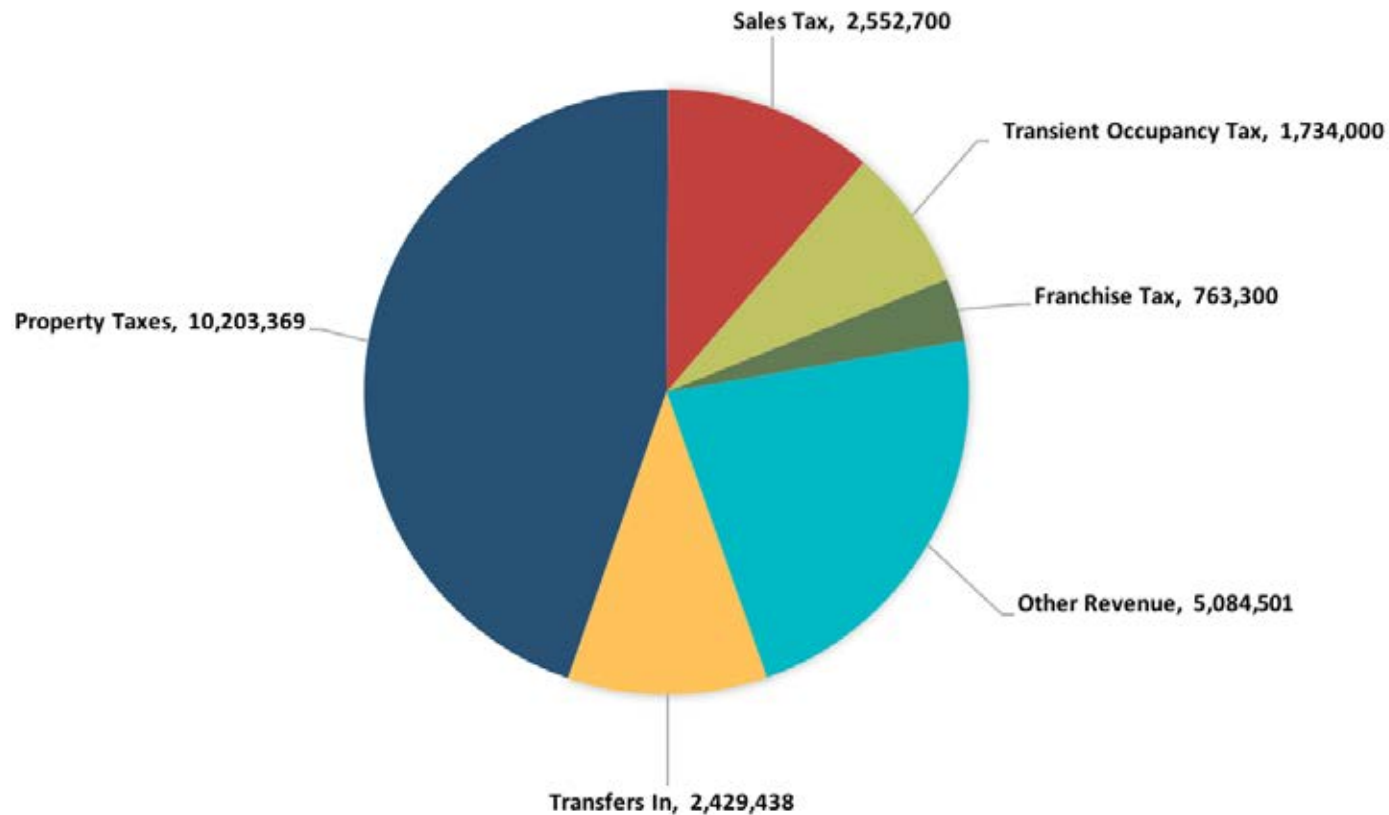
Forecasting revenue sources is critical to the budget process and is necessary to ensure comprehensive service delivery decisions. City residents depend on the core services the General Fund provides. A variety of different taxes are used to fund these services, therefore it is crucial to forecast them 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 Finance Director reviews the forecast with the City Manager and collectively they finalize the revenue projection that is used for the budget.

2018–19 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.



2018–19 Fiscal Year Budget

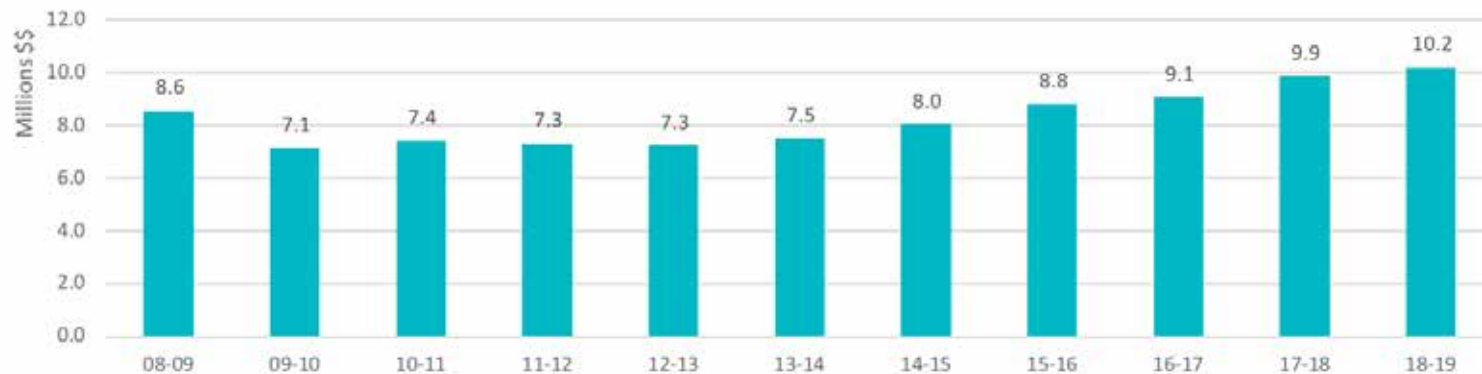
Property Taxes

Property Taxes at 10.2 million or 45% of total General Fund budgeted revenues for fiscal year 2018-19 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.

This graph shows property tax revenues realized by the City since fiscal year 2008-09 as well as the fiscal year 2018-19 budgeted property tax revenue.

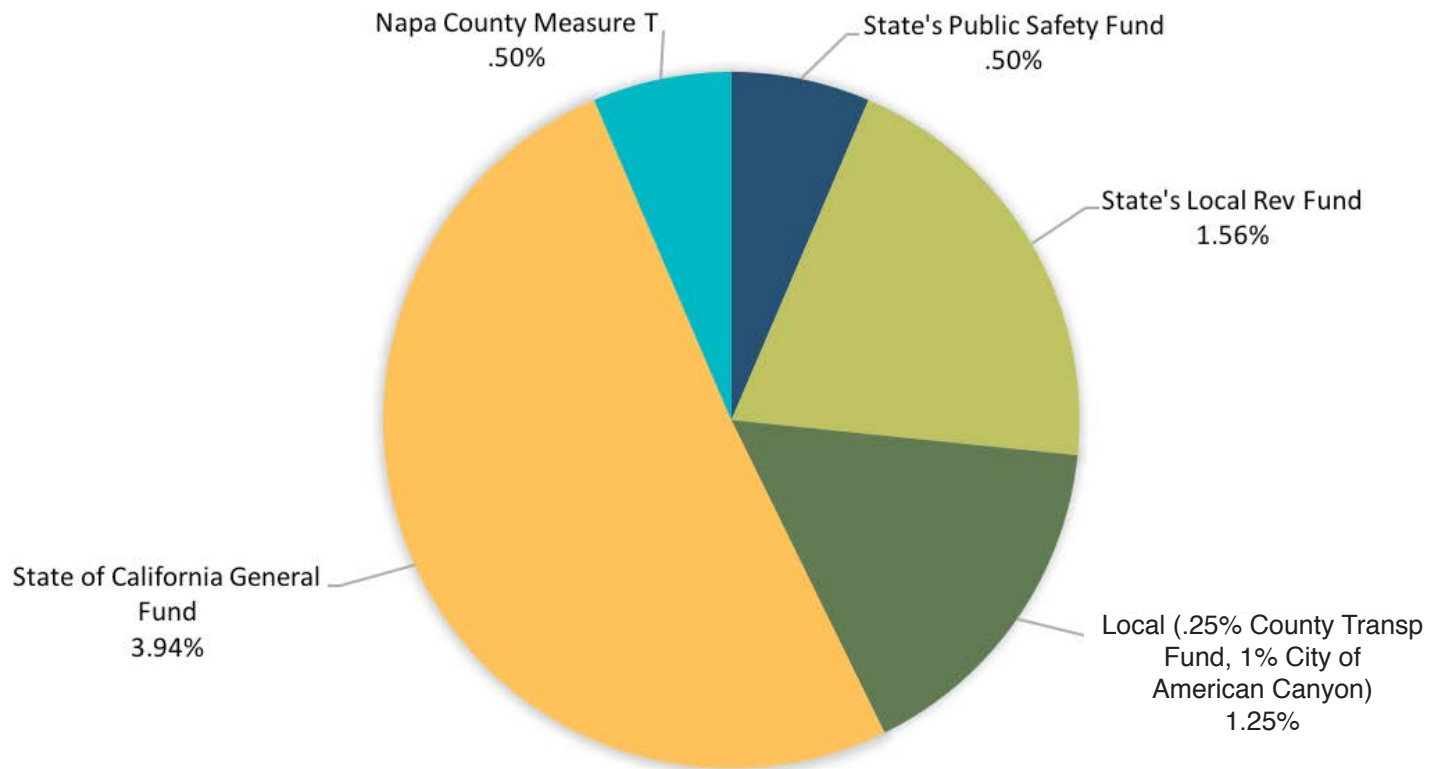


From the beginning of fiscal year 2008-09, the City's revenue was at \$8.6 million. However, there was a \$1.4 million decrease in these revenues, a 17% decrease. Over the next four years, revenues remained stable. In fiscal year 2014-15, property tax revenue increased by 7.4%, followed by a 9.3% increase in fiscal year 2015-16 primarily as a result of Proposition 8 restoration of values. The estimated increase in FY 2017-18 was 8.9%. In fiscal year 2018-19, revenues are budgeted at a 3.5% increase from the prior year.

2018–19 Fiscal Year Budget

Sales Tax

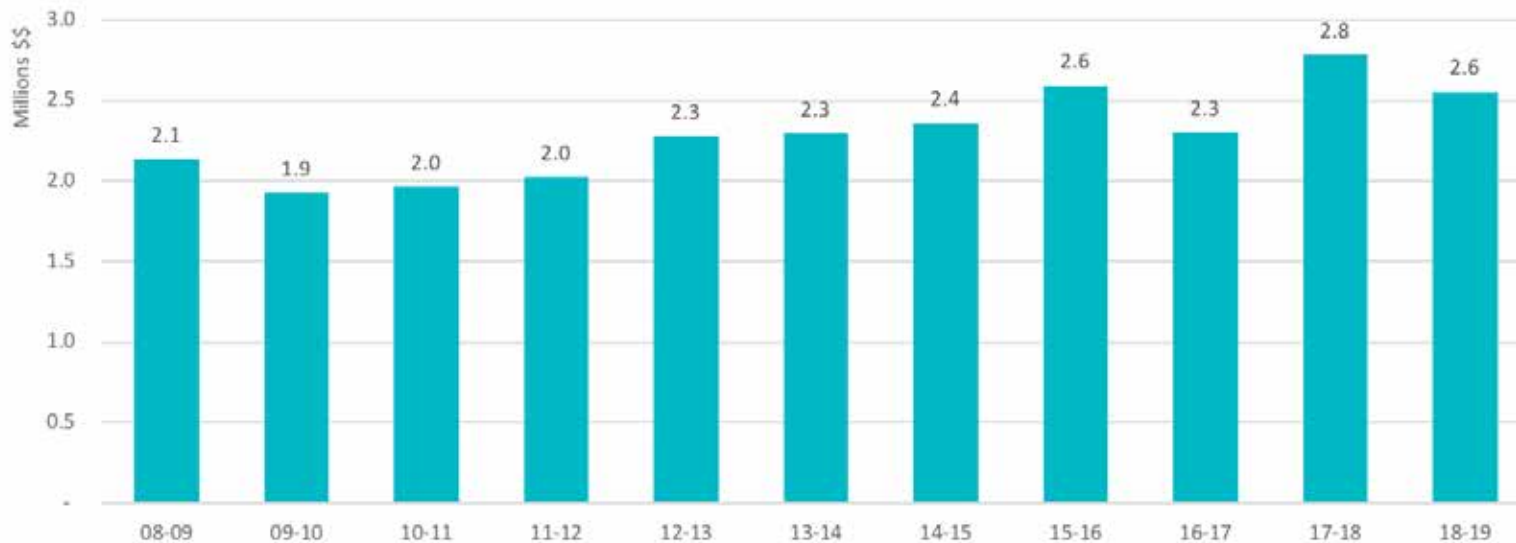
Sales Tax at \$2.6 million or 11% of total General Fund budgeted revenues for fiscal year 2018-19 is the second largest source of unrestricted revenue. The allocation of the State's 7.75% sales tax is indicated in the following pie chart. The City of American Canyon receives 1% of the total sales tax allocation. In addition, the half percent new Measure T sales tax that is assessed throughout Napa County benefits the City by funding road repair projects. Measure T taxes are accounted for in a special revenue fund.



2018–19 Fiscal Year Budget

Sales Tax

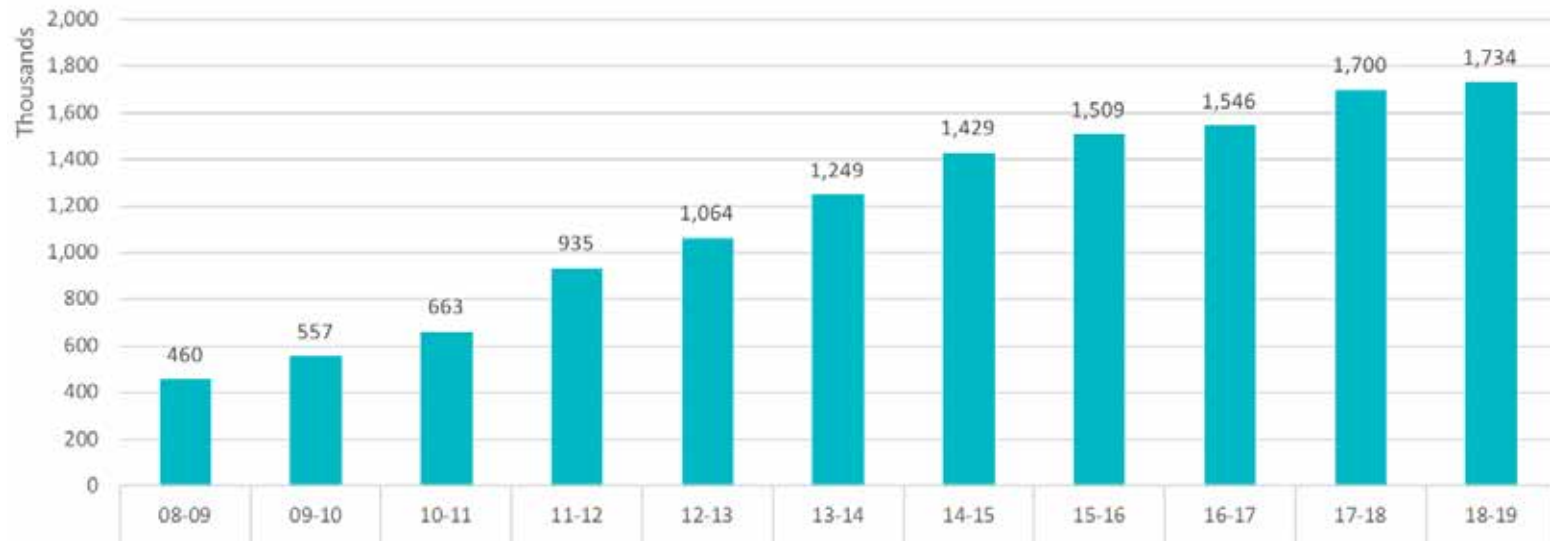
The sales tax rate in the City of American Canyon is 7.75%. A \$1,000 taxable sale would result in a tax of \$77.50 and the City would receive \$10.00 as its share of the tax. Sales tax revenue in 2008-09 was \$2.14 million and were down about 10% in 2009-10. They rebounded in 2010-11 with a 2% increase and continued their recovery in 2011-12 with a 3% increase. Sales tax significantly increased by 12.6% in 2012-13 and continued to be steady through 2013-14 and 2014-15 with a 9.8% increase in 2015-16 as the State's final Triple Flip disbursements were issued. The estimated actual for 2017-18 is \$2.8 million, an increase of 20.8% from 2016-17. The sales tax budget projection for fiscal year 2018-19 is \$2.55 million, which is a -8.2% decrease from last fiscal year's estimated actual. Consumer preferences coupled with online shopping alternatives caused the decrease and payment irregularities and lower point of sale revenues yielded a decline in the City's share of the state and county pool allocations.



2018–19 Fiscal Year Budget

Transient Occupancy Tax

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 ten years. In 2018-19, revenues are projected to increase by 2% from fiscal year 2017-18 estimated actuals of \$1.7 million. In addition to the 2% TOT rate increase that took effect 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.

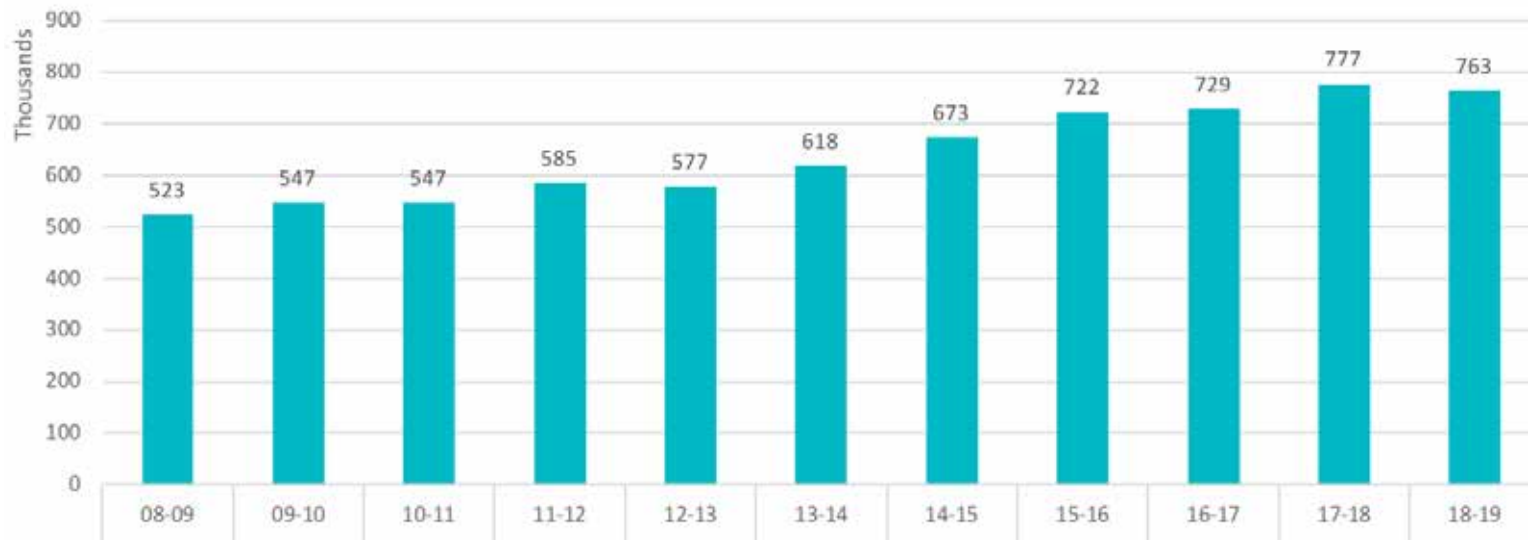


2018–19 Fiscal Year Budget

Franchise Taxes

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 to the City are considered a “rent” or “toll” for the use of the streets and City rights of way.

Franchise Tax revenue is estimated to decrease by -1.8% from an estimated actual of \$777 thousand in 2017-18 to \$763 thousand in FY 2018-19.



2018–19 Fiscal Year Budget

General Fund Expenditures and Transfers

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
General Government				
City Council	\$ 156,357	145,837	163,300	\$ 176,000
City Manager	572,395	606,681	790,181	525,750
City Clerk	292,800	361,390	356,620	439,600
City Attorney	95,326	139,532	195,000	554,500
Economic Development	101,169	103,699	112,350	102,250
Housing Services	-	-	24,000	18,600
Development Project	410,264	498,826	-	-
Neighborhood Program	-	-	-	326,450
Human Resources	419,276	444,173	417,436	378,720
Risk Management	295,393	278,409	332,488	420,200
Finance	797,640	788,808	804,313	769,460
Utility Billing	414,369	439,987	413,692	540,400
Non Departmental	3,551,486	1,408,726	1,722,568	1,375,860
Debt Service	896,800	897,247	896,300	826,100
Capital Projects	418,356	701,936	396,000	261,000
Police Services	6,449,764	6,484,012	6,635,854	6,892,913
Public Works				
Public Works Admin	362,450	455,798	525,174	493,600
Capital Projects Admin	594,138	571,818	809,240	469,650
Streets and Roads	668,056	792,721	819,504	908,900
Storm Drain	294,054	284,472	385,463	556,100
City Engineer	179,468	153,237	242,168	260,900
Developer Projects	126,931	211,912	-	-

2018–19 Fiscal Year Budget *continued*

General Fund Expenditures and Transfers

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Community Development				
Planning	544,005	756,677	576,740	431,500
Building & Safety	492,253	547,834	779,226	845,300
Housing Services	32,243	13,293	-	24,500
Developer Projects	1,076,016	796,281	1,860,000	1,331,000
Parks and Recreation				
Park Maintenance	900,673	1,164,207	1,263,264	1,495,045
Administration	665,069	670,334	675,831	679,910
Recreation Programs	569,876	698,957	696,344	876,460
Aquatics	411,624	610,181	479,695	555,760
Neighborhood Program	-	-	217,126	-
Senior Multi Purpose Center	116,589	118,442	145,860	163,821
Facility Rentals	-	52,312	119,013	165,666
Total General Fund Expenditures	\$ 21,904,841	21,197,739	22,854,750	\$ 22,865,915

2018–19 Fiscal Year Budget

Storm Drain / Measure A Fund #210

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues				
Sales & Use Tax	\$ 4,359,228	937,012	788,651	\$ 7,800,000
Transfers GF Support Services				
Total Revenues	\$ 4,359,228	937,012	788,651	\$ 7,800,000
Expenditures				
Capital Outlay	\$ -	-	-	\$ -
Interfund Transfers:				
Interfund Transfers	751,523	205,624	365,600	581,100
Debt Service	300,000	300,000	300,000	-
Capital Projects	3,125,079	320,331	123,052	178,000
Total Expenditures/Transfers	\$ 4,176,602	825,955	788,652	\$ 759,100
Change in Fund Balance	\$ 182,626	111,057	(1)	\$ 7,040,900
Estimated Beginning Fund Balance	(691,502)	(508,876)	(397,819)	(397,820)
Estimated Ending Fund Balance	\$ (508,876)	(397,819)	(397,820)	\$ 6,643,080

Transfers - Capital Projects Fund

PR19-0300 Newell Creek Upper Watershed Sediment Reduction	\$ 50,000
SD17-0300 Trash Capture	78,000
TR16-2600 Donaldson Way Sidewalk Gap Closure	50,000
Transfers - Capital Projects Fund Total	\$ 178,000

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.

2018–19 Fiscal Year Budget

Measure T Fund #211

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues				
Measure T	\$ -	-	-	\$ 1,750,000
Interest	-	-	-	-
Transfers In	-	-	-	-
Total Revenues	\$ -	-	-	\$ 1,750,000
Expenditures				
Interfund Transfers:				
Interfund Transfers	\$ -	-	-	\$ 1,750,000
Total Expenditures/Transfers	\$ -	-	-	\$ 1,750,000
Change in Fund Balance				
Estimated Beginning Fund Balance	\$ -	-	-	\$ -
Estimated Ending Fund Balance	\$ -	-	-	\$ -

Transfers - Capital Projects Fund

TR19-0100 2019 Annual Pavement Management Project	\$ 1,700,000
TR19-0300 2019 ADA Improvements	50,000

Transfers - Capital Projects Fund Total **\$ 1,750,000**

Measure T Fund is the voter approved 1/2 cent sales tax which accounts for the maintenance, reconstruction, and/or rehabilitation of streets, roads and transportation infrastructure within the public right-of-way including but not limited to: sidewalks, burb and gutters, curb ramps, lighting, traffic, signage, striping, and local roadway drainage.

2018–19 Fiscal Year Budget

Gas Tax Fund #212

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues				
Gas Tax	\$ 427,519	377,474	575,096	\$ 459,862
Interest	910	2,634	1,000	4,200
Transfers In	-	-	-	-
Total Revenues	\$ 428,429	380,109	576,096	\$ 464,062
Expenditures				
Services - Prof & Tech Svcs	\$ -	-	-	\$ -
Interfund Transfers:				
Inter-fund Transfers Out	300,000	300,000	300,000	300,000
Trans Out to Cap Proj Funds	159,800	296,106	-	254,424
Transfer to Other Funds				
Total Expenditures	\$ 459,800	596,106	300,000	\$ 554,424
Change in Fund Balance	\$ (31,371)	(215,998)	276,096	\$ (90,362)
Estimated Beginning Fund Balance	191,296	159,925	(56,072)	220,024
Estimated Ending Fund Balance	\$ 159,925	(56,072)	220,024	\$ 129,662
Transfers - Capital Projects Fund				
TR16-2600 Donaldway Sidewalk Gap Closure				\$ 171,249
TR18-0100 2018 Annual Pavement Mgmt Plan				83,175
Transfers - Capital Projects Fund Total				\$ 254,424

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

2018–19 Fiscal Year Budget

Gas Tax RMRA #213

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues				
Intergovernmental - General	\$ -	-	-	\$ 345,325
Total Revenues	\$ -	-	-	\$ 345,325
Expenditures				
Interfund Transfers:				
Capital Projects	\$ -	-	-	\$ 345,325
Total Expenditures/Transfers	\$ -	-	-	\$ 345,325
Change in Fund Balance				
Estimated Beginning Fund Balance	\$ -	-	-	\$ -
Estimated Ending Fund Balance	\$ -	-	-	\$ -
<u>Transfers - Capital Projects Fund</u>				
TR18-0100 2018 Annual Pavement Management Project				\$ 345,325
Transfers - Capital Projects Fund Total				\$ 345,325

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

2018–19 Fiscal Year Budget

CalHome Fund #215

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues				
Grants - Federal	\$ 103,937	150,000	60,292	\$ 37,560
Total Revenues	\$ 103,937	150,000	60,292	\$ 37,560
Expenditures				
Services - Prof & Tech Svcs	\$ 105,407	110,386	58,660	\$ 7,547
Other Services	2,000	9,000	57,533	-
Inter-fund Transfers Out	377	625	254	-
Total Expenditures	\$ 107,784	120,011	116,447	\$ 7,547
Change in Fund Balance	\$ (3,847)	29,989	(56,155)	\$ 30,013
Estimated Beginning Fund Balance	-	(3,847)	26,142	(30,013)
Estimated Ending Fund Balance	\$ (3,847)	26,142	(30,013)	\$ (0)

The CalHome Grant fund accounts for housing rehabilitation loans (or purchase) of mobile homes to qualified applicants of low and very low income households to become or remain homeowners. This Grant Fund started in FY 2015-16.

2018–19 Fiscal Year Budget

Community Development Block Grant Loan Repayment 8953 Fund #216

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues				
Grants - Federal	\$ 124,024	46,678	-	\$ -
Interest	(92)	-	-	-
Program Income	3,758	4,031	22,638	22,638
Total Revenues	\$ 127,689	50,709	22,638	\$ 22,638
Expenditures / Transfers				
Services - Prof & Tech Svcs	\$ 26,125	28,440	-	\$ -
Other Services	9,618	3,007	5,000	\$ 22,000
Inter-fund Transfers Out	1,498	797	2,022	638
Total Expenditures	\$ 37,241	32,244	7,022	\$ 22,638
Change in Fund Balance				
	\$ 90,448	18,465	15,616	\$ -
Estimated Beginning Fund Balance	(106,064)	(15,616)	2,849	18,465
Estimated Ending Fund Balance	\$ (15,616)	2,849	18,465	\$ 18,465

The Community Development Block Grant (CDBG) accounts for deferred loans and grants for housing rehabilitation. Qualified applicants with mobile and conventional homes receive assistance with emergency earthquake repairs to include mobile home tie downs. This grant is nearly all expended.

2018–19 Fiscal Year Budget

HOME-8993 Fund #217

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues				
Grants - Federal	\$ 315,053	240,880	-	\$ 500,000
Interest	(351)	-	-	-
Program Income	-	-	89,231	5,000
Total Revenues	\$ 314,702	240,880	89,231	\$ 505,000
Expenditures				
Services - Prof & Tech Svcs	\$ 346,539	142,295	-	\$ 500,000
Other Services	9,121	14,311	5,000	5,000
Inter-fund Transfers Out	1,228	546	-	-
Total Expenditures	\$ 356,888	157,152	5,000	\$ 505,000
Change in Fund Balance				
	\$ (42,186)	83,728	84,231	\$ -
Estimated Beginning Fund Balance	(42,045)	(84,231)	(503)	83,728
Estimated Ending Fund Balance	\$ (84,231)	(503)	83,728	\$ 83,728

The HOME-8993 fund accounts for a deferred loan program to qualified applicants of mobile and conventional owner occupied homes for repairs and rehabilitation. This grant is nearly all expended.

2018–19 Fiscal Year Budget

Citizens Option for Public Safety (COPS) Fund #218

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues				
Intergovernmental Revenue	\$ 114,618	129,324	120,000	\$ 140,000
Interest	57	530	-	-
Total Revenues	\$ 114,675	129,854	120,000	\$ 140,000
Expenditures / Transfers				
Transfers to General Fund - Police	\$ 114,675	129,854	120,000	\$ 140,000
Total Expenditures / Transfers	\$ 114,675	129,854	120,000	\$ 140,000
Change in Fund Balance				
Estimated Beginning Fund Balance	\$ -	-	-	\$ -
Estimated Ending Fund Balance	18,110	18,110	18,110	18,110

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.

2018–19 Fiscal Year Budget

Transportation for Clean Air Fund #226

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues				
State Grants	\$ 95,000	-	325,666	\$ 310,538
Total Revenues	\$ 95,000	-	325,666	\$ 310,538
Interfund Transfers				
Services - Prof & Tech Svcs	\$ (25,000)	-	-	\$ -
Trans Out to Cap Proj Funds	28,388	29,444	325,666	281,094
Total Transfers	\$ 3,388	29,444	325,666	\$ 281,094
Change in Fund Balance	\$ 91,612	(29,444)	-	\$ 29,444
Estimated Beginning Fund Balance	(91,611)	1	(29,444)	(29,444)
Estimated Ending Fund Balance	\$ 1	(29,444)	(29,444)	\$ 0
Transfers - Capital Projects Fund				
TR15-0300 SR29 Signal Interconnect				\$ 225,666
TR16-2600 Donaldson Way Sidewalk Gap Closure				55,428
Transfers - Capital Projects Fund Total				\$ 281,094

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.

2018–19 Fiscal Year Budget

Local/State Grants Fund #230

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues				
ABAG Grant	\$ -	-	-	\$ 7,402
HCF Grant	-	-	-	86,350
Other Grants	165,000	209,946	613,773	480,691
Total Revenues	\$ 165,000	209,946	613,773	\$ 574,443
Interfund Transfers				
Capital Outlay	\$ -	-	-	\$ -
Inter-fund Transfers Out	-	-	-	-
Trans Out to Cap Proj Funds	32,846	286,820	216,101	567,041
Total Transfers	\$ 32,846	286,820	216,101	\$ 567,041
Change in Fund Balance				
Estimated Beginning Fund Balance	\$ 132,154	(76,874)	397,672	\$ 7,402
Estimated Ending Fund Balance	(146,476)	(14,322)	(91,196)	306,476
Estimated Ending Fund Balance	\$ (14,322)	(91,196)	306,476	\$ 313,878
Transfers - Capital Projects Funds				
PR13-0200 Newell Open Space Nature Trail				\$ 86,350
TR14-0100 Devlin Road Extension Segment H				121,940
TR16-2600 Donaldson Way Sidewalk Gap Closure				358,751
Transfers - Capital Projects Total				\$ 567,041

This fund accounts for the management of state grants to fund the development and support of parks, trails, and public transportation needs.

2018–19 Fiscal Year Budget

Federal Grants Fund #240

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues				
Other Federal Grants	\$ -	194,872	3,013,145	\$ 2,825,412
Total Revenues	\$ -	194,872	3,013,145	\$ 2,825,412
Interfund Transfers				
Services - Prof & Tech Svcs	\$ -	12,124	300,000	\$ -
Trans Out to Cap Proj Funds	(1,868)	224,017	2,519,981	2,784,143
Total Transfers	\$ (1,868)	236,140	2,819,981	\$ 2,784,143
Change in Fund Balance				
Estimated Beginning Fund Balance	\$ 1,868	(41,269)	193,164	\$ 41,269
Estimated Ending Fund Balance	(195,032)	(193,164)	(234,433)	(41,269)
Transfers - Capital Projects Fund				
PR19-0100 Clark Ranch Phase 1				\$ 250,000
TR16-0700 Green Island Rd Reconstruction & Widening				2,242,329
WA19-0500 Automated Meter Infrastructure				291,814
Transfers - Capital Projects Fund Total				\$ 2,784,143

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

2018–19 Fiscal Year Budget

Newell Park Open Space Preserve Fund #252

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues				
Investment Earning/Int Inc	\$ 352	780	500	\$ 800
Investment Earnings/Rents	9,728	9,728	9,229	4,900
Miscellaneous	-	20,000	-	-
Inter-Fund Transfers In	-	-	-	25,000
Total Revenues	\$ 10,080	30,508	9,729	\$ 30,700
Expenditures				
Services - Prof & Tech Svcs	\$ -	-	54,200	\$ 86,946
Services - Repair & Maintenance	569	-	1,500	1,500
Other Services	-	-	-	-
Supplies - General Supplies	-	459	3,000	8,000
Total Expenditures	\$ 569	459	58,700	\$ 96,446
Change in Fund Balance	\$ 9,511	30,048	(48,971)	\$ (65,746)
Estimated Beginning Fund Balance	75,158	84,669	114,717	65,746
Estimated Ending Fund Balance	\$ 84,669	114,717	65,746	\$ 0

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.

2018–19 Fiscal Year Budget

La Vigne Open Space Maintenance Fund #254

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues				
Investment Earning/Int Inc	\$ 749	1,314	1,100	\$ 1,600
Total Revenues	\$ 749	1,314	1,100	\$ 1,600
Expenditures / Transfers				
Supplies - General Supplies	\$ 958	-	3,200	\$ 3,200
Total Expenditures / Transfers	\$ 958	-	3,200	\$ 3,200
Change in Fund Balance				
Estimated Beginning Fund Balance	\$ (208)	1,314	(2,100)	\$ (1,600)
Estimated Ending Fund Balance	176,236	176,027	177,341	175,241
Estimated Ending Fund Balance	\$ 176,027	177,341	175,241	\$ 173,641

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.

2018–19 Fiscal Year Budget

Lighting and Landscaping Assessment District Funds #261 (Zone 1), #262 (Zone 2), #263 (Zone 3)

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues				
Zone 1 Assessments	\$ 152,681	160,444	186,400	\$ 256,300
Zone 2 Assessments	276,630	242,799	231,351	348,075
Zone 3 Assessments	104,120	164,366	165,346	169,586
Total Revenues	\$ 533,431	567,609	583,097	\$ 773,961
Expenditures / Transfers				
Zone 1	\$ 127,746	208,957	245,825	\$ 261,084
Zone 2	392,784	168,006	483,740	457,562
Zone 3	35,565	44,186	99,574	182,255
Transfers to General Fund	-	-	215,000	215,000
Total Expenditures	\$ 556,095	421,148	1,044,139	\$ 1,115,901
Change in Fund Balance				
Estimated Beginning Fund Balance	\$ (22,664)	146,461	(461,042)	\$ (341,940)
Estimated Ending Fund Balance	1,784,960	1,762,296	1,908,757	1,447,715
Transfers - Capital Projects Fund				
PR17-0100 NJ Det. Basin Landscaping, Ph 2				\$ 215,000
Transfers - Capital Projects Fund Total				\$ 215,000

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

2018–19 Fiscal Year Budget

Zero Water Footprint Fund #270

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues				
Charge for Services/Mitigation Fees	\$ 1,504,804	19,392	671,425	\$ 600,000
Total Revenues	\$ 1,504,804	19,392	671,425	\$ 600,000
Expenditures / Transfers				
Supplies/Services	\$ 776	4,355	-	\$ -
Trans Out to Cap Proj Funds	1,460,564	-	107,500	1,209,100
Total Expenditures	\$ 1,461,339	4,355	107,500	\$ 1,209,100
Change in Fund Balance				
Estimated Beginning Fund Balance	\$ 43,464	15,037	563,925	\$ (609,100)
Estimated Ending Fund Balance	\$ 74,065	89,102	653,027	\$ 43,927
Transfers - Capital Projects Fund				
RW17-0100 RW3 Benton Way				\$ 589,100
WA19-0500 Automated Meter Infrastructure				\$ 620,000
Transfers - Capital Projects Fund Total				\$ 1,209,100

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

2018–19 Fiscal Year Budget

Parks Impact Fee Fund #310

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues				
Park Development Fee	\$ -	657,456	859,700	\$ 22,492
Interest Earnings	(472)	1,240	-	-
Total Revenues	\$ (472)	658,696	859,700	\$ 22,492
Operating Expenditures:				
Services - Prof & Tech Svcs	\$ -	300,000	-	\$ -
Inter-fund Transfers Out	-	-	50,000	-
Trans Out to Cap Proj Funds	-	-	72,912	110,026
Total Expenditures	\$ -	300,000	122,912	\$ 110,026
Change in Fund Balance				
Estimated Beginning Fund Balance	(472)	358,696	736,788	(87,534)
Estimated Ending Fund Balance	(112,887)	(113,358)	245,338	982,126
Transfers - Capital Projects Fund				
CD19-0100 General Plan Update Project				\$ 100,000
PR13-0200 Newell Open Space (Parking Lot/Trail Construction)				10,026
Transfers - Capital Projects Fund Total				\$ 110,026

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

2018–19 Fiscal Year Budget

Traffic Impact Fee Fund #320

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues:				
Intergovernmental - Grants	\$ 7,436	-	-	\$ -
Traffic Impact Fee	121,922	861,981	2,665,200	1,753,260
Investment Earning/Int Inc	11,475	21,287	15,000	-
Total Revenues	\$ 140,833	883,268	2,680,200	\$ 1,753,260
Operating Expenditures:				
Services - Prof & Tech Svcs	\$ 138,437	78,793	100,000	\$ -
Trans Out to Cap Proj Funds	309,379	184,342	2,682,912	2,193,486
Total Expenditures	\$ 447,816	263,135	2,782,912	\$ 2,193,486
Change in Fund Balance	\$ (306,983)	620,133	(102,712)	\$ (440,226)
Estimated Beginning Fund Balance	2,562,680	2,255,697	2,875,830	2,773,118
Estimated Ending Fund Balance	\$ 2,255,697	2,875,830	2,773,118	\$ 2,332,892
Transfers - Capital Projects Fund				
CD19-0100 General Plan Update Project				\$ 100,000
TR14-0100 Devlin Road Extension Segment H				1,033,662
TR15-0300 SR29 Signal Interconnect				305,660
TR16-0700 Green Island Rd Reconstruction/Widening				632,962
TR17-0200 SR29/Napa Junction Rd Intersection Ph2				121,202
Transfers - Capital Projects Fund Total				\$ 2,193,486

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

2018–19 Fiscal Year Budget

Civic Impact Fee Fund #330

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues:				
Civic Facilities Impact Fee	\$ 8,118	266,682	281,600	\$ 373,928
Interest Earnings	924	5,670	3,999	-
Interfund Transfers In	1,436,893	-	-	-
Total Revenues	\$ 1,445,935	272,351	285,599	\$ 373,928
Operating Expenditures:				
Debt Service	\$ -	-	-	\$ -
Total Expenditures	\$ -	-	-	\$ -
Change in Fund Balance	\$ 1,445,935	272,351	285,599	\$ 373,928
Estimated Beginning Fund Balance	(1,222,196)	223,739	496,091	781,690
Estimated Ending Fund Balance	\$ 223,739	496,091	781,690	\$ 1,155,618

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

2018–19 Fiscal Year Budget

Affordable Housing Fund #340

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues:				
Charges for Services - Gen Gov	\$ 65,603	160,851	1,030,000	\$ 779,792
Investment Earning/Int Inc	1,909	1,295	-	-
Inter-Fund Transfers In	15	647,540	-	-
Total Revenues	\$ 67,527	809,686	1,030,000	\$ 779,792
Operating Expenditures:				
Personnel Expenses	\$ 25,344	26,469	-	\$ -
Services - Prof & Tech Svcs	66,766	111,767	100,000	100,000
Other Services	50,000	2,730,000	-	-
Inter-fund Trans Supp Svcs	1,156	-	-	-
Total Expenditures	\$ 143,266	2,868,236	100,000	\$ 100,000
Change in Fund Balance	\$ (75,739)	(2,058,550)	930,000	\$ 679,792
Estimated Beginning Fund Balance	1,007,053	931,313	(1,127,236)	(197,236)
Estimated Ending Fund Balance	\$ 931,313	(1,127,236)	(197,236)	\$ 482,556

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

2018–19 Fiscal Year Budget

2012 Lease Revenue / Gym and Aquatic Center Fund #410

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues/Transfers				
Interest	\$ 834	1,049	-	\$ -
Interfund Transfers In	285,300	286,038	260,700	284,100
Total Revenues	\$ 286,134	287,087	260,700	\$ 284,100
Expenditures/Transfers				
Interest	\$ 44,318	37,025	29,700	\$ 22,100
Principal	241,000	249,000	256,000	262,000
Total Expenditures / Transfers	\$ 285,318	286,025	285,700	\$ 284,100
Change in Fund Balance				
Estimated Beginning Fund Balance	\$ 816	1,062	(25,000)	\$ -
Estimated Ending Fund Balance	\$ 25,948	27,010	2,010	\$ 2,010

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

2018–19 Fiscal Year Budget

Cabernet Village / City Hall Lease Fund #420

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues/Transfers				
Interest	\$ 251	110	-	\$ -
Transfers From General Fund	476,800	476,528	475,900	474,700
Total Revenues	\$ 477,051	476,638	475,900	\$ 474,700
Expenditures				
Interest	\$ 251,743	241,528	230,900	\$ 219,800
Principal	225,000	235,000	245,000	255,000
Total Expenditures	\$ 476,743	476,528	475,900	\$ 474,800
Change in Fund Balance	\$ 308	110	-	\$ (100)
Estimated Beginning Fund Balance	4,183	4,491	4,601	4,601
Estimated Ending Fund Balance	\$ 4,491	4,601	4,601	\$ 4,501

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.

2018–19 Fiscal Year Budget

Broadway Property Fund #430

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues/Transfers				
Interest	\$ 3	5	-	\$ -
Transfers From General Fund	134,700	134,681	134,700	67,300
Total Revenues	\$ 134,703	134,686	134,700	\$ 67,300
Expenditures				
Interest	\$ 18,128	12,493	7,300	\$ 1,500
Principal	116,552	122,187	127,400	65,900
Total Expenditures	\$ 134,680	134,680	134,700	\$ 67,400
Change in Fund Balance				
Estimated Beginning Fund Balance	665	688	694	694
Estimated Ending Fund Balance	\$ 688	694	694	\$ 594

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

2018–19 Fiscal Year Budget

Water Operations Fund #510

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues and Transfers				
Intergovernmental - Grants	\$ 30,939	140,072	10,000	\$ -
Sale of Water	4,084,124	4,792,396	4,364,900	4,859,000
Investment Earning/Int Inc	25,134	61,188	54,300	74,500
Miscellaneous	967,719	367,745	284,400	227,600
Wtr/WW Penalties	57,758	57,657	60,000	77,200
Recycled Water	44,544	96,882	92,800	100,000
Water Surcharge	1,535,710	2,258,013	2,034,500	1,011,000
Inter-Fund Transfers In	2,243,657	-	-	-
Total Revenues	\$ 8,989,585	7,773,954	6,900,900	\$ 6,349,300
Expenditures and Transfers				
Personnel	\$ 1,048,127	1,074,384	1,442,000	\$ 1,492,600
Services and Supplies	1,091,127	1,063,200	1,316,458	1,028,510
Water Purchases	1,535,036	2,206,553	2,538,500	2,538,500
Debt Services	310,298	259,722	260,600	260,000
Capital Outlay	29,585	-	-	-
Interfund Transfers	585,876	610,019	647,500	682,600
Transfers Out for Capital Projects	172,640	2,368	1,181,000	668,186
Appropriated Contingency	-	-	61,300	-
Contra Expense	(312,592)	(511,757)	(512,700)	(516,800)
Total Expenses	\$ 4,460,097	4,704,490	6,934,658	\$ 6,153,596
Net Change	\$ 4,529,488	3,069,464	(33,758)	\$ 195,704
Estimated Beginning Balance	(1,502,195)	2,193,274	5,262,738	5,228,980
Estimated Ending Balance	\$ 3,027,293	5,262,738	5,228,980	\$ 5,424,684

2018–19 Fiscal Year Budget

Water Capacity Fee Fund #520

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues				
Water Capacity Fees	\$ 1,271,846	149,456	2,270,500	\$ 111,223
Developer Contribution in Lieu	-	-	-	-
Miscellaneous	-	-	-	-
Transfers in - Grant	-	27,634	-	-
Total Revenues	\$ 1,271,846	177,090	2,270,500	\$ 111,223
Expenditures				
Other Services	\$ -	379,583	-	\$ -
Debt Service	151,515	154,662	154,400	160,400
CIP Transfers	268,491	-	140,000	1,450,000
Total Expenditures	\$ 420,006	534,245	294,400	\$ 1,610,400
Net Change	\$ 851,840	(357,155)	1,976,100	\$ (1,499,177)
Estimated Beginning Balance	2,063,055	2,914,895	2,557,740	4,533,840
Estimated Ending Balance	\$ 2,914,895	2,557,740	4,533,840	\$ 3,034,663
Transfers - Capital Projects Fund				
CD19-0100 General Plan Update Project				\$ 50,000
TR14-0100 Devlin Road Extension Segment H				\$ 1,400,000
Transfers - Capital Projects Fund Total				\$ 1,450,000

This fund accounts for monies collected to pay for expansion of water infrastructure and facilities.

2018–19 Fiscal Year Budget

Wastewater Operations Fund #540

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues and Transfers				
Utility Service Charge - Sewer	\$ 4,065,522	4,434,945	4,177,000	\$ 4,437,000
Recycled Water	-	-	128,500	-
Sewer Penalties	55,364	51,386	60,000	57,300
Interest	22,568	40,603	38,000	44,800
Misc. Revenues - Other	29,762	47,222	27,000	25,400
Transfers In	629,786	312,036	300,000	-
Total Revenues	\$ 4,803,003	4,886,193	4,730,500	\$ 4,564,500
Expenses and Transfers				
Salaries and Benefits	\$ 1,194,885	1,121,585	1,866,700	\$ 1,826,000
Services and Supplies	1,025,807	1,118,824	1,426,460	1,475,060
Debt Service	235,756	238,289	209,800	766,000
Capital Outlay	1,073,760	6,798	25,000	35,000
Transfers Out to Other Funds	935,114	944,131	1,025,400	1,139,600
Transfers Out for Capital Projects	387,886	685,081	1,677,000	1,802,000
Appropriated Contingency	-	-	40,000	-
Contra Expense	(2,409,148)	(1,689,613)	(1,740,300)	(2,219,800)
Total Expenses	\$ 2,444,060	2,425,095	4,530,060	\$ 4,823,860
Net Change	\$ 2,358,943	2,461,097	200,440	\$ (259,360)
Estimated Beginning Balance	2,939,160	2,991,645	5,452,742	5,653,182
Estimated Ending Balance	\$ 5,298,103	5,452,742	5,653,182	\$ 5,393,822
Transfers - Capital Projects Fund				
WW16-0300 SCADA (CIP)				\$ 200,000
WW17-0200 E.Q. Basin				100,000
WW17-0500 Office Remodel				190,000
WW18-0200 Inflow/Infiltration Reduction Project				280,000
WW18-0300 SR29 - End of SS4 to Crawford Way				225,000
WW18-0400 Headworks Channel 1 & 2 Screen Replacement				475,000
WW18-0500 Solids Pond Aeration (solids reduction)				152,000
WW19-0300 2019 Crane Replacement				180,000
Transfers - Capital Projects Fund Total				\$ 1,802,000

2018–19 Fiscal Year Budget

Wastewater Capacity Fee Fund #550

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2017-19
Revenues and Transfers				
Capacity Fees	\$ 799,069	157,432	1,581,000	\$ 79,640
Interest	152,687	156,790	-	164,200
Total Revenues	\$ 951,756	314,222	1,581,000	\$ 243,840
Expenses and Transfers				
Services - Prof & Tech Svcs	\$ -	-	74,800	\$ -
Debt Service	86,168	71,745	431,600	-
Trans Out to Cap Proj Funds	25,974	28,977	176,000	146,466
Total Expenditures / Transfers	\$ 112,142	100,722	682,400	\$ 146,466
Revenue less Expense	\$ 839,614	213,500	898,600	\$ 97,374.00
Estimated Beginning Balance	(1,609,388)	(769,774)	(556,274)	342,326
Estimated Ending Fund Balance	\$ (769,774)	(556,274)	342,326	\$ 439,700
<u>Transfers - Capital Projects Fund</u>				
CD19-0100 General Plan Update Project				\$ 50,000
WW16-0300 SCADA				76,000
WW17-0600 SS6 Theresa Avenue to Los Altos				20,466
Transfers - Capital Projects Fund Total				\$ 146,466

This fund accounts for monies collected to pay for additional wastewater infrastructure and facilities.

2018–19 Fiscal Year Budget

Building Maintenance Internal Service Fund #651

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues				
Intergovernmental Grants	\$ 1,339	-	-	\$ -
Charges for Services	387,195	407,300	446,700	468,300
Interest	(49)	666	-	-
Transfers In	100,000	-	-	-
Total Revenues	\$ 488,485	407,966	446,700	\$ 468,300
Operating Expenditures:				
Personnel Expenses	\$ 104,654	102,152	127,600	\$ 139,700
Operating Expense	275,259	280,334	355,694	327,700
Transfers Out	7,980	10,918	-	-
Total Expenditures	\$ 387,893	393,404	483,294	\$ 467,400
Change in Fund Balance	\$ 100,593	14,562	(36,594)	\$ 900
Estimated Beginning Fund Balance	(74,312)	26,281	40,843	4,249
Estimated Ending Fund Balance	\$ 26,281	40,843	4,249	\$ 5,149

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.

2018–19 Fiscal Year Budget

Fleet Operations Internal Service Fund #652

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues:				
Charges for Services	\$ 532,270	547,482	724,500	\$ 750,600
Interest	(201)	1,430	-	-
Miscellaneous	-	-	-	-
Transfers In	488,448	6,518	-	-
Total Revenues	\$ 1,020,517	555,430	724,500	\$ 750,600
Operating Expenditures:				
Personnel Expenses	\$ 124,024	126,076	156,300	\$ 147,800
Operating Expense	188,037	195,963	185,000	180,000
Debt Service Payments	35,646	36,757	36,800	36,900
Depreciation Expense	142,856	168,536	-	-
Major Equipment	216,827	197,323	305,200	120,000
Transfers Out	7,980	4,400	-	-
Contra Expense	(256,922)	(246,058)	-	(261,000)
Total Expenditures	\$ 458,448	482,998	683,300	\$ 223,700
Change in Fund Balance	\$ 562,069	72,432	41,200	\$ 526,900
Estimated Beginning Fund Balance	32,230	594,299	666,731	707,931
Estimated Ending Fund Balance	\$ 594,299	666,731	707,931	\$ 1,234,831

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.

2018–19 Fiscal Year Budget

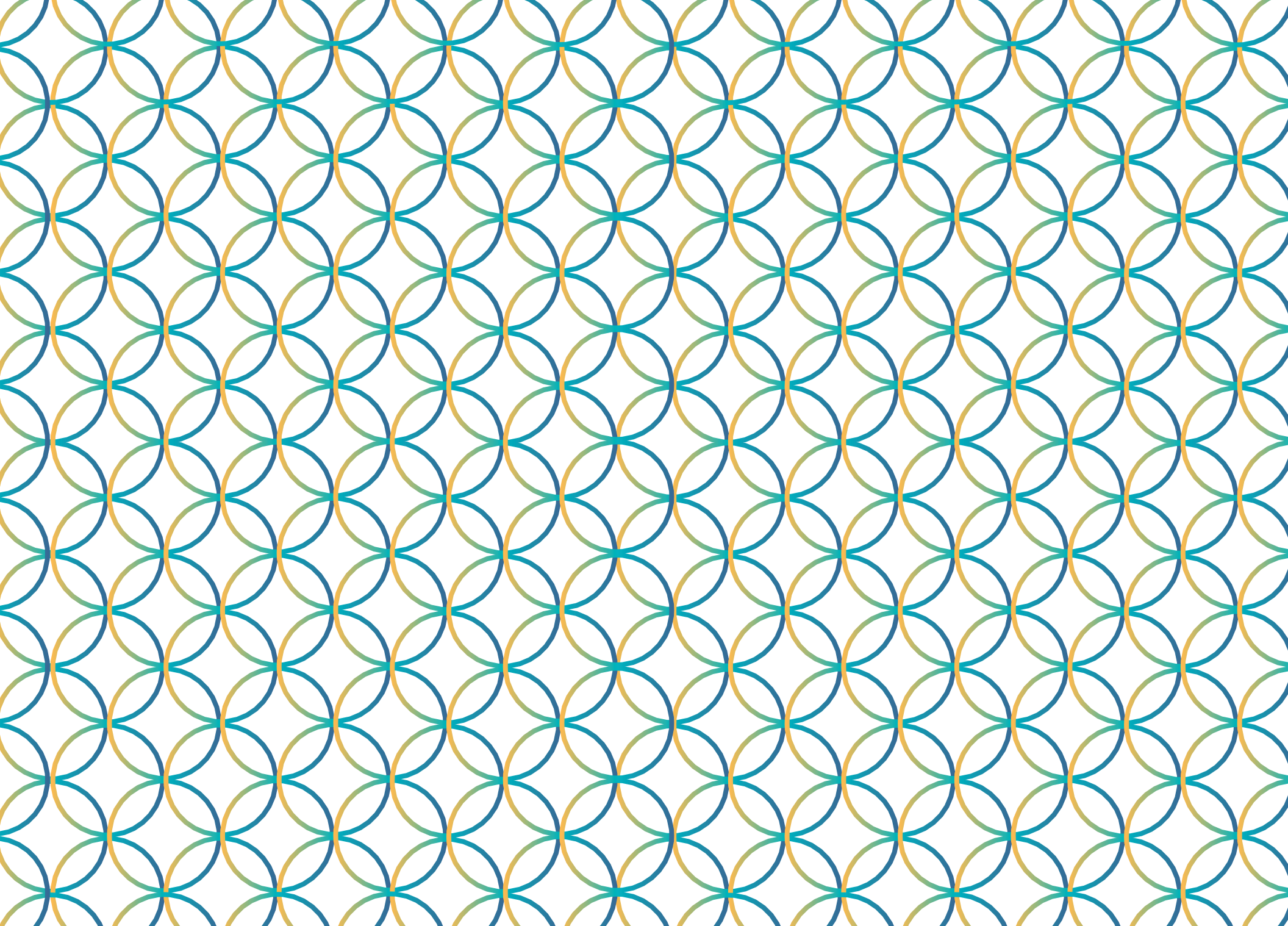
Information Systems Internal Service Fund #653

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Revenues:				
Charges for Services	\$ 347,953	431,200	412,500	\$ 433,400
Interest	397	1,464	-	-
Miscellaneous Revenue	5,372	-	-	-
Transfers In	212,064	8,800	-	-
Total Revenues	\$ 565,785	441,464	412,500	\$ 433,400
Operating Expenditures:				
Personnel Expenses	\$ 16,979	11,237	20,200	\$ 18,900
Operating Expense	336,593	327,214	346,500	338,100
Debt Service Payments	25,042	24,546	20,000	77,200
Major Equipment	-	-	-	-
Transfers Out	4,021	-	-	-
Total Expenditures	\$ 382,636	362,998	386,700	\$ 434,200
Change in Fund Balance	\$ 183,150	78,466	25,800	\$ (800)
Estimated Beginning Fund Balance	(48,276)	134,874	213,340	239,140
Estimated Ending Fund Balance	\$ 134,874	213,340	239,140	\$ 238,340

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.

Operations





AMERICAN CANYON
CITY HALL

4381

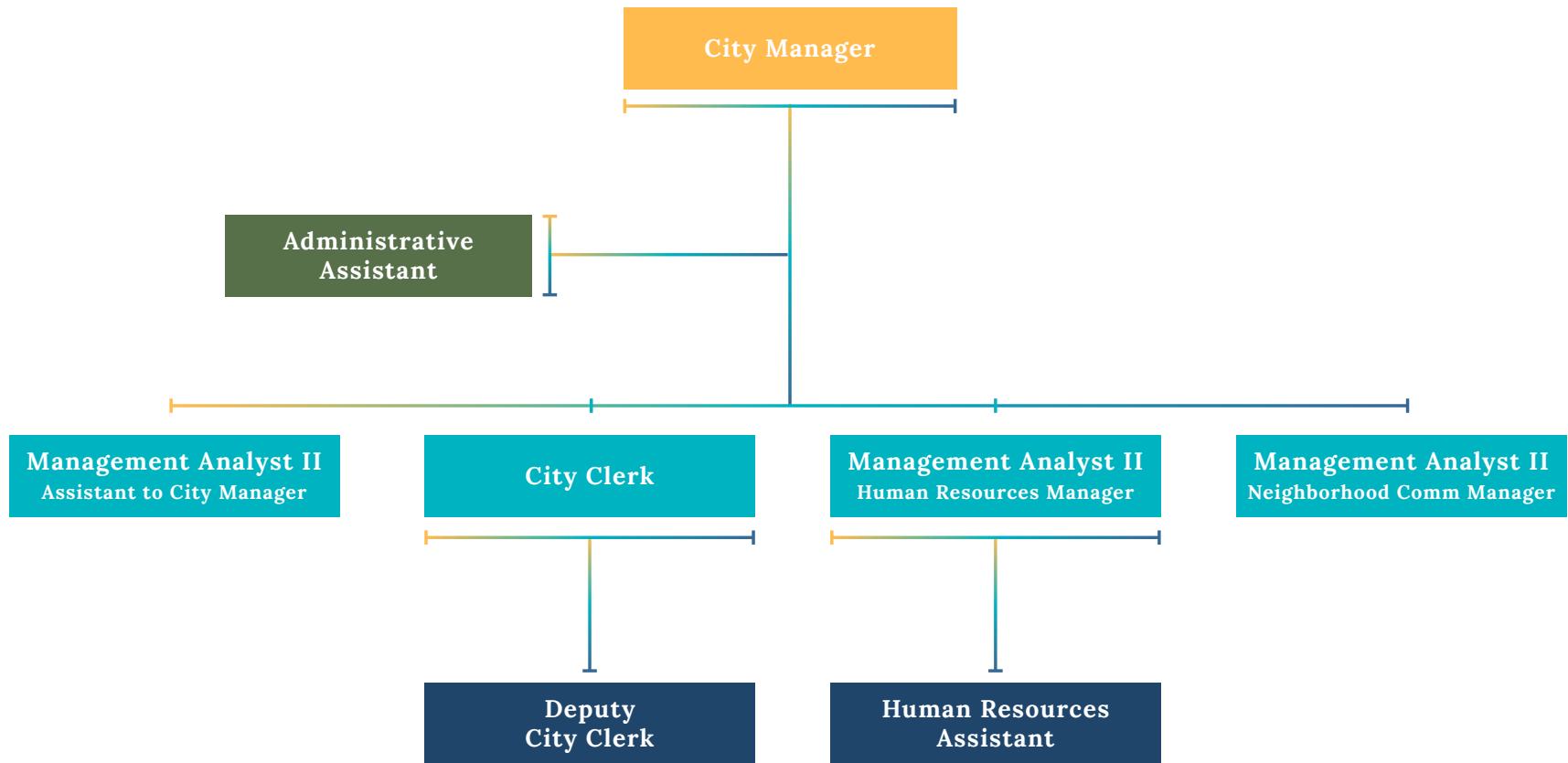
LAW OFFICES

Administration



Administration Organization Chart

Administration



Administration Summary

2018-19 Fiscal Year Budget

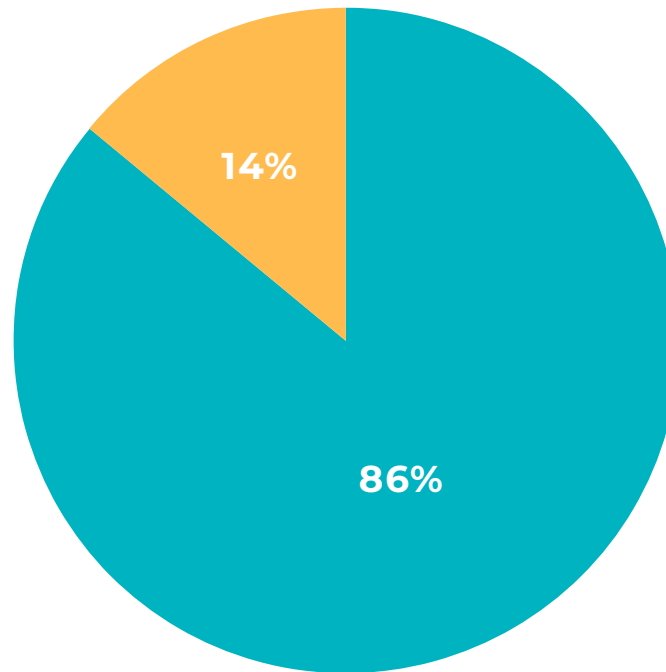
Administration Department #10 General Fund #100 Summary

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 1,046,172	1,090,531	1,402,653	\$ 1,291,600
Supplies & Services	1,296,806	1,488,014	988,722	1,650,470
Total for Department	\$ 2,342,978	2,578,545	2,391,375	\$ 2,942,070
Revenues				
City Manager	\$ 75	155	155	\$ -
City Clerk	30	5,632	80	-
City Attorney	-	-	-	30,000
Economic Development	30	62	-	-
Housing Services	-	-	41,400	220,000
Developer Projects	410,264	498,826	-	-
Human Resources *	138,932	148,717	127,700	128,600
Risk Management	80,109	116,155	87,265	113,200
Total for Department	\$ 629,440	769,547	256,600	\$ 491,800

* Human Resources and Risk was moved to Administration Department beginning in FY 2017-18.

Administration Summary 2018-19 Fiscal Year Budget

Administration Department #10 General Fund #100



■ Revenues ■ Expenditures

Administration Summary 2018-19 Fiscal Year Budget

Administration Department #10 General Fund #100 Staffing Summary

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
City Council	5.00	5.00	5.00
City Manager	3.50	2.50	2.50
City Clerk	2.00	2.00	2.00
Neighborhood Programs *			1.00
Human Resources	2.20	2.00	2.00
Total Staff Full Time Equivalents	12.70	11.50	12.50

* Previously in the Parks and Recreation Department

Administration — City Council

The City Council is the legislative body which consists of four elected City Council members and a directly elected Mayor. The Mayor and the Council Members are elected to four year overlapping terms. The City Council works to enhance the community and the quality of life for American Canyon residents. They provide policy direction and set goals and priorities for the City and also serve as the Board of Directors for the Fire District.

Regular meetings of the City Council and the Fire District Board of Directors are held the first and third Tuesday of each month at 6:30pm in the Council Chambers at 4381 Broadway, Suite 201, unless otherwise noted. These meetings are broadcast live on public access cable channel 28 and are also accessible live via streaming or from the video archives on our website.

Some of the City Council's major responsibilities are as follows:

- Implement policy decisions through the enactment of ordinances and resolutions
- Encourage broad resident participation and information sharing about City activities and issues
- Balance community needs with available resources
- Setting priorities and establishing goals

Administration — City Council 2018-19 Fiscal Year Budget

Administration Department #10 City Council Division #110

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Proposed Budget FY 2018-19
Expenditures				
Personnel	\$ 94,357	86,007	118,512	\$ 130,500
Supplies & Services	61,999	59,830	44,788	45,500
Division Total	\$ 156,357	145,837	163,300	\$ 176,000

	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Proposed Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
City Council Members	5.00	5.00	5.00
Total Full Time Equivalents	5.00	5.00	5.00

Administration — City Council

2018-19 Fiscal Year Details

Administration Department #10 City Council Division #110

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
110	City Council				
100-10-110-41110	Wages - Full time	\$ 32,413.38	\$ 19,570.11	\$ 34,000.00	\$ 34,000.00
100-10-110-41160	Allowances	\$ 37,123.50	\$ 35,101.50	\$ 36,200.00	\$ 36,200.00
100-10-110-41210	Health Insurance	\$ 15,791.37	\$ 24,292.90	\$ 37,400.00	\$ 49,100.00
100-10-110-41220	Dental Insurance	\$ 3,098.81	\$ 2,635.79	\$ 112.00	\$ -
100-10-110-41250	PERS Retirement	\$ 2,306.01	\$ 744.72	\$ 500.00	\$ 500.00
100-10-110-41260	Social Security & Medicare	\$ 990.86	\$ 816.90	\$ 1,100.00	\$ 1,100.00
100-10-110-41270	Worker Comp Insurance	\$ 1,374.40	\$ 1,683.95	\$ 1,900.00	\$ 2,200.00
100-10-110-41290	Benefits - Other	\$ 1,258.87	\$ 1,161.27	\$ 7,300.00	\$ 7,400.00
100-10-110-42160	Professional Services	\$ 7,955.38	\$ 14,000.00	\$ 9,000.00	\$ 10,000.00
100-10-110-42415	Advertising	\$ -	\$ -	\$ 388.00	\$ -
100-10-110-42420	Postage/Mail/Copy/Printing Svc	\$ -	\$ -	\$ 500.00	\$ 1,000.00
100-10-110-42425	Membership Dues & Subscription	\$ 13,433.96	\$ 13,215.00	\$ 15,600.00	\$ 15,000.00
100-10-110-42430	Conferences - Training	\$ 10,286.18	\$ 14,338.26	\$ 12,000.00	\$ 12,000.00
100-10-110-42485	ISF - Info Tech	\$ 28,049.05	\$ 13,200.00	\$ 4,800.00	\$ 5,000.00
100-10-110-42490	Services - Other	\$ 1,720.85	\$ 1,599.33	\$ -	\$ -
100-10-110-43110	Office Supplies	\$ 167.82	\$ 439.77	\$ 1,000.00	\$ 1,000.00
100-10-110-43115	Operating Supplies	\$ 386.19	\$ 3,037.78	\$ 1,500.00	\$ 1,500.00
Expense Total		\$ 156,356.63	\$ 145,837.28	\$ 163,300.00	\$ 176,000.00
110	City Council	\$ 156,356.63	\$ 145,837.28	\$ 163,300.00	\$ 176,000.00

Administration — City Manager

The City Manager is appointed by the City Council. As Chief Administrative Officer of the City, the City Manager provides overall administration and direction for all areas of City government. The City Manager ensures that all goals, policies and priorities established by the City Council are met; supports the City Council by presenting information and recommendations that facilitate informed policy making; oversees community and intergovernmental relations; and provides direction and leadership to City staff.

2017–18 Highlights

- Appointed a new City Manager in March
- Coordinated the preparation of the Watson Ranch Specific Plan and Broadway District Specific Plan
- Successfully negotiated Development Agreements for the Napa Logistics Park and Watson Ranch Development
- Coordinated legislative advocacy efforts at the regional and state levels
- Effectively partnered with other government agencies and service providers

Goals

- Assist the City Council in establishing annual and long-term goals that support the vision and mission of the City government
- Ensure the provision of effective, high quality public services to the community, customers and visitors
- Carefully manage City finances to balance the need to deliver service in areas of highest priority, while ensuring long-term
- Create and maintain a workplace characterized by leadership, innovation, enthusiasm and high standards of accomplishment
- Continue to build community engagement and provide public information through a variety of media
- Effectively partner with other government agencies and service providers

Administration — City Manager 2018-19 Fiscal Year Budget

Administration Department #10 City Manager Division #120

	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Budget FY 2018-19
Expenditures				
Personnel	\$ 448,567	449,205	735,281	\$ 471,400
Supplies & Services	123,828	157,476	54,900	54,350
Division Total	\$ 572,395	606,681	790,181	\$ 525,750
Revenues				
Transfers in	\$ 75	155	155	\$ -
Division Total	\$ 75	155	155	\$ -

	Budget FY 2016-17	Budget FY 2017-18	Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
City Manager	0.50	1.00	1.00
Management Analyst	0.50	-	1.00
City Clerk	0.25	-	-
Deputy City Clerk	0.75	-	-
Administrative Assistant	0.50	0.50	0.50
Total Full Time Equivalents	2.50	1.50	2.50

Administration — City Manager

2018-19 Fiscal Year Details

Administration Department #10 City Manager Division #120

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
120	City Manager				
100-10-120-37390	Transfers In from Other Funds	\$ (75.00)	\$ (154.80)	\$ (155.00)	\$ -
100-10-120-41110	Wages - Full time	\$ 319,431.91	\$ 326,720.47	\$ 574,682.00	\$ 346,900.00
100-10-120-41120	Wages - Part Time	\$ 13,330.24	\$ 9,626.74	\$ -	\$ -
100-10-120-41140	Wages - Overtime	\$ 429.37	\$ 11.31	\$ -	\$ -
100-10-120-41160	Allowances	\$ 2,490.00	\$ 2,703.75	\$ 4,800.00	\$ 4,800.00
100-10-120-41210	Health Insurance	\$ 30,813.83	\$ 21,245.57	\$ 8,130.00	\$ 22,800.00
100-10-120-41230	Health-In-Lieu	\$ 6,270.00	\$ 6,930.00	\$ 7,200.00	\$ 7,200.00
100-10-120-41240	Cafeteria Plan Section 125	\$ 11,282.29	\$ 10,160.18	\$ 9,450.00	\$ 9,500.00
100-10-120-41250	PERS Retirement	\$ 44,193.34	\$ 49,378.01	\$ 98,385.00	\$ 60,100.00
100-10-120-41260	Social Security & Medicare	\$ 5,129.40	\$ 5,192.44	\$ 8,664.00	\$ 5,400.00
100-10-120-41270	Worker Comp Insurance	\$ 3,409.72	\$ 4,693.22	\$ 12,375.00	\$ 7,600.00
100-10-120-41290	Benefits - Other	\$ 11,786.65	\$ 12,543.64	\$ 11,595.00	\$ 7,100.00
100-10-120-42160	Professional Services	\$ 80,510.70	\$ 97,255.96	\$ 25,000.00	\$ 25,000.00
100-10-120-42415	Advertising	\$ -	\$ -	\$ 500.00	\$ -
100-10-120-42420	Postage/Mail/Copy/Printing Svc	\$ 1,031.04	\$ 1,349.49	\$ 4,000.00	\$ 2,000.00
100-10-120-42425	Membership Dues & Subscription	\$ 1,887.95	\$ 2,982.48	\$ 2,000.00	\$ 2,500.00
100-10-120-42430	Conferences - Training	\$ 5,635.16	\$ 3,963.20	\$ 6,000.00	\$ 7,500.00
100-10-120-42485	ISF - Info Tech	\$ 11,963.88	\$ 22,000.00	\$ 12,000.00	\$ 12,600.00
100-10-120-42490	Services - Other	\$ 11,818.82	\$ 19,440.93	\$ -	\$ -
100-10-120-43110	Office Supplies	\$ 3,908.66	\$ 1,178.82	\$ 1,500.00	\$ 1,000.00
100-10-120-43115	Operating Supplies	\$ 6,347.95	\$ 7,968.54	\$ 3,000.00	\$ 3,000.00
100-10-120-43220	Util-PhonesPgrsInternetCable	\$ 724.11	\$ 1,336.15	\$ 900.00	\$ 750.00
Revenue Total		\$ 75.00	\$ 154.80	\$ 155.00	\$ -
Expense Total		\$ 572,395.02	\$ 606,680.90	\$ 790,181.00	\$ 525,750.00
120	CITY MANAGER	\$ 572,320.02	\$ 606,526.10	\$ 790,026.00	\$ 525,750.00

Administration — City Clerk

The City Clerk is the local official for elections, local legislation, the Public Records Act, the Political Reform Act, and the Brown Act (open meeting laws). Before and after the City Council takes action, the City Clerk ensures that actions are in compliance with all federal, state, and local statutes and regulations and that all actions are properly executed, recorded, and archived.

The statutes of the State of California prescribe the basic functions and duties of the City Clerk, and the Government Code and Election Code provide precise and specific responsibilities and procedures to follow.

The Office of the City Clerk is a service department within the municipal government upon which the City Council, all City departments, and the general public rely for information regarding the operations and legislative history of the City. The City Clerk serves as the liaison between the public and City Council and provides related municipal services.

2017–18 Highlights

- Implemented an updated City-wide contract insurance tracking procedure
- Continued to refine new agreement tracking procedures implemented at the end of 2016
- Re-established the Employee Protocol Committee and updated the Employee Protocol Handbook

Goals

- Conduct the November 2018 General Election to fill two City Council seats
- Research, purchase and implement a program for paperless filing of FPPC Conflict of Interest and Campaign Forms
- Conduct staff trainings and begin implementation of a program for city-wide scanning of documents for storage on Laserfiche and develop a systematic release of those documents through the website portal for public access
- Research components of the Compass Agenda Management Program and livestreaming that are underutilized to assist with greater efficiency and transparency

Administration — City Clerk

2018-19 Fiscal Year Budget

Administration Department #10 City Clerk Division #130

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 184,966	220,032	256,765	\$ 269,700
Supplies & Services	107,834	141,358	99,855	169,900
Division Total	\$ 292,800	361,390	356,620	\$ 439,600
Revenues				
Miscellaneous	\$ -	5,575	80	\$ -
Transfers in	30	57	-	-
Division Total	\$ 30	5,632	80	\$ -

	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
City Manager	0.50	-	-
City Clerk	0.75	1.00	1.00
Deputy City Clerk	0.75	1.00	1.00
Total Full Time Equivalents	2.00	2.00	2.00

Administration — City Clerk

2018-19 Fiscal Year Details

Administration Department #10 City Clerk Division #130

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
130	City Clerk				
100-10-130-36390	Misc Revenues - Other	\$ -	\$ (5,575.00)	\$ (80.00)	\$ -
100-10-130-37390	Transfer in from Other Funds	\$ (30.00)	\$ (56.92)	\$ -	\$ -
100-10-130-41110	Wages - Full time	\$ 80,278.22	\$ 153,116.37	\$ 181,715.00	\$ 190,200.00
100-10-130-41120	Wages - Part Time	\$ 59,488.00	\$ 7,264.00	\$ -	\$ -
100-10-130-41140	Wages - Overtime	\$ 1,001.87	\$ 26.40	\$ 720.00	\$ -
100-10-130-41160	Allowances	\$ 996.00	\$ 1,317.75	\$ 80.00	\$ -
100-10-130-41210	Health Insurance	\$ 15,927.96	\$ 19,163.92	\$ 29,250.00	\$ 31,600.00
100-10-130-41240	Cafeteria Plan Section 125	\$ 3,032.82	\$ 4,856.42	\$ 7,400.00	\$ 7,400.00
100-10-130-41250	PERS Retirement	\$ 15,481.61	\$ 23,680.58	\$ 31,280.00	\$ 33,400.00
100-10-130-41260	Social Security & Medicare	\$ 2,122.52	\$ 2,440.10	\$ 2,750.00	\$ 2,900.00
100-10-130-41270	Worker Comp Insurance	\$ 2,455.01	\$ 3,293.37	\$ 1,380.00	\$ 1,800.00
100-10-130-41290	Benefits - Other	\$ 4,182.23	\$ 4,873.03	\$ 2,190.00	\$ 2,400.00
100-10-130-42150	Info Tech Support Services	\$ 51,170.77	\$ 38,627.40	\$ 51,120.00	\$ 63,600.00
100-10-130-42160	Professional Services	\$ 13,545.95	\$ 31,053.13	\$ -	\$ 12,500.00
100-10-130-42190	Misc Contractual Services	\$ -	\$ -	\$ 14,150.00	\$ 13,800.00
100-10-130-42290	Other Gov't Services	\$ 13,576.92	\$ 26,529.13	\$ -	\$ 50,000.00
100-10-130-42310	General Repairs & Maint	\$ 9,562.63	\$ 10,222.51	\$ 10,500.00	\$ 8,500.00
100-10-130-42415	Advertising	\$ 54.42	\$ 7,304.73	\$ 3,000.00	\$ 3,000.00
100-10-130-42420	Postage/Mail/Copy/Printing Svc	\$ 121.09	\$ 57.56	\$ 300.00	\$ 300.00
100-10-130-42425	Membership Dues & Subscription	\$ 155.00	\$ 480.00	\$ 700.00	\$ 700.00
100-10-130-42430	Conferences - Training	\$ 185.65	\$ 3,234.80	\$ 4,435.00	\$ 5,000.00
100-10-130-42485	ISF - Info Tech	\$ 15,985.17	\$ 22,000.00	\$ 9,600.00	\$ 10,100.00
100-10-130-42490	Services - Other	\$ 273.34	\$ -	\$ 900.00	\$ 900.00
100-10-130-43110	Office Supplies	\$ 1,305.88	\$ 1,749.40	\$ 2,650.00	\$ 1,000.00
100-10-130-43115	Operating Supplies	\$ 1,897.10	\$ 99.15	\$ 500.00	\$ 500.00
100-10-130-43220	Util-PhonesPgrsInternetCable	\$ -	\$ -	\$ 2,000.00	\$ -
Revenue Total		\$ 30.00	\$ 5,631.92	\$ 80.00	\$ -
Expense Total		\$ 292,800.16	\$ 361,389.75	\$ 356,620.00	\$ 439,600.00
130	City Clerk	\$ 292,770.16	\$ 355,757.83	\$ 356,540.00	\$ 439,600.00

Administration — City Attorney

The City Attorney is appointed by the City Council. The City contracts with the Law Firm of William D. Ross (Palo Alto, CA) for City Attorney services. The City Attorney serves as the principal legal advisor for the City. However, the City also contracts with Libert Cassidy Whitmore (Sacramento, CA) for legal advice in personnel matters. In addition, the City contracts with a variety of other firms for their expertise on certain matters, such as property acquisition, permitting, and litigation. The City Attorney Division oversees the following:

- Advises the City Council, commissions and staff on a broad range of legal issues, including land use, public safety, personnel, code enforcement, public records, ethics, and the Brown Act
- Furnishes legal services at all meetings of the City Council, and gives advice or opinions on the legality of all matters under consideration by the Council or by any of the Boards and Commissions or Officers of the City
- Prepares and/or approves all ordinances, resolutions, agreements, contracts, leases, and other legal instruments required to conduct the business of the City, and approves the form of all contracts, agreements, and bonds given to the City
- Minimizes the City's exposure to litigation and associated costs
- Is the City's legal representative including the filing of lawsuits on behalf of the City or defending the City against lawsuits
- The City Attorney prosecutes on behalf of the people including cases for violation of city ordinances when not otherwise prosecuted by the District Attorney of Napa County; he may contract out certain legal matters out to other lawyers
- Performs such other legal duties as may be required by the City Council or as may be necessary to complete the performance of the foregoing functions

Administration — City Attorney

2018-19 Fiscal Year Budget

Administration Department #10 City Attorney Division #140

	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Budget FY 2018-19
Expenditures				
Supplies & Services	\$ 95,326	139,532	195,000	\$ 554,500
Division Total	\$ 95,326	139,532	195,000	\$ 554,500
Revenues				
Transfers in	\$ -	-	-	\$ 30,000
Division Total	\$ -	-	-	\$ 30,000

City Attorney services are contracted.

Administration — City Attorney

2018-19 Fiscal Year Details

Administration Department #10 City Attorney Division #140

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
140	City Attorney				
100-10-140-37220	Transfer In from Water Ops	\$ -	\$ -	\$ -	\$ (20,000.00)
100-10-140-37240	Transfer In from Wastewater Op	\$ -	\$ -	\$ -	\$ (10,000.00)
100-10-140-42110	Legal Services	\$ 94,826.27	\$ 139,531.88	\$ 195,000.00	\$ 132,000.00
100-10-140-42111	Legal Services - Admin	\$ -	\$ -	\$ -	\$ 30,000.00
100-10-140-42113	Legal Services - Comm Dev	\$ -	\$ -	\$ -	\$ 362,500.00
100-10-140-42115	Legal Services - Water	\$ -	\$ -	\$ -	\$ 20,000.00
100-10-140-42116	Legal Services - Wtr Recl Fac	\$ -	\$ -	\$ -	\$ 10,000.00
100-10-140-42160	Professional Services	\$ 500.00	\$ -	\$ -	\$ -
Revenue Total		\$ -	\$ -	\$ -	\$ 30,000.00
Expense Total		\$ 95,326.27	\$ 139,531.88	\$ 195,000.00	\$ 554,500.00
140	City Attorney	\$ 95,326.27	\$ 139,531.88	\$ 195,000.00	\$ 524,500.00

Administration — Human Resources + Risk Management

The Human Resources Division is responsible for attracting, retaining, and developing a highly qualified and diverse City workforce and implementing organizational policies and procedures. In addition to overall Human Resources and Risk Management administration, staff provides the following key services: recruiting, classification and pay, risk and workers compensation oversight, retirement and benefits coordination, safety and staff development training, policy review and development, and labor/employee relations.

2017–18 Highlights

- Recruited and hired 14 new full-time employees and 4 new part-time/temporary employees
- Implemented a new Onboarding Procedure for new hires
- Facilitated and employee engagement survey process
- Implemented CalPERS Cost Sharing Agreements as outlined in the City's MOUs and Agreements

Goals

- Develop a new Employee Evaluation process
- Revise Risk Management Policies and Procedures
- Review CalPERS funding status
- Facilitate employee committees related to improving Employee Engagement

Administration — Human Resources 2018-19 Fiscal Year Budget

Administration Department #10 Human Resources Division #150

	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Budget FY 2018-19
Expenditures				
Personnel	\$ 267,584	282,350	292,095	\$ 266,700
Supplies & Services	151,691	161,822	125,341	112,020
Division Total	\$ 419,276	444,173	417,436	\$ 378,720
Revenues / Funding Sources				
Intergovernmental - Grants	\$ 18,068	18,309	8,000	\$ 8,000
Charges for Services	-	-	10,800	10,800
Miscellaneous	-	1,971	-	-
Transfers In	120,864	128,437	108,900	109,800
Division Total	\$ 138,932	148,717	127,700	\$ 128,600

	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
Admin Services Director	0.20	-	-
Human Resources Assistant	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Total Full Time Equivalents	2.20	2.00	2.00

Administration — Human Resources

2018-19 Fiscal Year Details

Administration Department #10 Human Resources Division #150

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
150	Human Resources				
100-10-150-33190	Grants - Other	\$ (18,068.00)	\$ (18,309.40)	\$ (8,000.00)	\$ (8,000.00)
100-10-150-35190	Chgs for Servs - Other	\$ -	\$ -	\$ (10,800.00)	\$ (10,800.00)
100-10-150-36390	Misc Revenues - Other	\$ -	\$ (1,971.02)	\$ -	\$ -
100-10-150-37210	Interfund Transfer Support Svc	\$ (120,864.43)	\$ (128,437.00)	\$ (108,900.00)	\$ (109,800.00)
100-10-150-41110	Wages - Full time	\$ 198,213.65	\$ 194,463.36	\$ 208,019.00	\$ 190,600.00
100-10-150-41120	Wages - Part Time	\$ -	\$ 15,398.49	\$ 6,048.00	\$ -
100-10-150-41140	Wages - Overtime	\$ -	\$ 691.08	\$ -	\$ -
100-10-150-41160	Allowances	\$ 996.00	\$ 549.00	\$ 960.00	\$ -
100-10-150-41210	Health Insurance	\$ 19,669.79	\$ 22,077.79	\$ 24,380.00	\$ 26,300.00
100-10-150-41230	Health-In-Lieu	\$ 996.00	\$ 444.00	\$ -	\$ -
100-10-150-41240	Cafeteria Plan Section 125	\$ 8,005.35	\$ 7,109.55	\$ 8,180.00	\$ 7,400.00
100-10-150-41250	PERS Retirement	\$ 29,225.48	\$ 30,207.49	\$ 35,592.00	\$ 33,800.00
100-10-150-41260	Social Security & Medicare	\$ 3,058.13	\$ 3,284.61	\$ 3,150.00	\$ 2,900.00
100-10-150-41270	Worker Comp Insurance	\$ 1,689.13	\$ 2,161.64	\$ 1,582.00	\$ 1,800.00
100-10-150-41290	Benefits - Other	\$ 5,730.54	\$ 5,963.40	\$ 4,184.00	\$ 3,900.00
100-10-150-42110	Legal Services	\$ 58,665.95	\$ 103,405.18	\$ 20,000.00	\$ -
100-10-150-42150	Info Tech Support Services	\$ 2,784.97	\$ 2,924.22	\$ 3,071.00	\$ 3,300.00
100-10-150-42160	Professional Services	\$ 43,036.47	\$ 34,669.45	\$ 33,500.00	\$ 39,800.00
100-10-150-42170	Recruitment & Hiring Costs	\$ 34,095.25	\$ 7,958.44	\$ 37,700.00	\$ 35,700.00
100-10-150-42415	Advertising	\$ 2,692.60	\$ 2,867.00	\$ 6,000.00	\$ 4,200.00
100-10-150-42425	Membership Dues & Subscription	\$ 775.00	\$ 850.00	\$ 2,000.00	\$ 1,400.00
100-10-150-42430	Conferences - Training	\$ 3,965.12	\$ 4,213.69	\$ 4,500.00	\$ 12,800.00
100-10-150-42485	ISF - Info Tech	\$ 11,963.88	\$ 13,200.00	\$ 14,400.00	\$ 15,100.00
100-10-150-42490	Services - Other	\$ 1,745.84	\$ 1,174.12	\$ 1,770.00	\$ 1,770.00
100-10-150-42495	Contra-expense	\$ (11,420.38)	\$ (11,773.00)	\$ -	\$ (9,400.00)
100-10-150-43110	Office Supplies	\$ 1,143.99	\$ 530.56	\$ 1,000.00	\$ 1,000.00
100-10-150-43115	Operating Supplies	\$ 2,242.77	\$ 1,802.50	\$ 1,400.00	\$ 6,350.00
Revenue Total		\$ 138,932.43	\$ 148,717.42	\$ 127,700.00	\$ 128,600.00
Expense Total		\$ 419,275.53	\$ 444,172.57	\$ 417,436.00	\$ 378,720.00
150	Human Resources	\$ 280,343.10	\$ 295,455.15	\$ 289,736.00	\$ 250,120.00

Administration — Risk Management 2018-19 Fiscal Year Budget

Administration Department #10 Risk Management Division #160

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Supplies & Services	\$ 295,393	278,409	332,488	\$ 420,200
Division Total	\$ 295,393	278,409	332,488	\$ 420,200
Revenues				
Intergovernmental - Grants	\$ -	10,710	9,340	\$ 10,000
Charges for Services	-	-	2,400	2,400
Miscellaneous	22,601	29,745	425	-
Transfers In	57,508	75,700	75,100	100,800
Division Total	\$ 80,109	116,155	87,265	\$ 113,200

Comment: No positions are budgeted in this division.

Administration — Risk Management

2018-19 Fiscal Year Details

Administration Department #10 Risk Management Division #160

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
160	Risk Management				
100-10-160-33190	Grants - Other	\$ -	\$ (10,710.38)	\$ (9,340.00)	\$ (10,000.00)
100-10-160-35190	Chgs for Servs - Other	\$ -	\$ -	\$ (2,400.00)	\$ (2,400.00)
100-10-160-36390	Misc Revenues - Other	\$ (22,600.66)	\$ (29,744.69)	\$ (425.00)	\$ -
100-10-160-37210	Interfund Transfer Support Svc	\$ (57,508.15)	\$ (75,700.00)	\$ (75,100.00)	\$ (100,800.00)
100-10-160-42110	Legal Services	\$ 5,524.00	\$ 4,235.60	\$ 25,000.00	\$ -
100-10-160-42160	Professional Services	\$ 7.25	\$ 31.23	\$ 10,000.00	\$ 8,000.00
100-10-160-42410	Insurance	\$ 271,692.98	\$ 265,067.78	\$ 284,888.00	\$ 400,000.00
100-10-160-42430	Conferences - Training	\$ 160.00	\$ 418.17	\$ 2,600.00	\$ 2,600.00
100-10-160-42455	Settlement/Claims Paid	\$ 11,247.18	\$ 9,256.50	\$ 10,000.00	\$ 10,000.00
100-10-160-42495	Contra-expense	\$ 6,761.51	\$ (600.00)	\$ -	\$ (400.00)
Revenue Total		\$ 80,108.81	\$ 116,155.07	\$ 87,265.00	\$ 113,200.00
Expense Total		\$ 295,392.92	\$ 278,409.28	\$ 332,488.00	\$ 420,200.00
160	Risk Management	\$ 215,284.11	\$ 162,254.21	\$ 245,223.00	\$ 307,000.00

Administration — Economic Development 2018-19 Fiscal Year Budget

Administration Department #10 Economic Development Division #620

Manage the City’s economic development program which includes implementing strategies and programs to encourage business attraction, retention and expansion; handling housing issues; developing economic goals, objectives, and policies; and community/business involvement/outreach.

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 50,698	52,937	-	\$ -
Supplies & Services	50,471	50,761	112,350	102,250
Division Total	\$ 101,169	103,699	112,350	\$ 102,250
Revenues				
Transfers	\$ 30	62	-	\$ -
Division Total	\$ 30	62	-	\$ -

	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
City Manager	-	-	-
Management Analyst II	-	-	-
Total Full Time Equivalents	-	-	-

Comment: No positions are budgeted in this division beginning in FY 2016-17.

Administration — Economic Development

2018-19 Fiscal Year Details

Administration Department #10 Economic Development Division #620

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
620	Economic Development				
100-10-620-37390	Transfer In from Other Funds	\$ (30.00)	\$ (61.92)	\$ -	\$ -
100-10-620-41110	Wages - Full time	\$ 37,246.50	\$ 38,888.37	\$ -	\$ -
100-10-620-41160	Allowances	\$ 996.00	\$ 924.00	\$ -	\$ -
100-10-620-41210	Health Insurance	\$ 1,579.16	\$ 1,568.44	\$ -	\$ -
100-10-620-41240	Cafeteria Plan Section 125	\$ 784.35	\$ 734.23	\$ -	\$ -
100-10-620-41250	PERS Retirement	\$ 5,429.79	\$ 5,862.24	\$ -	\$ -
100-10-620-41260	Social Security & Medicare	\$ 565.05	\$ 588.97	\$ -	\$ -
100-10-620-41270	Worker Comp Insurance	\$ 807.85	\$ 996.61	\$ -	\$ -
100-10-620-41290	Benefits - Other	\$ 3,289.41	\$ 3,374.39	\$ -	\$ -
100-10-620-42150	Info Tech Support Services	\$ 3,576.16	\$ -	\$ 250.00	\$ -
100-10-620-42160	Professional Services	\$ 45,316.55	\$ 48,942.97	\$ 110,000.00	\$ 50,000.00
100-10-620-42420	Postage/Mail/Copy/Printing Svc	\$ -	\$ -	\$ 250.00	\$ 250.00
100-10-620-42425	Membership Dues & Subscription	\$ 917.10	\$ 937.10	\$ 100.00	\$ 50,000.00
100-10-620-42430	Conferences - Training	\$ 660.96	\$ 881.28	\$ 1,750.00	\$ 2,000.00
Revenue Total		\$ 30.00	\$ 61.92	\$ -	\$ -
Expense Total		\$ 101,168.88	\$ 103,698.60	\$ 112,350.00	\$ 102,250.00
620	Economic Development	\$ 101,138.88	\$ 103,636.68	\$ 112,350.00	\$ 102,250.00

Administration — Housing Services 2018-19 Fiscal Year Budget

Administration Department #10 Housing Services Division #630

Provide a variety of housing options and types of housing for all levels of income.

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ -	-	-	\$ -
Supplies & Services	-	-	24,000	18,600
Division Total	\$ -	-	24,000	\$ 18,600
Revenues				
Rents	\$ -	-	41,400	\$ -
Proceeds of Sale	-	-	-	220,000
Division Total	\$ -	-	41,400	\$ 220,000

Note: The Community Development Director FTE .10 is budgeted in the Community Development Department, Housing Services Division.

Administration — Housing Services

2018-19 Fiscal Year Details

Administration Department #10 Housing Services Division #630

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
630	Housing Services				
100-10-630-36290	Rentals / Leases - Other	\$ -	\$ -	\$ (41,400.00)	\$ -
100-10-630-36380	Proceeds of Sales	\$ -	\$ -	\$ -	\$ (220,000.00)
100-10-630-42160	Professional Services	\$ -	\$ -	\$ 12,000.00	\$ 12,000.00
100-10-630-42190	Misc Contractual Services	\$ -	\$ -	\$ 12,000.00	\$ 6,600.00
Revenue Total		\$ -	\$ -	\$ 41,400.00	\$ 750,000.00
Expense Total		\$ -	\$ -	\$ 24,000.00	\$ 18,600.00
630	Housing Services	\$ -	\$ -	\$ (17,400.00)	\$ (731,400.00)

Administration — Neighborhood Services

The Neighborhood Communications Manager oversees, develops and manages external communication from the City including website, social media, and other outreach outlets. This division coordinates outreach and communication at the neighborhood level mostly through Neighborhood Watch (Crime Prevention led by the Police Department), various publications such as State of the City, the City Manager's Friday Update, Senior Center Newsletters, etc.; and through community oriented events including clean-ups, Annual Citywide Yard Sale, and National Night Out.

2017–18 Highlights

- Coordinated with the Police and Fire Department on National Night Out
- Coordinated with the Chamber of Commerce to present the 2018 State of the City Breakfast
- With the American Canyon Police Department's Community Resource Officer, developed and established the neighborhood watch program to include regular meetings, training, and consistent communication with the 250+ registered members
- Provided accessible opportunities for residents to safely dispose of unwanted items from their property by coordinating, in partnership with Recology American Canyon, a month long community clean-up and the Community Wide Yard Sale (130+ individual yard sales around town)
- Partnered with Recology American Canyon to educate and inform residents on how to safely dispose of items throughout the year
- Provided presentations to the senior class at American Canyon High School to engage local youth on the services provided by the city and to promote public service career options

Goals

- Develop a communication plan and guidelines
- Refresh the City's website and improve the user experience for visitors to the site
- Develop public information/engagement campaigns to gain feedback and inform residents of current issues and events
- Provide ongoing, consistent, timely, and accurate information to residents through various outreach opportunities
- Evaluate the outreach methods used by the City and consider new options to increase the efficiency of distributing information
- Connect neighbors; solve problems; beautify neighborhoods
- Partner with the Parks & Open Space Project Coordinator to facilitate the creation and development of a community service group to complete community projects and assist others in need of help to maintain their property, i.e. mow/pull weeds, trims trees and shrubs, and paint

Administration — Neighborhood Services 2018-19 Fiscal Year Budget

Administration Department #10 Neighborhood Services #760

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ -	-	132,076	\$ 153,300
Supplies & Services	-	-	85,050	173,150
Division Total	\$ -	-	217,126	\$ 326,450

	Amended Budget FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
Management Analyst	-	1.00	1.00
Total Full Time Equivalents	-	1.00	1.00

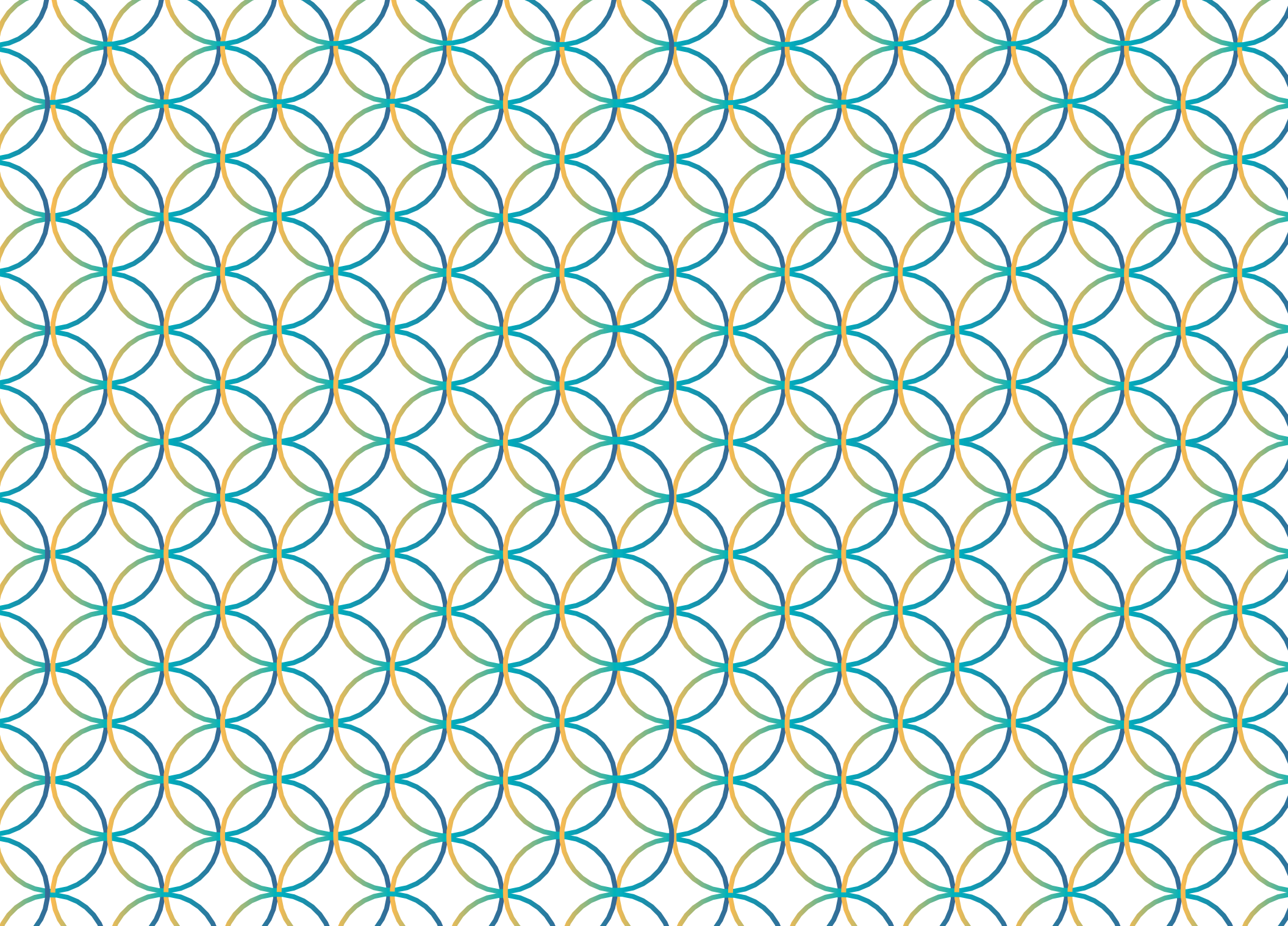
Comment: The Neighborhood Services Program moved from the Parks and Recreation Department to the Administration Department starting in FY 2018-19.

Administration — Neighborhood Services

2018-19 Fiscal Year Details

Administration Department #10 Neighborhood Services #760

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
760	NEIGHBORHOOD PROGRAMS				
100-10-760-41110	Wages - Full Time	\$ -	\$ -	\$ -	\$ 101,900.00
100-10-760-41120	Wages - Part time	\$ -	\$ -	\$ -	\$ 3,100.00
100-10-760-41210	Health Insurance	\$ -	\$ -	\$ -	\$ 22,800.00
100-10-760-41240	Cafeteria Plan Section 125	\$ -	\$ -	\$ -	\$ 3,700.00
100-10-760-41250	PERS Retirement	\$ -	\$ -	\$ -	\$ 17,400.00
100-10-760-41260	Social Security & Medicare	\$ -	\$ -	\$ -	\$ 1,500.00
100-10-760-41270	Worker Comp Insurance	\$ -	\$ -	\$ -	\$ 900.00
100-10-760-41290	Benefits - Other	\$ -	\$ -	\$ -	\$ 2,000.00
100-10-760-42190	Misc Contractual Services	\$ -	\$ -	\$ -	\$ 146,900.00
100-10-760-42420	Postage/Mail/Copy/Printing Svc	\$ -	\$ -	\$ -	\$ 14,100.00
100-10-760-42485	ISF - Info Tech	\$ -	\$ -	\$ -	\$ 5,000.00
100-10-760-43115	Operating Supplies	\$ -	\$ -	\$ -	\$ 7,150.00
Revenue Total		\$ -	\$ -	\$ -	\$ -
Expense Total		\$ -	\$ -	\$ -	\$ 326,450.00
760	NEIGHBORHOOD PROGRAMS	\$ -	\$ -	\$ -	\$ 326,450.00

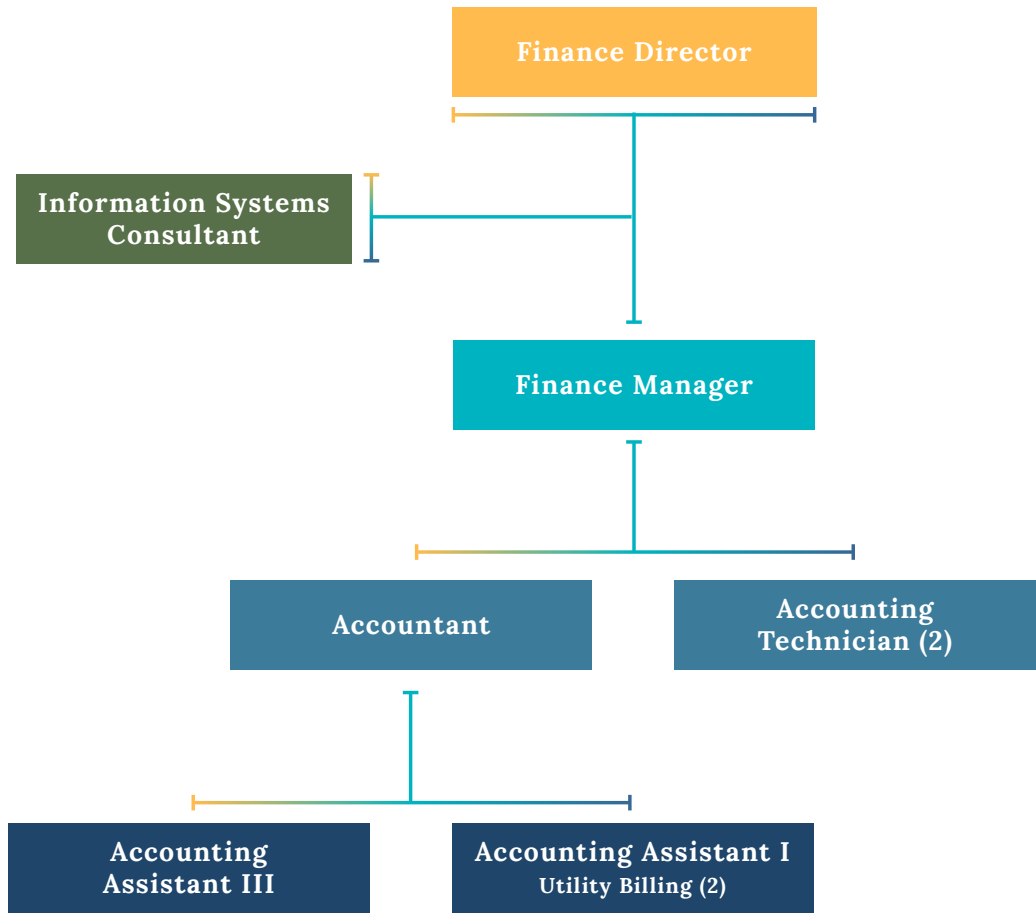


The image shows the exterior of a modern building, identified as City Hall. The entrance features a set of glass double doors with a wheelchair accessibility symbol. To the left of the doors is a large glass window with a sign that reads "CITY HALL BUSINESS HOURS: 8:30am - 5:00pm Monday - Friday". Above the doors, the words "CITY HALL" are visible in a serif font. The building has a light-colored facade and a metal pergola structure over the entrance. A teal-colored overlay covers the right half of the image, and the word "Finance" is written in white text on this overlay. In the foreground, there are some dark green bushes.

Finance

Finance Organization Chart

Finance



Finance

Mission: To provide a range of financial services to internal and external customers. Major functions include accounts payable, payroll, utility billing, business licenses, purchasing, budgeting, financial reporting, cash flow management and investment management.

2017–18 Highlights

- Received Certificate of Achievement for Excellence in Financial Reporting for the fiscal year 2016-17 CAFR by the Government Finance Officers Association
- Received Distinguished Budget Presentation Award for the FY 2017-18 Operating Budget by the Government Finance Officers Association
- Received Operating Budget Excellence Award for the FY 2017-18 Operating Budget by the California Society of Municipal Finance Officers
- Restructured the Finance Department to accommodate the new staff configuration resulting in cost savings of approximately \$95,000 annually
- Successful recruitment of two new Accounting Assistants for Utility Billing
- Updated desk manuals and procedures throughout the department
- Enhanced the Accounts Payable process for better efficiency
- Improved the Chart of Accounts by combining similar expenditure accounts for more efficient accounts payable processing and reporting
- Implemented the Extended Budgeting module in Springbrook, our financial software
- Held training on finance processes and procedures including purchase orders, accounts payable, payroll, cash receipts, and extended budgeting with other departments

- Updated and improved the Payment Plan process for Utility Billing customers
- Provided crucial information for contract consultant to complete the water rate study
- Leased IT network equipment through a Hardware as a Service (HAAS) agreement resulting in a more reliable and effective network

Goals

- Lobby kiosk for Business License and Utility Billing customers
- Present annual financial reports and fiscal achievements for award recognition
- Cross train staff on key departmental functions
- Evaluate implementing an IVR system for Utility Billing customer payments
- Begin the process of a comprehensive User Fee Study
- Work with IT to implement second phase of HAAS agreement for the server room
- Assess the Business License Application process for efficiency and customer service

Finance Summary

2018-19 Fiscal Year Budget

Finance Department #20 General Fund #100 Summary

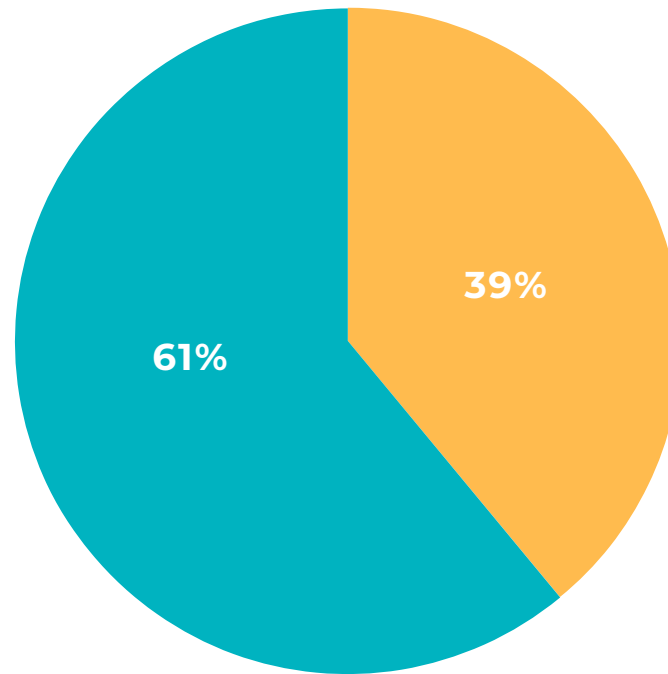
	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures by Category				
Personnel	\$ 842,335	877,989	718,305	\$ 867,100
Supplies & Services	369,675	350,806	499,700	442,760
Total for Department	\$ 1,212,010	1,228,795	1,218,005	\$ 1,309,860
Revenues				
Finance	\$ 233,655	245,202	249,000	\$ 248,538
Utility Billing	468,050	440,836	555,100	606,200
Total for Department	\$ 701,705	686,038	804,100	\$ 854,738

	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
Finance	4.80	4.50	4.10
Utility Billing	3.40	3.40	3.80
Total Full Time Equivalent	8.20	7.90	7.90

Finance Summary

2018-19 Fiscal Year Budget

Finance Department #20 General Fund #100



■ Revenues ■ Expenditures

Finance — Finance

2018-19 Fiscal Year Budget

Finance Department #20 Finance Division #210

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 576,067	568,408	486,113	\$ 498,000
Supplies & Services	221,573	220,401	318,200	271,460
Division Total	\$ 797,640	788,808	804,313	\$ 769,460
Revenues				
Charges for Services	\$ -	-	22,000	\$ 22,000
Miscellaneous	2,635	16,612	3,000	3,000
Transfers in	231,020	228,590	224,000	223,538
Division Total	\$ 233,655	245,202	249,000	\$ 248,538

	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
Accounting Assistant	0.70	0.70	0.40
Accounting Technician	2.00	2.00	2.00
Admin Services Director	0.60	0.80	-
Finance Director	-	-	0.80
Accountant	0.50	-	0.40
Finance Manager	1.00	1.00	0.50
Total Full Time Equivalents	4.80	4.50	4.10

Finance — Finance

2018-19 Fiscal Year Details

Finance Department #20 Finance Division #210

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
210	Finance				
100-20-210-35190	Chgs for Servs - Other	\$ -	\$ -	\$ (22,000.00)	\$ (22,000.00)
100-20-210-36390	Misc Revenues - Other	\$ (2,635.00)	\$ (16,612.13)	\$ (3,000.00)	\$ (3,000.00)
100-20-210-37210	Interfund Transfer Support Svc	\$ (230,441.14)	\$ (228,088.00)	\$ (223,200.00)	\$ (222,900.00)
100-20-210-37390	Transfer In from Other Funds	\$ (579.07)	\$ (501.77)	\$ (800.00)	\$ (638.00)
100-20-210-41110	Wages - Full time	\$ 384,682.37	\$ 412,501.93	\$ 347,239.00	\$ 365,300.00
100-20-210-41120	Wages - Part Time	\$ 46,525.00	\$ 16,368.45	\$ 476.00	\$ -
100-20-210-41140	Wages - Overtime	\$ 3,759.66	\$ 2,662.25	\$ 15,000.00	\$ 6,000.00
100-20-210-41160	Allowances	\$ 2,988.00	\$ 1,647.00	\$ 2,880.00	\$ 3,900.00
100-20-210-41210	Health Insurance	\$ 40,002.55	\$ 41,445.45	\$ 22,418.00	\$ 29,300.00
100-20-210-41230	Health-In-Lieu	\$ 9,084.00	\$ 6,996.00	\$ 9,600.00	\$ 6,800.00
100-20-210-41240	Cafeteria Plan Section 125	\$ 15,679.87	\$ 13,603.55	\$ 16,770.00	\$ 15,400.00
100-20-210-41250	PERS Retirement	\$ 57,043.94	\$ 56,883.15	\$ 58,962.00	\$ 57,800.00
100-20-210-41260	Social Security & Medicare	\$ 6,540.71	\$ 6,592.98	\$ 5,484.00	\$ 5,700.00
100-20-210-41270	Worker Comp Insurance	\$ 3,881.84	\$ 4,953.27	\$ 2,644.00	\$ 2,800.00
100-20-210-41290	Benefits - Other	\$ 5,879.07	\$ 4,753.89	\$ 4,640.00	\$ 5,000.00
100-20-210-42120	Audit Services	\$ 70,038.52	\$ 66,394.74	\$ -	\$ -
100-20-210-42150	Info Tech Support Services	\$ 23,288.52	\$ 33,954.44	\$ 30,000.00	\$ 28,010.00
100-20-210-42160	Professional Services	\$ 34,759.00	\$ 22,387.42	\$ 165,300.00	\$ 20,600.00
100-20-210-42180	Temp Agency Services	\$ 384.93	\$ -	\$ -	\$ 15,000.00
100-20-210-42190	Misc Contractual Services	\$ -	\$ -	\$ 16,000.00	\$ 100,850.00
100-20-210-42310	General Repairs & Maint	\$ 23,510.94	\$ 21,012.60	\$ 7,500.00	\$ 23,500.00
100-20-210-42420	Postage/Mail/Copy/Printing Svc	\$ 8,245.96	\$ 9,307.82	\$ 12,100.00	\$ 9,300.00
100-20-210-42425	Membership Dues & Subscription	\$ 1,180.00	\$ 1,090.00	\$ 1,800.00	\$ 1,700.00
100-20-210-42430	Conferences - Training	\$ 3,279.60	\$ 5,600.79	\$ 5,000.00	\$ 8,600.00
100-20-210-42485	ISF - Info Tech	\$ 28,049.05	\$ 35,200.00	\$ 33,500.00	\$ 35,200.00
100-20-210-42490	Services - Other	\$ 2,407.87	\$ 3,253.15	\$ -	\$ -
100-20-210-42495	Contra-expense	\$ (21,797.80)	\$ (20,908.00)	\$ -	\$ (19,100.00)
100-20-210-43110	Office Supplies	\$ 11,265.84	\$ 8,896.65	\$ 9,400.00	\$ 12,000.00
100-20-210-43115	Operating Supplies	\$ 1,614.22	\$ 1,274.86	\$ 2,600.00	\$ 1,800.00
100-20-210-43220	Util-PhonesPgnsInternetCable	\$ 35,346.60	\$ 32,936.05	\$ 35,000.00	\$ 34,000.00
Revenue Total		\$ 233,655.21	\$ 245,201.90	\$ 249,000.00	\$ 248,538.00
Expense Total		\$ 797,640.26	\$ 788,808.44	\$ 804,313.00	\$ 769,460.00
210	Finance	\$ 563,985.05	\$ 543,606.54	\$ 555,313.00	\$ 520,922.00

Finance — Utility Billing

2018-19 Fiscal Year Budget

Finance Department #20 Utility Billing Division #230

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 266,268	309,581	232,192	\$ 369,100
Supplies & Services	148,102	130,406	181,500	171,300
Division Total	\$ 414,369	439,987	413,692	\$ 540,400
Revenues				
Transfers in	\$ 468,050	440,836	555,100	\$ 606,200
Division Total	\$ 468,050	440,836	555,100	\$ 606,200

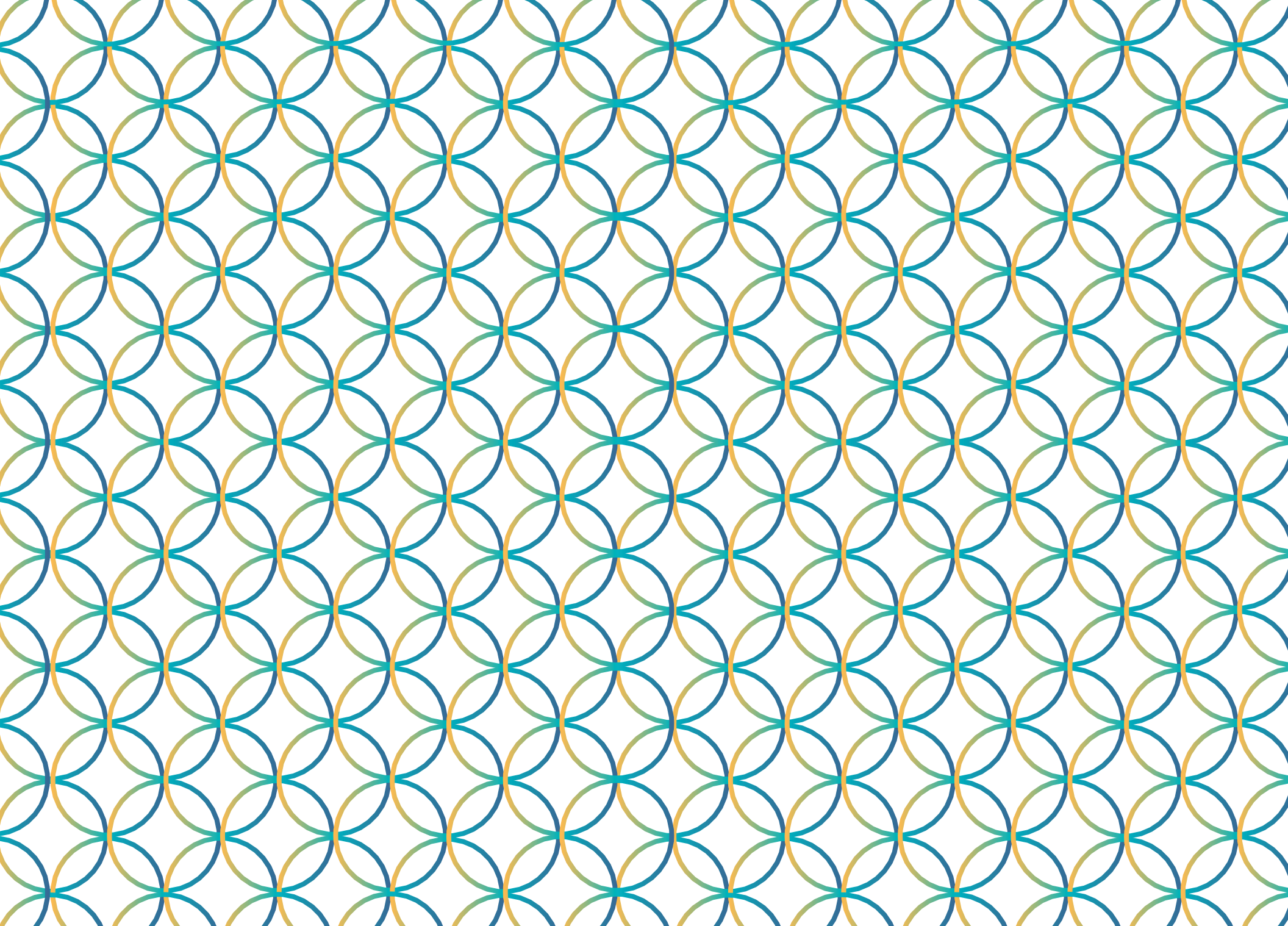
	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
Accountant			0.60
Accounting Assistants	2.30	2.30	2.60
Admin Services Director	0.10	0.10	-
Finance Director	-	-	0.10
Finance Manager	1.00	1.00	0.50
Total Full Time Equivalents	3.40	3.40	3.80

Finance — Utility Billing

2018-19 Fiscal Year Details

Finance Department #20 Utility Billing Division #230

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
230	Utility Billing				
100-20-230-37210	Interfund Transfer Support Svc	\$ (465,461.70)	\$ (439,987.33)	\$ (553,100.00)	\$ (606,200.00)
100-20-230-37390	Transfer in from Other Funds	\$ (2,588.43)	\$ (848.94)	\$ (2,000.00)	\$ -
100-20-230-41110	Wages - Full time	\$ 197,559.77	\$ 234,132.80	\$ 164,688.00	\$ 259,700.00
100-20-230-41120	Wages - Part Time	\$ -	\$ 693.46	\$ 476.00	\$ -
100-20-230-41140	Wages - Overtime	\$ 187.05	\$ 1,595.42	\$ 5,000.00	\$ 2,000.00
100-20-230-41160	Allowances	\$ 498.00	\$ 274.50	\$ 480.00	\$ 500.00
100-20-230-41210	Health Insurance	\$ 7,913.71	\$ 10,932.91	\$ 12,840.00	\$ 36,500.00
100-20-230-41230	Health-In-Lieu	\$ 10,722.00	\$ 10,638.00	\$ 7,019.00	\$ 2,900.00
100-20-230-41240	Cafeteria Plan Section 125	\$ 9,068.51	\$ 10,072.23	\$ 11,860.00	\$ 14,100.00
100-20-230-41250	PERS Retirement	\$ 29,308.58	\$ 33,271.99	\$ 23,700.00	\$ 45,700.00
100-20-230-41260	Social Security & Medicare	\$ 3,154.99	\$ 3,739.84	\$ 2,677.00	\$ 4,100.00
100-20-230-41270	Worker Comp Insurance	\$ 5,675.90	\$ 2,123.81	\$ 1,258.00	\$ 2,000.00
100-20-230-41290	Benefits - Other	\$ 2,179.24	\$ 2,106.44	\$ 2,194.00	\$ 1,600.00
100-20-230-42150	Info Tech Support Services	\$ 21,618.76	\$ 21,938.74	\$ 46,800.00	\$ 47,700.00
100-20-230-42180	Temp Agency Services	\$ 30,169.95	\$ 8,606.47	\$ 30,000.00	\$ 15,000.00
100-20-230-42190	Misc Contractual Services	\$ 50,096.58	\$ 54,856.84	\$ 56,000.00	\$ 55,900.00
100-20-230-42310	General Repairs & Maint	\$ 3,418.23	\$ 2,738.23	\$ -	\$ -
100-20-230-42420	Postage/Mail/Copy/Printing Svc	\$ 29,343.71	\$ 25,950.99	\$ 26,400.00	\$ 29,200.00
100-20-230-42425	Membership Dues & Subscription	\$ -	\$ -	\$ 100.00	\$ -
100-20-230-42430	Conferences - Training	\$ 2,501.82	\$ 596.26	\$ 5,900.00	\$ 5,900.00
100-20-230-42485	ISF - Info Tech	\$ 8,042.59	\$ 13,200.00	\$ 14,400.00	\$ 15,100.00
100-20-230-42490	Services - Other	\$ 483.41	\$ 95.40	\$ -	\$ -
100-20-230-43110	Office Supplies	\$ 1,689.42	\$ 1,846.94	\$ 1,900.00	\$ 2,500.00
100-20-230-43115	Operating Supplies	\$ 732.24	\$ -	\$ -	\$ -
100-20-230-43210	Utilities - Gas & Elec	\$ -	\$ 571.93	\$ -	\$ -
100-20-230-43220	Util-PhonesPgrsInternetCable	\$ 5.02	\$ 4.13	\$ -	\$ -
Revenue Total		\$ 468,050.13	\$ 440,836.27	\$ 555,100.00	\$ 606,200.00
Expense Total		\$ 414,369.48	\$ 439,987.33	\$ 413,692.00	\$ 540,400.00
230	Utility Billing	\$ (53,680.65)	\$ (848.94)	\$ (141,408.00)	\$ (65,800.00)

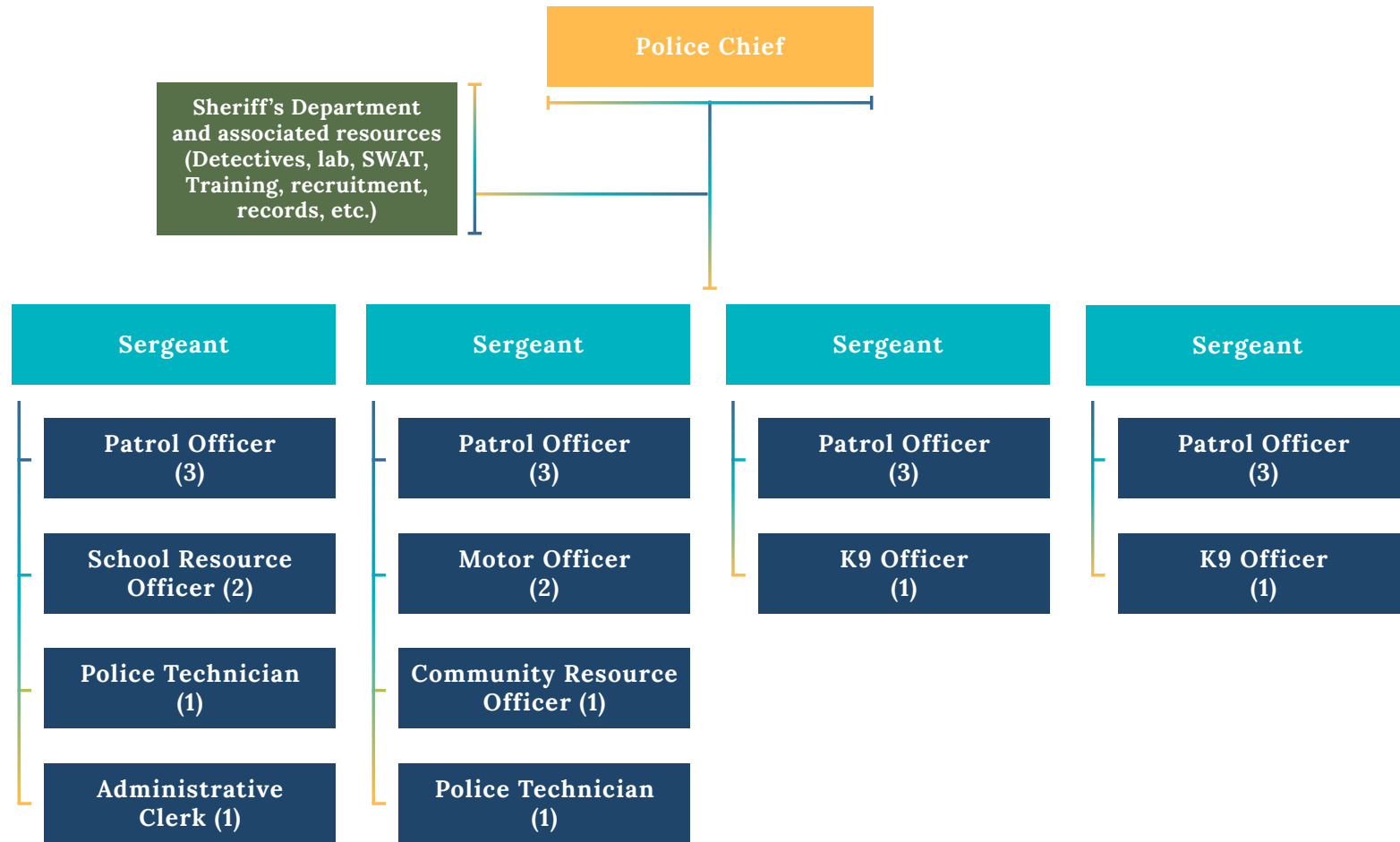




Police

Police Organization Chart

Police



Police

The Police Department is the local law enforcement service for the City of American Canyon. The Police Department are first responders to all forms of emergencies and crisis. The department provides public safety by enforcing the Penal Code, Health and Safety Code, local ordinances, and Vehicle Code laws. American Canyon Police Department is comprised of 24 sworn peace officers, two non-sworn Police Technicians, and an Administrative Clerk that is shared with the Fire District.

The City of American Canyon contracts with the Napa County Sheriff's Office for law enforcement services. The Sheriff's Office provides the City with a Captain for the role of the Police Chief, four supervisors at the rank of Sergeant, and 19 Deputy Sheriffs to serve as Police Officers. The officer's assignments include patrol shifts, K9 units, traffic-motorcycle unit, school resource officers, and community resources officer.

2017–18 Highlights

- Partnered with City's Neighborhood Communications Manager to increase registration, participation, and consistency of Neighborhood Watch
- Created a Traffic Safety Committee to review traffic enforcement, signage, and design
- Worked with local businesses to improve crime prevention

Goals

- Launch *Join our Pack* Neighborhood Watch campaign to improve enrollment and community participation
- Improve outreach through various social media platforms
- Provide consistent and updated training to officers on modern trends, challenges, and topics
- Use patrol resources to assist traffic unit, for additional traffic enforcement and education

Police

2018-19 Fiscal Year Budget

Police Department #30 Division #310

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 209,387	209,591	181,669	\$ 207,700
Sheriff's Contract	5,683,614	5,853,815	6,029,430	6,210,313
Supplies & Services	512,614	375,106	379,755	412,900
Capital Outlay	44,149	45,499	45,000	62,000
Division Total	\$ 6,449,764	6,484,012	6,635,854	\$ 6,892,913
Revenues				
Intergovernmental - Grants	\$ 31,575	-	-	\$ -
Miscellaneous	45,267	129,985	167,600	283,600
Fines & Forfeitures	89,277	80,937	80,000	80,000
Transfers In	125,192	146,811	120,000	140,000
Division Total	\$ 291,312	357,732	367,600	\$ 503,600

Police 2018-19 Fiscal Year Budget

Police Department #30 Division #310

	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
City Staff			
Police Technician	2.00	2.00	2.00
Administrative Clerk II	0.70	0.70	0.70
Total Full Time Equivalents - City	2.70	2.70	2.70

Comments: Admin Clerk II is shared between the City (70%) and the Fire District (30%).

Sheriff's Contract Staff			
Police Chief	1.00	1.00	1.00
Sergeant	4.00	4.00	4.00
Deputy Sheriff	19.00	19.00	19.00
Total Full Time Equivalents - Contract	24.00	24.00	24.00

Law Enforcement Services provided by Napa County Sheriff through contractual agreement.

Police

2018-19 Fiscal Year Details

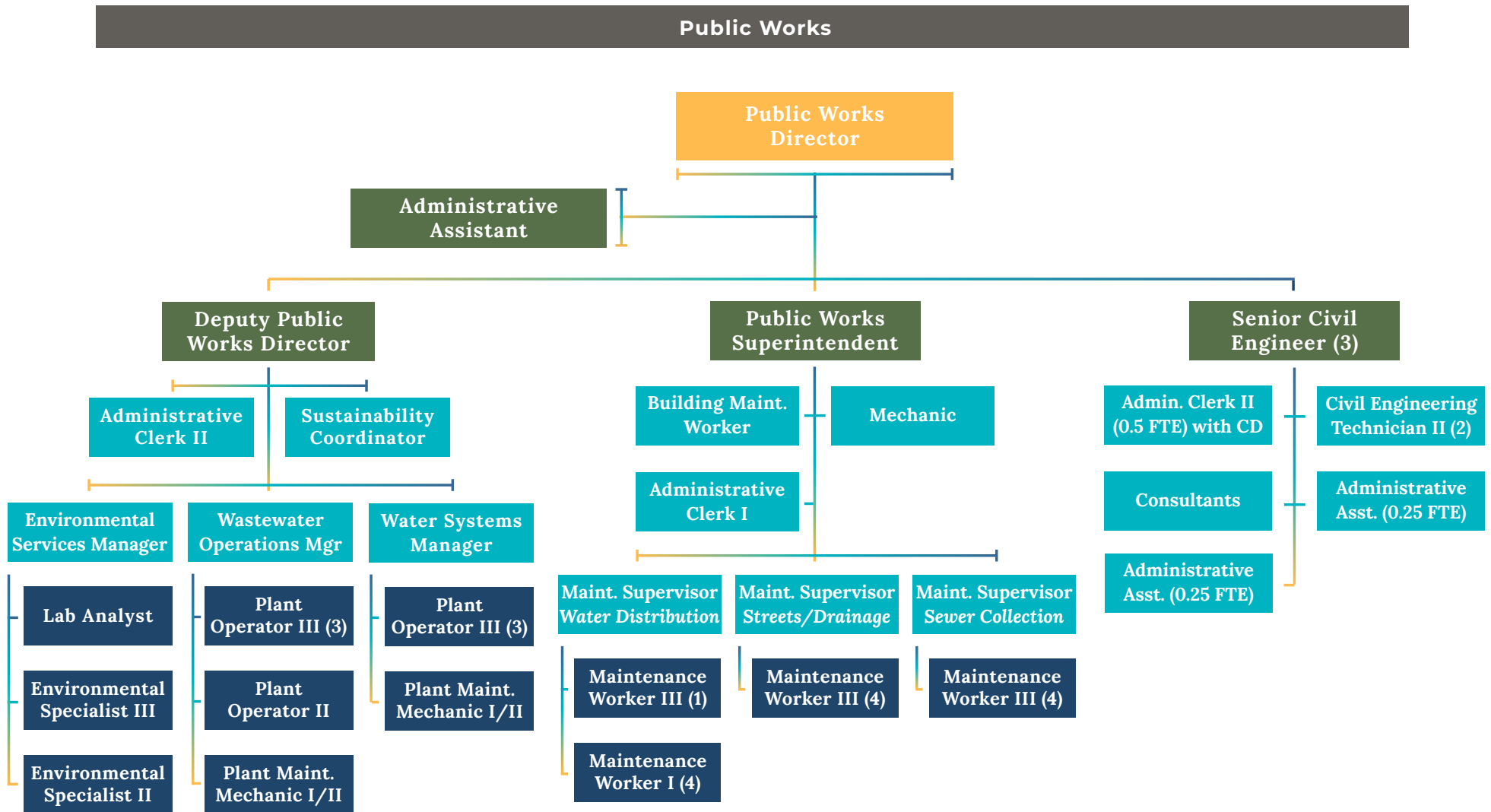
Police Department #30 Division #310

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
310	Police/Sheriff				
100-30-310-33115	Grants - State & Local	\$ (31,575.00)	\$ -	\$ -	\$ -
100-30-310-35180	Towing Fees	\$ (16,330.00)	\$ (14,250.00)	\$ (15,000.00)	\$ (15,000.00)
100-30-310-36380	Proceeds of Sale	\$ -	\$ -	\$ (9,000.00)	\$ (10,000.00)
100-30-310-36390	Misc Revenues - Other	\$ (45,267.36)	\$ (115,734.95)	\$ (143,600.00)	\$ (143,600.00)
100-30-310-36410	Fines and Forfeitures	\$ (72,947.35)	\$ (80,936.62)	\$ (80,000.00)	\$ (80,000.00)
100-30-310-37390	Transfer In from Other Funds	\$ (125,191.79)	\$ (146,810.83)	\$ (120,000.00)	\$ (140,000.00)
100-30-310-41110	Wages - Full time	\$ 140,991.53	\$ 150,501.49	\$ 122,610.00	\$ 150,300.00
100-30-310-41140	Wages - Overtime	\$ 8,215.18	\$ 7,079.13	\$ 8,425.00	\$ -
100-30-310-41210	Health Insurance	\$ 18,254.60	\$ 15,684.90	\$ 16,260.00	\$ 21,100.00
100-30-310-41230	Health-In-Lieu	\$ 3,486.00	\$ 3,234.00	\$ 3,360.00	\$ 4,800.00
100-30-310-41240	Cafeteria Plan Section 125	\$ 8,672.67	\$ 8,118.88	\$ 9,990.00	\$ 10,000.00
100-30-310-41250	PERS Retirement	\$ 20,214.36	\$ 20,829.99	\$ 18,105.00	\$ 17,600.00
100-30-310-41260	Social Security & Medicare	\$ 2,334.83	\$ 2,456.67	\$ 1,985.00	\$ 2,500.00
100-30-310-41270	Worker Comp Insurance	\$ 7,218.12	\$ 1,686.21	\$ 934.00	\$ 1,400.00
100-30-310-42160	Professional Services	\$ 10,203.12	\$ 15,937.14	\$ -	\$ 10,000.00
100-30-310-42190	Misc Contractual Services	\$ -	\$ -	\$ 13,800.00	\$ 7,200.00
100-30-310-42210	Law Enforcement Services	\$ 5,683,614.04	\$ 5,853,815.00	\$ 6,029,430.00	\$ 6,210,313.00
100-30-310-42310	General Repairs & Maint	\$ 24,917.29	\$ 23,326.09	\$ 16,200.00	\$ 12,800.00
100-30-310-42420	Postage/Mail/Copy/Printing Svc	\$ 303.80	\$ 406.35	\$ 500.00	\$ 500.00
100-30-310-42430	Conferences - Training	\$ 1,009.56	\$ 1,655.97	\$ 4,000.00	\$ 7,000.00
100-30-310-42483	ISF - Bldg Maint	\$ -	\$ 49,300.00	\$ 54,100.00	\$ 56,700.00
100-30-310-42484	ISF - Fleet	\$ -	\$ 149,906.00	\$ 150,500.00	\$ 177,500.00
100-30-310-42485	ISF - Info Tech	\$ 341,316.20	\$ 4,400.00	\$ 2,400.00	\$ 2,500.00
100-30-310-42490	Services - Other	\$ 537.70	\$ 177.00	\$ 1,000.00	\$ 1,000.00
100-30-310-43110	Office Supplies	\$ 3,335.30	\$ 3,554.22	\$ 3,200.00	\$ 3,200.00
100-30-310-43115	Operating Supplies	\$ 30,374.41	\$ 20,482.64	\$ 28,555.36	\$ 27,000.00
100-30-310-43120	Fuel	\$ 60,220.75	\$ 64,880.34	\$ 70,000.00	\$ 72,000.00
100-30-310-43125	Small Tools & Equip	\$ 2,489.24	\$ 769.30	\$ -	\$ -
100-30-310-43210	Utilities - Gas & Elec	\$ 22,106.23	\$ 24,625.33	\$ 19,000.00	\$ 19,000.00
100-30-310-43220	Util-PhonesPgnsInternetCable	\$ 15,800.17	\$ 15,685.88	\$ 16,500.00	\$ 16,500.00
100-30-310-46120	Vehicles	\$ 34,984.51	\$ 45,499.07	\$ 45,000.00	\$ 33,000.00
100-30-310-46130	Major Equipment	\$ 9,164.25	\$ -	\$ -	\$ 29,000.00
Revenue Total		\$ 291,311.50	\$ 357,732.40	\$ 367,600.00	\$ 388,600.00
Expense Total		\$ 6,449,763.86	\$ 6,484,011.60	\$ 6,635,854.36	\$ 6,892,913.00
310	Police/Sheriff	\$ 6,158,452.36	\$ 6,126,279.20	\$ 6,268,254.36	\$ 6,504,313.00

Public Works



Public Works Organization Chart



Public Works

The Public Works Department provides for the health, safety and comfort of all American Canyon residents, workers and visitors on a daily basis. The services and functions provided by the Public Works Department make civilized life possible. Our goal is to meet the essential needs of the City and our larger service area in a way that brings pride to the community, with little or no awareness by the public. We are doing our jobs if no one knows, or needs to call in with concerns.

Services Provided

The Public Works Department provides:

- *Clean, safe, and reliable drinking water*
 - » Public Works annually provides approximately 2,600 acre-feet of water to its customers; that's nearly 850 million gallons per year!
- *Effective wastewater collection, treatment and water recycling*
 - » The City's state-of-the-art Water Reclamation Facility (WRF) treats a minimum of 1 million gallons of wastewater each and every day; the annual total wastewater treated is in excess of 650 million gallons
 - » The WRF also produces approximately 80 million gallons of recycled water each year, used for irrigation, and in some instances toilet flushing in dual-plumbed locations
- *Safe, efficient, and effective transportation systems*
 - » Public Works staff are constantly maintaining, constructing, and improving our transportation infrastructure; although State Route 29 is not a City facility, we are constantly developing new ways to improve traffic flow through the City in coordination with CalTrans
- *Well-designed and maintained streets, storm drains, street lights, traffic signals, and civic facilities*
 - » Public Works crews maintain 112-miles of streets, 12-miles of storm drain system, 927 street lights, 6 traffic signals, and 9 City owned buildings and facilities
- *Solid waste and hazardous waste management*
 - » Solid waste handling (refuse collection and recycling) is managed by Public Works through the franchise solid waste provider (Recology)
 - » The City collects certain hazardous wastes for disposal and coordinates with Recology for proper handling of hazardous materials

Public Works *continued*

- *Management of the City's vehicle and equipment fleet*
 - » Public Works is responsible for maintaining over 77 vehicles and pieces of motorized equipment, which serve all City departments, allowing them to accomplish their respective missions
- *Environmental stewardship of creeks, wetlands, and open spaces*
 - » Throughout the divisions within Public Works, staff are constantly maintaining, improving, and monitoring American Canyon's creeks, wetlands, and open spaces to insure their continued health for all to enjoy
 - » Quick response in the event of an emergency or natural disaster
 - » Public Works crews are the third leg of the first responder stool and often times are the first on scene
 - » Public Works work in conjunction with and in support of Fire and Police responders
- *Capital project management*
 - » The purpose of the Capital Improvement Program (CIP) is to provide the City of American Canyon with a long-range plan for capital improvements
 - » Investment in Capital improvements fosters economic vitality, neighborhood vitality, and preservation of City infrastructure; it provides or improves service to areas lacking or having deficient service
 - » Evaluation criteria for selecting which projects to include for funding includes 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
- *Development engineering services*
 - » Ensures that private development complies with City Engineering design standards established to foster a sense of place and to further economic development objectives
 - » 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

Public Works *continued*

2017–18 Highlights

WATER RECLAMATION FACILITY

Operations

- Second Plant Mechanic added to support aging plant equipment
- Filled Wastewater Operator position
- Building E fuel tank replacement, new flow meter, and pump seismic bracing
- Base rock 33% of plant site; prevent erosion and plant beautification
- Replaced backwash piping for all four trains
- REplaced diffuser systems for all four trains
- Re-engineered and reconstructed train weir boxes with new materials
- Upsized back-up generator wire size allowing for total plant operation under generator power
- Installed process control ammonia probes for influent
- Installed EC process control meter chlorine contact basin.

Environmental Compliance

- Renewal of National Pollutant Discharge Elimination System (NPDES) Permit; allows WRF to treat wastewater and discharge it to receiving waters or use it to generate recycled water
- 6th Consecutive year of no water quality violations at WRF

ENGINEERING / CAPITAL IMPROVEMENT PROGRAM (CIP)

Green Island Road

- Established GIR Underground Utility District, and started and significantly completed utility undergrounding design
- Started appraisals for ROW acquisition
- Executed agreement with California Northern Railroad initiating a design for the reconstruction of both Railroad crossings on GIR
- Formed City-team for Community Facilities District formation

Devlin Road

- Brought design to 40%
- Evaluated potential layout revision for Devlin Road to implement a roundabout at the northern intersection

2017 Annual Pavement Management Project

- Pavement rehabilitation work consisting of grind and thin overlay on Abby Ct, Alder Ct, Ashby Pl, Cherry Blossom Ct, Hartford Ct, Kent Pl, Larkspur St, Newbury Wy, Norwick Ct, Orange Blossom Ct, Parkview Ct, Wentworth Ct and possibly E. American Canyon Rd and Donaldson Wy
- Fog seal: Broadway, Biella Ct, Cartagena Wy, Donaldson Wy (SR29 to Newell (Vintage Ranch)), Newell Dr, Palestrina Dr, Palestrina Ct, Rio Del Mar (Wetlands Edge to Rio Grande), Silver Oak Trail, Via Bellagio, W. American Canyon Rd (James to Chaucer), and Wetlands Edge (Kensington to Eucalyptus)

Public Works *continued*

2017–18 Highlights *continued*

2017 Annual Water Main Replacement Project

- Replacement of approximately 1,700 lineal feet of 8” potable water main and 37 water services in Capra and Danrose Drive
- Designed and bid in 2017
- Construction in 2018

SS6 Theresa Avenue and Los Altos

- Replacement of existing sewer line and laterals in the public right of way in support of a 70-unit affordable senior rental housing development on Theresa Ave. Work includes upsizing of the existing 6” sewer main to a 10” sewer main; replacement of 4” sewer laterals; construction of storm drain improvements; construction of curb and gutter, grind and 1 ½” asphalt concrete overlay; and striping at Theresa Ave and Los Altos Dr.
- Designed and bid in 2017
- Construction in 2018

WATER TREATMENT PLANT

- School lead sampling; started 17 finish 18
- New roof on electrical building
- Homeowners lead & copper sampling completed
- Membrane repair complete

CORPORATION YARD

- Upgraded Private Fire Protection (PFP) systems to include new IPERL technology; water flow detection to prevent theft on fire systems
- Sewer collection tv-ing work completed
- Significant progress made on storm system pipe cleaning

Goals

WATER RECLAMATION FACILITY

Operations

- New Plant Mechanic truck
- Blue Frog system implementation; solids reduction process
- Maintenance management system implementation
- SCADA system upgrade
- Building E radio telemetry install
- Plant Programmable Logic Controller (PLC) upgrades
- Second 2mm influent screen installation (headworks upgrade)
- Base rock remainder of facility for erosion control

Environmental Compliance

- Transition WRF to Ultra Violet (UV) disinfection for recycled water (eliminate chlorine, improve recycled water production efficiency, minimize chemical use and reduce chemical costs)
- Evaluate WRF capacity and assess ability to restructure local limits (local limits define what industries are allowed to discharge in their wastewater that comes to WRF; goal is to accommodate additional, or different, industrial wastewater from potential new industry)

Public Works *continued*

ENGINEERING / CAPITAL IMPROVEMENT PROGRAM (CIP)

Green Island Road

- Acquire \$1M in OBAG2 grant funds
- Commence and complete formation of Community Facilities District, including issuance of bonds
- Commence RR reconstruction (qualifying for EDA reimbursement)
- Commence joint trench utility construction
- Make significant progress on road design

Devlin Road

- Establish final alignment and complete road design

SR29 Signal Interconnect

- Complete design and construction of signal interconnect
- Incorporate design and installation of Adaptive Traffic Control System (pending Council approval of amendment)

2018 Annual Pavement Management Project

- Pavement rehabilitation work consisting of a grind and thin overlay: Arden Court, Ascot Court, Bedford Lane, Brookshire Way, Chaucer Court, Kent Way, Kingsly Lane, Knightsbridge Court, Patricia Drive, Park Lane

Donaldson Way Sidewalk Project

- Construct 8 foot pedestrian/bike path from approximately SR29 to Carolyn Drive

SS4 Sewer Project

- Sewer replacement along SR29 near Crawford Way and Donaldson

WATER TREATMENT PLANT

- Continue discussions with City of Napa for Tank-to-Tank tie in project

CORPORATION YARD

- AMI Meter Replacement project
- GIS Maps for all City owned utilities



Public Works Summary 2018-19 Fiscal Year Budget

Public Works Department #50 General Fund #100

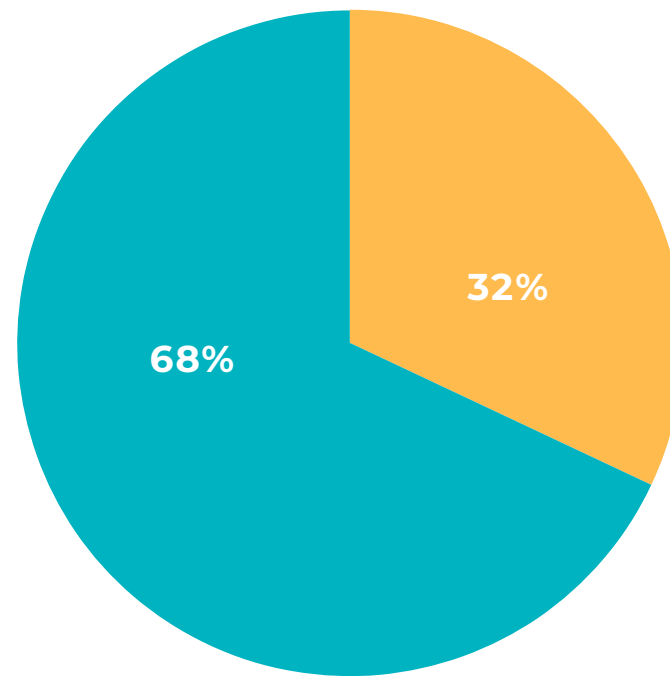
	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 1,491,215	1,630,174	1,758,339	\$ 1,971,100
Supplies & Services	733,883	962,051	1,023,210	1,024,800
Contra-expense	-	(122,268)	-	(306,750)
Total for Department	\$ 2,225,098	\$ 2,469,957	\$ 2,781,549	\$ 2,689,150

Revenues				
Public Works Admin	\$ 258,533	289,912	384,100	\$ 393,500
Capital Projects Admin	540,683	121,992	413,600	14,000
Street Maintenance	312,539	300,025	403,250	320,000
Storm Drain	294,054	97,437	340,600	556,100
City Engineer	3,400	4,473	5,257	-
Total for Department	\$ 1,409,209	813,839	1,546,807	\$ 1,283,600

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Public Works Admin	3.50	3.50	3.50
Capital Projects Admin	4.00	4.00	4.00
Street Maintenance	3.30	4.00	3.95
Storm Drain	1.60	1.90	2.35
City Engineer	1.00	1.00	1.50
Total Full Time Equivalents	13.40	14.40	15.30

Public Works Summary 2018-19 Fiscal Year Expenditures

Public Works Department #50 General Fund #100



■ Revenues ■ Expenditures

Public Works — Administration

2018-19 Fiscal Year Budget

Public Works Department #50 Administration Division #510

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 315,813	416,005	434,574	\$ 457,600
Supplies & Services	46,637	39,793	90,600	36,000
Division Total	\$ 362,450	455,798	525,174	\$ 493,600
Revenues				
Intergovernmental - Grants	\$ -	(6,830)	-	\$ -
Developer Contributions in Lieu	-	4,248	-	-
Charges for Services - Other	-	-	61,000	30,500
Transfers In	258,533	292,494	323,100	363,000
Division Total	\$ 258,533	289,912	384,100	\$ 393,500

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Administrative Assistant	1.50	1.50	1.50
Administrative Clerk	1.00	1.00	1.00
Public Works Director	1.00	1.00	1.00
Total Full Time Equivalents	3.50	3.50	3.50

Public Works — Administration

2018-19 Fiscal Year Details

Public Works Department #50 Administration Division #510

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
510	Public Works Administration				
100-50-510-33110	Grants - Federal	\$ -	\$ 6,829.75	\$ -	\$ -
100-50-510-35170	Developer Contributions In Lie	\$ -	\$ (4,248.00)	\$ -	\$ -
100-50-510-35190	Chgs for Servs - Other	\$ -	\$ -	\$ (61,000.00)	\$ (30,500.00)
100-50-510-37210	Interfund Transfer Support Svc	\$ (258,370.74)	\$ (292,494.00)	\$ (323,100.00)	\$ (363,000.00)
100-50-510-37390	Transfer In from Other Funds	\$ (162.17)	\$ -	\$ -	\$ -
100-50-510-41110	Wages - Full time	\$ 221,945.39	\$ 299,399.68	\$ 302,014.00	\$ 331,200.00
100-50-510-41140	Wages - Overtime	\$ 54.93	\$ -	\$ 500.00	\$ 500.00
100-50-510-41160	Allowances	\$ 4,980.00	\$ 4,620.00	\$ 4,800.00	\$ 4,800.00
100-50-510-41210	Health Insurance	\$ 37,758.41	\$ 48,456.55	\$ 50,370.00	\$ 40,300.00
100-50-510-41230	Health-In-Lieu	\$ 1,290.00	\$ 2,310.00	\$ 2,400.00	\$ 2,400.00
100-50-510-41240	Cafeteria Plan Section 125	\$ 9,197.10	\$ 11,362.45	\$ 13,150.00	\$ 13,200.00
100-50-510-41250	PERS Retirement	\$ 34,815.67	\$ 42,378.24	\$ 47,255.00	\$ 52,400.00
100-50-510-41260	Social Security & Medicare	\$ 3,436.40	\$ 4,625.76	\$ 4,695.00	\$ 5,200.00
100-50-510-41270	Worker Comp Insurance	\$ 1,731.11	\$ 2,210.88	\$ 5,385.00	\$ 3,100.00
100-50-510-41290	Benefits - Other	\$ 604.44	\$ 641.29	\$ 4,005.00	\$ 4,500.00
100-50-510-42160	Professional Services	\$ 162.17	\$ 1,973.72	\$ 23,000.00	\$ 6,000.00
100-50-510-42180	Temp Agency Services	\$ 11,233.50	\$ -	\$ -	\$ -
100-50-510-42190	Misc Contractual Services	\$ -	\$ -	\$ 7,000.00	\$ 3,400.00
100-50-510-42310	General Repairs & Maint	\$ 4,012.14	\$ 3,845.45	\$ 1,500.00	\$ 4,500.00
100-50-510-42415	Advertising	\$ -	\$ -	\$ 1,500.00	\$ -
100-50-510-42420	Postage/Mail/Copy/Printing Svc	\$ 841.33	\$ 669.19	\$ 800.00	\$ 800.00
100-50-510-42425	Membership Dues & Subscription	\$ 4,044.98	\$ 3,425.74	\$ 5,500.00	\$ 4,000.00
100-50-510-42430	Conferences - Training	\$ 2,034.00	\$ 6,135.07	\$ 12,000.00	\$ 6,000.00
100-50-510-42485	ISF - Info Tech	\$ 24,027.76	\$ 39,600.00	\$ 31,200.00	\$ 32,800.00
100-50-510-42490	Services - Other	\$ 2,125.33	\$ 1,504.32	\$ -	\$ -
100-50-510-42495	Contra-expense	\$ (11,144.33)	\$ (25,593.00)	\$ -	\$ (29,600.00)
100-50-510-43110	Office Supplies	\$ 3,609.38	\$ 3,787.57	\$ 5,000.00	\$ 5,000.00
100-50-510-43115	Operating Supplies	\$ 4,292.45	\$ 3,005.05	\$ 2,000.00	\$ 2,000.00
100-50-510-43220	Util-PhonesPgrsInternetCable	\$ 1,398.20	\$ 1,439.56	\$ 1,100.00	\$ 1,100.00
Revenue Total		\$ 258,532.91	\$ 289,912.25	\$ 384,100.00	\$ 393,500.00
Expense Total		\$ 362,450.36	\$ 455,797.52	\$ 525,174.00	\$ 493,600.00
510	Public Works Administration	\$ 103,917.45	\$ 165,885.27	\$ 141,074.00	\$ 100,100.00

Public Works — Capital Projects

2018-19 Fiscal Year Budget

Public Works Department #50 Capital Projects Division #515

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 491,136	579,586	631,640	\$ 616,200
Supplies & Services	103,002	114,500	177,600	160,200
Contra-expense	-	(122,268)	-	(306,750)
Division Total	\$ 594,138	571,818	809,240	\$ 469,650
Revenues				
Permits	\$ 11,008	12,464	24,600	\$ 14,000
Charges for Services	41,397	-	389,000	-
Miscellaneous	427	13,384	-	-
Transfers In	487,851	96,145	-	-
Division Total	\$ 540,683	121,992	413,600	\$ 14,000

	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
Senior Civil Engineer	2.00	2.00	2.00
Civil Engineering Technician	2.00	2.00	1.00
Engineering Technician	-	-	1.00
Total Full Time Equivalents	4.00	4.00	4.00

Public Works — Capital Projects

2018-19 Fiscal Year Details

Public Works Department #50 Capital Projects Division #515

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
515	Capital Projects Admin				
100-50-515-32440	Permits - Oversize / Weight	\$ (4,469.00)	\$ (3,382.00)	\$ (4,000.00)	\$ (4,000.00)
100-50-515-32550	Permits - Encroachment	\$ (6,539.16)	\$ (9,081.56)	\$ (20,600.00)	\$ (10,000.00)
100-50-515-35190	Chgs for Servs - Other	\$ (41,397.07)	\$ -	\$ (389,000.00)	\$ -
100-50-515-36310	Contributions & Donations	\$ -	\$ (13,322.00)	\$ -	\$ -
100-50-515-36390	Misc Revenues - Other	\$ (427.00)	\$ (62.00)	\$ -	\$ -
100-50-515-37270	Transfer In from Measure A	\$ (456,197.17)	\$ (96,144.50)	\$ -	\$ -
100-50-515-37390	Transfer In from Other Funds	\$ (31,653.76)	\$ -	\$ -	\$ -
100-50-515-41110	Wages - Full time	\$ 346,389.16	\$ 415,773.73	\$ 434,510.00	\$ 426,200.00
100-50-515-41120	Wages - Part Time	\$ -	\$ 469.76	\$ 15,000.00	\$ 7,500.00
100-50-515-41140	Wages - Overtime	\$ 8,231.61	\$ 2,776.82	\$ 4,500.00	\$ 2,500.00
100-50-515-41210	Health Insurance	\$ 51,840.68	\$ 61,053.30	\$ 63,360.00	\$ 63,100.00
100-50-515-41230	Health-In-Lieu	\$ 4,980.00	\$ 4,620.00	\$ 4,800.00	\$ 4,800.00
100-50-515-41240	Cafeteria Plan Section 125	\$ 11,905.20	\$ 12,773.88	\$ 14,800.00	\$ 14,800.00
100-50-515-41250	PERS Retirement	\$ 52,541.39	\$ 62,561.87	\$ 74,190.00	\$ 74,900.00
100-50-515-41260	Social Security & Medicare	\$ 5,380.80	\$ 6,339.26	\$ 6,610.00	\$ 6,600.00
100-50-515-41270	Worker Comp Insurance	\$ 8,067.95	\$ 10,898.55	\$ 11,320.00	\$ 13,000.00
100-50-515-41290	Benefits - Other	\$ 1,799.10	\$ 2,318.54	\$ 2,550.00	\$ 2,800.00
100-50-515-42130	Engineering Contract Services	\$ 49,869.16	\$ 69,125.11	\$ -	\$ -
100-50-515-42150	Info Tech Support Services	\$ 20,986.16	\$ 13,521.36	\$ 15,000.00	\$ 15,000.00
100-50-515-42160	Professional Services	\$ 1,163.74	\$ 1,646.24	\$ 107,000.00	\$ 85,000.00
100-50-515-42415	Advertising	\$ 283.54	\$ -	\$ 500.00	\$ 500.00
100-50-515-42420	Postage/Mail/Copy/Printing Svc	\$ 217.17	\$ 6.18	\$ 100.00	\$ 100.00
100-50-515-42425	Membership Dues & Subscription	\$ 2,188.31	\$ 740.31	\$ 2,000.00	\$ 2,000.00
100-50-515-42430	Conferences - Training	\$ 1,018.18	\$ 1,529.98	\$ 2,000.00	\$ 5,000.00
100-50-515-42484	ISF - Fleet	\$ -	\$ 13,035.00	\$ 15,000.00	\$ 16,100.00
100-50-515-42485	ISF - Info Tech	\$ 15,860.47	\$ 8,800.00	\$ 28,800.00	\$ 30,300.00
100-50-515-42490	Services - Other	\$ 1,789.46	\$ 1,646.93	\$ 2,000.00	\$ -
100-50-515-42495	Contra-expense	\$ -	\$ (122,267.66)	\$ -	\$ (306,750.00)
100-50-515-43110	Office Supplies	\$ 1,606.39	\$ 1,003.67	\$ 1,500.00	\$ 1,500.00
100-50-515-43115	Operating Supplies	\$ 396.84	\$ 1,400.68	\$ 3,000.00	\$ 4,000.00
100-50-515-43125	Small Tools & Equip	\$ 6,720.60	\$ 1,015.61	\$ -	\$ -
100-50-515-43220	Util-PhonesPgrsInternetCable	\$ 901.78	\$ 1,028.53	\$ 700.00	\$ 700.00
Revenue Total		\$ 540,683.16	\$ 121,992.06	\$ 413,600.00	\$ 14,000.00
Expense Total		\$ 594,137.69	\$ 571,817.65	\$ 809,240.00	\$ 469,650.00
515	Capital Projects Admin	\$ 53,454.53	\$ 449,825.59	\$ 395,640.00	\$ 455,650.00

Public Works — Street Maintenance 2018-19 Fiscal Year Budget

Public Works Department #50 Street Maintenance Division #520

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 310,861	368,169	401,304	\$ 407,000
Supplies & Services	357,196	424,551	418,200	501,900
Division Total	\$ 668,056	792,721	819,504	\$ 908,900
Revenues				
Intergovernmental - Grants	\$ 12,500	-	-	\$ -
Miscellaneous	39	25	103,250	20,000
Transfers In	300,000	300,000	300,000	300,000
Division Total	\$ 312,539	300,025	403,250	\$ 320,000

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Maintenance Supervisor	0.75	0.75	0.75
Maintenance Worker	2.30	3.00	3.00
PW Superintendent	0.25	0.25	0.20
Total Full Time Equivalents	3.30	4.00	3.95

Public Works — Street Maintenance

2018-19 Fiscal Year Details

Public Works Department #50 Street Maintenance Division #520

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
520	Streets & Roads				
100-50-520-33190	Grants - Other	\$ (12,500.00)	\$ -	\$ -	\$ -
100-50-520-35170	Developer Contributions In Lie	\$ -	\$ -	\$ (63,000.00)	\$ -
100-50-520-36330	Insurance Reimbursements	\$ -	\$ -	\$ (40,000.00)	\$ (20,000.00)
100-50-520-36390	Misc Revenues - Other	\$ (39.00)	\$ (25.00)	\$ (250.00)	\$ -
100-50-520-37260	Transfer In from Gas Tax	\$ (300,000.00)	\$ (300,000.00)	\$ (300,000.00)	\$ (300,000.00)
100-50-520-41110	Wages - Full time	\$ 217,523.50	\$ 263,483.10	\$ 277,707.00	\$ 279,600.00
100-50-520-41120	Wages - Part Time	\$ 1,919.70	\$ -	\$ -	\$ -
100-50-520-41140	Wages - Overtime	\$ 1,312.16	\$ 1,968.49	\$ 1,800.00	\$ -
100-50-520-41210	Health Insurance	\$ 10,781.13	\$ 20,324.93	\$ 21,938.00	\$ 17,100.00
100-50-520-41230	Health-In-Lieu	\$ 12,450.00	\$ 11,550.00	\$ 12,000.00	\$ 15,400.00
100-50-520-41240	Cafeteria Plan Section 125	\$ 10,745.49	\$ 12,096.41	\$ 14,800.00	\$ 14,700.00
100-50-520-41250	PERS Retirement	\$ 31,450.30	\$ 34,669.40	\$ 43,315.00	\$ 45,400.00
100-50-520-41260	Social Security & Medicare	\$ 3,528.54	\$ 4,206.68	\$ 4,434.00	\$ 4,600.00
100-50-520-41270	Worker Comp Insurance	\$ 20,857.04	\$ 19,594.23	\$ 24,340.00	\$ 29,200.00
100-50-520-41290	Benefits - Other	\$ 293.13	\$ 276.22	\$ 970.00	\$ 1,000.00
100-50-520-42130	Engineering Contract Services	\$ 200.00	\$ 355.80	\$ -	\$ -
100-50-520-42150	Info Tech Support Services	\$ -	\$ 2,684.76	\$ 3,000.00	\$ 3,000.00
100-50-520-42190	Misc Contractual Services	\$ 28,436.24	\$ 49,990.78	\$ 4,000.00	\$ 45,000.00
100-50-520-42310	General Repairs & Maint	\$ 50,287.70	\$ 93,952.30	\$ 72,000.00	\$ 72,000.00
100-50-520-42315	Reimbursable Repairs	\$ -	\$ -	\$ 40,000.00	\$ 20,000.00
100-50-520-42425	Membership Dues & Subscription	\$ 2,473.77	\$ 2,271.77	\$ 2,100.00	\$ 2,100.00
100-50-520-42430	Conferences - Training	\$ 2,264.01	\$ 4,624.97	\$ 4,000.00	\$ 4,000.00
100-50-520-42484	ISF - Fleet	\$ -	\$ 71,694.00	\$ 82,800.00	\$ 145,300.00
100-50-520-42485	ISF - Info Tech	\$ 43,148.34	\$ -	\$ 4,800.00	\$ 5,000.00
100-50-520-43110	Office Supplies	\$ 748.24	\$ 463.86	\$ 1,000.00	\$ 1,000.00
100-50-520-43115	Operating Supplies	\$ 85,966.24	\$ 72,447.80	\$ 78,000.00	\$ 78,000.00
100-50-520-43125	Small Tools & Equip	\$ 12,970.77	\$ 1,235.53	\$ -	\$ -
100-50-520-43210	Utilities - Gas & Elec	\$ 130,055.43	\$ 124,276.53	\$ 125,000.00	\$ 125,000.00
100-50-520-43220	Util-PhonesPgrsInternetCable	\$ 644.76	\$ 553.23	\$ 1,500.00	\$ 1,500.00
Revenue Total		\$ 312,539.00	\$ 300,025.00	\$ 403,250.00	\$ 320,000.00
Expense Total		\$ 668,056.49	\$ 792,720.79	\$ 819,504.00	\$ 908,900.00
520	Streets & Roads	\$ 355,517.49	\$ 492,695.79	\$ 416,254.00	\$ 588,900.00

Public Works — Storm Drain 2018-19 Fiscal Year Budget

Public Works Department #50 Storm Drain Division #525

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 235,720	188,317	201,353	\$ 270,500
Supplies & Services	58,334	96,155	184,110	285,600
Division Total	\$ 294,054	284,472	385,463	\$ 556,100
Revenues				
Transfer from Measure A Fund	\$ 294,054	97,437	340,600	\$ 556,100
Division Total	\$ 294,054	97,437	340,600	\$ 556,100

	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
Maintenance Supervisor	0.25	0.25	0.25
Maintenance Worker	0.70	1.00	1.00
PW Superintendent	0.25	0.25	0.20
Environmental Specialist	0.40	0.40	0.70
Environmental Services Manager	-	-	0.20
Total Full Time Equivalents	1.60	1.90	2.35

Public Works — Storm Drain 2018-19 Fiscal Year Details

Public Works Department #50 Storm Drain Division #525

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
525	Storm Drain/Measure A				
100-50-525-37270	Transfer In from Measure A	\$ (294,053.95)	\$ (97,436.64)	\$ (340,600.00)	\$ (556,100.00)
100-50-525-41110	Wages - Full time	\$ 163,820.20	\$ 137,584.65	\$ 143,028.00	\$ 192,200.00
100-50-525-41120	Wages - Part Time	\$ 1,485.99	\$ -	\$ -	\$ -
100-50-525-41140	Wages - Overtime	\$ 936.28	\$ 656.19	\$ 600.00	\$ -
100-50-525-41210	Health Insurance	\$ 19,329.69	\$ 9,953.21	\$ 10,565.00	\$ 16,400.00
100-50-525-41230	Health-In-Lieu	\$ 4,980.00	\$ 4,620.00	\$ 4,800.00	\$ 5,800.00
100-50-525-41240	Cafeteria Plan Section 125	\$ 8,171.40	\$ 5,804.42	\$ 7,030.00	\$ 8,700.00
100-50-525-41250	PERS Retirement	\$ 23,462.12	\$ 18,889.13	\$ 23,124.00	\$ 32,600.00
100-50-525-41260	Social Security & Medicare	\$ 2,597.61	\$ 2,162.82	\$ 2,257.00	\$ 3,100.00
100-50-525-41270	Worker Comp Insurance	\$ 10,648.86	\$ 8,370.38	\$ 9,429.00	\$ 10,900.00
100-50-525-41290	Benefits - Other	\$ 287.87	\$ 276.07	\$ 520.00	\$ 800.00
100-50-525-42160	Professional Services	\$ 815.36	\$ 20,877.35	\$ 139,000.00	\$ 239,000.00
100-50-525-42190	Misc Contractual Services	\$ 901.75	\$ 435.24	\$ -	\$ -
100-50-525-42290	Other Gov't Services	\$ 46,439.75	\$ 56,573.38	\$ -	\$ -
100-50-525-42310	General Repairs & Maint	\$ 542.79	\$ 11,085.23	\$ 20,000.00	\$ 20,000.00
100-50-525-42420	Postage/Mail/Copy/Printing Svc	\$ -	\$ -	\$ 10.00	\$ -
100-50-525-42425	Membership Dues & Subscription	\$ 482.77	\$ 1,785.77	\$ 11,500.00	\$ 20,200.00
100-50-525-42430	Conferences - Training	\$ 1,600.39	\$ -	\$ 1,700.00	\$ 1,500.00
100-50-525-42485	ISF - Info Tech	\$ 4,021.29	\$ 4,400.00	\$ -	\$ -
100-50-525-42490	Services - Other	\$ 161.10	\$ -	\$ -	\$ -
100-50-525-43110	Office Supplies	\$ 103.39	\$ 50.02	\$ 500.00	\$ 500.00
100-50-525-43115	Operating Supplies	\$ 2,404.50	\$ 18.01	\$ 10,500.00	\$ 3,500.00
100-50-525-43220	Util-PhonesPgrsInternetCable	\$ 860.84	\$ 930.12	\$ 900.00	\$ 900.00
Revenue Total		\$ 294,053.95	\$ 97,436.64	\$ 340,600.00	\$ 556,100.00
Expense Total		\$ 294,053.95	\$ 284,471.99	\$ 385,463.00	\$ 556,100.00
525	Storm Drain/Measure A	\$ -	\$ 187,035.35	\$ 44,863.00	\$ -

Public Works — City Engineer

2018-19 Fiscal Year Budget

Public Works Department #50 City Engineer Division #650

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 137,685	78,098	89,468	\$ 219,800
Supplies & Services	41,784	75,139	152,700	41,100
Division Total	\$ 179,468	153,237	242,168	\$ 260,900

Revenues				
Permits	\$ 3,400	2,776	3,519	\$ -
Miscellaneous	-	1,697	1,738	-
Division Total	\$ 3,400	4,473	5,257	\$ -

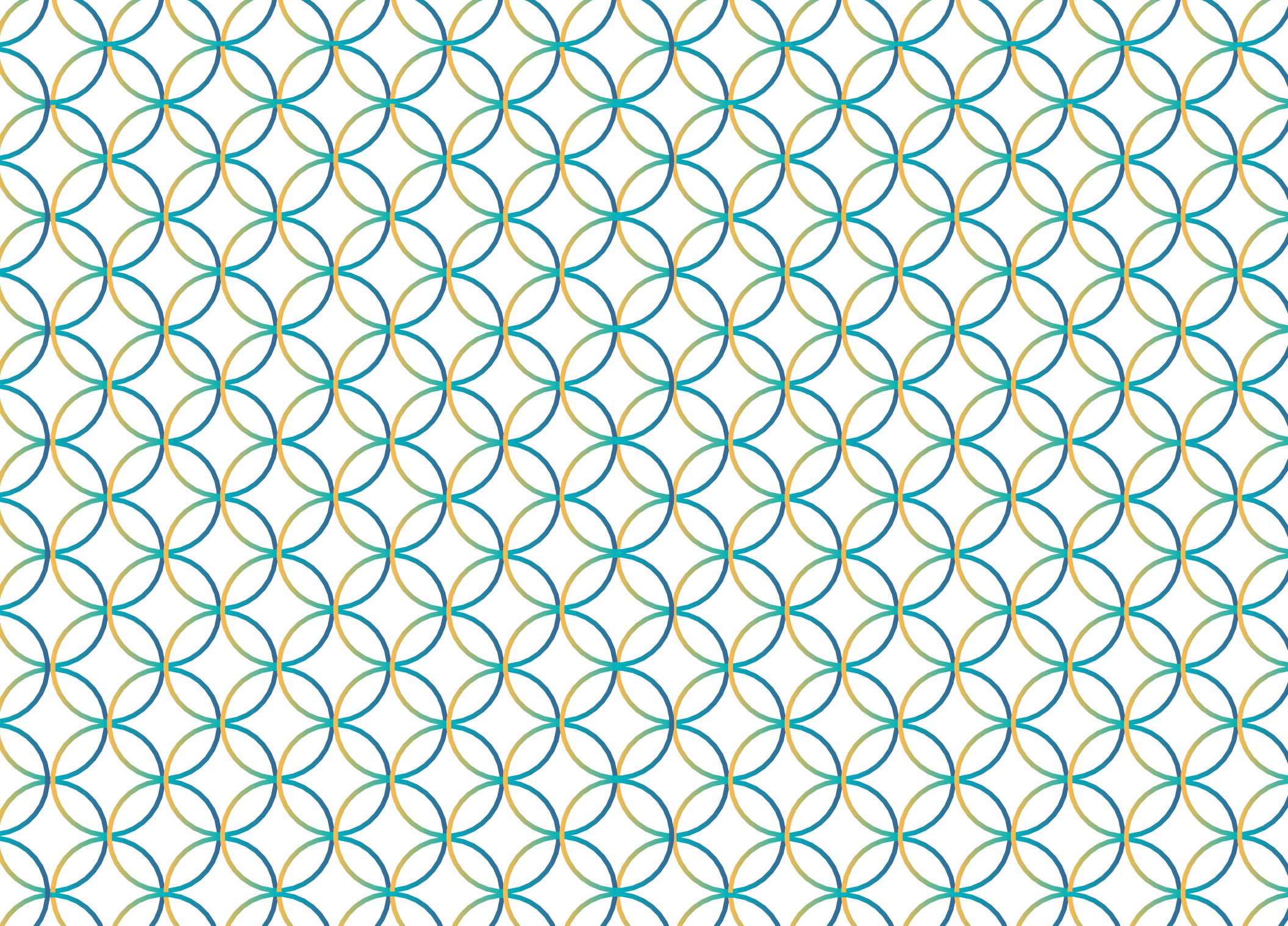
	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
Senior Civil Engineer	1.00	1.00	1.00
Administrative Clerk	-	-	0.50
Total Full Time Equivalents	1.00	1.00	1.50

Public Works — City Engineer

2018-19 Fiscal Year Details

Public Works Department #50 City Engineer Division #650

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
650	City Engineer				
100-50-650-32330	Permits - Grading	\$ -	\$ (2,776.00)	\$ (3,519.00)	\$ -
100-50-650-32550	Permits - Encroachment	\$ (3,400.00)	\$ -	\$ -	\$ -
100-50-650-36390	Misc Revenues - Other	\$ -	\$ (1,697.00)	\$ (1,738.00)	\$ -
100-50-650-41110	Wages - Full time	\$ 106,054.42	\$ 59,119.11	\$ 66,629.00	\$ 148,400.00
100-50-650-41210	Health Insurance	\$ 7,895.67	\$ 3,768.45	\$ 10,949.00	\$ 31,600.00
100-50-650-41240	Cafeteria Plan Section 125	\$ 3,610.50	\$ 1,174.50	\$ 3,700.00	\$ 5,600.00
100-50-650-41250	PERS Retirement	\$ 15,279.72	\$ 9,967.89	\$ 4,760.00	\$ 26,500.00
100-50-650-41260	Social Security & Medicare	\$ 1,588.70	\$ 874.28	\$ 1,020.00	\$ 2,300.00
100-50-650-41270	Worker Comp Insurance	\$ 2,224.18	\$ 2,779.06	\$ 1,740.00	\$ 4,100.00
100-50-650-41290	Benefits - Other	\$ 1,031.32	\$ 414.24	\$ 670.00	\$ 1,300.00
100-50-650-42130	Engineering Contract Services	\$ 7,483.00	\$ 27,601.53	\$ -	\$ -
100-50-650-42150	Info Tech Support Services	\$ 2,138.80	\$ 3,537.93	\$ 5,000.00	\$ 5,000.00
100-50-650-42160	Professional Services	\$ -	\$ -	\$ 141,800.00	\$ 30,000.00
100-50-650-42425	Membership Dues & Subscription	\$ 102.77	\$ -	\$ 200.00	\$ 200.00
100-50-650-42430	Conferences - Training	\$ -	\$ -	\$ 800.00	\$ 800.00
100-50-650-42485	ISF - Info Tech	\$ 31,970.35	\$ 44,000.00	\$ 4,800.00	\$ 5,000.00
100-50-650-43115	Operating Supplies	\$ 88.84	\$ -	\$ 100.00	\$ 100.00
Revenue Total		\$ 3,400.00	\$ 4,473.00	\$ 5,257.00	\$ -
Expense Total		\$ 179,468.27	\$ 153,236.99	\$ 242,168.00	\$ 260,900.00
650	City Engineer	\$ 176,068.27	\$ 148,763.99	\$ 236,911.00	\$ 260,900.00

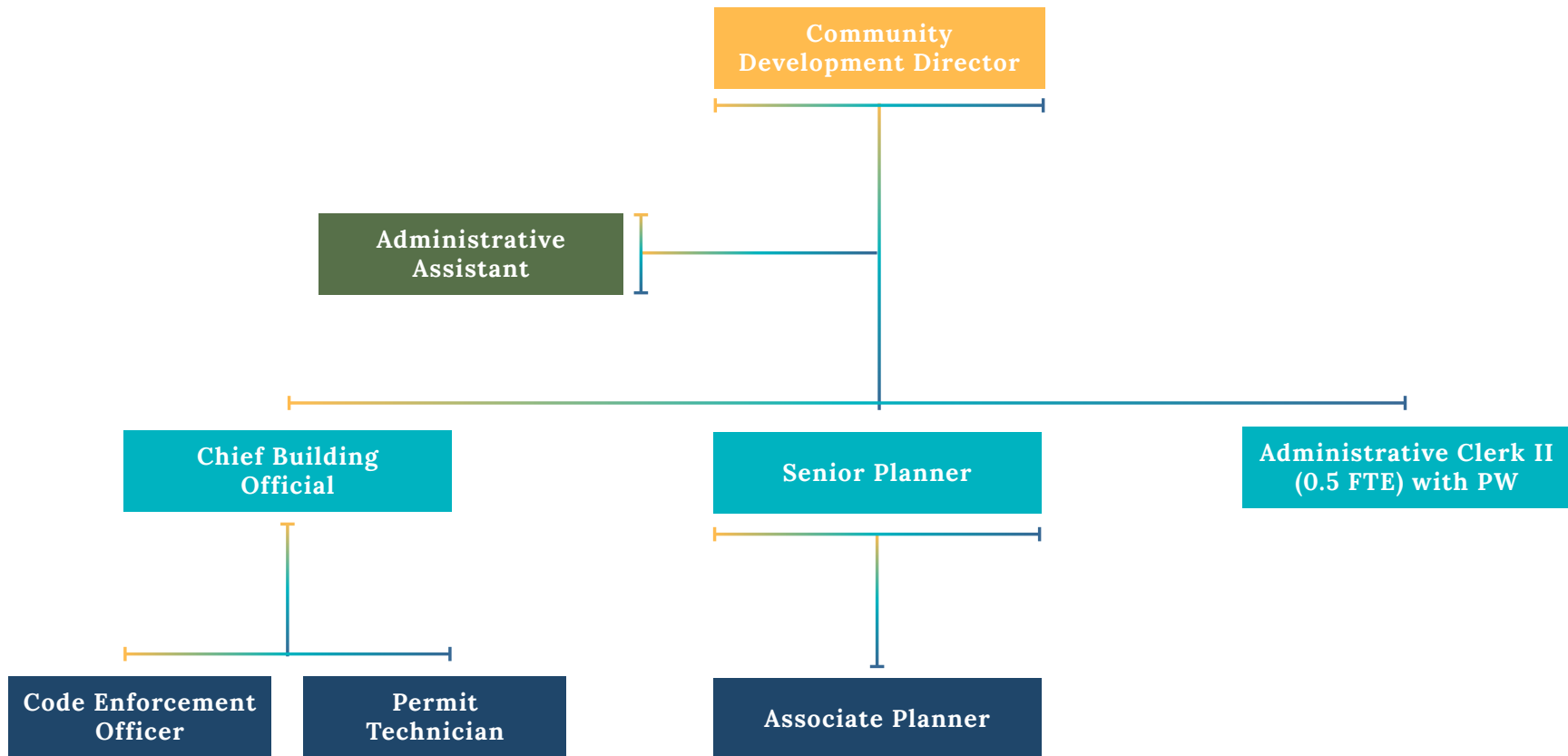




Community Development

Organization Chart

Community Development



Community Development

The Community Development Department mission is to create a better community for American Canyon's residents, workforce and visitors. With the help of our citizenry, we strive to enhance the character of American Canyon by delivering services, projects, and programs that enhance our economy for a beautiful, inclusive, safe, connected, and environmentally-focused quality of life.

The Community Development Department consists of three Divisions. The Building and Safety Division provides building permits, plan check, inspections and code enforcement. The Housing Division provides affordable housing assistance and monitoring. The Planning Division prepares long range land use plans, ordinances, and conducts development review, public outreach and environmental analysis.

2017–18 Highlights

- Prepared the draft Broadway District Specific Plan and draft Environmental Impact Report
- Managed entitlement of Major Projects, including:
 - » Watson Ranch Specific Plan
 - » The Napa Logistics Development Agreement and Building 4
 - » Holy Family Church
 - » Village at Vintage Ranch
 - » West Carolyn 4-Unit Subdivision
 - » Napa Airport Commerce Center
- Completed zoning code amendment, including:
 - » The Accessory Dwelling Unit streamline
 - » Zoning Code Amendments to implement the Housing Element
 - » Recreation zoning district amendment to enhance Winery uses
- Presented the Draft Wireless Ordinance to the City Council
- Conducted outreach and commenced preparing a new Cannabis Ordinance
- Oversaw inspections and construction of the following Major Projects:
 - » Boys and Girls Club
 - » IKEA Fulfillment Center
 - » Wine Direct Building and Parking Lot expansion
 - » Valley View Senior Housing
 - » Buzz Oates Warehouse

Community Development *continued*

Goals

- Initiate the Comprehensive General Plan update
- Complete the Cannabis and Wireless Ordinances
- Update the Zoning Code to comply with new State Housing and Density Bonus laws
- Present the Watson Ranch Specific Plan and EIR to the City Council
- Present the Broadway District Specific Plan and EIR to the City Council
- Prepare Rezoning and complete Environmental Review for the Paoli/Watson Lane Annexation
- Implement Building Permit and Planning E-Permit Software
- Participate in the Economic Development business outreach
- Establish Building Permit and Discretionary Development Application review standards and reporting
- Participate in the LAFCO South County Municipal Services Review
- Present the North Kelly Road/SR-29 Commercial Center entitlement to the City Council
- Process the Recreation District Warehouse building entitlement
- Complete building inspection of the Valley View Senior Housing project
- Conduct building inspection for the Village at Vintage Ranch townhome project

Community Development Summary 2018-19 Fiscal Year Budget

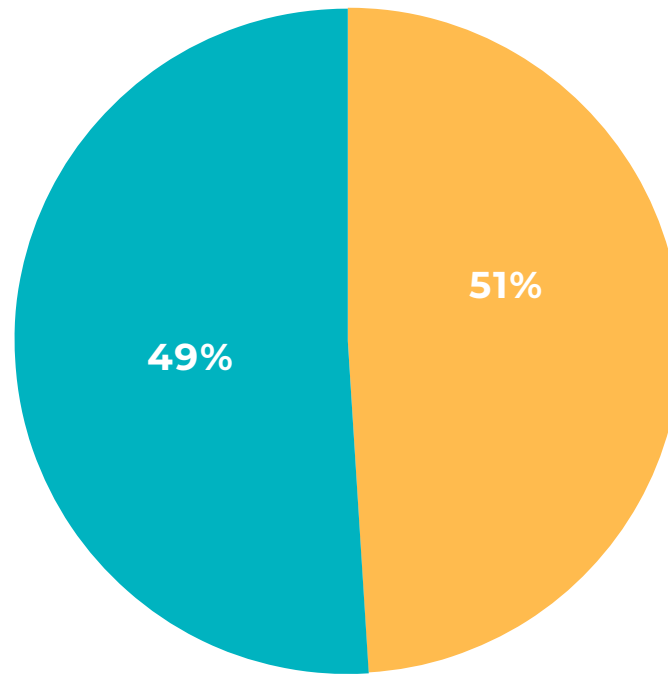
Community Development Department #60 General Fund #100 Summary

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 699,132	642,707	879,713	\$ 863,600
Supplies & Services	1,445,385	1,471,378	2,336,253	1,768,700
Total for Department	\$ 2,144,517	2,114,085	3,215,966	\$ 2,632,300
Revenues				
Planning	\$ 79,935	285,226	25,164	\$ 31,000
Housing Services	181,043	41,220	-	-
Building and Safety	336,726	432,142	625,659	618,000
City Engineer	2,367	-	-	-
Developer Project	1,891,349	1,680,853	2,282,500	2,054,150
Division Staffing Full Time Equivalent Positions				
	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19	
Planning	3.25	4.25	2.75	
Housing Services	-	-	0.10	
Building and Safety	4.25	3.75	3.65	
Total Full Time Equivalents	7.50	8.00	6.50	

Comments: Chief Building Official duties were contracted in prior years. Since FY 2015-16, this position has been budgeted.

Community Development Summary 2018-19 Fiscal Year Budget

Community Development Department #60 General Fund #100



■ Revenues ■ Expenditures

Community Development — Planning 2018-19 Fiscal Year Budget

Community Development Department #60 Planning Division #610

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 413,630	431,334	481,387	\$ 371,700
Supplies & Services	130,375	325,343	95,353	59,800
Division Total	\$ 544,005	756,677	576,740	\$ 431,500

Revenues				
Permits	\$ 5,482	6,209	5,000	\$ 6,000
Intergovernmental - Grants	3,390	228,156	-	-
Charges for Services - Gen Gov	48,384	13,765	20,000	25,000
Miscellaneous	22,264	36,817	116	-
Transfers In	415	279	48	-
Division Total	\$ 79,935	285,226	25,164	\$ 31,000

	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
Administrative Clerk	0.50	0.50	0.25
Administrative Assistant	0.85	0.85	0.80
Associate Planner	1.00	1.00	1.00
Senior Planner	-	1.00	-
Community Development Director	0.90	0.90	0.70
Total Full Time Equivalents	3.25	4.25	2.75

Community Development — Planning

2018-19 Fiscal Year Details

Community Development Department #60 Planning Division #610

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
610	Planning				
100-60-610-32120	Permits - Home Occ	\$ (3,477.00)	\$ (4,289.00)	\$ (3,000.00)	\$ (4,000.00)
100-60-610-32220	Permits - Planning	\$ (2,005.00)			
100-60-610-33110	Grants - Federal	\$ -			
100-60-610-33190	Grants - Other	\$ (3,389.87)	\$ -	\$ -	\$ -
100-60-610-35110	Plan & Map Check	\$ (37,867.66)	\$ (10,915.38)	\$ (10,000.00)	\$ (10,000.00)
100-60-610-35125	Plan Review	\$ -	\$ (39.38)	\$ -	\$ -
100-60-610-35180	General Plan Update Fee	\$ (10,516.49)	\$ (2,810.04)	\$ (10,000.00)	\$ (15,000.00)
100-60-610-36390	Misc Revenues - Other	\$ (22,264.23)	\$ (36,817.10)	\$ (116.00)	\$ -
100-60-610-37390	Transfer In from Other Funds	\$ (415.13)	\$ (278.74)	\$ (48.00)	\$ -
100-60-610-41110	Wages - Full time	\$ 285,005.97	\$ 301,479.01	\$ 335,354.00	\$ 271,400.00
100-60-610-41150	Wages - Miscellaneous	\$ 4,305.00	\$ 3,885.00	\$ 2,730.00	\$ -
100-60-610-41160	Allowances	\$ 4,356.00	\$ 4,158.00	\$ 4,320.00	\$ 3,400.00
100-60-610-41210	Health Insurance	\$ 58,435.72	\$ 57,465.99	\$ 63,842.00	\$ 34,400.00
100-60-610-41230	Health-In-Lieu	\$ -	\$ -	\$ -	\$ 4,800.00
100-60-610-41240	Cafeteria Plan Section 125	\$ 11,078.01	\$ 10,370.71	\$ 15,905.00	\$ 10,400.00
100-60-610-41250	PERS Retirement	\$ 40,376.43	\$ 43,122.25	\$ 47,755.00	\$ 37,900.00
100-60-610-41260	Social Security & Medicare	\$ 4,352.18	\$ 4,590.43	\$ 5,179.00	\$ 4,300.00
100-60-610-41270	Worker Comp Insurance	\$ 2,979.58	\$ 3,493.85	\$ 2,569.00	\$ 2,600.00
100-60-610-41290	Benefits - Other	\$ 2,740.89	\$ 2,769.09	\$ 3,733.00	\$ 2,500.00
100-60-610-42110	Legal Services	\$ -	\$ -	\$ 808.00	\$ -
100-60-610-42150	Info Tech Support Services	\$ -	\$ -	\$ 245.00	\$ -
100-60-610-42160	Professional Services	\$ 54,566.04	\$ 241,815.58	\$ 15,000.00	\$ 20,000.00
100-60-610-42190	Misc Contractual Services	\$ 41,864.61	\$ 46,926.09	\$ -	\$ -
100-60-610-42415	Advertising	\$ -	\$ -	\$ 500.00	\$ -
100-60-610-42420	Postage/Mail/Copy/Printing Svc	\$ 92.42	\$ 222.29	\$ 500.00	\$ 500.00
100-60-610-42425	Membership Dues & Subscription	\$ 2,438.00	\$ 2,973.00	\$ 43,500.00	\$ 3,000.00
100-60-610-42430	Conferences - Training	\$ 4,375.84	\$ 3,840.45	\$ 3,500.00	\$ 3,500.00
100-60-610-42485	ISF - Info Tech	\$ 20,006.47	\$ 26,400.00	\$ 28,800.00	\$ 30,300.00
100-60-610-42490	Services - Other	\$ 3,382.73	\$ 456.80	\$ -	\$ -
100-60-610-43110	Office Supplies	\$ 1,427.78	\$ 1,293.32	\$ 1,000.00	\$ 1,000.00
100-60-610-43115	Operating Supplies	\$ 2,220.86	\$ 1,415.22	\$ 1,500.00	\$ 1,500.00
Revenue Total		\$ 79,935.38	\$ 285,225.76	\$ 25,164.00	\$ 31,000.00
Expense Total		\$ 544,004.53	\$ 756,677.08	\$ 576,740.00	\$ 431,500.00
610	Planning	\$ 464,069.15	\$ 471,451.32	\$ 551,576.00	\$ 400,500.00

Community Development — Housing Services 2018-19 Fiscal Year Budget

Community Development Department #60 Housing Services Division #630

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ -	-	-	\$ 24,500
Supplies & Services	32,243	13,293	-	-
Division Total	\$ 32,243	13,293	-	\$ 24,500
Revenues				
Rents	\$ 40,967	41,220	-	\$ -
Proceeds of Sale	140,076	-	-	-
Division Total	\$ 181,043	41,220	-	\$ -

	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
Community Development Director	-	-	0.10
Total Full Time Equivalents	-	-	0.10

Community Development — Housing Services

2018-19 Fiscal Year Details

Community Development Department #60 Housing Services Division #630

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
630	Housing Services				
100-60-630-36290	Rentals / Leases - Other	\$ (40,967.00)	\$ (41,219.60)	\$ -	\$ -
100-60-630-36380	Proceeds of Sale	\$ (140,076.05)	\$ -	\$ -	\$ -
100-60-630-41110	Wages - Full time	\$ -	\$ -	\$ -	\$ 17,400.00
100-60-630-41160	Allowances	\$ -	\$ -	\$ -	\$ 500.00
100-60-630-41210	Health Insurance	\$ -	\$ -	\$ -	\$ 2,300.00
100-60-630-41230	Health-In-Lieu	\$ -	\$ -	\$ -	\$ 400.00
100-60-630-41250	PERS Retirement	\$ -	\$ -	\$ -	\$ 3,000.00
100-60-630-41260	Social Security & Medicare	\$ -	\$ -	\$ -	\$ 300.00
100-60-630-41270	Worker Comp Insurance	\$ -	\$ -	\$ -	\$ 200.00
100-60-630-41290	Benefits - Other	\$ -	\$ -	\$ -	\$ 400.00
100-60-630-42160	Professional Services	\$ 25,935.90	\$ 8,190.99	\$ -	\$ -
100-60-630-42190	Misc Contractual Services	\$ 6,306.65	\$ 5,102.40	\$ -	\$ -
Revenue Total		\$ 181,043.05	\$ 41,219.60	\$ -	\$ -
Expense Total		\$ 32,242.55	\$ 13,293.39	\$ -	\$ 24,500.00
630	Housing Services	\$ (148,800.50)	\$ (27,926.21)	\$ -	\$ 24,500.00

Community Development — Building & Safety 2018-19 Fiscal Year Budget

Community Development Department #60 Building & Safety Division #640

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 285,502	211,373	398,326	\$ 467,400
Supplies & Services	206,751	336,461	380,900	377,900
Division Total	\$ 492,253	547,834	779,226	\$ 845,300

Revenues				
Permits	\$ 246,852	246,548	440,000	\$ 390,000
Charges for Services - Gen Gov	83,792	178,313	150,000	200,000
Miscellaneous	153	4,420	35,000	25,000
Fines and Forfeitures	5,872	2,826	600	3,000
Transfers In	57	35	-	-
Division Total	\$ 336,726	432,142	625,600	\$ 618,000

	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
Administrative Assistant	0.15	0.15	0.20
Administrative Clerk	0.50	0.50	0.25
Building Inspector	0.50	-	-
Chief Building Official	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00
Community Development Director	0.10	0.10	0.20
Permit Technician	1.00	1.00	1.00
Total Full Time Equivalents	4.25	3.75	3.65

Community Development — Building & Safety

2018-19 Fiscal Year Details

Community Development Department #60 Building & Safety Division #640

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
640	Building & Safety				
100-60-640-32110	Permits - Building	\$ (246,851.70)	\$ (246,548.35)	\$ (440,000.00)	\$ (390,000.00)
100-60-640-35110	Plan & Map Check	\$ (83,792.10)	\$ (178,312.91)	\$ (150,000.00)	\$ (200,000.00)
100-60-640-36390	Misc Revenues - Other	\$ (152.58)	\$ (4,419.75)	\$ (35,059.00)	\$ (25,000.00)
100-60-640-36410	Fines and Forfeitures	\$ (5,872.00)	\$ (2,826.00)	\$ (600.00)	\$ (3,000.00)
100-60-640-37390	Transfer in from Other Funds	\$ (57.37)	\$ (35.38)	\$ -	\$ -
100-60-640-41110	Wages - Full time	\$ 188,534.94	\$ 135,235.03	\$ 262,445.00	\$ 318,400.00
100-60-640-41140	Wages - Overtime	\$ 1,137.65	\$ -	\$ 1,500.00	\$ 1,500.00
100-60-640-41160	Allowances	\$ 498.00	\$ 462.00	\$ 480.00	\$ 1,000.00
100-60-640-41210	Health Insurance	\$ 42,826.05	\$ 31,953.06	\$ 63,860.00	\$ 65,000.00
100-60-640-41240	Cafeteria Plan Section 125	\$ 10,452.24	\$ 5,857.51	\$ 13,895.00	\$ 13,600.00
100-60-640-41250	PERS Retirement	\$ 33,692.68	\$ 29,143.47	\$ 45,236.00	\$ 56,500.00
100-60-640-41260	Social Security & Medicare	\$ 2,904.95	\$ 2,055.44	\$ 4,051.00	\$ 4,900.00
100-60-640-41270	Worker Comp Insurance	\$ 5,151.30	\$ 6,351.93	\$ 5,412.00	\$ 4,600.00
100-60-640-41290	Benefits - Other	\$ 304.50	\$ 314.49	\$ 1,447.00	\$ 1,900.00
100-60-640-42150	Info Tech Support Services	\$ -	\$ 3,777.00	\$ 7,000.00	\$ 22,000.00
100-60-640-42190	Misc Contractual Services	\$ 168,975.38	\$ 283,136.00	\$ 324,100.00	\$ 300,000.00
100-60-640-42310	General Repairs & Maint	\$ 73.91	\$ 8.99	\$ 100.00	\$ 100.00
100-60-640-42415	Advertising	\$ -	\$ -	\$ 300.00	\$ 300.00
100-60-640-42420	Postage/Mail/Copy/Printing Svc	\$ 57.30	\$ -	\$ 6,000.00	\$ 6,000.00
100-60-640-42425	Membership Dues & Subscription	\$ 85.00	\$ 405.00	\$ 1,000.00	\$ 1,000.00
100-60-640-42430	Conferences - Training	\$ 2,800.20	\$ 268.56	\$ 1,000.00	\$ 3,000.00
100-60-640-42484	ISF - Fleet	\$ -	\$ 13,035.00	\$ 15,000.00	\$ 16,100.00
100-60-640-42485	ISF - Info Tech	\$ 27,824.35	\$ 26,400.00	\$ 24,000.00	\$ 25,200.00
100-60-640-42490	Services - Other	\$ 2,853.36	\$ 4,846.60	\$ -	\$ -
100-60-640-43110	Office Supplies	\$ 452.46	\$ 2,580.76	\$ 500.00	\$ 2,500.00
100-60-640-43115	Operating Supplies	\$ 2,789.14	\$ 606.26	\$ 1,200.00	\$ 1,000.00
100-60-640-43125	Small Tools & Equip	\$ -	\$ 738.96	\$ -	\$ -
100-60-640-43220	Util-PhonesPgrsInternetCable	\$ 840.08	\$ 658.06	\$ 700.00	\$ 700.00
Revenue Total		\$ 336,725.75	\$ 432,142.39	\$ 625,659.00	\$ 618,000.00
Expense Total		\$ 492,253.49	\$ 547,834.12	\$ 779,226.00	\$ 845,300.00
640	Building & Safety	\$ 155,527.74	\$ 115,691.73	\$ 153,567.00	\$ 227,300.00

Community Development — Developer Projects 2018-19 Fiscal Year Budget

Community Development Department #60 Developer Projects Division #660

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Supplies & Services	\$ 1,076,016	796,281	1,860,000	\$ 1,331,000
Division Total	\$ 1,076,016	796,281	1,860,000	\$ 1,331,000
Revenues				
Charges for Services - Gen Gov	\$ 1,891,349	1,680,853	2,282,500	\$ 2,054,150
Division Total	\$ 1,891,349	1,680,853	2,282,500	\$ 2,054,150

Comment: No positions are budgeted in this division.

Community Development — Developer Projects 2018-19 Fiscal Year Details

Community Development Department #60 Developer Projects Division #660

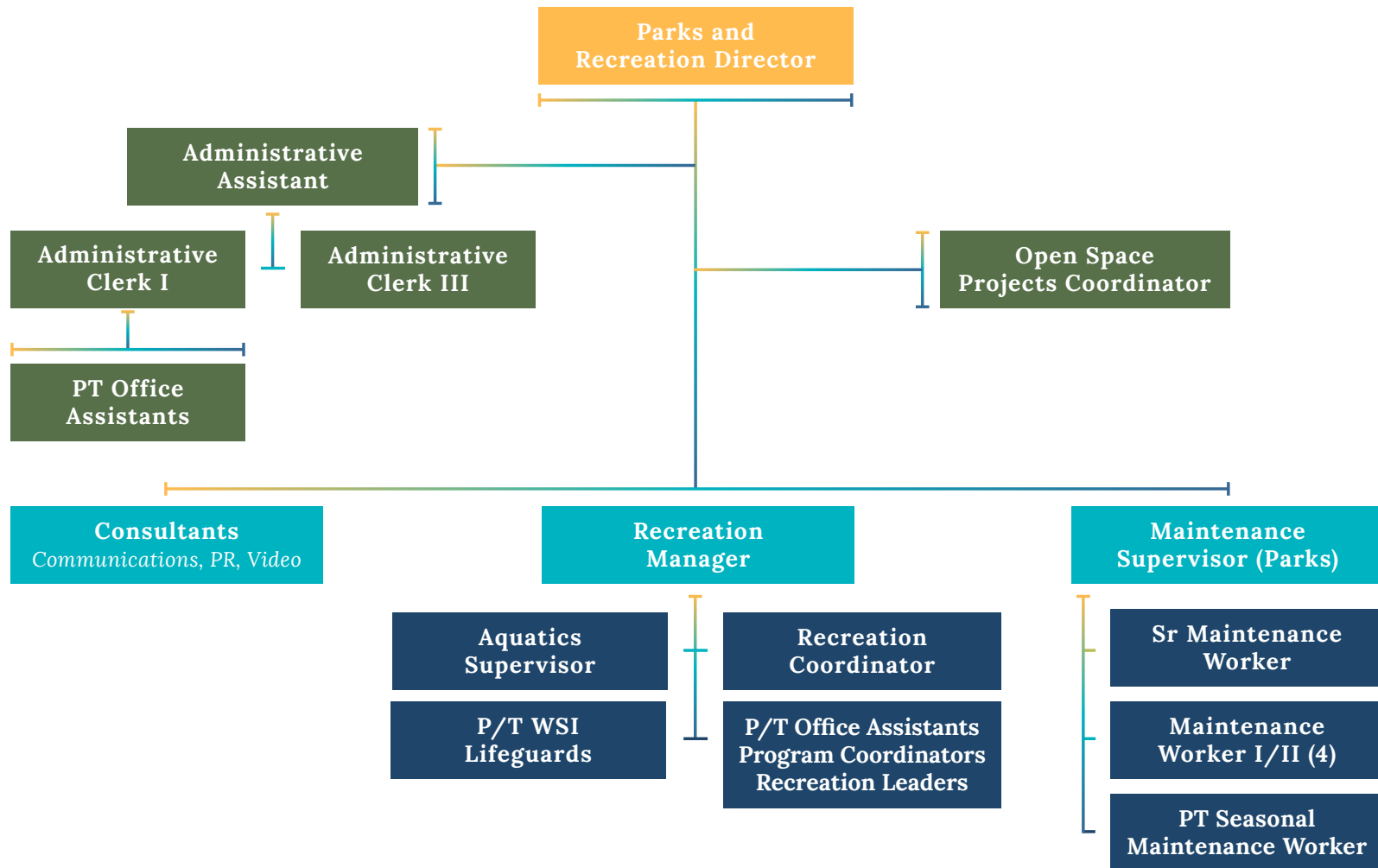
Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
660	Developer Projects				
100-60-660-35125	Plan Review	\$ (1,153,450.13)	\$ (824,704.35)	\$ (1,340,300.00)	\$ (1,214,450.00)
100-60-660-35190	Chgs for Servs - Other PW DevP	\$ (377,357.17)	\$ (300,030.89)	\$ (542,200.00)	\$ (494,700.00)
100-60-660-35195	Chgs for Servs - Legal	\$ (360,541.98)	\$ (556,117.99)	\$ (400,000.00)	\$ (345,000.00)
100-60-660-42110	Legal Services	\$ 101,679.45	\$ -	\$ 350,000.00	\$ -
100-60-660-42130	Engineering Contract Services	\$ -	\$ 20,159.13	\$ -	\$ -
100-60-660-42160	Professional Services	\$ -	\$ -	\$ 380,000.00	\$ 378,000.00
100-60-660-42190	Misc Contractual Services	\$ 974,336.83	\$ 776,121.51	\$ 1,130,000.00	\$ 953,000.00
Revenue Total		\$ 1,891,349.28	\$ 1,680,853.23	\$ 2,282,500.00	\$ 2,054,150.00
Expense Total		\$ 1,076,016.28	\$ 796,280.64	\$ 1,860,000.00	\$ 1,331,000.00
660	Developer Projects	\$ (815,333.00)	\$ (884,572.59)	\$ (422,500.00)	\$ (723,150.00)

Parks and Recreation



Parks and Recreation Organization Chart

Parks and Recreation



Parks and Recreation

The Parks and Recreation Department performs a variety of functions to serve the American Canyon community. The Parks and Recreation Department is committed to supporting healthy lifestyles by creating enjoyable experiences through outstanding events, programs and facilities. The vision they strive for is: *We inspire fun; together we create community!*

- **Recreation and Events:** The Department plans and supervises all City-sponsored recreation classes, programs and special events, as well as youth and adult sports and senior citizen programs. The Department oversees the operation of the Phillip West Aquatic Center and aquatic programs such as swim lessons, open swim, fitness swim, and swim team.
- **Parks and Grounds Maintenance:** The Department is responsible for the operations and maintenance of the City's parks, trails, street landscapes, municipal grounds, open spaces, lighting and landscaping assessment districts and recreation facilities.
- **Parks, Trails, and Open Space Planning and Project Management:** The Department actively participates in the planning and development of new parks and recreation facilities as well as the improvement of existing parks, including grant writing and management.
- **Facility Operations and Reservations:** The Department is responsible for the operation of the Community Center gym, the Recreation Center, the Senior Multi-Use Center, the Napa River Bay Trail, Newell Open Space and all park and recreation facility scheduling and rentals.
- **Committee Management:** The Department provides staff support for the Parks and Community Services Commission and the Open Space Advisory Committee. This involves staffing Commission and Committee meetings, developing and distributing agenda packets, and providing research and report writing as required.
- **Community Resources:** The Department serves as conduit of community services. They sell bus passes, taxiscrypt, and provide programming scholarships to those less fortunate. The Department develops and manages community partnerships with service organizations, sports user groups and various non-profit groups. The Department also oversees and manages the Community Grants process where community organizations apply for and receive funding for community-oriented programs, services and facility improvements.
- **Conservation Program:** Planned for this year is the creation of an Environmental Conservation Program aimed at connecting people of all ages to the outdoors and nature. Programs and activities are designed to provide valuable information about our outdoor resources, promote environmental awareness and stewardship, and encourage physical activity.

Parks and Recreation *continued*

2017–18 Highlights

Recreation and Aquatics

- Created a health and wellness program
- Continued to build fun activities into the aquatics program; added picnic tables and Waterslide Wednesdays
- Developed a means to store more recreation program supplies
- Purchased additional umbrellas for the pool
- Replaced 33% of the pool covers
- Replaced small pool heater
- Continued to build community creating events
- Developed Earth Day into a thriving environmentally oriented event
 - » Transitioned Coastal Clean-Up to the Outdoor Recreation Program Coordinator
- Began the review of class programs and prepared to make adjustments to the budget for the following:
 - » Vendor permits for events
 - » Snow Day Development – lighted parade, small selected entries (no significant budget request)
 - » AmCan by the Bay Improvements – theme was *Art in the Environment*

Administration

- Evaluated citizen committee operation
- Created tuition reimbursement for staff
- Improved data management of RMIS
- Completed informational campaign sharing the successes of the Community Grants program
- Created an annual RFP for event activities including inflatables

Parks, Landscape Management, Open Spaces Maintenance

- Evaluated Maintenance Management System; compared costs of contracted labor versus in-house
- Used seasonal labor to expand capacity
- Added five new picnic shelters to Community Park 1, Veterans Park, and Silver Oak Park
- Created and implemented a monthly contracted maintenance inspection process; provided quarterly reports to City Council
- Completed forestry grant
- Purchased a new flail mower
- Completed several landscape renovations
 - » PG&E Substation Landscaping

Park Planning and Project Management

- Completed Clarke Ranch Master Plan
- LLAD Renovation Projects
 - » ZONE 1 – Completed renovation of Floden frontage road and islands
 - » ZONE 3 – Completed renovation of Eucalyptus Drive landscaping

Parks and Recreation *continued*

Goals

Recreation and Aquatics

- Update and improve process/policy
 - » Reservation Process
 - » Scholarship Policy
 - » Partnership Policy
 - » Cost recovery and fee philosophy policy
 - » Contracted instructor process
- Enhance security and cash handling processes
 - » Review and enhance cash handling process
 - » Install drop safe
- Develop a comprehensive program planning and evaluation system
- Facilitate the implementation of a pre-school program in the Boys and Girls Club during school hours
- Transition the summer Junior Warriors basketball league to a competitive league
- Increase awareness of health and wellness benefits derived from our programs and events to participants
- Continue to build fun activities into the aquatics program
- Enhance the user experience in the Aquatics Center
 - » Refine Learn-to-Swim curriculum/guard training
 - » Review pool allocation and consider new opportunities

Administration

- Develop a Memorandum of Understanding/Partnership Agreement with the American Canyon Community and Parks Foundation to identify roles, responsibilities, and expectation
- Formalize program area purpose statements, goals, lines of service, and core services
- Develop systematic annual process for major program/project changes, budget development and committee involvement
- Implement customer satisfaction surveys for rentals (first) and other items (after)
- Evaluate the potential of creating permanent PT classifications
- Develop PT Pay Philosophy and Management System
- Develop a system for tracking and reporting successes and challenges, create performance measures, and an annual report

Parks and Recreation *continued*

Goals *continued*

Parks, Landscape Management, Open Spaces Maintenance

- Implement winter seasonal crew to increase level of service and complete special projects
- Provide part-time admin support to assist with maintenance system planning and development, contracting, and procurement process
- Create and implement a monthly tracking process for in-house maintenance needs
- Formalize and update the Integrated Pest Management Policy
- Implement the See, Click, Fix work order module
- Evaluate the current maintenance system determine where efficiency may be realized; make adjustments as necessary
- Develop options for enhanced levels of service
- Increase public relations and communications regarding the status of facilities and successes of regular operations
- Complete several deferred landscape renovations (pending funding):
 - » Replace path at Community Park 1
 - » Replace sport courts at Elliott Park and Northampton
 - » Resurface courts at Melvin and Shenandoah
 - » Resurface trail surface at Wetlands Trails
- Lighting and Landscape Assessment District (LLAD) Landscape Renovations
 - » ZONE 1 – Renovate Flosden South landscaping
 - » ZONE 2 – Silver Oak Drive landscape renovation, Shenandoah Drive landscape renovation, Tuscan Oak/Rolling Hill landscape renovation, Shenandoah Park landscape renovation
 - » ZONE 3 – Walmart Driveway renovation/improvement, and Main Street Park landscape renovation

Park Planning, Project Management, and Conservation Management

- Begin process of updating the Parks and Recreation element of the General Plan Update
- Develop Newell Open Space RCD Partnership to improve roads/trails and reduce sediment into the watershed
- Develop partnership with Napa Valley Unified School District (NVUSD) for American Canyon Middle School #2 to enhance access to school facilities for community recreation
- Develop partnership with NVUSD for Clarke Ranch Elementary School Park for shared infrastructure
- Develop and memorialize a partnership with American Canyon Community Parks Foundation (ACCPF) for Clarke Ranch Park Phase I
- Coordinate Commercial Recreation Facility Feasibility Study
- Coordinate Napa Junction Elementary School transition
- Participate in the Solano Land Trust's planning project for Lynch Canyon/Brown/Newell Planning
- Formalize and develop a volunteer conservation program
- Create and implement a trails and open space marketing campaign

Parks and Recreation Summary 2018-19 Fiscal Year Budget

Parks and Recreation Department #70 General Fund #100 Summary

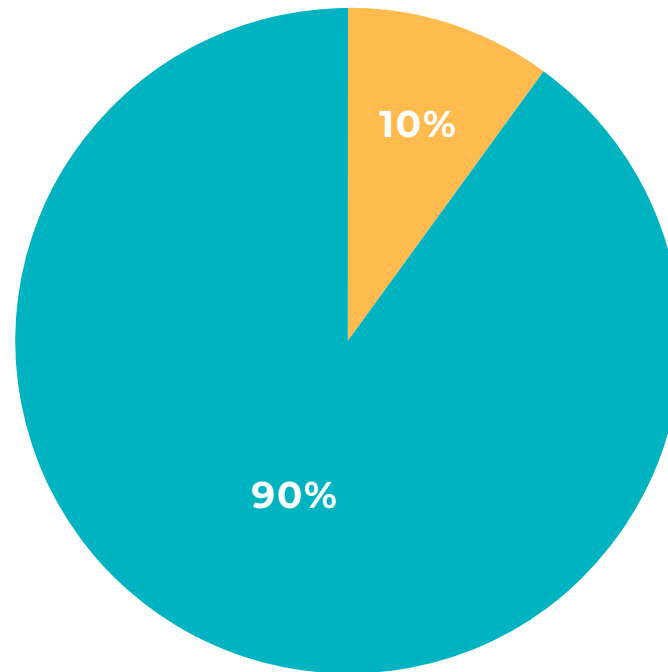
	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 1,632,846	1,824,397	1,978,372	\$ 2,230,707
Supplies & Services	1,027,250	1,490,036	1,602,060	1,705,955
Capital Outlay	3,736	-	16,701	-
Total for Department	\$ 2,663,832	3,314,433	3,597,133	\$ 3,936,662

Revenues				
Administration	\$ 79,687	44,649	18,000	\$ 10,000
Recreation Programs	179,593	196,629	265,387	211,000
Aquatics	139,205	145,822	138,850	136,850
Senior Multi-Use Center	16,168	65	10,000	7,000
Facility Rentals	-	48,788	54,000	51,700
Parks Maintenance	3,487	16,205	-	-
Total for Department	\$ 418,140	452,158	486,237	\$ 416,550

	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
Recreation Admin	3.70	3.30	3.30
Recreation Program	2.80	3.10	3.10
Aquatics	1.50	1.90	1.90
Neighborhood Program*	-	1.00	-
Facility Rentals	-	0.30	0.30
Parks Maintenance	6.50	5.40	5.40
Total Staff Full Time Equivalents	14.50	15.00	14.00

Parks and Recreation Summary 2018-19 Fiscal Year Budget

Parks and Recreation Department #70 General Fund #100



■ Revenues ■ Expenditures

Parks and Recreation — Park Maintenance 2018-19 Fiscal Year Budget

Parks and Recreation Department #70 Park Maintenance Division #540

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 524,709	548,809	610,978	\$ 732,500
Supplies & Services	372,228	615,397	642,286	762,545
Capital Outlay	3,736	-	10,000	-
Division Total	\$ 900,673	1,164,207	1,263,264	\$ 1,495,045
Revenues				
Contributions & Miscellaneous	\$ 3,487	16,000	-	\$ -
Transfers In	-	205	-	-
Division Total	\$ 3,487	16,205	-	\$ -

	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
Environmental Specialist	1.00	-	-
Maintenance Supervisor	1.00	0.90	0.90
Maintenance Worker	3.60	3.60	3.60
Senior Maintenance Worker	0.90	0.90	0.90
Total Full Time Equivalents	6.50	5.40	5.40

Parks and Recreation — Park Maintenance

2018-19 Fiscal Year Details

Parks and Recreation Department #70 Park Maintenance Division #540

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
540	Parks Maintenance				
100-70-540-36310	Contributions & Donations	\$ (2,487.39)	\$ (16,000.00)	\$ -	\$ -
100-70-540-36390	Misc Revenues - Other	\$ (1,000.00)			
100-70-540-37390	Transfer In from Other Funds	\$ -			
100-70-540-41110	Wages - Full time	\$ 299,778.42	\$ 341,095.59	\$ 349,700.00	\$ 377,800.00
100-70-540-41120	Wages - Part Time	\$ 32,195.50	\$ 6,862.57	\$ 47,000.00	\$ 108,800.00
100-70-540-41140	Wages - Overtime	\$ 12,858.43	\$ 10,318.07	\$ 10,873.00	\$ 9,000.00
100-70-540-41210	Health Insurance	\$ 69,507.87	\$ 69,043.54	\$ 83,084.00	\$ 97,800.00
100-70-540-41230	Health-In-Lieu	\$ 5,724.00	\$ 7,236.00	\$ 4,320.00	\$ 4,400.00
100-70-540-41240	Cafeteria Plan Section 125	\$ 15,570.90	\$ 15,855.86	\$ 19,980.00	\$ 20,000.00
100-70-540-41250	PERS Retirement	\$ 44,328.40	\$ 46,133.26	\$ 49,464.00	\$ 54,800.00
100-70-540-41260	Social Security & Medicare	\$ 5,300.93	\$ 5,543.03	\$ 5,391.00	\$ 6,800.00
100-70-540-41270	Worker Comp Insurance	\$ 38,220.48	\$ 46,004.36	\$ 40,347.00	\$ 51,800.00
100-70-540-41290	Benefits - Other	\$ 1,224.14	\$ 716.80	\$ 819.00	\$ 1,300.00
100-70-540-42150	Info Tech Support Services	\$ 2,614.20	\$ 2,684.76	\$ 2,500.00	\$ 2,500.00
100-70-540-42160	Professional Services	\$ 8,272.29	\$ 932.00	\$ -	\$ -
100-70-540-42190	Misc Contractual Services	\$ 177,304.89	\$ 159,684.94	\$ 82,106.00	\$ 217,000.00
100-70-540-42310	General Repairs & Maint	\$ 50,817.27	\$ 72,304.15	\$ 136,900.00	\$ 86,300.00
100-70-540-42420	Postage/Mail/Copy/Printing Svc	\$ -	\$ -	\$ 1,300.00	\$ 1,300.00
100-70-540-42425	Membership Dues & Subscription	\$ 919.54	\$ 793.54	\$ 1,240.00	\$ 2,305.00
100-70-540-42430	Conferences - Training	\$ 11,732.05	\$ 9,980.20	\$ 14,640.00	\$ 19,690.00
100-70-540-42483	ISF - Bldg Maint	\$ -	\$ -	\$ -	\$ 2,000.00
100-70-540-42484	ISF - Fleet	\$ -	\$ 117,318.00	\$ 135,400.00	\$ 145,300.00
100-70-540-42485	ISF - Info Tech	\$ 74,782.22	\$ 4,400.00	\$ 14,400.00	\$ 15,100.00
100-70-540-42490	Services - Other	\$ 75.00	\$ 769.61	\$ -	\$ -
100-70-540-43110	Office Supplies	\$ 825.31	\$ 719.93	\$ 800.00	\$ 800.00
100-70-540-43115	Operating Supplies	\$ 31,501.84	\$ 41,958.73	\$ 39,000.00	\$ 46,250.00
100-70-540-43125	Small Tools & Equip	\$ 3,469.49	\$ 199.60	\$ -	\$ -
100-70-540-43210	Utilities - Gas & Elec	\$ 8,108.43	\$ 10,374.69	\$ 11,000.00	\$ 11,000.00
100-70-540-43220	Util-PhonesPgrsInternetCable	\$ 1,805.94	\$ 1,591.64	\$ 3,000.00	\$ 3,000.00
100-70-540-43230	Utilities - Water	\$ -	\$ 191,685.63	\$ 200,000.00	\$ 210,000.00
100-70-540-46120	Vehicles	\$ 3,735.72	\$ -	\$ 10,000.00	\$ -
Revenue Total		\$ 3,487.39	\$ 16,205.47	\$ -	\$ -
Expense Total		\$ 900,673.26	\$ 1,164,206.50	\$ 1,263,264.00	\$ 1,495,045.00
540	Parks Maintenance	\$ 897,185.87	\$ 1,148,001.03	\$ 1,263,264.00	\$ 1,495,045.00

Parks and Recreation — Administration

2018-19 Fiscal Year Budget

Parks and Recreation Department #70 Administration Division #710

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 381,900	437,123	439,510	\$ 506,900
Supplies & Services	283,169	233,212	229,620	173,010
Capital Outlay	-	-	6,701	-
Division Total	\$ 665,069	670,334	675,831	\$ 679,910
Revenues				
Charges for Services - Recreation	\$ 22,749	16,047	-	\$ -
Rents	33,468	52	-	-
Miscellaneous	23,470	28,551	18,000	10,000
Division Total	\$ 79,687	44,649	18,000	\$ 10,000

	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
Administrative Assistant	1.00	1.00	1.00
Administrative Clerk I	1.00	0.10	0.10
Management Analyst I	0.50	-	-
Open Space Coordinator	-	1.00	1.00
Park & Recreation Director	1.00	1.00	1.00
Recreation Manager	0.20	0.20	0.20
Total Full Time Equivalents	3.70	3.30	3.30

Parks and Recreation — Administration

2018-19 Fiscal Year Details

Parks and Recreation Department #70 Administration Division #710

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
710	Parks & Rec Admin				
100-70-710-35310	Contract Classes	\$ (445.00)	\$ -	\$ -	\$ -
100-70-710-35330	Trips & Excursions	\$ -	\$ (10.00)	\$ -	\$ -
100-70-710-35710	Special Event	\$ (16,840.19)	\$ (11,661.95)	\$ -	\$ -
100-70-710-35790	Day Camp Fees	\$ (4,363.50)	\$ (4,374.70)	\$ -	\$ -
100-70-710-36230	Rentals - Community /Sr Ctr	\$ (20,500.65)	\$ (52.00)	\$ -	\$ -
100-70-710-36240	Rentals - Garden	\$ (1,545.00)	\$ -	\$ -	\$ -
100-70-710-36290	Rentals / Leases - Other	\$ (11,422.50)	\$ -	\$ -	\$ -
100-70-710-36291	Rentals - InflatablePlayEquip	\$ (1,000.00)	\$ -	\$ -	\$ -
100-70-710-36292	Rentals - InflatableVendorFee	\$ (100.00)	\$ -	\$ -	\$ -
100-70-710-36310	Contributions & Donations	\$ (7,932.30)	\$ (8,201.50)	\$ (10,000.00)	\$ (2,000.00)
100-70-710-36390	Misc Revenues - Other	\$ (15,537.25)	\$ (20,349.34)	\$ (8,000.00)	\$ (8,000.00)
100-70-710-41110	Wages - Full time	\$ 222,445.36	\$ 283,039.50	\$ 273,461.00	\$ 327,900.00
100-70-710-41120	Wages - Part Time	\$ 39,852.26	\$ 21,571.86	\$ 28,704.00	\$ 32,000.00
100-70-710-41140	Wages - Overtime	\$ 4,617.99	\$ 524.51	\$ 5,477.00	\$ 5,000.00
100-70-710-41150	Wages - Miscellaneous	\$ 4,830.00	\$ 4,095.00	\$ 6,300.00	\$ 6,300.00
100-70-710-41160	Allowances	\$ 4,980.00	\$ 4,882.50	\$ 4,800.00	\$ 4,800.00
100-70-710-41210	Health Insurance	\$ 45,094.13	\$ 54,903.77	\$ 49,271.00	\$ 44,900.00
100-70-710-41230	Health-In-Lieu	\$ -	\$ 60.00	\$ 480.00	\$ 5,300.00
100-70-710-41240	Cafeteria Plan Section 125	\$ 7,855.95	\$ 9,116.77	\$ 12,410.00	\$ 12,500.00
100-70-710-41250	PERS Retirement	\$ 32,639.67	\$ 42,888.38	\$ 43,390.00	\$ 49,400.00
100-70-710-41260	Social Security & Medicare	\$ 4,076.83	\$ 4,640.36	\$ 4,238.00	\$ 5,500.00
100-70-710-41270	Worker Comp Insurance	\$ 10,418.04	\$ 6,904.11	\$ 7,523.00	\$ 9,200.00
100-70-710-41290	Benefits - Other	\$ 5,089.88	\$ 4,495.83	\$ 3,456.00	\$ 4,100.00
100-70-710-42160	Professional Services	\$ 102,305.23	\$ 96,046.22	\$ 82,700.00	\$ 80,000.00
100-70-710-42180	Temp Agency Services	\$ 4,139.09	\$ -	\$ -	\$ -
100-70-710-42190	Misc Contractual Services	\$ 36,442.63	\$ 34,713.76	\$ 56,100.00	\$ 11,440.00
100-70-710-42310	General Repairs & Maint	\$ 12,000.52	\$ 11,783.72	\$ 16,200.00	\$ 9,300.00
100-70-710-42415	Advertising	\$ -	\$ -	\$ 4,000.00	\$ -
100-70-710-42420	Postage/Mail/Copy/Printing Svc	\$ 2,019.99	\$ 5,903.61	\$ 17,420.00	\$ 6,720.00
100-70-710-42425	Membership Dues & Subscription	\$ 2,995.00	\$ 2,274.97	\$ 3,800.00	\$ 3,750.00
100-70-710-42430	Conferences - Training	\$ 11,971.18	\$ 3,789.32	\$ 12,500.00	\$ 12,400.00
100-70-710-42483	ISF - Bldg Maint	\$ -	\$ -	\$ -	\$ 18,000.00
100-70-710-42484	ISF - Fleet	\$ -	\$ 6,518.00	\$ 7,500.00	\$ 8,100.00
100-70-710-42485	ISF - Info Tech	\$ 65,217.54	\$ 39,600.00	\$ 9,600.00	\$ 10,100.00
100-70-710-42490	Services - Other	\$ 15,923.67	\$ 17,380.86	\$ -	\$ -
100-70-710-43110	Office Supplies	\$ 5,160.14	\$ 1,805.55	\$ 5,000.00	\$ 5,000.00
100-70-710-43115	Operating Supplies	\$ 15,137.62	\$ 9,881.37	\$ 11,300.00	\$ 8,200.00
100-70-710-43125	Small Tools & Equip	\$ 6,262.85	\$ -	\$ -	\$ -
100-70-710-43220	Util-PhonesPgnsInternetCable	\$ 3,593.82	\$ 3,514.43	\$ 3,500.00	\$ -
100-70-710-46130	Major Equipment	\$ -	\$ -	\$ 6,701.00	\$ -
Revenue Total		\$ 79,686.39	\$ 44,649.49	\$ 18,000.00	\$ 10,000.00
Expense Total		\$ 665,069.39	\$ 670,334.40	\$ 675,831.00	\$ 679,910.00
710	Parks & Rec Admin	\$ 585,383.00	\$ 625,684.91	\$ 657,831.00	\$ 669,910.00

Parks and Recreation — Recreation Programs

2018-19 Fiscal Year Budget

Parks and Recreation Department #70 Recreation Programs Division #720

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 359,000	407,073	398,335	\$ 489,900
Supplies & Services	210,876	291,884	298,009	386,560
Capital Outlay	-	-	-	-
Division Total	\$ 569,876	698,957	696,344	\$ 876,460
Revenues				
Charges for Services - Rec	\$ 177,909	194,871	260,746	\$ 200,000
Rents	1,684	-	-	-
Miscellaneous	-	1,758	4,641	11,000
Division Total	\$ 179,593	196,629	265,387	\$ 211,000

	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
Administrative Clerk III	1.00	1.00	1.00
Administrative Clerk II	-	0.30	0.30
Recreation Manager	0.80	0.80	0.80
Program Coordinator	1.00	1.00	1.00
Total Full Time Equivalents	2.80	3.10	3.10

Parks and Recreation — Recreation Programs

2018-19 Fiscal Year Details

Parks and Recreation Department #70 Recreation Programs Division #720

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
720	Recreation Programs				
100-70-720-35310	Contract Classes	\$ (81,032.90)	\$ (52,832.61)	\$ (130,560.00)	\$ (120,000.00)
100-70-720-35330	Trips & Excursions	\$ (2,300.00)	\$ (1,656.95)	\$ -	\$ -
100-70-720-35710	Special Event	\$ (69,496.46)	\$ (80,506.92)	\$ (80,000.00)	\$ (80,000.00)
100-70-720-35790	Day Camp Fees	\$ (25,080.00)	\$ (59,875.00)	\$ (50,186.00)	\$ -
100-70-720-36210	Rentals - Ball Fields	\$ (1,683.75)	\$ -	\$ -	\$ -
100-70-720-36310	Contributions & Donations	\$ -	\$ (700.00)	\$ (3,500.00)	\$ (10,000.00)
100-70-720-36390	Misc Revenues - Other	\$ -	\$ (1,058.00)	\$ (1,141.00)	\$ (1,000.00)
100-70-720-41110	Wages - Full time	\$ 145,204.74	\$ 158,614.79	\$ 167,898.00	\$ 204,900.00
100-70-720-41120	Wages - Part Time	\$ 121,333.50	\$ 136,443.25	\$ 144,780.00	\$ 181,000.00
100-70-720-41140	Wages - Overtime	\$ 949.56	\$ 4,169.79	\$ 2,868.00	\$ 2,000.00
100-70-720-41210	Health Insurance	\$ 36,864.85	\$ 34,870.05	\$ 27,845.00	\$ 18,300.00
100-70-720-41230	Health-In-Lieu	\$ 4,180.00	\$ 4,980.00	\$ 6,240.00	\$ 11,100.00
100-70-720-41240	Cafeteria Plan Section 125	\$ 8,796.60	\$ 8,425.62	\$ 11,470.00	\$ 11,500.00
100-70-720-41250	PERS Retirement	\$ 19,184.53	\$ 21,665.52	\$ 18,510.00	\$ 22,500.00
100-70-720-41260	Social Security & Medicare	\$ 4,065.01	\$ 4,541.51	\$ 2,709.00	\$ 8,000.00
100-70-720-41270	Worker Comp Insurance	\$ 15,800.16	\$ 29,560.34	\$ 15,311.00	\$ 28,000.00
100-70-720-41290	Benefits - Other	\$ 2,621.31	\$ 3,801.99	\$ 704.00	\$ 2,600.00
100-70-720-42160	Professional Services	\$ 2,537.42	\$ 1,288.00	\$ -	\$ -
100-70-720-42190	Misc Contractual Services	\$ 127,557.92	\$ 154,522.85	\$ 155,000.00	\$ 217,000.00
100-70-720-42310	General Repairs & Maint	\$ 250.00	\$ 259.20	\$ 1,479.00	\$ 1,500.00
100-70-720-42420	Postage/Mail/Copy/Printing Svc	\$ 19.65	\$ 882.51	\$ 500.00	\$ 4,200.00
100-70-720-42425	Membership Dues & Subscription	\$ 380.00	\$ 665.00	\$ 930.00	\$ 3,680.00
100-70-720-42430	Conferences - Training	\$ 7,588.94	\$ 8,503.20	\$ 24,380.00	\$ 24,380.00
100-70-720-42440	Rentals - Equipment/Space	\$ -	\$ -	\$ 4,020.00	\$ -
100-70-720-42484	ISF - Fleet	\$ -	\$ 13,035.00	\$ 15,000.00	\$ 16,100.00
100-70-720-42485	ISF - Info Tech	\$ -	\$ 4,400.00	\$ 38,300.00	\$ 40,300.00
100-70-720-42490	Services - Other	\$ 176.00	\$ 648.64	\$ -	\$ -
100-70-720-43110	Office Supplies	\$ 3,222.05	\$ 4,911.50	\$ 3,500.00	\$ 4,000.00
100-70-720-43115	Operating Supplies	\$ 69,144.12	\$ 102,768.33	\$ 54,900.00	\$ 75,400.00
Revenue Total		\$ 179,593.11	\$ 196,629.48	\$ 265,387.00	\$ 211,000.00
Expense Total		\$ 569,876.36	\$ 698,957.09	\$ 696,344.00	\$ 876,460.00
720	Recreation Programs	\$ 390,283.25	\$ 502,327.61	\$ 430,957.00	\$ 665,460.00

Parks and Recreation — Aquatics

2018-19 Fiscal Year Budget

Parks and Recreation Department #70 Aquatics Division #730

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 347,623	367,756	318,040	\$ 383,460
Supplies & Services	64,001	242,425	161,655	172,300
Division Total	\$ 411,624	610,181	479,695	\$ 555,760
Revenues				
Charges for Services	\$ 135,394	140,578	135,850	\$ 133,850
Rents	3,785	5,245	3,000	3,000
Miscellaneous	27	-	-	-
Division Total	\$ 139,205	145,822	138,850	\$ 136,850

	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
Aquatics Supervisor	1.00	1.00	1.00
Administrative Clerk	-	0.30	0.30
Maintenance Worker	0.40	0.40	0.40
Senior Maintenance Worker	-	0.10	0.10
Maintenance Supervisor	0.10	0.10	0.10
Total Full Time Equivalents	1.50	1.90	1.90

Parks and Recreation — Aquatics

2018-19 Fiscal Year Details

Parks and Recreation Department #70 Aquatics Division #730

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
730	Aquatics Programs				
100-70-730-35310	Contract Classes	\$ -	\$ (710.00)	\$ -	\$ -
100-70-730-35320	Education Instruction	\$ (2,520.00)	\$ (2,335.00)	\$ (1,850.00)	\$ (1,850.00)
100-70-730-35610	Aquatic Contract Classes	\$ (17,615.00)	\$ (25,134.10)	\$ (20,000.00)	\$ (18,000.00)
100-70-730-35620	Swim Lessons	\$ (82,149.00)	\$ (85,655.34)	\$ (65,000.00)	\$ (65,000.00)
100-70-730-35630	Swim Lessons - Private	\$ -	\$ -	\$ (14,000.00)	\$ (14,000.00)
100-70-730-35640	Swim Fitness	\$ (7,782.00)	\$ (4,681.94)	\$ (7,900.00)	\$ (7,900.00)
100-70-730-35650	Swim Open	\$ (19,595.70)	\$ (17,681.89)	\$ (20,000.00)	\$ (20,000.00)
100-70-730-35660	Water Aerobics	\$ (5,732.00)	\$ (4,379.62)	\$ (5,600.00)	\$ (5,600.00)
100-70-730-35690	Swim - Other	\$ -	\$ -	\$ (1,500.00)	\$ (1,500.00)
100-70-730-36220	Rentals - Aquatic Cntr	\$ (3,784.50)	\$ (5,244.50)	\$ (3,000.00)	\$ (3,000.00)
100-70-730-36390	Misc Revenues - Other	\$ (27.00)	\$ -	\$ -	\$ -
100-70-730-41110	Wages - Full time	\$ 103,979.71	\$ 112,951.00	\$ 99,567.00	\$ 130,200.00
100-70-730-41120	Wages - Part Time	\$ 166,927.34	\$ 166,064.85	\$ 173,550.00	\$ 183,560.00
100-70-730-41140	Wages - Overtime	\$ 1,744.70	\$ 1,333.65	\$ 1,703.00	\$ 3,000.00
100-70-730-41210	Health Insurance	\$ 23,496.37	\$ 23,333.36	\$ 12,432.00	\$ 10,900.00
100-70-730-41230	Health-In-Lieu	\$ 636.00	\$ 1,164.00	\$ 1,920.00	\$ 6,800.00
100-70-730-41240	Cafeteria Plan Section 125	\$ 4,942.20	\$ 5,007.97	\$ 7,030.00	\$ 7,100.00
100-70-730-41250	PERS Retirement	\$ 14,984.18	\$ 15,897.95	\$ 9,866.00	\$ 12,500.00
100-70-730-41260	Social Security & Medicare	\$ 4,032.51	\$ 4,159.60	\$ 1,595.00	\$ 4,900.00
100-70-730-41270	Worker Comp Insurance	\$ 22,766.52	\$ 33,864.09	\$ 10,286.00	\$ 20,900.00
100-70-730-41290	Benefits - Other	\$ 4,113.71	\$ 3,979.43	\$ 91.00	\$ 3,600.00
100-70-730-42190	Misc Contractual Services	\$ 10,817.50	\$ 8,870.63	\$ 25,600.00	\$ 32,880.00
100-70-730-42310	General Repairs & Maint	\$ 8,510.66	\$ 164,713.74	\$ 50,000.00	\$ 50,000.00
100-70-730-42425	Membership Dues & Subscription	\$ 150.00	\$ -	\$ 1,595.00	\$ 2,360.00
100-70-730-42430	Conferences - Training	\$ 1,179.40	\$ 2,903.21	\$ 9,600.00	\$ 4,700.00
100-70-730-42483	ISF - Bldg Maint	\$ -	\$ 30,900.00	\$ 33,900.00	\$ 35,500.00
100-70-730-42485	ISF - Info Tech	\$ 11,839.17	\$ 4,400.00	\$ 4,800.00	\$ 5,000.00
100-70-730-42490	Services - Other	\$ 396.00	\$ 2,274.23	\$ -	\$ -
100-70-730-43110	Office Supplies	\$ 681.68	\$ 623.21	\$ 1,360.00	\$ 1,360.00
100-70-730-43115	Operating Supplies	\$ 30,082.66	\$ 27,739.59	\$ 34,800.00	\$ 40,500.00
100-70-730-43125	Small Tools & Equip	\$ 344.03	\$ -	\$ -	\$ -
Revenue Total		\$ 139,205.20	\$ 145,822.39	\$ 138,850.00	\$ 136,850.00
Expense Total		\$ 411,624.34	\$ 610,180.51	\$ 479,695.00	\$ 555,760.00
730	Aquatics Programs	\$ 272,419.14	\$ 464,358.12	\$ 340,845.00	\$ 418,910.00

Parks and Recreation — Senior Multi-Use Center 2018-19 Fiscal Year Budget

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

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 19,613	28,717	32,620	\$ 35,241
Supplies & Services	96,975	89,725	113,240	128,580
Division Total	\$ 116,589	118,442	145,860	\$ 163,821
Revenues				
Rents	\$ 15,609	65	-	\$ -
Charges for Services	-	-	10,000	7,000
Miscellaneous	559	-	-	-
Division Total	\$ 16,168	65	10,000	\$ 7,000
Division Staffing Full Time Equivalent Positions				
		Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Aquatics Supervisor		1.00	1.00	1.00
Administrative Clerk		-	0.30	0.30
Maintenance Worker		0.40	0.40	0.40
Senior Maintenance Worker		-	0.10	0.10
Maintenance Supervisor		0.10	0.10	0.10
Total Full Time Equivalents		1.50	1.90	1.90

Comment: The Senior Center is staffed by Part-time Employees on an as needed basis for program activities.

Parks and Recreation — Senior Multi-Use Center 2018-19 Fiscal Year Details

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

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
740	Senior/Multi-Use Center				
100-70-740-35310	Contract Classes	\$ -	\$ -	\$ (7,000.00)	\$ (7,000.00)
100-70-740-35330	Trips & Excursions	\$ -	\$ -	\$ (3,000.00)	\$ -
100-70-740-36230	Rentals - Community /Sr Ctr	\$ (15,609.00)	\$ (65.00)	\$ -	\$ -
100-70-740-36390	Miscellaneous Revenue	\$ (559.00)	\$ -	\$ -	\$ -
100-70-740-41120	Wages - Part Time	\$ 16,218.61	\$ 24,441.88	\$ 31,620.00	\$ 33,341.44
100-70-740-41260	Social Security & Medicare	\$ 235.20	\$ 354.40	\$ 500.00	\$ 500.00
100-70-740-41270	Worker Comp Insurance	\$ 2,622.86	\$ 3,207.45	\$ -	\$ 900.00
100-70-740-41290	Benefits - Other	\$ 536.51	\$ 713.04	\$ 500.00	\$ 500.00
100-70-740-42190	Misc Contractual Services	\$ 5,432.32	\$ 4,010.20	\$ 22,500.00	\$ 20,340.00
100-70-740-42310	General Repairs & Maint	\$ 6,934.09	\$ 95.00	\$ 2,000.00	\$ 2,000.00
100-70-740-42420	Postage/Mail/Copy/Printing Svc	\$ -	\$ -	\$ 2,000.00	\$ -
100-70-740-42430	Conferences - Training	\$ 943.20	\$ 426.66	\$ 2,700.00	\$ 2,800.00
100-70-740-42483	ISF - Bldg Maint	\$ -	\$ 47,300.00	\$ 51,900.00	\$ 54,400.00
100-70-740-42485	ISF - Info Tech	\$ 65,017.08	\$ 13,200.00	\$ 24,000.00	\$ 25,200.00
100-70-740-42490	Services - Other	\$ 1,229.00	\$ 131.18	\$ -	\$ -
100-70-740-43110	Office Supplies	\$ 656.04	\$ 820.51	\$ 1,840.00	\$ 2,840.00
100-70-740-43115	Operating Supplies	\$ 2,594.44	\$ 7,782.68	\$ 3,500.00	\$ 5,500.00
100-70-740-43210	Utilities - Gas & Elec	\$ 13,146.46	\$ 14,781.21	\$ 1,300.00	\$ 14,000.00
100-70-740-43220	Util-PhonesPgrsInternetCable	\$ 1,022.81	\$ 1,177.44	\$ 1,500.00	\$ 1,500.00
Revenue Total		\$ 16,168.00	\$ 65.00	\$ 10,000.00	\$ 7,000.00
Expense Total		\$ 116,588.62	\$ 118,441.65	\$ 145,860.00	\$ 163,821.44
740	Senior/Multi-Use Center	\$ 100,420.62	\$ 118,376.65	\$ 135,860.00	\$ 156,821.44

Parks and Recreation — Facility Rentals

2018-19 Fiscal Year Budget

Parks and Recreation Department #70 Facility Rentals Division #770

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ -	34,920	46,813	\$ 82,706
Supplies & Services	-	17,393	72,200	82,960
Division Total	\$ -	52,312	119,013	\$ 165,666
Revenues				
Rents	\$ -	48,788	54,000	\$ 51,700
Division Total	\$ -	48,788	54,000	\$ 51,700

	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
Administrative Clerk	-	0.30	0.30
Total Full Time Equivalents	-	0.30	0.30

Parks and Recreation — Facility Rentals

2018-19 Fiscal Year Details

Parks and Recreation Department #70 Facility Rentals Division #770

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
770	Facility Rentals				
100-70-770-36210	Rentals - Ball Fields	\$ -	\$ (232.50)	\$ -	\$ -
100-70-770-36230	Rentals - Community /Sr Ctr	\$ -	\$ (34,372.80)	\$ (40,000.00)	\$ (40,000.00)
100-70-770-36240	Rentals - Garden	\$ -	\$ (1,401.00)	\$ (1,500.00)	\$ (1,500.00)
100-70-770-36290	Rentals / Leases - Other	\$ -	\$ (11,346.50)	\$ (11,300.00)	\$ (9,000.00)
100-70-770-36291	Rentals - InflatablePlayEquip	\$ -	\$ (1,235.00)	\$ (1,000.00)	\$ (1,000.00)
100-70-770-36292	Rentals - InflatableVendorFee	\$ -	\$ (200.00)	\$ (200.00)	\$ (200.00)
100-70-770-41110	Wages - Full time	\$ -	\$ -	\$ 12,186.00	\$ 13,900.00
100-70-770-41120	Wages - Part Time	\$ -	\$ 32,421.82	\$ 30,000.00	\$ 61,406.00
100-70-770-41140	Wages - Overtime	\$ -	\$ 38.61	\$ 293.00	\$ -
100-70-770-41230	Health-In-Lieu	\$ -	\$ 420.00	\$ 1,440.00	\$ 1,500.00
100-70-770-41240	Cafeteria Plan Section 125	\$ -	\$ 239.16	\$ 1,110.00	\$ 1,200.00
100-70-770-41250	PERS Retirement	\$ -	\$ 231.29	\$ 870.00	\$ 1,100.00
100-70-770-41260	Social Security & Medicare	\$ -	\$ 480.70	\$ 216.00	\$ 1,200.00
100-70-770-41270	Worker Comp Insurance	\$ -	\$ 311.57	\$ 93.00	\$ 800.00
100-70-770-41290	Benefits - Other	\$ -	\$ 776.42	\$ 605.00	\$ 1,600.00
100-70-770-42150	Info Tech Support Services	\$ -	\$ -	\$ 3,000.00	\$ -
100-70-770-42190	Misc Contractual Services	\$ -	\$ 17,292.86	\$ 57,200.00	\$ 62,960.00
100-70-770-42310	General Repairs & Maint	\$ -	\$ -	\$ 7,000.00	\$ 10,500.00
100-70-770-42420	Postage/Mail/Copy/Printing Svc	\$ -	\$ -	\$ 200.00	\$ 200.00
100-70-770-42430	Conferences - Training	\$ -	\$ -	\$ -	\$ 2,500.00
100-70-770-43110	Office Supplies	\$ -	\$ 100.00	\$ 1,900.00	\$ 1,900.00
100-70-770-43115	Operating Supplies	\$ -	\$ -	\$ 2,900.00	\$ 4,900.00
Revenue Total		\$ -	\$ 48,787.80	\$ 54,000.00	\$ 51,700.00
Expense Total		\$ -	\$ 52,312.43	\$ 119,013.00	\$ 165,666.00
770	Facility Rentals	\$ -	\$ 3,524.63	\$ 65,013.00	\$ 113,966.00



Non-Departmental Summaries

Non-Departmental 2018-19 Fiscal Year Budget

Non-Departmental Department #80 General Fund #100

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19	Adopted Budget FY 2018-19
Revenues					
Property Taxes	\$ 8,791,112	9,055,844	9,861,012	\$ 10,203,369	
Sales Taxes	2,589,453	2,301,445	2,779,743	2,552,700	
Other Taxes - TOT	1,508,905	1,545,889	1,700,000	1,734,000	
Other Taxes - TBID	250,036	258,613	283,334	289,000	
Other Taxes - Franchise Taxes	722,371	728,661	777,215	763,300	
Other Taxes	355,645	357,621	366,462	365,800	
Intergovernmental	54,001	19,719	21,400	20,600	
Interest & Rents	547,856	165,703	512,526	419,201	
Miscellaneous	387,528	246,171	261,834	165,900	
Inter-Fund Transfers	-	-	50,000	-	
Division Total	\$ 15,206,907	14,679,667	16,613,526	\$ 16,513,870	\$ -
Expenditures					
Personnel	\$ 604,623	511,177	699,600	\$ 130,880	
Retiree Health	-	-	(113,000)	184,900	
OPEB	(4,501)	(3,129)	(5,700)	127,300	
Supplies & Services	914,472	900,678	996,668	932,780	
Inter-fund Transfers Out	2,036,893	-	-	-	
Appropriated Reserves	-	-	145,000	-	
Division Total	\$ 3,551,486	1,408,726	1,722,568	\$ 1,375,860	\$ -
Division Staffing Full Time Equivalent Positions					
Administrative Clerk I		0.30	0.30	0.30	
Administrative Assistant		1.00	-	-	
Executive Assistant		-	1.00	1.00	
Total Full Time Equivalents		1.30	1.30	1.30	

Non-Departmental 2018-19 Fiscal Year Details

Non-Departmental Department #80 General Fund #100

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
810	Non Departmental				
100-80-810-31110	Property Tax - Cur Sec	\$ (6,803,357.67)	\$ (7,001,090.18)	\$ (7,672,734.00)	\$ (7,979,643.00)
100-80-810-31120	Property Tax - Cur Unsec	\$ (256,367.36)	\$ (259,874.05)	\$ (264,579.00)	\$ (265,100.00)
100-80-810-31130	Supplemental Property Tax	\$ (204,656.98)	\$ (211,110.45)	\$ (225,000.00)	\$ (200,000.00)
100-80-810-31140	Prior Year Property Tax	\$ (76,868.60)	\$ (67,459.04)	\$ (79,500.00)	\$ (79,500.00)
100-80-810-31150	Homeowner's Exemption	\$ (31,486.00)	\$ (33,830.00)	\$ (32,658.00)	\$ (32,658.00)
100-80-810-31160	Prop Tax In Lieu of VLF	\$ (1,323,442.00)	\$ (1,412,874.00)	\$ (1,498,166.00)	\$ (1,558,093.00)
100-80-810-31180	Property Transfer Tax	\$ (94,933.20)	\$ (69,606.20)	\$ (88,375.00)	\$ (88,375.00)
100-80-810-31210	Sales & Use Tax	\$ (2,120,551.24)	\$ (2,301,445.30)	\$ (2,779,743.00)	\$ (2,552,700.00)
100-80-810-31220	Sales Tax - Triple Flip	\$ (468,901.32)	\$ -	\$ -	\$ -
100-80-810-31310	Transient Occupancy Tax	\$ (1,508,905.37)	\$ (1,545,889.19)	\$ (1,700,000.00)	\$ (1,734,000.00)
100-80-810-31320	Tourist Bus Imp Dist Tax	\$ (250,035.88)	\$ (258,612.85)	\$ (283,334.00)	\$ (289,000.00)
100-80-810-31350	Business License Tax	\$ (154,806.60)	\$ (160,845.40)	\$ (163,000.00)	\$ (163,100.00)
100-80-810-31360	Admissions Tax - Cardroom	\$ (167,805.69)	\$ (165,560.36)	\$ (164,062.00)	\$ (168,900.00)
100-80-810-31410	Franchise - Natural Gas	\$ (41,218.92)	\$ (43,598.18)	\$ (47,115.00)	\$ (45,000.00)
100-80-810-31420	Franchise - Electricity	\$ (171,296.97)	\$ (172,251.80)	\$ (189,000.00)	\$ (190,000.00)
100-80-810-31430	Franchise - Cable TV	\$ (325,681.14)	\$ (311,378.80)	\$ (341,000.00)	\$ (320,800.00)
100-80-810-31450	Franchise - Solid Waste	\$ (184,174.34)	\$ (201,431.98)	\$ (200,100.00)	\$ (207,500.00)
100-80-810-34110	Motor Vehicle License Fees	\$ (8,129.73)	\$ (9,127.25)	\$ (9,400.00)	\$ (9,600.00)
100-80-810-34120	Mandated Costs (SB90) Reimbursement	\$ (45,871.00)	\$ (10,592.00)	\$ (12,000.00)	\$ (11,000.00)
100-80-810-35150	Business Lic Processing	\$ (28,531.85)	\$ (28,087.00)	\$ (33,700.00)	\$ (30,600.00)
100-80-810-35185	Chgs for Servs - SAD	\$ (210,324.29)	\$ (22,970.83)	\$ -	\$ -
100-80-810-36110	Interest	\$ (325,791.09)	\$ 84,125.75	\$ (252,000.00)	\$ (150,000.00)
100-80-810-36250	Lease - Cell Tower Sites	\$ (63,953.60)	\$ (65,088.02)	\$ (68,735.00)	\$ (68,700.00)
100-80-810-36260	Lease - City Hall Offices	\$ (155,196.36)	\$ (182,671.08)	\$ (189,000.00)	\$ (197,200.00)
100-80-810-36290	Rentals / Leases - Other	\$ (2,915.13)	\$ (2,069.74)	\$ (2,791.00)	\$ (3,301.00)
100-80-810-36310	Contributions & Donations	\$ -	\$ -	\$ (113,000.00)	\$ -
100-80-810-36320	Late Penalties/Interest	\$ (4,501.28)	\$ (3,128.52)	\$ (5,700.00)	\$ (3,200.00)
100-80-810-36390	Misc Revenues - Other	\$ (177,203.53)	\$ (223,200.39)	\$ (148,834.00)	\$ (165,900.00)
100-80-810-37390	Transfer In from Other Funds	\$ -	\$ -	\$ (50,000.00)	\$ -
100-80-810-41110	Wages - Full time	\$ 77,714.28	\$ 88,919.07	\$ 92,900.00	\$ 95,900.00
100-80-810-41140	Wages - Overtime	\$ 732.85	\$ 123.49	\$ -	\$ -

Non-Departmental 2018-19 Fiscal Year Details *continued*

Non-Departmental Department #80 General Fund #100

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
100-80-810-41210	Health Insurance	\$ -	\$ -	\$ -	\$ 5,300.00
100-80-810-41230	Health-In-Lieu	\$ 6,474.00	\$ 6,006.00	\$ 6,300.00	\$ 4,800.00
100-80-810-41240	Cafeteria Plan Section 125	\$ 4,445.54	\$ 4,282.04	\$ 4,900.00	\$ 4,900.00
100-80-810-41250	PERS Retirement	\$ 11,129.74	\$ 12,796.83	\$ 14,700.00	\$ 15,700.00
100-80-810-41260	Social Security & Medicare	\$ 1,293.10	\$ 1,446.75	\$ 1,600.00	\$ 1,600.00
100-80-810-41270	Worker Comp Insurance	\$ 472.13	\$ 713.66	\$ 800.00	\$ 980.00
100-80-810-41280	Retiree Health Benefits	\$ 154,686.05	\$ 155,773.34	\$ 214,700.00	\$ 184,900.00
100-80-810-41281	OPEB	\$ 332,800.00	\$ 211,567.34	\$ 243,300.00	\$ 127,300.00
100-80-810-41290	Benefits - Other	\$ 10,373.94	\$ 26,419.90	\$ 1,700.00	\$ 1,700.00
100-80-810-42160	Professional Services	\$ 118,397.81	\$ 124,785.42	\$ -	\$ -
100-80-810-42190	Misc Contractual Services	\$ 112,610.56	\$ 122,153.85	\$ 213,500.00	\$ 119,500.00
100-80-810-42290	Other Gov't Services	\$ 176,080.44	\$ 224,154.72	\$ 215,768.00	\$ 232,080.00
100-80-810-42425	Membership Dues & Subscription	\$ -	\$ -	\$ -	\$ 45,000.00
100-80-810-42435	Community Contributions	\$ 37,059.00	\$ 25,400.00	\$ 25,000.00	\$ 25,000.00
100-80-810-42440	Rentals - Equipment/Space	\$ -	\$ -	\$ 50,000.00	\$ -
100-80-810-42483	ISF - Bldg Maint	\$ -	\$ 160,900.00	\$ 201,000.00	\$ 210,800.00
100-80-810-42484	ISF - Fleet	\$ -	\$ 6,518.00	\$ 7,500.00	\$ 16,100.00
100-80-810-42485	ISF - Info Tech	\$ 184,083.02	\$ 13,200.00	\$ 7,200.00	\$ 7,600.00
100-80-810-42490	Services - Other	\$ 276,506.60	\$ 211,873.52	\$ 266,700.00	\$ 266,700.00
100-80-810-43210	Utilities - Gas & Elec	\$ 9,734.29	\$ 11,692.14	\$ 10,000.00	\$ 10,000.00
100-80-810-48140	Transfer To Other Funds	\$ 1,436,893.00	\$ -	\$ -	\$ -
100-80-810-48150	Transfer Out to BldgMaint- ISF	\$ 100,000.00	\$ -	\$ -	\$ -
100-80-810-48155	Transfer Out to Fleet - ISF	\$ 300,000.00	\$ -	\$ -	\$ -
100-80-810-48160	Transfer Out to IT - ISF	\$ 200,000.00	\$ -	\$ -	\$ -
100-80-810-48410	Contingencies	\$ -	\$ -	\$ 145,000.00	\$ -
Revenue Total		\$ 15,206,907.14	\$ 14,679,666.86	\$ 16,613,526.00	\$ 16,513,870.00
Expense Total		\$ 3,551,486.35	\$ 1,408,726.07	\$ 1,722,568.00	\$ 1,375,860.00
810	Non Departmental	\$ (11,655,420.79)	\$ (13,270,940.79)	\$ (14,890,958.00)	\$ (15,138,010.00)

The background of the slide is a photograph of a body of water, possibly a reservoir or lake, with a grassy shoreline in the foreground. The image is overlaid with a teal-to-orange gradient. The title "Water Operations" is centered in white, bold, sans-serif font.

Water Operations

Water Operations Summary

2018-19 Fiscal Year Budget

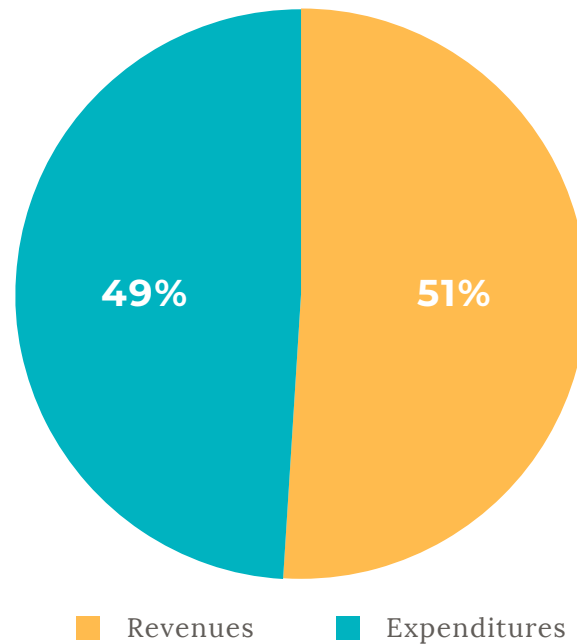
Water Operations Fund #510

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenses				
Personnel	\$ 1,048,127	1,074,384	1,442,000	\$ 1,492,600
Services and Supplies	1,091,127	1,063,200	1,316,458	1,028,510
Water Purchases	1,535,036	2,206,553	2,538,500	2,538,500
Debt Services	310,298	259,722	260,600	260,000
Capital Outlay	29,585	-	-	-
Transfers Out to Other Funds	585,876	610,019	647,500	682,600
Transfers Out for Capital Projects	172,640	2,368	1,181,000	668,186
Appropriated Contingency	-	-	61,300	-
Contra Expense	(312,592)	(511,757)	(512,700)	(516,800)
Total for Department	\$ 4,460,097	4,704,490	6,934,658	\$ 6,153,596
Revenues				
Water Treatment Plant	\$ 6,029,591	40,838	-	\$ -
Water Distribution	4,737	-	20,000	20,000
Non-Departmental	2,955,257	7,705,482	6,880,900	6,329,300
Capital Projects	-	27,634	-	-
Total for Department	\$ 8,989,585	7,773,954	6,900,900	\$ 6,349,300

Water Operations Summary 2018-19 Fiscal Year Budget

Water Operations Fund #510

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Water Treatment Plant	4.30	4.30	5.00
Water Distribution	4.95	6.25	5.25
Non-Departmental	2.00	1.00	1.00
Total Staff Full Time Equivalents	11.25	11.55	11.25



Water Operations — Treatment Plant

2018-19 Fiscal Year Budget

Water Treatment Plant Division #560 Fund #510

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 635,348	562,827	613,200	\$ 730,200
Supplies & Services	653,693	513,531	441,058	421,200
Transfers Out to Other Funds	171,179	-	-	-
Contra account	(44,264)	(283,557)	(283,600)	(283,600)
Division Total	\$ 1,415,956	792,801	770,658	\$ 867,800
Revenues				
Intergovernmental Grants	\$ -	40,838	-	\$ -
Charges for Services - Gen Gov	138,776	-	-	-
Sale of Water	3,985,156	-	-	-
Water Surcharge	1,535,710	-	-	-
Interest/Late Penalties	25,134	-	-	-
Miscellaneous	344,815	-	-	-
Division Total	\$ 6,029,591	40,838	-	\$ -
	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19	
Division Staffing Full Time Equivalent Positions				
Environmental Pgm Specialist II	0.30	0.30	-	
Plant Operator III	3.00	3.00	3.00	
Plant Mechanic	-	-	1.00	
Water System Manager	1.00	1.00	1.00	
Total Full Time Equivalents	4.30	4.30	5.00	

Note: The purchase of water was moved from the Water Treatment Division to the Non-Departmental Division #810 beginning FY 2014-15. The sale of water (revenue) was moved to Non-Departmental Division #810 beginning FY 2016-17.

Water Operations — Treatment Plant

2018-19 Fiscal Year Details

Water Treatment Plant Division #560 Fund #510

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
560	Water Treatment Plant				
510-50-560-33115	Grants - State & Local	\$ -	\$ (40,837.54)	\$ -	\$ -
510-50-560-35170	Developer Contributions In Lie	\$ (138,776.00)	\$ -	\$ -	\$ -
510-50-560-35820	Water Service Charge - Potable	\$ (3,881,440.26)	\$ -	\$ -	\$ -
510-50-560-35821	Water Service Charge - Recycle	\$ (44,543.63)	\$ -	\$ -	\$ -
510-50-560-35822	Water Service Charge - Raw	\$ (59,171.38)	\$ -	\$ -	\$ -
510-50-560-35824	Water Service Charge - Surchar	\$ (1,535,710.32)	\$ -	\$ -	\$ -
510-50-560-36110	Interest	\$ (25,134.15)	\$ -	\$ -	\$ -
510-50-560-36320	Late Penalties / Interest	\$ (57,757.73)	\$ -	\$ -	\$ -
510-50-560-36390	Misc Revenues - Other	\$ (287,057.42)	\$ -	\$ -	\$ -
510-50-560-41110	Wages - Full time	\$ 456,084.47	\$ 403,650.83	\$ 432,000.00	\$ 504,600.00
510-50-560-41120	Wages - Part Time	\$ 13,330.12	\$ 5,758.77	\$ -	\$ -
510-50-560-41140	Wages - Overtime	\$ 2,420.76	\$ 2,839.05	\$ 3,000.00	\$ 3,000.00
510-50-560-41160	Allowances	\$ 490.00	\$ 10.00	\$ -	\$ -
510-50-560-41210	Health Insurance	\$ 63,124.82	\$ 50,461.78	\$ 56,100.00	\$ 66,600.00
510-50-560-41230	Health-In-Lieu	\$ -	\$ -	\$ -	\$ 2,400.00
510-50-560-41240	Cafeteria Plan Section 125	\$ 16,783.11	\$ 13,324.58	\$ 16,000.00	\$ 18,500.00
510-50-560-41250	PERS Retirement	\$ 66,786.25	\$ 57,867.08	\$ 72,100.00	\$ 86,400.00
510-50-560-41260	Social Security & Medicare	\$ 5,319.18	\$ 4,249.61	\$ 6,600.00	\$ 7,700.00
510-50-560-41270	Worker Comp Insurance	\$ 24,707.43	\$ 23,463.83	\$ 26,200.00	\$ 39,600.00
510-50-560-41281	OPEB	\$ (15,595.00)	\$ -	\$ -	\$ -
510-50-560-41290	Benefits - Other	\$ 1,896.99	\$ 1,201.58	\$ 1,200.00	\$ 1,400.00
510-50-560-42110	Legal Services	\$ 55,138.74	\$ 8,761.10	\$ -	\$ -
510-50-560-42130	Engineering Contract Services	\$ 51,780.36	\$ 83,441.44	\$ -	\$ -
510-50-560-42160	Professional Services	\$ 125,604.12	\$ 110,337.37	\$ 54,858.15	\$ 50,000.00
510-50-560-42180	Temp Agency Services	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
510-50-560-42190	Misc Contractual Services	\$ -	\$ -	\$ 4,000.00	\$ -
510-50-560-42310	General Repairs & Maint	\$ 84,237.31	\$ 29,456.34	\$ 60,000.00	\$ 60,000.00
510-50-560-42415	Advertising	\$ 925.90	\$ -	\$ 2,000.00	\$ 2,000.00
510-50-560-42420	Postage/Mail/Copy/Printing Svc	\$ 7,046.33	\$ -	\$ 7,000.00	\$ 7,000.00
510-50-560-42425	Membership Dues & Subscription	\$ 105.00	\$ 675.00	\$ 11,000.00	\$ 1,000.00
510-50-560-42430	Conferences - Training	\$ 1,261.40	\$ 2,168.99	\$ -	\$ -

Water Operations — Treatment Plant

2018-19 Fiscal Year Details *continued*

Water Distribution Division #560 Fund #510 Summary

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
510-50-560-42485	ISF - Info Tech	\$ 62,038.96	\$ -	\$ -	\$ -
510-50-560-42490	Services - Other	\$ 2,781.80	\$ 3,380.86	\$ -	\$ -
510-50-560-43110	Office Supplies	\$ 195.99	\$ 331.91	\$ 2,200.00	\$ 2,200.00
510-50-560-43115	Operating Supplies	\$ 130,323.08	\$ 164,032.05	\$ 195,000.00	\$ 194,000.00
510-50-560-43125	Small Tools & Equip	\$ 1,820.03	\$ 1,924.85	\$ -	\$ -
510-50-560-43190	Supplies - Other	\$ 3,527.47	\$ -	\$ -	\$ -
510-50-560-43210	Utilities - Gas & Elec	\$ 94,052.55	\$ 105,089.08	\$ 100,000.00	\$ 100,000.00
510-50-560-43220	Util-PhonesPgrsInternetCable	\$ 3,269.72	\$ 3,932.17	\$ 4,000.00	\$ 4,000.00
510-50-560-45110	Depreciation				
510-50-560-46180	Gain/Loss on Asset Disposition	\$ 29,584.66	\$ -	\$ -	\$ -
510-50-560-46190	Capital Outlay - Contra Account	\$ (44,264.48)	\$ (283,557.21)	\$ (283,600.00)	\$ (283,600.00)
510-50-560-48110	Transfers to Gen Fnd Support S	\$ 171,179.26	\$ -	\$ -	\$ -
Revenue Total		\$ 6,029,590.89	\$ 40,837.54	\$ -	\$ -
Expense Total		\$ 1,415,956.33	\$ 792,801.06	\$ 770,658.15	\$ 867,800.00
560	Water Treatment Plant	\$ (4,613,634.56)	\$ 751,963.52	\$ 770,658.15	\$ 867,800.00

Water Operations — Distribution System 2018-19 Fiscal Year Budget

Water Distribution System Division #565 Fund #510

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 396,925	480,153	607,400	\$ 559,000
Supplies & Services	256,783	234,412	280,700	271,610
Capital Outlay	-	(4,556)	-	-
Transfers Out to Other Funds	135,400	-	-	-
Division Total	\$ 789,107	710,009	888,100	\$ 830,610
Revenues				
Charges for Services - Other	\$ 4,737	-	-	\$ -
Insurance Reimbursements	-	-	20,000	20,000
Division Total	\$ 4,737	-	20,000	\$ 20,000

	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
Maintenance Supervisor	0.80	1.00	1.00
Maintenance Worker I, II & III	2.40	4.00	4.00
Senior Maintenance Worker	1.00	-	-
Public Works Superintendent	0.25	0.25	0.25
Plant Maintenance Mechanic	0.50	1.00	-
Total Full Time Equivalents	4.95	6.25	5.25

Water Operations — Distribution System

2018-19 Fiscal Year Details

Water Distribution System Division #565 Fund #510

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
565	Water Distribution				
510-50-565-35190	Chgs for Servs - Other	\$ (4,736.79)	\$ -	\$ -	\$ -
510-50-565-36330	Insurance Reimbursements	\$ -	\$ -	\$ (20,000.00)	\$ (20,000.00)
510-50-565-41110	Wages - Full time	\$ 260,467.01	\$ 312,207.08	\$ 410,600.00	\$ 367,700.00
510-50-565-41140	Wages - Overtime	\$ 961.50	\$ 2,158.52	\$ -	\$ -
510-50-565-41210	Health Insurance	\$ 58,890.57	\$ 62,913.60	\$ 66,700.00	\$ 54,400.00
510-50-565-41230	Health-In-Lieu	\$ 2,535.00	\$ 3,465.00	\$ 10,800.00	\$ 10,800.00
510-50-565-41240	Cafeteria Plan Section 125	\$ 13,273.82	\$ 13,766.43	\$ 23,200.00	\$ 19,500.00
510-50-565-41250	PERS Retirement	\$ 38,464.97	\$ 43,436.96	\$ 46,300.00	\$ 52,300.00
510-50-565-41260	Social Security & Medicare	\$ 4,012.59	\$ 4,819.17	\$ 6,500.00	\$ 5,900.00
510-50-565-41270	Worker Comp Insurance	\$ 29,711.88	\$ 36,438.10	\$ 42,100.00	\$ 47,100.00
510-50-565-41281	OPEB	\$ (12,327.00)	\$ -	\$ -	\$ -
510-50-565-41290	Benefits - Other	\$ 934.45	\$ 948.46	\$ 1,200.00	\$ 1,300.00
510-50-565-42130	Engineering Contract Services	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -
510-50-565-42150	Info Tech Support Services	\$ 6,654.38	\$ 8,649.94	\$ 12,000.00	\$ 2,910.00
510-50-565-42160	Professional Services	\$ 1,589.67	\$ 759.59	\$ 3,000.00	\$ 4,500.00
510-50-565-42310	General Repairs & Maint	\$ 93,338.92	\$ 102,178.02	\$ 120,000.00	\$ 120,000.00
510-50-565-42315	Reimbursable Repairs	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00
510-50-565-42425	Membership Dues & Subscription	\$ 872.32	\$ 857.00	\$ 1,000.00	\$ 1,000.00
510-50-565-42430	Conferences - Training	\$ 4,483.85	\$ 2,140.30	\$ 5,000.00	\$ 5,000.00
510-50-565-42485	ISF - Info Tech	\$ 49,094.38	\$ -	\$ -	\$ -
510-50-565-42490	Services - Other	\$ 1,329.58	\$ 1,087.38	\$ 1,500.00	\$ -
510-50-565-43110	Office Supplies	\$ 416.07	\$ 542.14	\$ 800.00	\$ 800.00
510-50-565-43115	Operating Supplies	\$ 8,285.70	\$ 9,847.17	\$ 15,000.00	\$ 15,000.00
510-50-565-43125	Small Tools & Equip	\$ 3,836.48	\$ 2,051.50	\$ -	\$ -
510-50-565-43130	Water Meters	\$ 79,473.28	\$ 98,978.36	\$ 100,000.00	\$ 100,000.00
510-50-565-43220	Util-PhonesPgrsInternetCable	\$ 2,408.21	\$ 2,320.26	\$ 2,400.00	\$ 2,400.00
510-50-565-46190	Capital Outlay - Contra Account	\$ -	\$ (4,556.07)	\$ -	\$ -
510-50-565-48110	Transfers to Gen Fnd Support S	\$ 135,399.70	\$ -	\$ -	\$ -
Revenue Total		\$ 4,736.79	\$ -	\$ 20,000.00	\$ 20,000.00
Expense Total		\$ 789,107.33	\$ 710,008.91	\$ 888,100.00	\$ 830,610.00
565	Water Distribution	\$ 784,370.54	\$ 710,008.91	\$ 868,100.00	\$ 810,610.00

Water Operations — Capital Projects

2018-19 Fiscal Year Budget

Capital Projects Division #450 Fund #510

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Transfers Out to Cap Proj Fund - Water	\$ 172,640	2,368	1,181,000	\$ 668,186
Division Total	\$ 172,640	2,368	1,181,000	\$ 668,186
Revenues				
Grants - Federal	\$ -	27,634	-	\$ -
Division Total	\$ -	27,634	-	\$ -

Water Operations — Capital Projects

2018-19 Fiscal Year Details

Capital Projects Division #450 Fund #510

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
450	Capital Projects				
510-85-450-33110	Grants - Federal	\$ -	\$ (27,634.00)	\$ -	\$ -
510-85-450-48310	Transfer Cap Projs Fund - Gen Gov	\$ 43,135.06	\$ 2,368.39	\$ -	\$ -
510-85-450-48315	Transfer Cap Projs Fund - Water	\$ 129,504.67	\$ -	\$ 1,181,000.00	\$ 668,186.00
Revenue Total		\$ -	\$ 27,634.00	\$ -	\$ -
Expense Total		\$ 172,639.73	\$ 2,368.39	\$ 1,181,000.00	\$ 668,186.00
450	Capital Projects	\$ 172,639.73	\$ (25,265.61)	\$ 1,181,000.00	\$ 668,186.00

Water Operations — Non-Departmental 2018-19 Fiscal Year Budget

Non-Departmental Division #810 Fund #510

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 15,854	31,403	221,400	\$ 203,400
Purchased Water	1,535,036	2,206,553	2,538,500	2,538,500
Supplies and Services	25,634	234,987	504,700	245,700
Conservation Reimbursements	184,601	80,270	90,000	90,000
Appropriated Reserves	-	-	61,300	-
Transfers Out to Other Funds	279,297	610,019	647,500	682,600
Division Total	\$ 2,040,422	3,163,232	4,063,400	\$ 3,760,200
Revenues				
Intergovernmental Grants	\$ 30,939	71,600	10,000	\$ -
Sale of Water	-	4,792,396	4,364,900	4,859,000
Recycled Water	-	96,882	92,800	100,000
Water Surcharge	-	2,258,013	2,034,500	1,011,000
Interest/Late Penalties	-	57,657	60,000	77,200
Miscellaneous	680,662	428,933	318,700	282,100
Transfers In	2,243,657	-	-	-
Division Total	\$ 2,955,257	7,705,482	6,880,900	\$ 6,329,300

Water Operations — Non-Departmental 2018-19 Fiscal Year Budget

Non-Departmental Division #810 Fund #510

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Deputy Public Works Director	0.50	0.50	0.50
Environmental Specialist I	1.00	-	-
Management Analyst I	0.50	-	-
Sustainability Coordinator	-	0.50	0.50
Total Full Time Equivalents	2.00	1.00	1.00

Water Operations — Non-Departmental 2018-19 Fiscal Year Details

Non-Departmental Division #810 Fund #510

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
810	Non Departmental				
510-80-810-33115	Grants - State & Local	\$ (30,938.54)	\$ (71,599.66)	\$ (10,000.00)	\$ -
510-80-810-35820	Water Service Charge - Potable	\$ -	\$ (4,757,145.41)	\$ (4,320,000.00)	\$ (4,829,000.00)
510-80-810-35821	Water Service Charge - Recycle	\$ -	\$ (96,882.49)	\$ (92,800.00)	\$ (100,000.00)
510-80-810-35822	Water Service Charge - Raw	\$ -	\$ (35,250.81)	\$ (44,900.00)	\$ (30,000.00)
510-80-810-35824	Water Service Charge - Surchar	\$ -	\$ (2,258,013.09)	\$ (2,034,500.00)	\$ (1,011,000.00)
510-80-810-36110	Interest	\$ -	\$ (61,187.96)	\$ (54,300.00)	\$ (74,500.00)
510-80-810-36320	Late Penalties / Interest	\$ -	\$ (57,656.65)	\$ (60,000.00)	\$ (77,200.00)
510-80-810-36390	Misc Revenues - Other	\$ (680,662.00)	\$ (367,745.33)	\$ (264,400.00)	\$ (207,600.00)
510-80-810-37390	Transfers In from Other Funds	\$ (2,243,656.92)	\$ -	\$ -	\$ -
510-80-810-41110	Wages - Full time	\$ -	\$ 98,163.40	\$ 103,700.00	\$ 103,300.00
510-80-810-41120	Wages - Part Time	\$ 11,129.28	\$ 5,135.39	\$ -	\$ -
510-80-810-41160	Allowances	\$ -	\$ 2,300.00	\$ 2,400.00	\$ 2,400.00
510-80-810-41210	Health Insurance	\$ -	\$ 14,200.52	\$ 16,300.00	\$ 13,200.00
510-80-810-41240	Cafeteria Plan Section 125	\$ -	\$ 2,818.53	\$ 3,800.00	\$ 3,800.00
510-80-810-41250	PERS Retirement	\$ -	\$ 16,922.30	\$ 17,300.00	\$ 18,400.00
510-80-810-41260	Social Security & Medicare	\$ 161.39	\$ 1,575.55	\$ 1,600.00	\$ 1,600.00
510-80-810-41270	Worker Comp Insurance	\$ -	\$ 6,930.42	\$ 1,400.00	\$ 1,600.00
510-80-810-41280	Retiree Health Benefits	\$ 26,776.69	\$ 26,964.90	\$ 34,300.00	\$ 34,100.00
510-80-810-41281	OPEB	\$ 57,700.00	\$ 28,989.42	\$ 39,000.00	\$ 23,500.00
510-80-810-41282	Pension Expense	\$ (80,078.00)	\$ (174,454.00)	\$ -	\$ -
510-80-810-41290	Benefits - Other	\$ 164.64	\$ 1,856.77	\$ 1,600.00	\$ 1,500.00
510-80-810-42110	Legal Services	\$ -	\$ -	\$ 20,000.00	\$ -
510-80-810-42160	Professional Services	\$ 950.00	\$ -	\$ 50,000.00	\$ 50,000.00
510-80-810-42190	Misc Contractual Services	\$ -	\$ 65,680.00	\$ 168,500.00	\$ -
510-80-810-42425	Membership Dues & Subscription	\$ -	\$ 58.00	\$ 1,000.00	\$ 1,000.00
510-80-810-42430	Conferences - Training	\$ -	\$ 10.00	\$ -	\$ -

Water Operations — Non-Departmental

2018-19 Fiscal Year Details *continued*

Non-Departmental Division #810 Fund #510

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
510-80-810-42483	ISF - Bldg Maint	\$ -	\$ 65,550.00	\$ 59,700.00	\$ 62,600.00
510-80-810-42484	ISF - Fleet	\$ -	\$ 84,729.00	\$ 173,200.00	\$ 98,300.00
510-80-810-42485	ISF - Info Tech	\$ -	\$ 17,600.00	\$ 28,800.00	\$ 30,300.00
510-80-810-42490	Services - Other	\$ 46.68	\$ -	\$ -	\$ -
510-80-810-42491	Services - Cash for Grass	\$ 163,591.00	\$ 70,165.00	\$ 75,000.00	\$ 75,000.00
510-80-810-42492	Services - Toilet Rebates	\$ 16,600.00	\$ 7,200.00	\$ 10,000.00	\$ 10,000.00
510-80-810-42493	Services - Washer Rebates	\$ 4,410.00	\$ 2,904.66	\$ 5,000.00	\$ 5,000.00
510-80-810-43110	Office Supplies	\$ -	\$ 454.41	\$ 500.00	\$ 500.00
510-80-810-43115	Operating Supplies	\$ 22,422.76	\$ 251.61	\$ 3,000.00	\$ 3,000.00
510-80-810-43210	Utilities - Gas & Elec	\$ 2,215.05	\$ -	\$ -	\$ -
510-80-810-43230	Utilities - Water	\$ -	\$ 654.10	\$ -	\$ -
510-80-810-43310	City of Napa	\$ 295,524.60	\$ 75,531.00	\$ 150,000.00	\$ 150,000.00
510-80-810-43320	North Bay Aqueduct	\$ 1,032,047.56	\$ 1,675,408.70	\$ 1,900,000.00	\$ 1,900,000.00
510-80-810-43330	City of Vallejo	\$ 207,463.65	\$ 455,613.07	\$ 360,000.00	\$ 360,000.00
510-80-810-43350	AC Recycled	\$ -	\$ -	\$ 128,500.00	\$ 128,500.00
510-80-810-48110	Transfer to Gen Fnd Support Sv	\$ 279,297.02	\$ 568,219.40	\$ 647,500.00	\$ 662,600.00
510-80-810-48115	Transfer To General Fund - Oth	\$ -	\$ -	\$ -	\$ 20,000.00
510-80-810-48165	Trans Out to Risk Management	\$ -	\$ 41,800.00	\$ -	\$ -
510-80-810-48410	Contingencies	\$ -	\$ -	\$ 61,300.00	\$ -
Revenue Total		\$ 2,955,257.46	\$ 7,705,481.40	\$ 6,880,900.00	\$ 6,329,300.00
Expense Total		\$ 2,040,422.32	\$ 3,163,232.15	\$ 4,063,400.00	\$ 3,760,200.00
810	Non Departmental	\$ (914,835.14)	\$ (4,542,249.25)	\$ (2,817,500.00)	\$ (2,569,100.00)

Water Operations — Debt Service

2018-19 Fiscal Year Budget

Debt Service Division #830 Fund #510

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Interest Payments	\$ 41,971	36,079	31,500	\$ 26,800
Principal Payments	268,327	223,643	229,100	233,200
Contra Account	(268,327)	(223,643)	(229,100)	(233,200)
Division Total	\$ 41,971	36,079	31,500	\$ 26,800

Water Operations — Debt Service

2018-19 Fiscal Year Details

Debt Service Division #830 Fund #510

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
830	Debt Service				
510-80-830-44110	Interest Payment	\$ 41,970.85	\$ 36,078.61	\$ 31,500.00	\$ 26,800.00
510-80-830-44120	Principal Payment	\$ 268,327.18	\$ 223,643.47	\$ 229,100.00	\$ 233,200.00
510-80-830-44125	Debt Service Contra Account	\$ (268,327.18)	\$ (223,643.47)	\$ (229,100.00)	\$ (233,200.00)
Revenue Total		\$ -	\$ -	\$ -	\$ -
Expense Total		\$ 41,970.85	\$ 36,078.61	\$ 31,500.00	\$ 26,800.00
830	Debt Service	\$ 41,970.85	\$ 36,078.61	\$ 31,500.00	\$ 26,800.00



Wastewater Operations

Wastewater Operations Summary

2018-19 Fiscal Year Budget

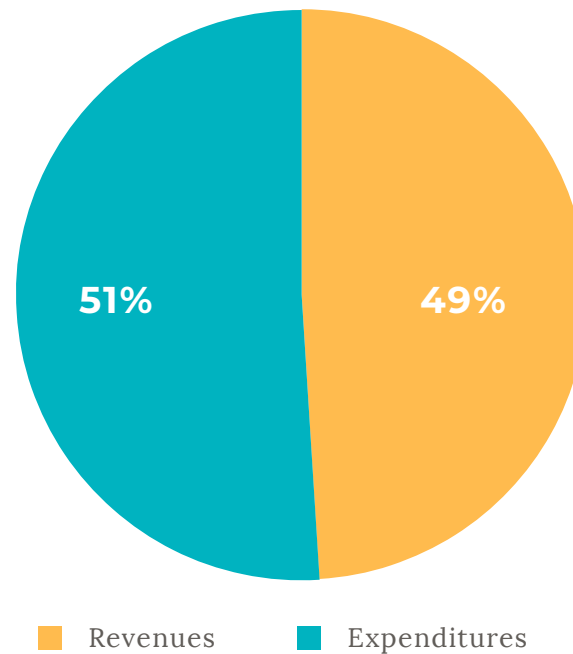
Wastewater Enterprise Fund #540

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 1,194,885	1,121,585	1,866,700	\$ 1,826,000
Supplies & Services	1,025,807	1,118,824	1,426,460	1,475,060
Debt Service Payments	235,756	238,289	209,800	766,000
Capital Outlay	1,073,760	6,798	25,000	35,000
Transfers Out to Other Funds	389,500	944,131	1,025,400	1,139,600
Transfers Out for Support Service	545,614			
Transfers Out for Capital Projects	387,886	685,081	1,677,000	1,802,000
Appropriated Contingency	-	-	40,000	-
Contra Expense	(2,409,148)	(1,689,613)	(1,740,300)	(2,219,800)
Total for Department	\$ 2,444,060	2,425,095	4,530,060	\$ 4,823,860
Revenues				
Charges for Services	\$ 4,065,522	4,434,945	4,305,500	\$ 4,437,000
Intergovernmental Grant	-	22,489	-	5,600
Interest	77,933	91,990	98,000	102,100
Miscellaneous	29,762	24,733	27,000	19,800
Transfers In	329,786	12,036	-	-
Debt Service	300,000	300,000	300,000	-
Total for Department	\$ 4,803,003	4,886,192	4,730,500	\$ 4,564,500

Wastewater Operations Summary 2018-19 Fiscal Year Budget

Wastewater Enterprise Fund #540

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Wastewater Treatment Plant	6.00	6.00	7.00
Collection	2.90	4.10	3.25
Environmental Compliance	3.35	3.35	3.10
Non-Departmental	0.50	1.00	1.00
Total Full Time Equivalents	12.75	14.45	14.35



Wastewater Operations — Treatment Plant 2018-19 Fiscal Year Budget

Wastewater Treatment Plant Division #570 Fund #540

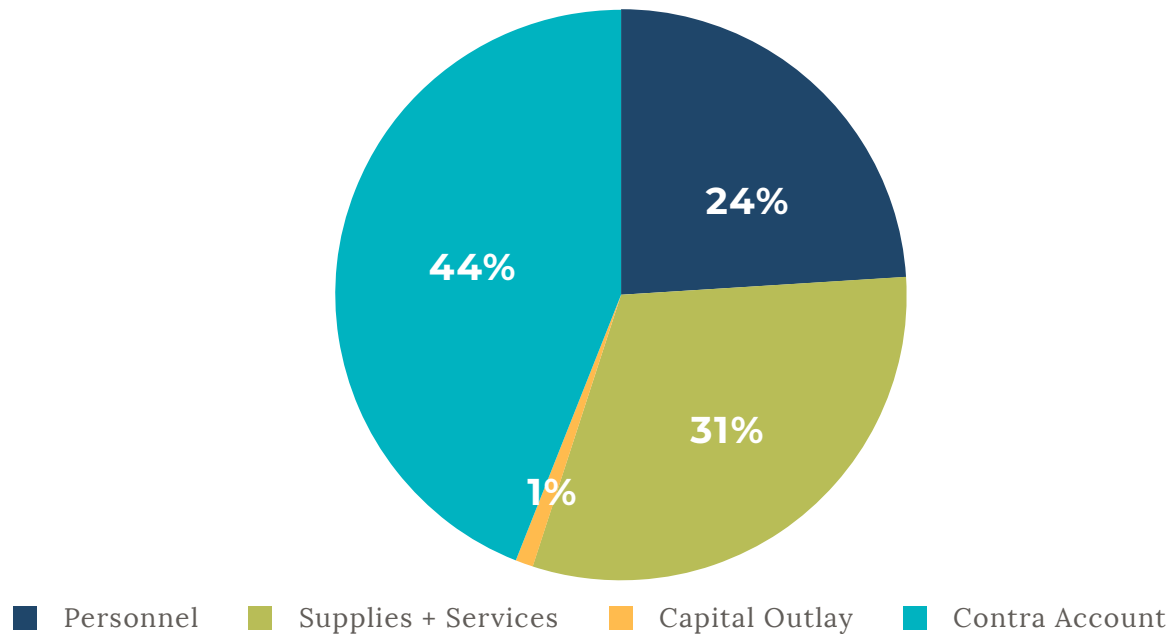
	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 716,422	644,942	699,900	\$ 863,300
Services & Supplies	902,081	859,543	1,005,910	702,910
Capital Outlay	1,073,760	6,798	25,000	35,000
Transfers Out - Support Services	187,580	-	-	-
Contra Account	(2,218,922)	(1,489,695)	(1,333,800)	(1,580,400)
Division Total	\$ 660,921	21,588	397,010	\$ 20,810
Revenues				
Charges for Services	\$ 4,062,476	-	-	\$ -
Interest Revenue	77,933	-	-	-
Miscellaneous	29,762	1,585	17,000	-
Division Total	\$ 4,170,170	1,585	17,000	\$ -

Note: Revenues recorded in the Non-Departmental Division beginning in FY 2016-17

Wastewater Operations — Treatment Plant 2018-19 Fiscal Year Budget

Wastewater Treatment Plant Division #570 Fund #540

Division Staffing Full Time Equivalent Positions	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Operations Manager	1.00	-	1.00
Maintenance Mechanic			1.00
Laboratory Analyst	-	1.00	-
Administrative Clerk	1.00	1.00	1.00
Plant Operator	4.00	4.00	4.00
Total Full Time Equivalents	6.00	6.00	7.00



Wastewater Operations — Treatment Plant

2018-19 Fiscal Year Details

Wastewater Treatment Plant Division #570 Fund #540

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
570	WW Treatment Plant				
540-50-570-35170	Developer Contributions In Lie	\$ (91,850.00)	\$ -	\$ -	\$ -
540-50-570-35810	Sewerage Service Charges	\$ (3,970,625.59)	\$ -	\$ -	\$ -
540-50-570-36110	Interest	\$ (22,568.48)	\$ -	\$ -	\$ -
540-50-570-36320	Late Penalties / Interest	\$ (55,364.23)	\$ -	\$ -	\$ -
540-50-570-36390	Misc Revenues - Other	\$ (29,762.15)	\$ (1,584.74)	\$ (17,000.00)	\$ -
540-50-570-41110	Wages - Full time	\$ 494,808.90	\$ 458,288.91	\$ 493,600.00	\$ 611,700.00
540-50-570-41140	Wages - Overtime	\$ 25,614.36	\$ 20,307.03	\$ -	\$ -
540-50-570-41160	Allowances	\$ 490.00	\$ 10.00	\$ -	\$ -
540-50-570-41210	Health Insurance	\$ 74,401.43	\$ 38,360.55	\$ 65,100.00	\$ 52,600.00
540-50-570-41230	Health-In-Lieu	\$ 5,380.00	\$ 8,620.00	\$ 4,800.00	\$ 12,000.00
540-50-570-41240	Cafeteria Plan Section 125	\$ 22,065.93	\$ 16,338.13	\$ 22,200.00	\$ 25,900.00
540-50-570-41250	PERS Retirement	\$ 74,037.58	\$ 62,849.54	\$ 78,000.00	\$ 100,600.00
540-50-570-41260	Social Security & Medicare	\$ 8,109.97	\$ 6,958.18	\$ 7,600.00	\$ 9,500.00
540-50-570-41270	Worker Comp Insurance	\$ 29,795.81	\$ 33,204.26	\$ 28,600.00	\$ 49,700.00
540-50-570-41281	OPEB	\$ (18,919.00)	\$ -	\$ -	\$ -
540-50-570-41290	Benefits - Other	\$ 636.97	\$ 5.10	\$ -	\$ 1,300.00
540-50-570-42110	Legal Services	\$ 2,715.50	\$ -	\$ -	\$ -
540-50-570-42160	Professional Services	\$ 165,541.48	\$ 154,704.62	\$ 333,500.00	\$ 17,000.00
540-50-570-42180	Temp Agency Services	\$ 10,452.96	\$ 9,428.16	\$ -	\$ -
540-50-570-42190	Misc Contractual Services	\$ 4,652.56	\$ 4,878.79	\$ 10,300.00	\$ 6,500.00
540-50-570-42310	General Repairs & Maint	\$ 246,161.43	\$ 257,654.97	\$ 254,200.00	\$ 378,000.00
540-50-570-42415	Advertising	\$ 2,323.16	\$ 3,273.43	\$ -	\$ -
540-50-570-42420	Postage/Mail/Copy/Printing Svc	\$ 1,381.17	\$ 536.89	\$ 4,850.00	\$ 4,850.00
540-50-570-42425	Membership Dues & Subscription	\$ 3,794.54	\$ 7,301.61	\$ 52,500.00	\$ 1,000.00
540-50-570-42430	Conferences - Training	\$ 4,348.08	\$ 12,722.52	\$ 17,900.00	\$ 7,900.00
540-50-570-42440	Rentals - Equipment/Space	\$ -	\$ -	\$ 17,000.00	\$ -
540-50-570-42485	ISF - Info Tech	\$ 74,686.04	\$ -	\$ -	\$ -

Wastewater Operations — Treatment Plant

2018-19 Fiscal Year Details *continued*

Wastewater Treatment Plant Division #570 Fund #540

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
540-50-570-42490	Services - Other	\$ 29,945.21	\$ 22,801.91	\$ -	\$ -
540-50-570-43110	Office Supplies	\$ 3,058.15	\$ 2,227.38	\$ 5,000.00	\$ 5,000.00
540-50-570-43115	Operating Supplies	\$ 84,187.94	\$ 52,801.66	\$ 68,000.00	\$ 40,000.00
540-50-570-43125	Small Tools & Equip	\$ 572.46	\$ 6,528.72	\$ -	\$ -
540-50-570-43210	Utilities - Gas & Elec	\$ 264,029.03	\$ 312,350.84	\$ 238,581.00	\$ 238,581.00
540-50-570-43220	Util-PhonesPgrsInternetCable	\$ 4,231.03	\$ 12,331.85	\$ 4,079.00	\$ 4,079.00
540-50-570-45110	Depreciation				
540-50-570-46120	Vehicles	\$ 11,772.00	\$ -	\$ -	\$ -
540-50-570-46130	Major Equipment	\$ -	\$ 6,797.95	\$ 25,000.00	\$ 35,000.00
540-50-570-46180	Gain/Loss on Asset Disposition	\$ 1,061,988.19	\$ -	\$ -	\$ -
540-50-570-46190	Capital Outlay - Contra Account	\$ (2,218,921.78)	\$ (1,489,694.56)	\$ (1,333,800.00)	\$ (1,580,400.00)
540-50-570-48110	Transfers to Gen Fnd Support S	\$ 187,579.60	\$ -	\$ -	\$ -
Revenue Total		\$ 4,170,170.45	\$ 1,584.74	\$ 17,000.00	\$ -
Expense Total		\$ 660,920.70	\$ 21,588.44	\$ 397,010.00	\$ 20,810.00
570	WW Treatment Plant	\$ (3,509,249.75)	\$ 20,003.70	\$ 380,010.00	\$ 20,810.00

Wastewater Operations — Collection System

2018-19 Fiscal Year Budget

Wastewater Collection System Division #575 Fund #540

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 199,711	271,812	427,700	\$ 336,800
Services & Supplies	76,601	52,078	71,650	71,650
Capital Outlay	-	-	-	-
Contra Account	-	(4,556)	-	-
Transfers Out - Support Services	79,728	-	-	-
Division Total	\$ 356,040	319,334	499,350	\$ 408,450
Revenues				
Charges for Services-Gen Gov	\$ 3,046	-	-	\$ -
Division Total	\$ 3,046	-	-	\$ -

	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
Maintenance Supervisor	0.20	1.00	1.00
Maintenance Worker	1.60	2.00	2.00
Senior Maintenance Worker	0.50	-	-
Plant Maintenance Mechanic	0.50	1.00	-
Public Works Superintendent	0.10	0.10	0.25
Total Full Time Equivalents	2.90	4.10	3.25

Wastewater Operations — Collection System

2018-19 Fiscal Year Details

Wastewater Collection System Division #575 Fund #540

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
575	WW Collections				
540-50-575-35190	Chgs for Servs - Other	\$ (3,045.98)	\$ -	\$ -	\$ -
540-50-575-41110	Wages - Full time	\$ 139,238.94	\$ 186,764.78	\$ 278,800.00	\$ 239,100.00
540-50-575-41120	Wages - Part Time	\$ 99.45	\$ -	\$ -	\$ -
540-50-575-41140	Wages - Overtime	\$ 236.60	\$ 539.61	\$ -	\$ -
540-50-575-41210	Health Insurance	\$ 16,031.14	\$ 21,576.15	\$ 69,900.00	\$ 17,600.00
540-50-575-41230	Health-In-Lieu	\$ 6,368.00	\$ 7,392.00	\$ 500.00	\$ 6,000.00
540-50-575-41240	Cafeteria Plan Section 125	\$ 7,725.36	\$ 8,825.45	\$ 15,200.00	\$ 12,100.00
540-50-575-41250	PERS Retirement	\$ 21,213.78	\$ 22,541.55	\$ 29,500.00	\$ 29,700.00
540-50-575-41260	Social Security & Medicare	\$ 2,225.78	\$ 2,961.70	\$ 4,300.00	\$ 3,800.00
540-50-575-41270	Worker Comp Insurance	\$ 14,331.36	\$ 20,932.24	\$ 28,400.00	\$ 27,200.00
540-50-575-41281	OPEB	\$ (8,033.00)	\$ -	\$ -	\$ -
540-50-575-41290	Benefits - Other	\$ 273.94	\$ 278.64	\$ 1,100.00	\$ 1,300.00
540-50-575-42160	Professional Services	\$ 949.68	\$ 2,202.80	\$ 2,000.00	\$ 2,000.00
540-50-575-42190	Misc Contractual Services	\$ -	\$ -	\$ 4,500.00	\$ -
540-50-575-42310	General Repairs & Maint	\$ 20,716.87	\$ 28,379.75	\$ 45,100.00	\$ 50,000.00
540-50-575-42425	Membership Dues & Subscription	\$ 626.77	\$ 1,439.76	\$ 650.00	\$ 650.00
540-50-575-42430	Conferences - Training	\$ 793.54	\$ 2,562.05	\$ 2,000.00	\$ 2,000.00
540-50-575-42485	ISF - Info Tech	\$ 31,775.92	\$ -	\$ -	\$ -
540-50-575-42490	Services - Other	\$ 1,637.99	\$ 4,819.23	\$ -	\$ -
540-50-575-43110	Office Supplies	\$ 181.01	\$ 1,946.48	\$ 2,000.00	\$ 2,000.00
540-50-575-43115	Operating Supplies	\$ 5,253.36	\$ 2,607.87	\$ 15,400.00	\$ 15,000.00
540-50-575-43125	Small Tools & Equip	\$ 14,665.58	\$ 8,120.14	\$ -	\$ -
540-50-575-46190	Capital Outlay -Contra Account	\$ -	\$ (4,556.06)	\$ -	\$ -
540-50-575-48110	Transfers to Gen Fnd Support S	\$ 79,728.29	\$ -	\$ -	\$ -
Revenue Total		\$ 3,045.98	\$ -	\$ -	\$ -
Expense Total		\$ 356,040.36	\$ 319,334.14	\$ 499,350.00	\$ 408,450.00
575	WW Collections	\$ 352,994.38	\$ 319,334.14	\$ 499,350.00	\$ 408,450.00

Wastewater Operations — Environmental Compliance 2018-19 Fiscal Year Budget

Wastewater Environmental Compliance Division #585 Fund #540

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 337,801	319,824	493,400	\$ 405,700
Services & Supplies	47,125	15,505	12,300	413,900
Transfers Out	92,141	-	-	-
Division Total	\$ 477,068	335,329	505,700	\$ 819,600
Revenues				
Transfers In from Measure A	\$ 1,272	12,036	-	\$ -
Intergovernmental Grants	-	-	-	5,600
Division Total	\$ 1,272	12,036	-	\$ 5,600

	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
Environmental Services Manager	1.00	1.00	0.80
Environmental Prog Specialist	2.30	2.30	1.30
Public Works Superintendent	0.05	0.05	-
Lab Analyst	-	-	1.00
Total Full Time Equivalents	3.35	3.35	3.10

Wastewater Operations — Environmental Compliance

2018-19 Fiscal Year Details

Wastewater Environmental Compliances Division #585 Fund #540

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
585	WW Environmental Compliance				
540-50-585-33115	Grants - State & Local	\$ -	\$ -	\$ -	\$ (5,600.00)
540-50-585-37270	Transfer In from Measure A	\$ (1,272.07)	\$ (12,036.32)	\$ -	\$ -
540-50-585-41110	Wages - Full time	\$ 262,281.99	\$ 241,222.15	\$ 352,300.00	\$ 294,600.00
540-50-585-41120	Wages - Part Time	\$ 2,444.22	\$ -	\$ -	\$ -
540-50-585-41140	Wages - Overtime	\$ 160.02	\$ -	\$ -	\$ -
540-50-585-41210	Health Insurance	\$ 9,956.11	\$ 14,656.14	\$ 39,900.00	\$ 29,700.00
540-50-585-41230	Health-In-Lieu	\$ 9,809.00	\$ 7,071.00	\$ 5,100.00	\$ 4,800.00
540-50-585-41240	Cafeteria Plan Section 125	\$ 10,775.86	\$ 7,986.94	\$ 12,400.00	\$ 11,500.00
540-50-585-41250	PERS Retirement	\$ 38,087.71	\$ 35,722.98	\$ 60,700.00	\$ 51,700.00
540-50-585-41260	Social Security & Medicare	\$ 4,138.23	\$ 3,723.56	\$ 5,400.00	\$ 4,600.00
540-50-585-41270	Worker Comp Insurance	\$ 8,302.95	\$ 8,254.70	\$ 15,000.00	\$ 7,700.00
540-50-585-41281	OPEB	\$ (9,279.00)	\$ -	\$ -	\$ -
540-50-585-41290	Benefits - Other	\$ 1,123.70	\$ 1,186.16	\$ 2,600.00	\$ 1,100.00
540-50-585-42160	Professional Services	\$ 9,277.46	\$ 8,838.33	\$ 5,800.00	\$ 324,300.00
540-50-585-42420	Postage/Mail/Copy.Printing Svc	\$ -	\$ -	\$ 4,500.00	\$ -
540-50-585-42425	Membership Dues & Subscription	\$ -	\$ -	\$ 2,000.00	\$ 51,500.00
540-50-585-42430	Conferences - Training	\$ 65.72	\$ -	\$ -	\$ -
540-50-585-42485	ISF - Info Tech	\$ 36,654.94	\$ -	\$ -	\$ -
540-50-585-43115	Operating Supplies	\$ 1,127.30	\$ 15.49	\$ -	\$ 38,100.00
540-50-585-43125	Small Tools & Equip	\$ -	\$ 6,651.18	\$ -	\$ -
540-50-585-48110	Transfers to Gen Fnd Support S	\$ 92,141.30	\$ -	\$ -	\$ -
Revenue Total		\$ 1,272.07	\$ 12,036.32	\$ -	\$ 5,600.00
Expense Total		\$ 477,067.51	\$ 335,328.63	\$ 505,700.00	\$ 819,600.00
585	WW Environmental Compliance	\$ 475,795.44	\$ 323,292.31	\$ 505,700.00	\$ 814,000.00

Wastewater Operations — Non-Departmental 2018-19 Fiscal Year Budget

Wastewater Non-Departmental Division #810 Fund #540

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ (59,049)	(114,993)	245,700	\$ 220,200
Services & Supplies	-	191,698	301,800	286,600
Transfers Out/Support Services	186,165	554,687	635,900	750,100
Contingencies	-	-	40,000	-
Division Total	\$ 127,116	631,392	1,223,400	\$ 1,256,900
Revenues				
Charges for Services	\$ -	4,434,945	4,305,500	\$ 4,437,000
Interest	-	91,990	98,000	102,100
Miscellaneous	-	23,148	10,000	19,800
Transfers In from Other Funds	328,514	-	-	-
Division Total	\$ 328,514	4,550,082	4,413,500	\$ 4,558,900
Division Staffing Full Time Equivalent Positions				
	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19	
Deputy Public Works Director	0.50	0.50	0.50	
Sustainability Coordinator	-	0.50	0.50	
Total Full Time Equivalents	0.50	1.00	1.00	

Comment: Revenues for the Wastewater Fund recorded in Non-Departmental Division beginning FY 2016-17.

Wastewater Operations — Non-Departmental 2018-19 Fiscal Year Details

Wastewater Non-Departmental Division #810 Fund #540

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
810	Non Departmental				
540-80-810-35810	Sewerage Service Charges	\$ -	\$ (4,434,944.94)	\$ (4,177,000.00)	\$ (4,437,000.00)
540-80-810-35821	Water Service Charge - Recycle	\$ -	\$ -	\$ (128,500.00)	\$ -
540-80-810-36110	Interest	\$ -	\$ (40,603.37)	\$ (38,000.00)	\$ (44,800.00)
540-80-810-36320	Late Penalties / Interest	\$ -	\$ (51,386.23)	\$ (60,000.00)	\$ (57,300.00)
540-80-810-36390	Misc Revenues - Other	\$ -	\$ (23,147.78)	\$ (10,000.00)	\$ (19,800.00)
540-80-810-37390	Transfer In from Other Funds	\$ (328,514.17)	\$ -	\$ -	\$ -
540-80-810-41110	Wages - Full time	\$ -	\$ 76,759.12	\$ 103,700.00	\$ 103,300.00
540-80-810-41160	Allowances	\$ -	\$ 2,300.00	\$ 2,400.00	\$ 2,400.00
540-80-810-41210	Health Insurance	\$ -	\$ 9,795.52	\$ 16,300.00	\$ 13,200.00
540-80-810-41240	Cafeteria Plan Section 125	\$ -	\$ 2,093.56	\$ 3,800.00	\$ 3,800.00
540-80-810-41250	PERS Retirement	\$ -	\$ 10,921.81	\$ 17,300.00	\$ 18,400.00
540-80-810-41260	Social Security & Medicare	\$ -	\$ 1,180.40	\$ 1,600.00	\$ 1,600.00
540-80-810-41270	Worker Comp Insurance	\$ -	\$ 5,135.42	\$ 1,400.00	\$ 1,600.00
540-80-810-41280	Retiree Health Benefits	\$ 34,671.02	\$ 34,914.70	\$ 45,800.00	\$ 44,100.00
540-80-810-41281	OPEB	\$ 74,800.00	\$ 36,180.80	\$ 51,800.00	\$ 30,300.00
540-80-810-41282	Pension Expense	\$ (168,520.00)	\$ (295,616.00)	\$ -	\$ -
540-80-810-41290	Benefits - Other	\$ -	\$ 1,341.93	\$ 1,600.00	\$ 1,500.00
540-80-810-42110	Legal Services	\$ -	\$ -	\$ 10,000.00	\$ -
540-80-810-42160	Professional Services	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00
540-80-810-42425	Membership Dues & Subscription	\$ -	\$ 58.00	\$ 1,000.00	\$ 1,000.00
540-80-810-42430	Conferences - Training	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00
540-80-810-42483	ISF - Bldg Maint	\$ -	\$ 53,350.00	\$ 46,100.00	\$ 48,300.00
540-80-810-42484	ISF - Fleet	\$ -	\$ 71,694.00	\$ 122,600.00	\$ 111,700.00
540-80-810-42485	ISF - Info Tech	\$ -	\$ 61,600.00	\$ 67,100.00	\$ 70,600.00
540-80-810-43110	Office Supplies	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00
540-80-810-43230	Utilities - Water	\$ -	\$ 4,995.62	\$ -	\$ -
540-80-810-48110	Transfer to Gen Fnd Support Sv	\$ 186,164.68	\$ 520,786.93	\$ 635,900.00	\$ 740,100.00
540-80-810-48115	Transfer To General Fund - Oth	\$ -	\$ -	\$ -	\$ 10,000.00
540-80-810-48165	Trans Out to Risk Management	\$ -	\$ 33,900.00	\$ -	\$ -
540-80-810-48410	Contingencies	\$ -	\$ -	\$ 40,000.00	\$ -
Revenue Total		\$ 328,514.17	\$ 4,550,082.32	\$ 4,413,500.00	\$ 4,558,900.00
Expense Total		\$ 127,115.70	\$ 631,391.81	\$ 1,223,400.00	\$ 1,256,900.00
810	Non Departmental	\$ (201,398.47)	\$ (3,918,690.51)	\$ (3,190,100.00)	\$ (3,302,000.00)

Wastewater Operations — Debt Service

2018-19 Fiscal Year Budget

Wastewater Debt Service Division #830 Fund #540

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Interest Payments	\$ 45,530	42,927	9,200	\$ 126,600
Principal Payments	190,226	195,362	200,600	639,400
Services - Other	-	-	34,800	-
Transfers Out to Other Funds	389,500	389,444	389,500	389,500
Contra Account	(190,226)	(195,362)	(200,600)	(639,400)
Division Total	\$ 435,030	432,371	433,500	\$ 516,100
Revenues				
Transfers In from Measure A	\$ 300,000	300,000	300,000	\$ -
Division Total	\$ 300,000	300,000	300,000	\$ -

Wastewater Operations — Debt Service

2018-19 Fiscal Year Details

Wastewater Debt Service Division #830 Fund #540

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
830	Debt Service				
540-80-830-37270	Transfer In from Measure A	\$ (300,000.00)	\$ (300,000.00)	\$ (300,000.00)	\$ -
540-80-830-42290	Other Gov't Services	\$ -	\$ -	\$ 34,800.00	\$ -
540-80-830-44110	Interest Payment	\$ 45,529.57	\$ 42,926.57	\$ 9,200.00	\$ 126,600.00
540-80-830-44120	Principal Payment	\$ 190,226.26	\$ 195,362.37	\$ 200,600.00	\$ 639,400.00
540-80-830-44125	Debt Service Contra Account	\$ (190,226.26)	\$ (195,362.37)	\$ (200,600.00)	\$ (639,400.00)
540-80-830-48140	Transfer To Other Funds	\$ 389,500.00	\$ 389,444.00	\$ 389,500.00	\$ 389,500.00
Revenue Total		\$ 300,000.00	\$ 300,000.00	\$ (300,000.00)	\$ -
Expense Total		\$ 435,029.57	\$ 432,370.57	\$ 433,500.00	\$ 516,100.00
830	Debt Service	\$ 135,029.57	\$ 132,370.57	\$ 733,500.00	\$ 516,100.00

Wastewater Operations — Capital Projects

2018-19 Fiscal Year Budget

Wastewater Capital Projects #450 Fund #540

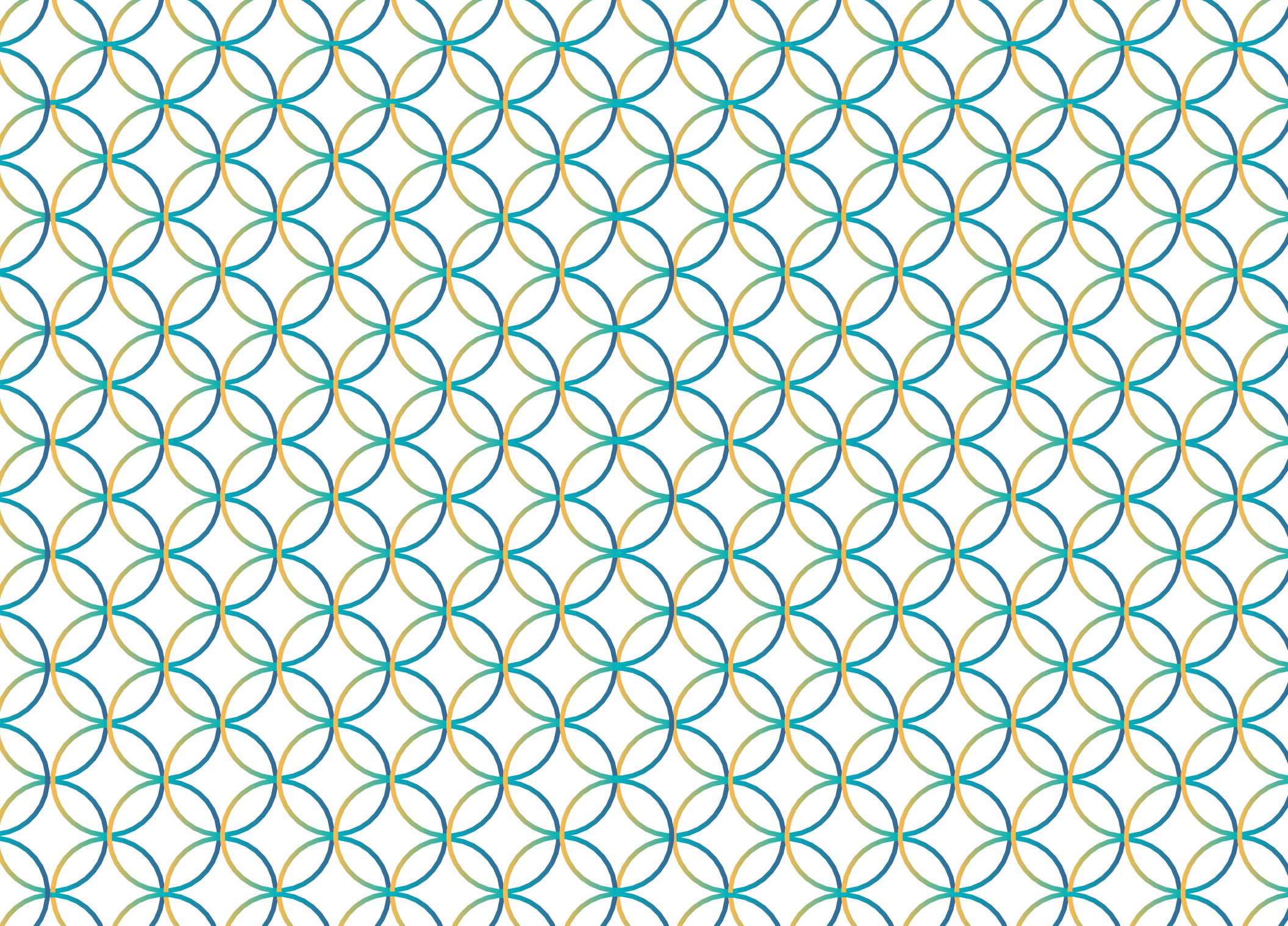
	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Transfers Out - Capital Projects	\$ 387,886	685,081	1,677,000	\$ 1,802,000
Division Total	\$ 387,886	685,081	1,677,000	\$ 1,802,000
Revenues				
Grants - Federal	\$ -	22,489	-	\$ -
Division Total	\$ -	22,489	-	\$ -

Wastewater Operations — Capital Projects

2018-19 Fiscal Year Details

Wastewater Capital Projects #450 Fund #540

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
450	Capital Projects				
540-85-450-33110	Grants - Federal	\$ -	\$ (22,489.00)	\$ -	\$ -
540-85-450-48310	Transfer Cap Projs Fund - Gen Gov	\$ 25,974.35	\$ 6,686.63	\$ 17,000.00	\$ -
540-85-450-48320	Transfer Cap Projs Fund - Wstewtr	\$ 361,911.93	\$ 678,394.80	\$ 1,660,000.00	\$ 1,802,000.00
Revenue Total		\$ -	\$ 22,489.00	\$ -	\$ -
Expense Total		\$ 387,886.28	\$ 685,081.43	\$ 1,677,000.00	\$ 1,802,000.00
450	Capital Projects	\$ 387,886.28	\$ 662,592.43	\$ 1,677,000.00	\$ 1,802,000.00





Internal Service Funds

Internal Service Fund — Building Maintenance 2018-19 Fiscal Year Budget

Internal Service Fund #651 - Building Maintenance

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 104,654	102,152	127,600	\$ 139,700
Supplies & Services	275,259	280,334	337,647	327,700
Capital Outlay	-	-	-	-
Intrafund Transfers	7,980	10,918	-	-
Division Total	\$ 387,893	393,404	465,247	\$ 467,400
Revenues				
Charges for Services	\$ 387,195	407,300	446,700	\$ 468,300
Intergovernmental - Grants	1,339	-	-	-
Miscellaneous	(49)	666	-	-
Transfers In from General Fund	100,000	-	-	-
Division Total	\$ 488,485	407,966	446,700	\$ 468,300
Division Staffing Full Time Equivalent Positions				
Building Maintenance Wkr II		1.00	1.00	1.00
PW Superintendent				0.05
Total Full Time Equivalents		1.00	1.00	1.05

Internal Service Fund — Building Maintenance

2018-19 Fiscal Year Details

Internal Service Fund #651 - Building Maintenance

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
535	Building Maintenance				
651-50-535-33110	Grants - Federal	\$ (1,339.00)	\$ -	\$ -	\$ -
651-50-535-33115	Grants - State & Local	\$ 0.01	\$ -	\$ -	\$ -
651-50-535-35190	Chgs for Servs - Other	\$ (387,195.21)	\$ (407,300.00)	\$ (446,700.00)	\$ (468,300.00)
651-50-535-36110	Interest	\$ 48.91	\$ (665.62)	\$ -	\$ -
651-50-535-41110	Wages - Full time	\$ 68,676.38	\$ 73,505.46	\$ 73,700.00	\$ 82,100.00
651-50-535-41140	Wages - Overtime	\$ 7,303.92	\$ 3,439.97	\$ 4,500.00	\$ 4,500.00
651-50-535-41210	Health Insurance	\$ 15,773.29	\$ 15,661.80	\$ 16,300.00	\$ 17,600.00
651-50-535-41230	Health-In-Lieu	\$ -	\$ -	\$ -	\$ 300.00
651-50-535-41240	Cafeteria Plan Section 125	\$ 3,212.10	\$ 3,006.99	\$ 3,700.00	\$ 3,900.00
651-50-535-41250	PERS Retirement	\$ 9,821.54	\$ 10,400.00	\$ 12,000.00	\$ 13,900.00
651-50-535-41260	Social Security & Medicare	\$ 1,139.27	\$ 1,135.34	\$ 1,200.00	\$ 1,300.00
651-50-535-41270	Worker Comp Insurance	\$ 7,050.26	\$ 8,601.79	\$ 8,600.00	\$ 10,600.00
651-50-535-41290	Benefits - Other	\$ -	\$ -	\$ -	\$ 100.00
651-50-535-42160	Professional Services	\$ 46,575.32	\$ 30,613.43	\$ 55,000.00	\$ 65,000.00
651-50-535-42190	Misc Contractual Services	\$ 67,126.54	\$ 81,080.64	\$ 60,000.00	\$ 70,000.00
651-50-535-42310	General Repairs & Maint	\$ 93,605.40	\$ 70,055.17	\$ 144,594.00	\$ 98,500.00
651-50-535-42430	Conferences - Training	\$ -	\$ 30.00	\$ 500.00	\$ 500.00
651-50-535-42486	Support Services	\$ -	\$ -	\$ 30,500.00	\$ 28,600.00
651-50-535-43110	Office Supplies	\$ 401.01	\$ -	\$ 500.00	\$ 500.00
651-50-535-43115	Operating Supplies	\$ 12,584.26	\$ 12,655.10	\$ 33,200.00	\$ 33,200.00
651-50-535-43190	Supplies - Other	\$ 25,937.40	\$ 25,429.19	\$ -	\$ -
651-50-535-43210	Utilities - Gas & Elec	\$ 16,680.09	\$ 16,916.40	\$ 13,000.00	\$ 13,000.00
651-50-535-43220	Util-PhonesPgrsInternetCable	\$ 286.43	\$ 240.51	\$ 400.00	\$ 400.00
651-50-535-43230	Utilities - Water	\$ -	\$ 15,971.93	\$ 18,000.00	\$ 18,000.00
651-50-535-47110	Intrafund Transfers Out to ISF	\$ 7,980.23	\$ 10,918.00	\$ -	\$ -
Revenue Total		\$ 388,485.29	\$ 407,965.62	\$ 446,700.00	\$ 468,300.00
Expense Total		\$ 384,153.44	\$ 379,661.72	\$ 475,694.00	\$ 462,000.00
535	Building Maintenance	\$ (4,331.85)	\$ (28,303.90)	\$ 28,994.00	\$ (6,300.00)

Internal Service Fund — Building Maintenance

2018-19 Fiscal Year Details *continued*

Internal Service Fund #651 - Building Maintenance

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
810	Non Departmental				
651-80-810-37215	Transfer In from General Fund	\$ (100,000.00)	\$ -	\$ -	\$ -
651-80-810-41280	Retiree Health Benefits	\$ 2,666.96	\$ 2,685.74	\$ 4,000.00	\$ 3,200.00
651-80-810-41281	OPEB	\$ 2,929.00	\$ 2,652.42	\$ 3,600.00	\$ 2,200.00
651-80-810-41282	Pension Expense	\$ (13,919.00)	\$ (18,938.00)	\$ -	\$ -
651-80-810-42486	Support Services	\$ 12,062.13	\$ 27,342.00	\$ -	\$ -
Revenue Total		\$ 100,000.00	\$ -	\$ -	\$ -
Expense Total		\$ 3,739.09	\$ 13,742.16	\$ 7,600.00	\$ 5,400.00
810	Non Departmental	\$ (96,260.91)	\$ 13,742.16	\$ 7,600.00	\$ 5,400.00

Internal Service Fund — Fleet

2018-19 Fiscal Year Budget

Internal Service Fund #652 - Fleet

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 124,024	126,076	156,300	\$ 147,800
Supplies & Services	188,037	195,963	185,000	180,000
Debt Service Payments	35,646	36,757	36,800	36,900
Depreciation	142,856	168,536	-	-
Capital Outlay / Vehicles	216,827	197,323	385,000	120,000
Intrafund Transfers	7,980	4,400	-	-
Contra Expense	(256,923)	(246,058)	-	(261,000)
Division Total	\$ 458,448	482,998	763,100	\$ 223,700
Revenues				
Charges for Services	\$ 532,270	547,482	724,500	\$ 750,600
Interest	(201)	1,430	-	-
Miscellaneous	-	-	-	-
Intrafund Transfers	488,448	6,518	-	-
Division Total	\$ 1,020,518	555,430	724,500	\$ 750,600

	Adopted Budget FY 2016-17	Adopted Budget FY 2017-18	Adopted Budget FY 2018-19
Division Staffing Full Time Equivalent Positions			
PW Superintendent	0.10	0.10	0.05
Mechanic	1.00	1.00	1.00
Total Full Time Equivalents	1.10	1.10	1.05

Internal Service Fund — Fleet

2018-19 Fiscal Year Details

Internal Service Fund #652 - Fleet

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
530	Fleet Operations				
652-50-530-35190	Chgs for Servs - Other	\$ (532,270.39)	\$ (547,482.00)	\$ (724,500.00)	\$ (750,600.00)
652-50-530-36110	Interest	\$ 201.16	\$ (1,430.01)	\$ -	\$ -
652-50-530-37110	Intrafund Transfers for ISF	\$ (7,917.88)	\$ (6,518.00)	\$ -	\$ -
652-50-530-37390	Transfer In from Other Funds	\$ (180,530.58)	\$ -	\$ -	\$ -
652-50-530-41110	Wages - Full time	\$ 85,389.36	\$ 92,204.89	\$ 90,800.00	\$ 87,600.00
652-50-530-41140	Wages - Overtime	\$ 3,555.45	\$ 3,214.19	\$ 5,000.00	\$ 5,000.00
652-50-530-41210	Health Insurance	\$ 20,498.59	\$ 20,351.10	\$ 21,200.00	\$ 17,600.00
652-50-530-41230	Health-In-Lieu	\$ 498.00	\$ 462.00	\$ 500.00	\$ 300.00
652-50-530-41240	Cafeteria Plan Section 125	\$ 3,573.15	\$ 3,345.02	\$ 4,100.00	\$ 3,900.00
652-50-530-41250	PERS Retirement	\$ 12,444.62	\$ 13,181.94	\$ 15,200.00	\$ 15,100.00
652-50-530-41260	Social Security & Medicare	\$ 1,368.08	\$ 1,419.07	\$ 1,400.00	\$ 1,400.00
652-50-530-41270	Worker Comp Insurance	\$ 7,977.72	\$ 9,812.61	\$ 9,600.00	\$ 11,400.00
652-50-530-41290	Benefits - Other	\$ 107.45	\$ 110.39	\$ 200.00	\$ 100.00
652-50-530-42310	General Repairs & Maint	\$ 89,539.20	\$ 95,056.08	\$ 80,000.00	\$ 80,000.00
652-50-530-42430	Conferences - Training	\$ 415.00	\$ 164.95	\$ 500.00	\$ 500.00
652-50-530-42486	Support Services	\$ -	\$ -	\$ 33,600.00	\$ 28,600.00
652-50-530-43115	Operating Supplies	\$ 14,004.36	\$ 13,447.00	\$ 18,500.00	\$ 18,500.00
652-50-530-43120	Fuel	\$ 59,248.92	\$ 56,630.22	\$ 52,000.00	\$ 52,000.00
652-50-530-43210	Utilities - Gas & Elec	\$ 119.60	\$ 120.59	\$ 200.00	\$ 200.00
652-50-530-43220	Util-PhonesPgrsInternetCable	\$ 337.52	\$ 497.51	\$ 200.00	\$ 200.00
652-50-530-45110	Depreciation	\$ 142,856.02	\$ 168,535.62		
652-50-530-46120	Vehicles	\$ 216,320.65	\$ 223,072.58	\$ 265,000.00	\$ -
652-50-530-46130	Major Equipment	\$ -	\$ -	\$ 120,000.00	\$ 120,000.00
652-50-530-46180	Gain/Loss on Asset Disposition	\$ 506.26	\$ (25,750.00)	\$ -	\$ -
652-50-530-46190	Capital Outlay - Contra Accoun	\$ (228,633.54)	\$ (216,915.05)	\$ (223,400.00)	\$ (230,100.00)
652-50-530-47110	Intrafund Transfers Out to ISF	\$ 7,980.23	\$ 4,400.00	\$ -	\$ -
Revenue Total		\$ 720,517.69	\$ 555,430.01	\$ 724,500.00	\$ 750,600.00
Expense Total		\$ 438,106.64	\$ 463,360.71	\$ 718,000.00	\$ 212,300.00
530	Fleet Operations	\$ (282,411.05)	\$ (92,069.30)	\$ (6,500.00)	\$ (538,300.00)

Internal Service Fund — Fleet

2018-19 Fiscal Year Details *continued*

Internal Service Fund #652 - Fleet

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
810	Non Departmental				
652-80-810-37215	Transfer In from General Fund	\$ (300,000.00)	\$ -	\$ -	\$ -
652-80-810-41280	Retiree Health Benefits	\$ 2,880.33	\$ 2,900.61	\$ 3,900.00	\$ 3,200.00
652-80-810-41281	OPEB	\$ 3,253.00	\$ 3,052.66	\$ 4,400.00	\$ 2,200.00
652-80-810-41282	Pension Expense	\$ (17,522.00)	\$ (23,978.00)	\$ -	\$ -
652-80-810-42486	Support Services	\$ 24,372.67	\$ 30,047.00	\$ -	\$ -
Revenue Total		\$ 300,000.00	\$ -	\$ -	\$ -
Expense Total		\$ 12,984.00	\$ 12,022.27	\$ 8,300.00	\$ 5,400.00
810	Non Departmental	\$ (287,016.00)	\$ 12,022.27	\$ 8,300.00	\$ 5,400.00

Internal Service Fund — Fleet

2018-19 Fiscal Year Details *continued*

Internal Service Fund #652 - Fleet

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
830	Debt Service				
652-80-830-44110	Interest Payment	\$ 7,357.60	\$ 7,614.66	\$ 6,800.00	\$ 6,000.00
652-80-830-44120	Principal Payment	\$ 28,288.80	\$ 29,142.57	\$ 30,000.00	\$ 30,900.00
652-80-830-44125	Debt Service Contra Account	\$ (28,288.80)	\$ (29,142.57)	\$ (30,000.00)	\$ (30,900.00)
Revenue Total		\$ -	\$ -	\$ -	\$ -
Expense Total		\$ 7,357.60	\$ 7,614.66	\$ 6,800.00	\$ 6,000.00
830	Debt Service	\$ 7,357.60	\$ 7,614.66	\$ 6,800.00	\$ 6,000.00

Internal Service Fund — Information Technology 2018-19 Fiscal Year Budget

Internal Service Fund #653 - Information Technology

	Actual FY 2015-16	Actual FY 2016-17	Amended Budget FY 2017-18	Adopted Budget FY 2018-19
Expenditures				
Personnel	\$ 16,979	11,237	20,200	\$ 18,900
Supplies & Services	336,593	327,214	346,500	338,100
Capital Outlay	-	-	-	-
Debt Service Payments	25,042	24,546	20,000	77,200
Intrafund Transfers	4,021	-	-	-
Division Total	\$ 382,636	362,998	386,700	\$ 434,200
Revenues				
Charges for Services	\$ 353,721	432,664	412,500	\$ 433,400
Intrafund Transfers	212,064	8,800	-	-
Division Total	\$ 565,785	441,464	412,500	\$ 433,400
Division Staffing Full Time Equivalent Positions				
Administrative Services Director		0.10	-	
Finance Director		-	0.10	0.10
Total Full Time Equivalents		0.10	0.10	0.10

Internal Service Fund — Information Technology

2018-19 Fiscal Year Details

Internal Service Fund #653 - Information Technology

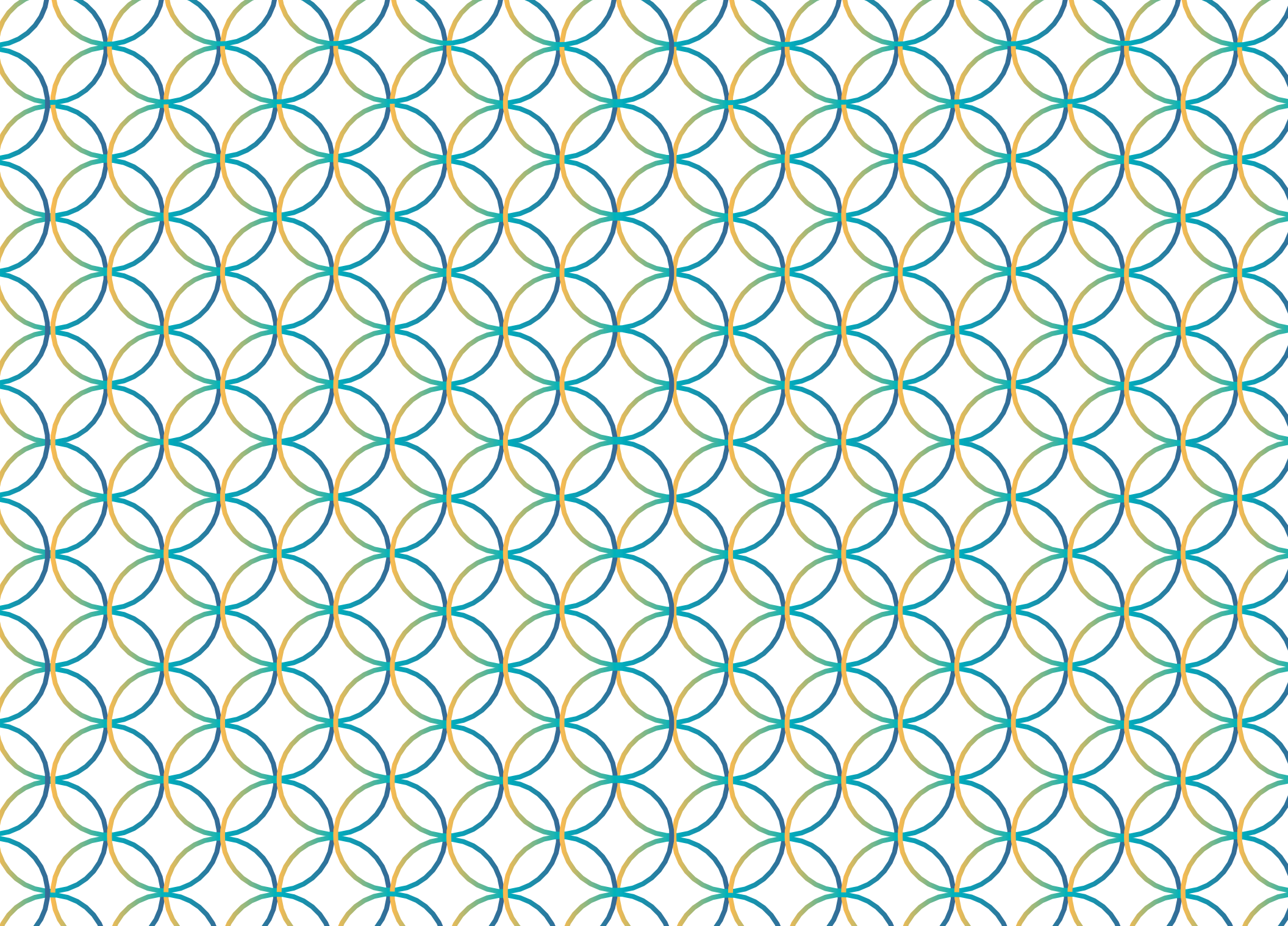
Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
220	Information Systems				
653-20-220-35190	Chgs for Servs - Other	\$ (347,952.52)	\$ (431,200.00)	\$ (412,500.00)	\$ (433,400.00)
653-20-220-36110	Interest	\$ (396.78)	\$ (1,463.83)	\$ -	\$ -
653-20-220-36390	Misc Revenues - Other	\$ (5,372.00)	\$ -	\$ -	\$ -
653-20-220-37110	Intrafund Transfers for ISF	\$ (12,063.88)	\$ (8,800.00)	\$ -	\$ -
653-20-220-41110	Wages - Full time	\$ 15,035.57	\$ 14,687.06	\$ 13,700.00	\$ 13,400.00
653-20-220-41160	Allowances	\$ 498.00	\$ 274.50	\$ 500.00	\$ 500.00
653-20-220-41210	Health Insurance	\$ -	\$ -	\$ 1,700.00	\$ 900.00
653-20-220-41230	Health-In-Lieu	\$ 498.00	\$ 222.00	\$ -	\$ -
653-20-220-41240	Cafeteria Plan Section 125	\$ 392.18	\$ 174.82	\$ 400.00	\$ 400.00
653-20-220-41250	PERS Retirement	\$ 2,185.97	\$ 1,589.01	\$ 2,300.00	\$ 2,400.00
653-20-220-41260	Social Security & Medicare	\$ 238.13	\$ 216.87	\$ 300.00	\$ 300.00
653-20-220-41270	Worker Comp Insurance	\$ 325.24	\$ 416.97	\$ 200.00	\$ 200.00
653-20-220-41290	Benefits - Other	\$ 294.65	\$ 137.77	\$ 300.00	\$ 300.00
653-20-220-42150	Info Tech Support Services	\$ 57,537.37	\$ 52,971.74	\$ 53,300.00	\$ 53,300.00
653-20-220-42160	Professional Services	\$ 264,358.22	\$ 254,607.47	\$ 251,800.00	\$ 243,700.00
653-20-220-42486	Support Services	\$ -	\$ -	\$ 1,600.00	\$ 1,300.00
653-20-220-43115	Operating Supplies	\$ 1,074.60	\$ 1,898.51	\$ 26,000.00	\$ 26,000.00
653-20-220-43210	Utilities - Gas & Elec	\$ 12,456.47	\$ 16,251.72	\$ 13,800.00	\$ 13,800.00
653-20-220-47110	Intrafund Transfers Out to ISF	\$ 4,021.30	\$ -	\$ -	\$ -
Revenue Total		\$ 365,785.18	\$ 441,463.83	\$ 412,500.00	\$ 433,400.00
Expense Total		\$ 358,915.70	\$ 343,448.44	\$ 365,900.00	\$ 356,500.00
220	Information Systems	\$ (6,869.48)	\$ (98,015.39)	\$ (46,600.00)	\$ (76,900.00)

Internal Service Fund — Information Technology

2018-19 Fiscal Year Details *continued*

Internal Service Fund #653 - Information Technology

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2018-19 Adopted
810	Non Departmental				
653-80-810-37215	Transfer In from General Fund	\$ (200,000.00)	\$ -	\$ -	\$ -
653-80-810-41280	Retiree Health Benefits	\$ 213.37	\$ 214.87	\$ 400.00	\$ 300.00
653-80-810-41281	OPEB	\$ 322.00	\$ 569.36	\$ 400.00	\$ 200.00
653-80-810-41282	Pension Expense	\$ (3,024.00)	\$ (7,266.00)	\$ -	\$ -
653-80-810-42486	Support Services	\$ 1,166.21	\$ 1,485.00	\$ -	\$ -
Revenue Total		\$ 200,000.00	\$ -	\$ -	\$ -
Expense Total		\$ (1,322.42)	\$ (4,996.77)	\$ 800.00	\$ 500.00
810	Non Departmental	\$ (201,322.42)	\$ (4,996.77)	\$ 800.00	\$ 500.00
830	Debt Service				
653-80-830-44130	Lease Payment	\$ 25,042.35	\$ 24,545.87	\$ 20,000.00	\$ 77,200.00
Revenue Total		\$ -	\$ -	\$ -	\$ -
Expense Total		\$ 25,042.35	\$ 24,545.87	\$ 20,000.00	\$ 77,200.00
830	Debt Service	\$ 25,042.35	\$ 24,545.87	\$ 20,000.00	\$ 77,200.00



Debt Service

Debt Management

Debt Issuance

The City shall issue debt only as specifically approved by the City Council and expenditure of such monies shall be in strict accordance with the designated purpose.

The 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. Current resources are defined as that portion of fund balance in excess of the required reserves. The payback period of the debt will be limited to the estimated useful life of the capital projects or improvements. The City may use long-term debt financing when it can be determined that future citizens will receive a benefit from the improvement.

Payment of Debt

When the City utilizes long-term debt financing it will ensure that the debt is financed soundly by realistically projecting the revenue sources that will be used to pay the debt; and financing the improvement over a period not greater than the useful life of the improvement.

Types of Debt

- 1. General Obligation Bonds (G.O.'s).** General obligation bonds shall be used only to fund capital assets of the general government, and not used to fund operating needs of the City. General obligation bonds are backed by the full faith and credit of the City as well as the ad valorem tax authority of the City. The term of a bond issue shall not exceed the useful life of the asset(s) funded by the bond issue. General obligation bonds must be authorized by a vote of the citizens of the City of American Canyon.
- 2. Revenue Bonds (R.B.'s).** Revenue bonds shall be issued as determined by City Council to provide for the capital needs of any activities where the capital requirements are necessary for continuation or expansion of a service which produces revenue and for which the asset may reasonably be expected to provide for a revenue stream to fund the debt service requirements. The term of the obligation may not exceed the useful life of the asset(s) to be funded by the bond issue.
- 3. Certificates of Participation (C.O.P.'s) or Lease Purchase Notes.** Certificates of Participation or lease purchase notes may be used in order to fund capital assets. Debt service for C.O.P.'s may be either from general revenues or backed by a specific revenue

Debt Management *continued*

stream or streams or by a combination of both. Generally C.O.P.'s shall be used to fund capital assets where full bond issues are not warranted as a result of the cost of the asset(s) to be funded through the instrument. The term of the obligation may not exceed the useful life of the asset(s) to be funded by the proceeds of the debt issue.

- 4. Tax Anticipation Notes (T.A.N.'s).** Tax Anticipation Notes may be used to fund capital assets of the general government or to fund operating needs of the City. Tax Anticipation Notes are backed by the full faith and credit of the City as well as the ad valorem tax authority of the City. The term of a note issue shall not exceed the useful life of the asset(s) funded by the debt issued or seven years whichever is less.

Method of Sale

The City may use a negotiated sale of bonds and certificates of participation, provided the total debt is less than \$20 million, unless some other method is specifically agreed to by Council.

Financial Advisor

The Finance Committee may recommend to the City Council a financial advisor to oversee all aspects of any bond issue over \$10 million.

Analysis of Financing Alternatives

Staff and the Finance Committee shall explore and evaluate financing alternatives for capital acquisitions and construction projects.

Disclosure

Full disclosure of operations shall be made to the bond rating agencies and other users of financial information. The City Staff, with the assistance of financial advisors and bond counsel, shall prepare the necessary materials for presentation to the rating agencies, and shall aid in the production of Offering Statements.

Debt Structuring

The repayment schedule shall approximate level debt service unless operational matters dictate otherwise.

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 2018-19 are listed below.

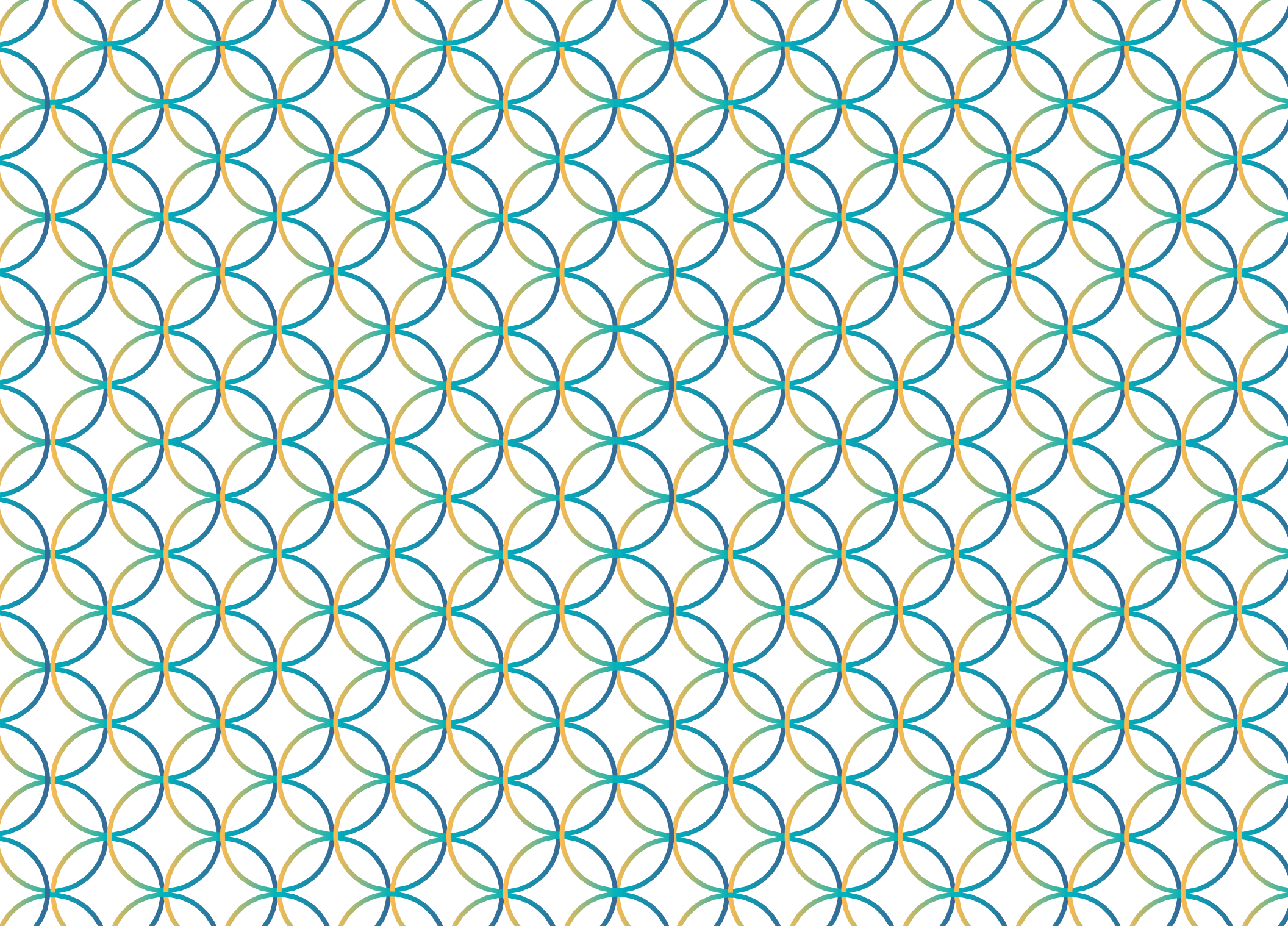
Funding for Debt Service	Fund Where Debt Service Payments Are Budgeted	Debt Description	Original Issue Amount	Payoff Date	Payment Date	Balance at 6/30/2018	2018/19 Principal	2018/19 Interest/ Service & Grant Charge	Total
Gen Fund to 320	320 - Debt Service Fund - SR29 Traffic Signal	Developer Reimbursement of SR29 Traffic Signal (Interest accrues at 5% per year)	\$ 1,226,688	7/1/2024		\$ 1,663,178	\$ -	\$ -	\$ -
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	12/01/18 and 06/01/19	813,000	262,000	22,051	284,051
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	11/01/18 and 05/01/19	4,840,000	255,000	219,736	474,736
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	8/22/2018	65,858	65,858	1,482	67,340
652	100-General Fund, 510-Water Ops & 540-Wastewater Ops to 652-Fleet ISF	Capital Lease Purchase to fund the acquisition of a Vactor Truck	314,188	6/17/2024	6/17/2019	199,385	30,855	5,902	36,757
510	510-Water Operations	Loan from State of California Davis Grunsky Act for financing water system improvements.	2,050,000	12/31/2027	07/01/18 and 01/01/19	703,802	65,357	17,595	82,952
510	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	4/21/2019	342,702	169,311	8,259	177,570
540 to 545	545-Wastewater Debt Service Fund	Capital Lease purchase agreement for the purchase and installation of Membrane Modules for the Waste Water Treatment Plant.	2,004,200	7/6/2022	07/06/18 and 01/06/19	1,328,854	282,347	32,097	314,444
540 & 550	540-Wastewater Debt Service Fund	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	7/15/2018	3,426,898	649,355	92,526	741,881
520	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		1,059,352	-	7,100	7,100
520	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		1,302,725	-	32,100	32,100
520	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		370,872	-	9,200	9,200
520	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		4,300,704	-	106,000	106,000
540	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		1,340,367	-	9,200	9,200
Total Debt Service						21,757,697	\$1,780,083	\$563,249	\$2,343,332

* Water Operations and Capacity Funds Internal Loans have been included in the current Water Rate Study. Payoff scenarios will be presented to Council for consideration in conjunction with the Water Rate Study results.

Computation of Legal Debt Margin

Fiscal Year	Assessed Value	Debt Limit	Bonded Debt	Legal Debt Margin	Debt Margin
2008	2,416,125,517	90,604,707	3,205,000	87,399,707	3.54%
2009	2,373,105,782	88,991,467	3,030,000	85,961,467	3.40%
2010	2,108,881,346	79,083,050	2,850,000	76,233,050	3.60%
2011	2,157,856,501	80,919,619	2,660,000	78,259,619	3.29%
2012	2,133,917,840	80,021,919	2,465,000	77,556,919	3.08%
2013	2,129,083,162	79,840,619	2,017,000	77,823,619	2.53%
2014	2,233,695,851	83,763,594	1,792,000	81,971,594	2.14%
2015	2,384,068,041	89,402,552	1,559,000	87,843,552	1.74%
2016	2,568,918,377	96,334,439	1,318,000	95,016,439	1.37%
2017	2,745,793,523	102,967,257	1,069,000	101,898,257	1.04%

Data Source: General Ledger and Napa County Assessor 2007/08 - 2016/17 Combined Tax Rolls



Capital Projects

AMERICAN CANYON
SENIOR MULTI-USE
CENTER

285

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 is typically 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.

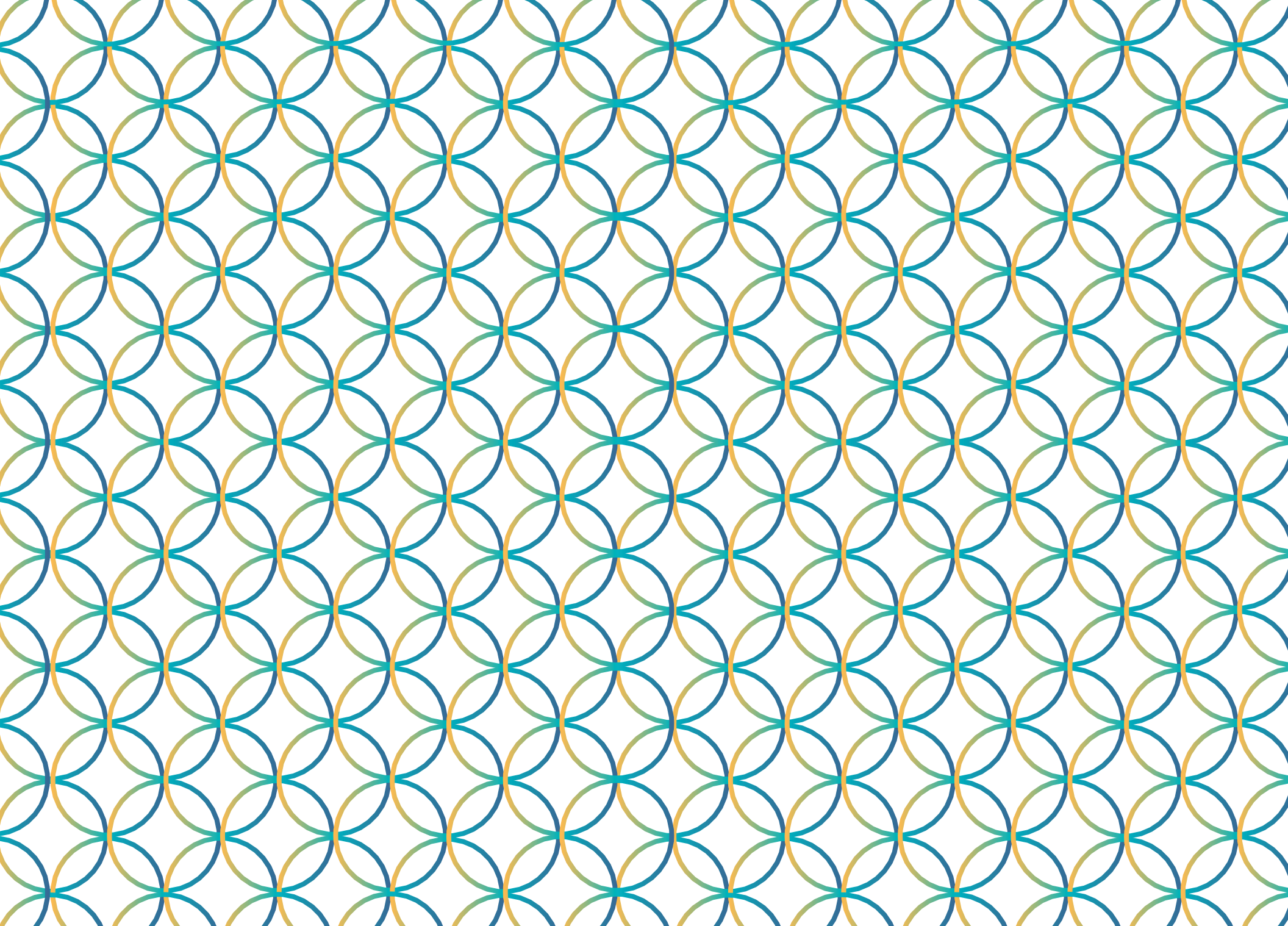
The 2018/19 Capital Projects Budget will impact operating funds as follows: \$200,000 from the Restricted Fund Balance General Plan Update, \$1,802,000 from Wastewater Operations, and \$668,186 from Water Operations.

The City's capital projects budget for fiscal year 2018/19 is presented on the following page.

Capital Projects 2018-19 Fiscal Year Details

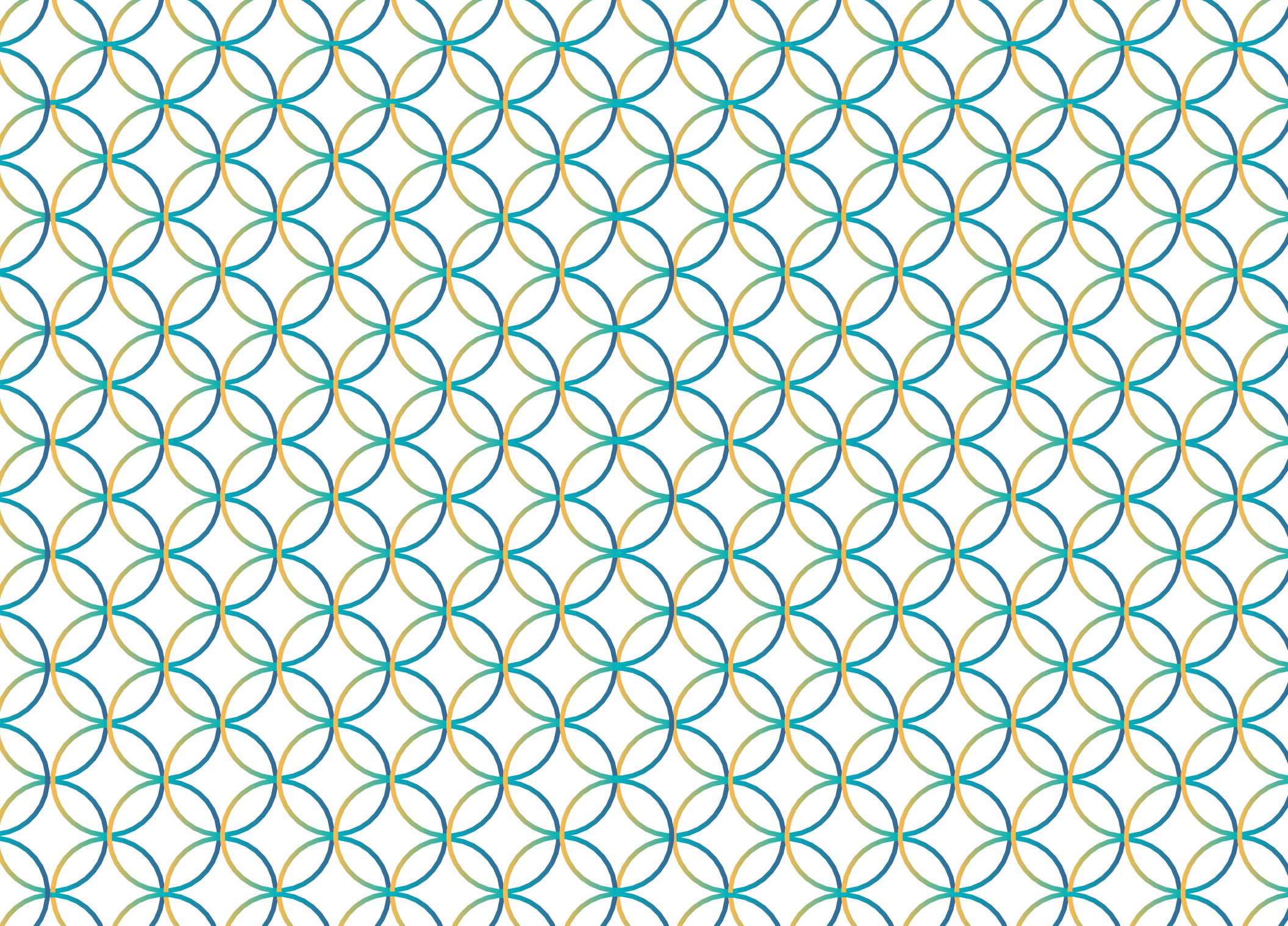
Adopted 2018/19 Capital Budget (June 26, 2018)

Project No.	Name	Balance as of 2/15/2018 Carryover	New	Total 2018/19 Budget	CIP Fund	Funding Source
CD19-0100	General Plan Update Project	\$ -	\$ 500,000	\$ 500,000	350	Fund 100 \$200,000; Fund 310 \$100,000; Fund 320 \$100,000; Fund 520 \$50,000; Fund 550 \$50,000
PR13-0200	Newell Open Space (Parking Lot/Trail Construction)	\$ 220,065	\$ -	\$ 220,065	350	Fund 350 \$123,689; Fund 310 \$10,026; Fund 230 \$86,350
PR17-0100	NJ Det. Basin Landscaping, Ph 2	\$ 215,000	\$ -	\$ 215,000	350	Fund 263
PR19-0100	Clark Ranch Phase 1	\$ -	\$ 250,000	\$ 250,000	350	Fund 240
PR19-0300	Newell Crk Upper Watershed Sediment Reduction	\$ -	\$ 50,000	\$ 50,000	350	Fund 210
SD17-0300	Trash Capture	\$ 78,000	\$ -	\$ 78,000	350	Fund 210
TR14-0100	Devlin Road Extension Segment H	\$ 434,102	\$ 2,121,500	\$ 2,555,602	350	Fund 320 \$ 1,033,662 ; Fund 520 \$1,400,000; Fund 230 \$121,940
TR15-0300	SR29 Signal Interconnect	\$ 208,326	\$ 323,000	\$ 531,326	350	Fund 226 \$225,666; Fund 320 \$305,660
TR16-0101	Newell Driveway	\$ 153,555	\$ -	\$ 153,555	360	Fund 360
TR16-1100	E. American Canyon Sidewalk	\$ 178,555	\$ -	\$ 178,555	360	Fund 360
TR16-0700	Green Island Rd Reconstruction/Widening	\$ 2,875,291	\$ -	\$ 2,875,291	350	Fund 240 \$2,242,329; Fund 320 \$632,962
TR16-2600	Donaldson Way Sidewalk Gap Closure	\$ 273,533	\$ 361,895	\$ 635,428	350	Fund 230 \$358,751; Fund 226 \$55,428; Fund 212 \$171,249; Fund 210 \$50,000
TR17-0200	SR29/Napa Junction Road Intersection - Phase 2	\$ 121,202	\$ -	\$ 121,202	350	Fund 320
TR18-0100	2018 Annual Pavement Management Project	\$ 273,006	\$ 155,494	\$ 428,500	350	Fund 212 83,175; Fund 213 345,325
TR19-0100	2019 Annual Pavement Management Project	\$ -	\$ 1,700,000	\$ 1,700,000	350	Fund 211 \$1,700,000
TR19-0300	2019 ADA Improvements	\$ -	\$ 50,000	\$ 50,000	350	Fund 211
TR19-0400	Eucalyptus Sidewalk Project	\$ -	\$ 61,000	\$ 61,000	350	Fund 100 \$61,000
RW17-0100	RW3 Benton Way	\$ 107,500	\$ 481,600	\$ 589,100	530	Fund 270
WA18-0300	W3 Annual Water Service Replacements	\$ 81,000	\$ (1,000)	\$ 80,000	530	Fund 510
WA18-0400	W2 Annual Water Main Replacements	\$ 150,000	\$ -	\$ 150,000	530	Fund 510
WA18-0500	Sites Reservoir	\$ 50,000	\$ -	\$ 50,000	530	Fund 510
WA18-0600	NBA AIP Preliminary Eng./Environmental	\$ 100,000	\$ -	\$ 100,000	530	Fund 510
WA19-0500	Automated Meter Infrastructure	\$ -	\$ 1,200,000	\$ 1,200,000	530	Fund 240 \$291,814; Fund 270 \$620,000; Fund 510 \$288,186
WW16-0300	SCADA	\$ 276,000	\$ -	\$ 276,000	560	Fund 540 \$200,000; Fund 550 \$76,000
WW17-0200	E.Q. Basin	\$ 100,000	\$ -	\$ 100,000	560	Fund 540
WW17-0500	Office Remodel	\$ 65,589	\$ 124,411	\$ 190,000	560	Fund 540
WW17-0600	SS6 Theresa Ave and Los Altos	\$ 20,466	\$ -	\$ 20,466	560	Fund 550
WW18-0200	Inflow/Infiltration Reduction Project	\$ 280,000	\$ -	\$ 280,000	560	Fund 540
WW18-0300	SR29 - End of SS4 to Crawford Way	\$ 225,000	\$ -	\$ 225,000	560	Fund 540
WW18-0400	Headworks Channel 1 & 2 Screen Replacement	\$ 475,000	\$ -	\$ 475,000	560	Fund 540
WW18-0500	Solids Pond Aeration (solids reduction)	\$ -	\$ 152,000	\$ 152,000	560	Fund 540
WW19-0300	Crane Replacement	\$ -	\$ 180,000	\$ 180,000	560	Fund 540
TOTAL		\$ 6,961,191	\$ 7,709,900	\$ 14,671,091		



Appendices

Appendix A	Resolutions Adopting Budget and Appropriations Limit
Appendix B	Basis of Accounting and Classification of Funds
Appendix C	Fund Information
Appendix D	Timing of Revenues
Appendix E	Statistics Section from 2016–17 Comprehensive Annual Financial Report
Appendix F	Fee Schedules
Appendix G	Fiscal and Budgetary Policies from the Governance Protocol Handbook
Appendix H	Glossary of Budgetary Terms



Appendix A

Resolutions Adopting Budget + Appropriations Limit

Resolution No. 2018-68

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON ESTABLISHING THE “APPROPRIATIONS LIMIT” (“PROPOSITION 4 GANN LIMIT”) IN THE AMOUNT OF \$17,619,569 IN CONJUNCTION WITH THE FISCAL YEAR 2018/19 BUDGET

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, Article XIII B and Government Code Section 7900 et seq., requires the City to set its appropriation limit for each fiscal year; and

WHEREAS, the City Manager has conducted the necessary analysis and calculations to determine the appropriations limit for fiscal year 2018-2019, 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 City Manager has determined the said appropriation limit and 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 hereby establishes that the:

1. Annual adjustment factors used to calculate the Fiscal Year 2018/19 Appropriations Limit shall be the change in State Per Capita Income 3.67% and January 2018 City population 1.24% as shown in Exhibit A attached hereto and incorporated by reference; and
2. Appropriation Limit for Fiscal Year 2018-2019 shall be \$18,493,500; and
3. The appropriations in Fiscal Year 2018/19 Budget subject to the Appropriation Limit shall be \$15,211,284.

PASSED, APPROVED and ADOPTED at a special meeting of the City Council of the City of American Canyon held on 26th day of June, 2018, by the following vote:

AYES: Council Members Aboudamous, Joseph, Oro, Vice Mayor Leary and Mayor Garcia

NOES: None

ABSTAIN: None

ABSENT: None


Leon Garcia, Mayor

Attest: 
Suellen Johnston, City Clerk

Appropriations Spending Limit

Prop 4 “Gann Limit” • City of American Canyon • FY 2018 - 2019

Calculation of Spending Limit

Last Year’s Limit (FY 2017 - 2018)		\$ 17,619,569
Adjustment Factors:		
Change in Population/City	1.0124	
Change in Non-Residential Assessed Valuation	N/A	
Change in Per Capita Income	<u>1.0367</u>	
	1.0496	
Total Adjustment (Percent)	4.96%	
Total Adjustment (Dollars)		<u>873,931</u>
New Appropriation Limit for Fiscal Year 2018 - 2019		<u><u>\$ 18,493,500</u></u>

Appropriations in Fiscal Year 2018 - 2019 Compared to Limit

Proceeds from Taxes	15,211,284
Less Exclusions:	<u>--</u>
Appropriations Subject to Limitation	15,211,284
Appropriations Limit for FY 2018 - 2019	<u>18,493,500</u>
Amount Under Limit	<u><u>\$ 3,282,216</u></u>

Appropriations Spending Limit

Prop 4 “Gann Limit” • City of American Canyon • FY 2018 - 2019

Determination of Proceeds of Taxes

(Source: Adopted Budget for FY 2018- 2019)

REVENUE	PROCEEDS OF TAXES	NON-PROCEEDS	TOTAL
Taxes:			
Property Tax	\$ 8,556,901		\$ 8,556,901
Prop Tax In Lieu of Veh Lic Fees	1,558,093		1,558,093
Sales Tax	2,552,700		2,552,700
Business License	163,100		163,100
Transfer Tax	88,375		88,375
Transient Occupancy Tax	2,023,000		2,023,000
Card Room Admission Tax	168,900		168,900
Other Revenues:			
Franchise Fees		763,300	763,300
Vehicle Code Fines		98,000	98,000
Public Work Fees		44,500	44,500
Building Permits/ Plan Check Fees		390,000	390,000
Planning Fees		2,285,150	2,285,150
Transfers In		2,429,438	2,429,438
Miscellaneous		1,495,851	1,495,851
SUBTOTAL	15,111,069	7,506,239	22,617,308
Allocation of Interest:			
Subtotals Percent of Total	66.81%	33.19%	100.00%
Interest Allocation	100,215	49,785	150,000
Total with Interest	\$ 15,211,284	\$ 7,556,024	\$ 22,767,308

Resolution No. 2018-70

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON APPROVING AND ADOPTING THE FISCAL YEAR 2018/19 BUDGET

WHEREAS, the City Council of the City of American Canyon desires to establish a “budget and financial plan” for Fiscal Year 2018/19; and

WHEREAS, on June 5, 2018, the City Council has reviewed, considered, received input from the public and provided direction to staff on the “Proposed Fiscal Year 2018/19 Budget” documents; and

WHEREAS, the City Manager has prepared a “ Final Fiscal Year 2018/19 Budget” that incorporates the Council requested changes and provides for organizational adjustments and allocations of resources in a manner which aligns with available resources; and

WHEREAS, the City Council also desires to accommodate a process for the carryover of unspent Fiscal Year 2017/18 operating expenditures (excluding personnel costs) for activities where work and expenditures will continue in Fiscal Year 2018/19; and

WHEREAS, the City Council adopted a Fiscal Year 2018/19 Budget for the City’s Landscaping and Lighting District on June 19 (Resolution 2018-67); and

WHEREAS, the City Council is required to adopt a Fiscal Year 2018/19 Budget before July 1, 2018.

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

1. Approve the Fiscal Year 2018- 19 Budget for Special Revenue, Water, Wastewater, Internal Service, Debt Service, Capital Projects, and the General Fund as shown generally in the Proposed Fiscal Year 2018/ 19 Budget” attached hereto and incorporated herein as Exhibit B, with the exception that the changes shown in Exhibit A attached hereto and incorporated herein shall supersede those relevant section of the Proposed Budget thereof.
2. Adopt the “ Final Fiscal Year 2018- 19 Budget” consisting of the” Proposed Fiscal Year 2018/19 Budget” as modified above and the previously approved Fiscal Year 2018- 19 Landscaping and Lighting Assessment District Budget (Resolution 2018-67).
3. Authorize the City Manager to increase the appropriations for Fiscal Year 2018/19 expenditures in an amount not to exceed the amount encumbered for expenses that did not occur prior to the end of Fiscal Year 2017/18 but are expected to be expended in Fiscal Year 2018/19 consistent with the original purpose.

PASSED, APPROVED and ADOPTED at a special meeting of the City Council on the 26th day of June, 2018 by the following vote:

AYES: Council Members Aboudamous, Joseph, Oro, Vice Mayor Leary and Mayor Garcia

NOES: None

ABSTAIN: None

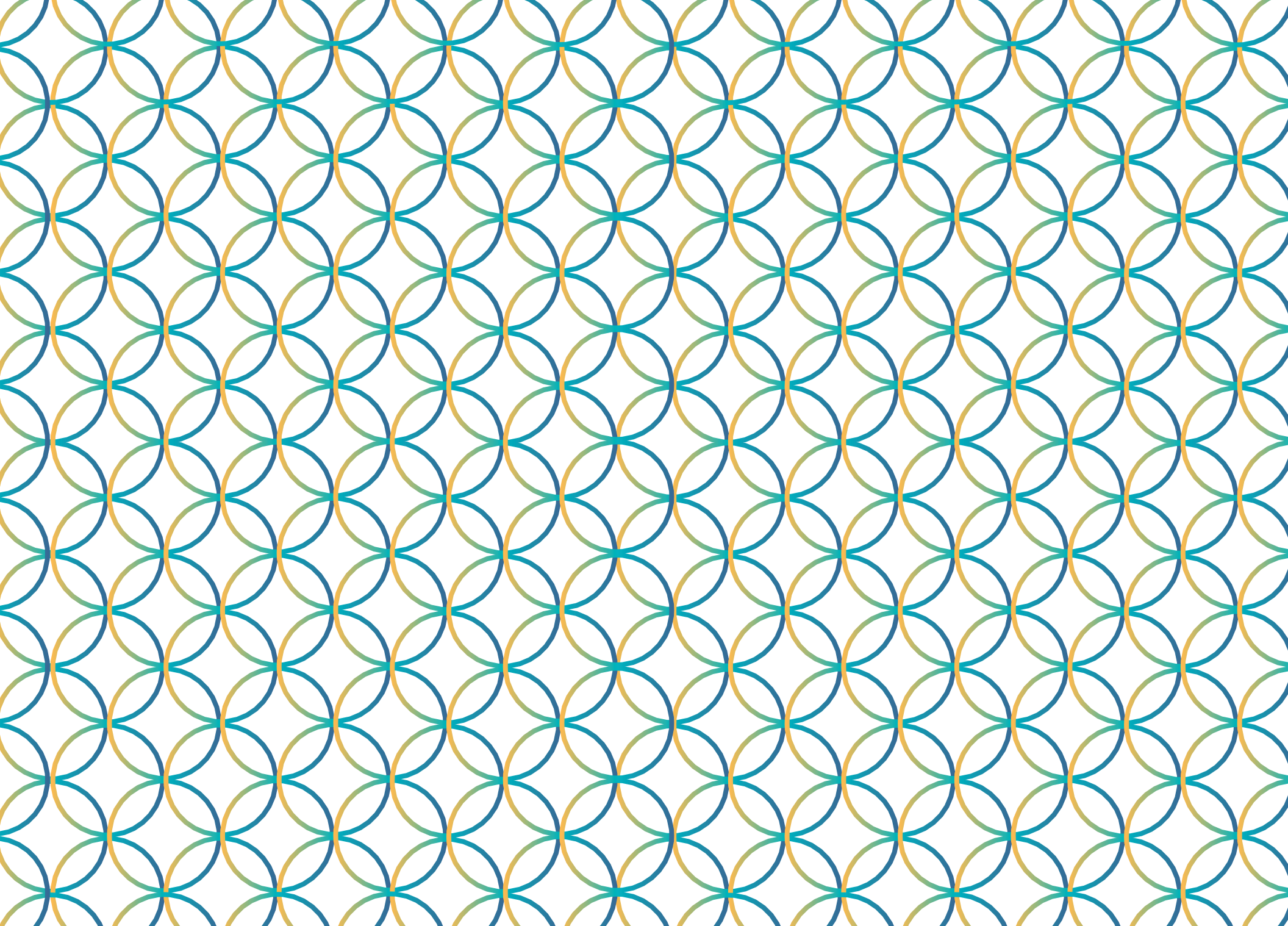
ABSENT: None



Leon Garcia, Mayor

Attest: 

Suellen Johnston, City Clerk



Appendix B

Basis of Accounting + Classification of Funds

Basis of Accounting + 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.

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

Basis of Accounting + Classification of Funds

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.

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.

Basis of Accounting + Classification of Funds

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.

Appendix C

Fund Information

Funds, Departments, and Divisions

	General Fund			Debt Service Funds
100	General Fund		410	2012 Lease Rev Debt Svc
	Special Revenue Funds		420	Cabernet Village LSE DS
210	Storm Drain / Measure A		430	Broadway Prop Debt Svc
211	Measure T			Enterprise Funds
212	Gas Tax / Highway Users Tax Account		510	Water Operations
213	Gas Tax / Road Maint & Rehab Account		520	Water Capacity Fee Fund
215	CalHome		530	Water CIP
216	CDBG – Rehab Loan 8953		540	Wastewater Operations
217	CDBG – Home 8993		545	WW Debt Service Fund
218	State Supp Law Enf (COPS)		550	Wastewater Capacity Fees
226	TFCA Grant		560	WW CIP
230	State Grants		570	WW Capital Reserve
240	Federal Grants			Agency Funds
241	CDBG 10563 Fed Grant		601	La Vigne SAD Reassmt Rev BO
252	Newell Open Space Preserve		602	AmCan Rd E INF Rev Bond
254	La Vigne Open Space Maintenance			Internal Service Funds
261	LLAD Zone 1, La Vigne		651	Building Maintenance
262	LLAD Zone 2, Vintage Ranch		652	Fleet
263	LLAD Zone 3, Napa Junction		653	Information Technology
	Capital Projects Funds			
270	Zero Water Footprint			
310	Parks Impact Fee Fund			
320	Traffic Impact Fee Fund			
330	Civic Impact Fee Fund			
340	Affordable Housing			
350	Capital Projects Fund			
360	AC Road Assessment District			

Funds, Departments, and Divisions

10 Administration

- 110 City Council
- 120 City Manager
- 130 City Clerk
- 140 City Attorney
- 150 Human Resources
- 160 Risk Management
- 620 Economic Development
- 630 Housing Services
- 760 Neighborhood Programs

20 Finance Department

- 210 Finance
- 220 Information Systems
- 230 Utility Billing

30 Police

- 310 Police / Sheriff

50 Public Works

- 510 Public Works Administration
- 515 Capital Projects Administration
- 520 Streets and Roads
- 525 Storm Drain / Measure A
- 530 Fleet Operations
- 535 Building Maintenance
- 560 Water Treatment Plant
- 565 Water Distribution
- 570 WW Treatment Plant
- 575 WW Collections

- 580 WW Storm Water Quality
- 585 WW Environmental Compliance
- 650 City Engineer

60 Community Development

- 610 Planning
- 630 Housing Services
- 640 Building and Safety
- 660 Developer Projects

70 Parks and Recreation

- 710 Parks and Recreation Administration
- 720 Recreation Programs
- 730 Aquatics Programs
- 740 Senior / Multi-Use Center
- 540 Parks Maintenance
- 770 Facility Rentals

85 Other

- 410 Parks and Open Space
- 430 Lighting and Landscaping District
- 450 Capital Projects

80 Non-Departmental

- 810 Non-Departmental
- 830 Debt Service

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.

Measure T Fund – Accounts for the voter approved half cent sales tax for the maintenance, reconstruction, and/or rehabilitation of streets, roads and transportation infrastructure within the public right-of-way including but not limited to: sidewalks, curb and gutters, curb ramps, lighting, traffic, signage, striping, and local roadway drainage.

Gas Tax Fund – Highway Users Tax Account (HUTA) – Accounts for proceeds and expenditures of excise taxes on gasoline and diesel revenue received within the city limits under the California Streets and Highways Code. This fund must be restricted for related streets construction, improvement and maintenance purposes.

Gas Tax Fund – Road Maintenance and Rehabilitation Account (RMRA) – Accounts for proceeds from the per gallon excise taxes on gasoline and diesel fuel and registration taxes on motor vehicles due to the passing of SB1 or the Road Repair and Accountability Act of 2017. This fund must be restricted for certain streets rehabilitation purposes.

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

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

HOME-8993 Fund – 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.

State and Federal Grants Funds – Accounts for revenue granted to fund specific projects and programs.

Fund Descriptions *continued*

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.

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 through tax assessments to benefiting property owners.

Capital Projects Funds

Capital Projects Funds – Accounts for 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.

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

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.

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.

Fund Descriptions *continued*

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 for direct vehicle access from Napa Junction Road and for future civic purposes.

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 consolidate with Wastewater Operations Fund in the CAFR.

Agency Funds

American Canyon Road East Assessment District – These assessment bonds were issued to finance major street and road realignments and improvements of the American Canyon Road East. The bonds are secured by special assessments levied against properties within the District.

LaVigne Assessment District – These assessment bonds were issued to finance water and sewer connection fees of the LaVigne Subdivision. The bonds are secured by special assessments levied against properties within the District.

Appendix D

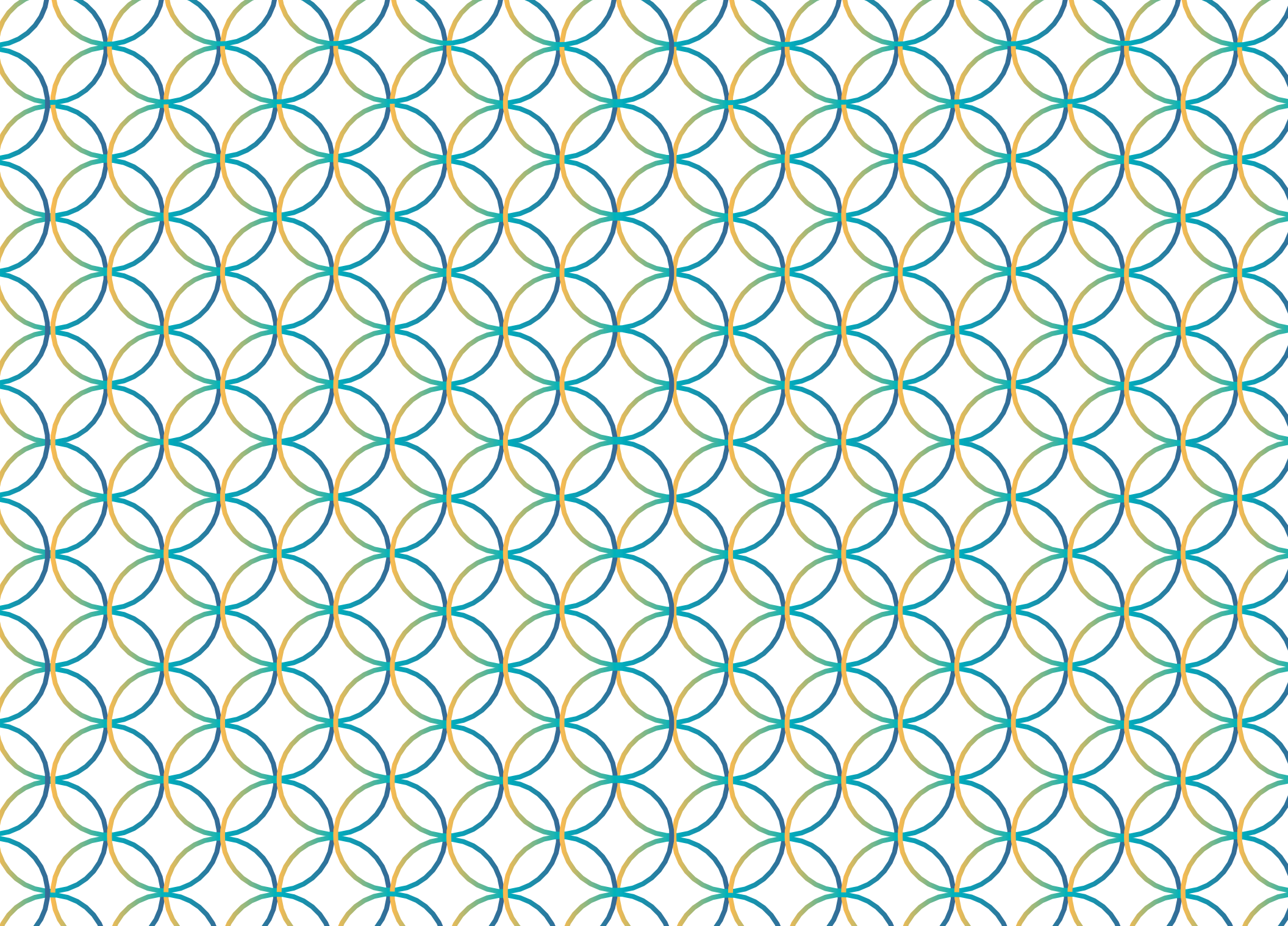
Timing of Revenues

Timing of Revenues Received

Revenue Types	Monthly	Scheduled	Varies
Property Tax		Primary distributions December and May	
Sales Tax (1)	75% of estimated allocations with quarterly reconciliation		
Transient Occupancy Tax (TOT)	Within 30 days of end of month		
Vehicle License 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 and May	
Grants			Generally based on request for reimbursement of eligible expenditures
Fees for Services and Permits			As services are needed
Business License Tax		Renewals sent in December + payments delinquent February 1st	

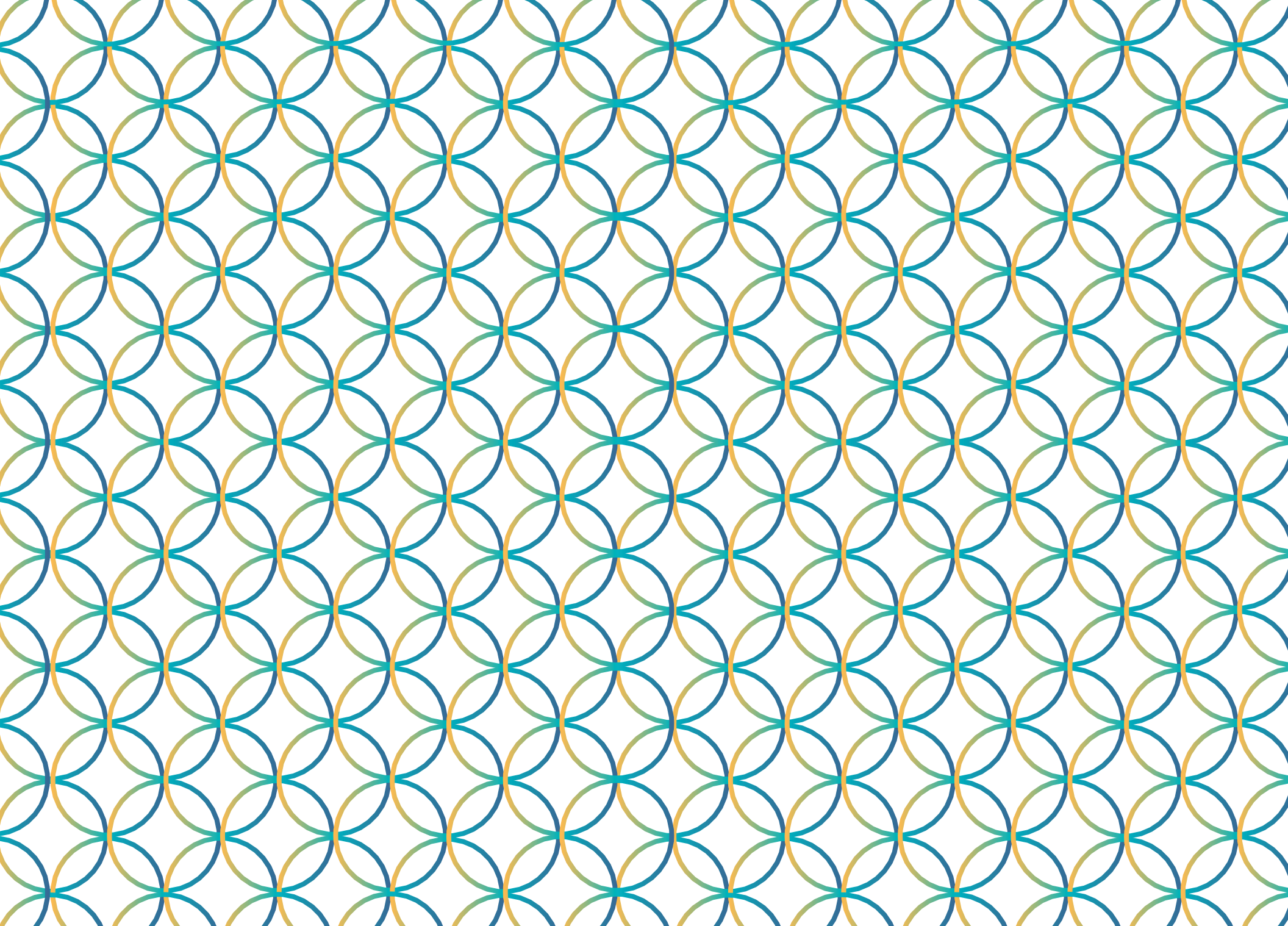
Timing of Revenues Received

Revenue Types	Monthly	Scheduled	Varies
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



Appendix E

Statistics Section
from 2016–17
Comprehensive Annual
Financial Report



Schedule 1 Net Position by Component

Last Ten Fiscal Years (Accrual basis of accounting)

	Prior Years									
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Governmental activities:										
Net investment in capital assets	\$ 250,971,443	\$ 256,124,111	\$ 257,279,990	\$ 253,763,878	\$ 253,484,193	\$ 256,298,710	\$ 264,170,866	\$ 262,265,389	\$ 265,385,854	\$ 264,189,215
Restricted	17,020,361	9,033,170	7,104,451	5,545,510	13,585,903	12,513,568	12,856,505	13,031,111	13,009,697	13,908,483
Unrestricted	20,757,525	27,809,270	25,464,653	27,430,671	12,415,149	9,050,617	10,950,108	2,513,594	2,076,005	2,454,460
Total governmental activities net position	<u>288,749,329</u>	<u>292,966,551</u>	<u>289,849,094</u>	<u>286,740,059</u>	<u>279,485,245</u>	<u>277,862,895</u>	<u>287,977,479</u>	<u>277,810,094</u>	<u>280,471,556</u>	<u>280,552,158</u>
Business-type activities:										
Net investment in capital assets	43,155,744	44,253,424	48,837,064	47,246,749	50,758,608	49,583,193	52,726,436	51,267,144	50,662,110	49,753,722
Restricted	6,785,993	11,559,556	7,387,841	8,466,754	4,723,486	4,541,608	2,598,062	2,088,606	2,811,555	3,012,029
Unrestricted	4,707,005	4,828,423	4,976,718	4,391,198	6,695,379	7,190,877	8,214,087	4,224,005	6,993,828	9,422,288
Total business-type activities	<u>54,648,742</u>	<u>60,641,403</u>	<u>61,201,623</u>	<u>60,104,701</u>	<u>62,177,473</u>	<u>61,315,678</u>	<u>63,538,585</u>	<u>57,579,755</u>	<u>60,467,493</u>	<u>62,188,039</u>
Primary government (City wide totals)										
Net investment in capital assets	294,127,187	300,377,535	306,117,054	301,010,627	304,242,801	305,881,903	316,897,302	313,532,533	315,007,964	313,942,937
Restricted	23,806,354	20,592,726	14,492,292	14,012,264	18,309,389	17,055,176	15,454,567	15,119,717	15,821,252	16,920,512
Unrestricted	25,464,530	32,637,693	30,441,371	31,821,869	19,110,528	16,241,494	19,164,195	6,737,599	9,069,833	11,876,748
Total primary government net position	<u>\$ 343,398,071</u>	<u>\$ 353,607,954</u>	<u>\$ 351,050,717</u>	<u>\$ 346,844,760</u>	<u>\$ 341,662,718</u>	<u>\$ 339,178,573</u>	<u>\$ 351,516,064</u>	<u>\$ 335,389,849</u>	<u>\$ 339,899,049</u>	<u>\$ 342,740,197</u>

Schedule 2 Changes in Net Position

Last Ten Fiscal Years (Accrual basis of accounting)

	Prior Years									
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Expenses:										
Governmental activities:										
General government	\$ 2,967,301	\$ 2,792,871	\$ 5,925,952	\$ 5,742,030	\$ 4,309,153	\$ 5,069,455	\$ 4,749,018	\$ 5,647,996	\$ 5,295,617	\$ 5,074,386
Public safety	7,890,538	9,528,522	9,230,672	8,995,695	9,147,931	9,456,173	10,001,059	10,585,106	12,125,365	11,620,139
Community development	2,398,727	1,931,299	2,019,771	1,922,780	8,903,969	1,295,309	1,601,943	2,383,201	2,782,954	5,282,633
Parks and recreation	1,881,005	2,282,212	2,028,223	1,962,488	1,745,163	2,067,811	2,328,669	2,503,744	2,924,419	3,625,019
Public works	3,833,395	4,195,481	3,529,403	5,000,879	5,358,661	4,654,492	5,304,938	6,509,082	6,131,623	5,221,293
Interest on long-term debt	452,048	97,246	417,421	510,893	448,057	446,187	344,223	329,915	278,204	262,354
Total governmental activities expenses	19,423,014	20,827,631	23,151,442	24,134,765	29,912,934	22,989,427	24,329,850	27,959,044	29,538,182	31,085,824
Business-type activities:										
Water	6,401,819	5,074,018	4,951,067	6,020,578	4,894,501	5,502,434	6,191,545	7,350,323	5,362,693	6,107,343
Wastewater	4,263,817	4,072,014	3,623,805	3,885,692	4,356,356	3,843,559	3,555,274	4,013,398	4,992,726	4,023,167
Transit	21,896	30,060	-	-	-	-	-	-	-	-
Total business-type activities expenses	10,687,532	9,176,092	8,574,872	9,906,270	9,250,857	9,345,993	9,746,819	11,363,721	10,355,419	10,130,510
Total City government expenses	\$ 30,110,546	\$ 30,003,723	\$ 31,726,314	\$ 34,041,035	\$ 39,163,791	\$ 32,335,420	\$ 34,076,669	\$ 39,322,765	\$ 39,893,601	\$ 41,216,334
Program Revenues:										
Governmental activities:										
Charges for services:										
General government	\$ 2,189,873	\$ 441,894	\$ 536,747	\$ 365,857	\$ 212,295	\$ 184,060	\$ 484,057	\$ 534,179	\$ 636,987	\$ 724,671
Public safety	960,774	1,152,729	1,051,178	813,720	974,398	1,133,505	901,808	1,510,347	1,461,036	1,296,885
Community development	664,775	573,456	498,947	449,493	940,899	690,241	857,994	2,438,744	2,662,203	5,351,403
Parks and recreation	376,472	362,699	373,227	491,253	381,657	357,267	392,717	441,946	406,163	1,034,664
Public works	476,631	252,634	80,745	127,834	1,141,520	939,685	2,203,836	2,442,299	4,891,107	1,990,415
Operating grants and contributions	10,800,170	165,350	342,197	196,741	235,284	275,796	363,581	476,130	1,078,889	1,333,432
Capital grants and contributions	2,163,102	3,381,171	1,732,699	2,454,934	2,050,628	1,150,330	11,145,194	381,050	1,449,076	907,342
Total governmental activities program revenues	17,631,797	6,329,933	4,615,740	4,899,832	5,936,681	4,730,884	16,349,187	8,224,695	12,585,461	12,638,812
Business-type activities:										
Charges for services:										
Water	4,160,383	4,232,638	4,010,648	4,761,832	4,705,561	4,892,290	4,982,094	4,333,543	5,318,577	7,066,769
Wastewater	3,157,260	3,373,740	3,420,812	3,581,786	3,558,663	3,733,461	3,845,647	3,914,276	3,973,672	4,434,945
Transit	3,045	2,419	-	-	-	-	-	-	-	-
Operating grants and contributions	-	-	-	-	-	-	4,026	10,410	711,601	580,429
Capital grants and contributions	2,934,877	1,347,892	2,597,250	1,523,559	1,013,181	184,707	4,084,830	242,025	2,301,541	284,400
Total business-type activities programs revenues	10,255,565	8,956,689	10,028,710	9,867,177	9,277,405	8,810,458	12,916,597	8,500,254	12,305,391	12,366,543
Total City government program revenues	\$ 27,887,362	\$ 15,286,622	\$ 14,644,450	\$ 14,767,009	\$ 15,214,086	\$ 13,541,342	\$ 29,265,784	\$ 16,724,949	\$ 24,890,852	\$ 25,005,355

Changes in Net Position

Last Ten Fiscal Years (Accrual basis of accounting)

	Prior Years									
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Net(Expense)Revenue:										
Governmental activities	\$ (1,791,217)	\$ (14,497,698)	\$ (18,535,702)	\$ (19,234,933)	\$ (23,976,253)	\$ (18,258,543)	\$ (7,980,663)	\$ (19,734,349)	\$ (16,952,721)	\$ (18,447,012)
Business-type activities	(431,967)	(219,403)	1,453,838	(39,093)	26,548	(535,535)	3,169,778	(3,414,199)	1,949,972	2,236,033
Total City government	<u>\$ (2,223,184)</u>	<u>\$ (14,717,101)</u>	<u>\$ (17,081,864)</u>	<u>\$ (19,274,026)</u>	<u>\$ (23,949,705)</u>	<u>\$ (18,794,078)</u>	<u>\$ (4,810,885)</u>	<u>\$ (23,148,548)</u>	<u>\$ (15,002,749)</u>	<u>\$ (16,210,979)</u>
General Revenues and Other Changes in in Net Position:										
Governmental activities:										
Taxes:										
Property taxes	\$ 10,673,890	\$ 10,852,126	\$ 10,162,212	\$ 10,510,243	\$ 10,343,648	\$ 10,261,072	\$ 10,599,981	\$ 11,480,330	\$ 12,317,143	\$ 12,738,881
Sales taxes	2,446,951	2,275,741	2,888,182	2,705,763	2,024,495	2,489,832	2,294,150	2,358,219	2,589,452	2,301,445
Other taxes	2,717,561	2,905,454	1,104,662	1,330,655	2,215,564	2,632,783	2,785,624	3,002,106	3,076,637	3,076,198
Unrestricted grants and contributions	110,157	79,109	55,668	83,979	0	0	0	0	0	0
Investment earnings	1,368,236	666,535	203,205	307,741	274,619	143,321	227,702	272,849	372,728	(1,047)
Settlement award (Note 13)	0	7,593,000	0	0	0	0	0	0	0	0
Miscellaneous	472,604	555,019	110,698	129,688	875,336	111,822	485,625	300,765	524,995	543,725
Transfers	483,198	(6,212,064)	893,618	1,057,829	1,110,118	997,363	1,702,165	994,725	(266,772)	868,412
Total governmental activities	<u>18,272,597</u>	<u>18,714,920</u>	<u>15,418,245</u>	<u>16,125,898</u>	<u>16,843,780</u>	<u>16,636,193</u>	<u>18,095,247</u>	<u>18,408,994</u>	<u>18,614,183</u>	<u>19,527,614</u>
Business-type activities										
Investment earnings and other					66,177	517,929	755,294	617,971	630,994	392,925
Transfers	243,132	6,212,064	(893,618)	(1,057,829)	(1,110,118)	(997,363)	(1,702,165)	(944,725)	266,772	(868,412)
Total business-type activities	<u>243,132</u>	<u>6,212,064</u>	<u>(893,618)</u>	<u>(1,057,829)</u>	<u>(1,043,941)</u>	<u>(479,434)</u>	<u>(946,871)</u>	<u>(326,754)</u>	<u>897,766</u>	<u>(475,487)</u>
Total City government	<u>\$ 18,515,729</u>	<u>\$ 24,926,984</u>	<u>\$ 14,524,627</u>	<u>\$ 15,068,069</u>	<u>\$ 15,799,839</u>	<u>\$ 16,156,759</u>	<u>\$ 17,148,376</u>	<u>\$ 18,082,240</u>	<u>\$ 19,511,949</u>	<u>\$ 19,052,127</u>
Change in net position:										
Governmental activities	\$ 16,481,380	\$ 4,217,222	\$ (3,117,457)	\$ (3,109,035)	\$ (7,132,473)	\$ (1,622,350)	\$ 10,114,584	\$ (1,325,355)	\$ 1,661,462	\$ 1,080,602
Business-type activities	(188,835)	5,992,661	560,220	(1,096,922)	(1,017,393)	(1,014,969)	2,222,907	(3,876,163)	2,847,738	1,760,546
Total City government	<u>\$ 16,292,545</u>	<u>\$ 10,209,883</u>	<u>\$ (2,557,237)</u>	<u>\$ (4,205,957)</u>	<u>\$ (8,149,866)</u>	<u>\$ (2,637,319)</u>	<u>\$ 12,337,491</u>	<u>\$ (5,201,518)</u>	<u>\$ 4,509,200</u>	<u>\$ 2,841,148</u>

Data Source: City of American Canyon Comprehensive Annual Financial Report.

Schedule 3 Fund Balances, Governmental Funds

Last Ten Fiscal Years

Fiscal Year	General Fund						All Other Governmental Funds									Total
	Nonspendable	Restricted	Committed	Assigned	Unassigned	Total General Fund	Nonspendable	Restricted	Committed	Assigned	Unassigned					
								Special Revenue and Debt Service	Capital Projects	Special Revenue	Special Revenue	Capital Projects	Special Revenue	Capital Projects		
2017	\$ 687,237	\$ 141,751	\$ 6,117,954	\$ 1,201,941	\$ 215,304	\$ 8,364,187	\$ 688	\$ 2,456,754	\$ 4,869,873	\$ 1,347,000	\$ 3,848,526	\$ 150,270	\$ (744,820)	\$ (1,277,506)	\$ 10,650,785	
2016	909,462	89,269	5,859,953	1,491,026	1,548,892	9,898,602	688	2,393,720	5,096,773	1,347,000	3,459,116	552,760	(820,055)	(113,358)	11,916,644	
2015	2,644,665	75,883	1,476,370	777,418	6,107,104	11,081,440	589,041	2,390,604	5,876,113	1,347,000	2,815,904		(1,272,732)	(1,335,082)	10,410,848	
2014	2,467,641	69,535	1,461,807	872,295	5,970,052	10,841,330	553,448	2,235,092	6,088,807	1,347,000	2,411,746		(1,143,857)	(1,422,675)	10,069,561	
2013	3,112,160	61,228	1,494,771	1,026,588	4,899,474	10,594,221	552,760	1,587,471	5,944,172	1,347,000	1,011,763		1,612,299	(1,338,207)	10,717,258	
2012	3,073,931	37,527	1,449,532	1,110,230	4,560,773	10,231,993	552,755	3,135,456	6,806,475	1,387,400	103,000		2,482,445	(1,314,898)	13,152,633	
2011	2,366,735			2,709,975	4,233,589	9,310,299	552,760	3,307,876	7,394,711				3,758,213	(1,306,134)	13,707,426	
									Unreserved, reported in							
									Designated for Other Purposes	Capital Projects	Special Revenue					
	Reserved	Unreserved					Reserved				Total					
2010	\$ 4,287,304	\$ 5,787,462				\$ 10,074,766	\$ 2,361,971	\$ 1,447,000	\$ 2,988,237		\$ 4,435,237					
2009	2,989,559	8,337,849				11,327,408	6,027,173		4,739,327	5,107,191	15,873,691					
2008	2,076,721	8,899,893				10,976,614	4,867,860		7,959,292	4,547,519	17,374,671					

Note: GASB Statement Number 54 was implemented in the 2011 fiscal year which changed the terminology used for fund balance reporting. Data Source: City of American Canyon Comprehensive Annual Financial Report.

Schedule 4 Changes in Fund Balances Governmental Funds

Last Ten Fiscal Years (In rounded thousands of dollars) (Modified accrual basis of accounting)

	Prior Years									
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Revenues:										
Taxes	\$ 14,165	\$ 14,196	\$ 14,155	\$ 14,547	\$ 15,272	\$ 15,313	\$ 15,992	\$ 17,896	\$ 22,553	\$ 19,242
Special assessments	473	498	515	457	435	447	455	471	488	550
Licenses and permits	633	578	530	329	338	337	337	446	455	460
Fines and forfeits	196	178	177	131	203	153	120	112	95	98
Intergovernmental	3,032	3,163	1,286	2,147	1,120	1,079	1,280	874	3,049	1,689
Charges for services	3,745	3,504	1,566	1,613	1,051	1,156	2,025	4,496	3,572	4,913
Other revenues	2,408	8,769	755	744	1,315	998	1,179	1,022	1,275	851
Total revenues	24,652	30,886	18,984	19,968	19,734	19,483	21,389	25,317	31,487	27,803
Expenditures:										
General government	4,577	5,117	4,587	5,004	3,670	3,896	4,066	5,064	5,111	5,237
Public safety	7,630	8,374	8,849	8,646	8,897	9,377	9,554	9,734	10,731	11,063
Parks and Recreation	1,748	2,217	2,023	1,934	1,597	1,073	1,192	2,202	2,665	3,615
Comm. Dev. and Public Work	4,974	4,933	4,231	3,909	4,278	4,557	5,496	6,597	5,453	7,619
Capital outlay	10,580	5,759	3,803	194	947	2,445	2,277	1,200	5,260	3,040
Principal	351	401	439	463	478	502	537	560	583	606
Interest	441	469	495	511	488	460	394	373	314	291
Total expenditures	30,301	27,270	24,427	20,661	20,355	22,310	23,516	25,730	30,117	31,471
Excess of revenues over/under expenditures	(5,648)	3,616	(5,442)	(693)	(621)	(2,827)	(2,127)	(413)	1,370	(3,668)
Other Financing Sources/Uses										
Proceeds from borrowing	-	1,075	-	-	-	2,222	-	-	-	-
Sale of Affordable Hsng Site	410	371	-	-	-	-	-	-	-	-
Payments to escrow agent	-	-	-	-	-	(2,465)	-	-	-	-
Transfers in	6,064	5,003	9,535	3,609	4,028	4,065	5,447	3,742	9,050	5,403
Transfers out	(4,574)	(11,215)	(8,641)	(2,551)	(2,918)	(3,068)	(3,745)	(2,747)	(10,097)	(4,535)
Sale of Assets	-	-	-	-	-	-	24	-	-	-
Total other financing Sources/Uses	1,900	(4,766)	894	1,058	1,110	754	1,726	995	(1,047)	868
Net change in fund balances	\$ (3,748)	\$ (1,150)	\$ (4,548)	\$ 365	\$ 489	\$ (2,073)	\$ (401)	\$ 581	\$ 323	\$ (2,800)
Debt service as a percentage of noncapital expenditures	4.0%	4.0%	4.5%	4.8%	5.0%	4.8%	4.4%	3.8%	3.6%	3.2%

Data Source: City of American Canyon Comprehensive Annual Financial Report.

Schedule 5 Own Source Tax Revenues by Source

Last Ten Fiscal Years (In rounded thousands of dollars) (Modified accrual basis of accounting)

<u>Fiscal Year</u>	<u>Property Tax</u>	<u>Transient Occupancy Tax</u>	<u>Franchise Tax</u>	<u>Cardroom Admission Tax</u>	<u>Fire Assessment Fee</u>	<u>Total</u>
2007-2008	\$ 10,674	\$ 462	\$ 504		\$ 515	\$ 12,155
2008-2009	10,852	460	523		565	12,400
2009-2010	10,162	557	547		593	11,859
2010-2011	10,510	663	547		592	12,312
2011-2012	10,314	930	585		590	12,419
2012-2013	10,240	1,064	577	\$ 147	593	12,621
2013-2014	10,569	1,249	618	261	588	13,285
2014-2015	11,353	1,406	673	232	597	14,261
2015-2016	12,348	1,509	722	168	607	15,354
2016-2017	12,705	1,546	727	166	600	15,744

Schedule 6 Assessed Value of Taxable Property

Last Ten Fiscal Years (In thousands of dollars)

Fiscal Year	Residential	Commercial	Industrial	Vacant Land	SBE Nonunitary	Possessory Int.	Unsecured	Other	Total	Total Direct Rate
2007-2008	\$ 1,870,452	\$ 119,382	\$ 246,670	\$ 47,636	\$ 1,226	\$ 13,816	\$ 116,944	\$ -	\$ 2,416,126	0.29%
2008-2009	1,740,322	133,785	321,819	54,152	1,226	14,600	107,201	-	2,373,105	0.29%
2009-2010	1,433,334	144,510	354,716	46,983	1,226	15,377	112,735	-	2,108,881	0.29%
2010-2011	1,435,443	136,599	410,527	36,245	1,226	15,844	121,972	-	2,157,856	0.28%
2011-2012	1,406,792	138,176	365,259	37,857	1,454	16,023	168,278	79	2,133,918	0.28%
2012-2013	1,335,380	136,921	375,497	66,285	1,454	16,147	193,882	3,517	2,129,083	0.28%
2013-2014	1,398,763	144,912	404,835	63,139	42	16,449	201,968	3,588	2,233,696	0.28%
2014-2015	1,541,948	142,808	406,322	65,143	42	16,912	206,535	4,358	2,384,068	0.28%
2015-2016	1,724,766	143,476	413,039	59,632	42	17,265	196,671	14,027	2,568,918	0.28%
2016-2017	1,806,564	162,450	462,896	72,072	42	18,507	209,045	14,217	2,745,793	0.28%

Note: Exempt values are not included in Total. In 1978 the voters of the State of California passed Proposition 13 which limited taxes to a total maximum rate of 1%, based upon the assessed value of the property being taxed. Each year, the assessed value of property may be increased by an “inflation factor” (limited to a maximum of 2%). With few exceptions, property is only reassessed as a result of new construction activity or at the time it is sold to a new owner. At that point, the property is reassessed based upon the added value of the construction or at the purchase price (market value) or economic value of the property sold. The assessed valuation data shown above represents the only data currently available with respect to the actual market value of taxable property and is subject to the limitations described above.

Data Source: Napa County Assessor 2007/08 - 2016/17 Combined Tax Rolls

This report is not to be used in support of debt issuance or continuing disclosure statements without the written consent of the City of American Canyon.

Schedule 7 Direct and Overlapping Property Tax Rates

Last Ten Fiscal Years (Rates per \$100 of assessed value)

Agency	Prior Years									
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Basic Levy ¹	1.000 %	1.000 %	1.000 %	1.000 %	1.000 %	1.000 %	1.000 %	1.000 %	1.000 %	1.000 %
Napa College	0.011	0.024	0.025	0.017	0.025	0.025	0.027	0.026	0.026	0.025
Napa Valley Unified School District	0.031	0.057	0.073	0.061	0.073	0.065	0.072	0.069	0.063	0.114
Total Direct & Overlapping² Tax Rates	0.042	0.081	0.099	0.078	0.097	0.090	0.099	0.095	0.089	0.140
City's Share of 1% Levy per Prop 13³	0.354	0.354	0.296	0.296	0.296	0.296	0.296	0.296	0.296	0.296
Total Direct Rate⁴	0.285	0.285	0.285	0.282	0.281	0.277	0.276	0.276	0.276	0.276

Notes:

¹ In 1978, California voters passed Proposition 13 which set the property tax rate at a 1.00% fixed amount. This 1.00% is shared by all taxing agencies for which the subject property resides within. In addition to the 1.00% fixed amount, property owners are charged taxes as a percentage of assessed property values for the payment of any voter approved bonds.

² Overlapping rates are those of local and county governments that apply to property owners within the City. Not all overlapping rates apply to all city property owners.

³ City's Share of 1% Levy is based on the City's share of the general fund tax rate area with the largest net taxable value within the city. ERAF general fund tax shifts may not be included in tax ratio figures.

⁴ Total Direct Rate is the weighted average of all individual direct rates applied by the government preparing the statistical section information.

Data Source: Napa County Assessor 2007/08 - 2016/17 Tax Rate Tale

This report is not to be used in support of debt issuance or continuing disclosure statements without the written consent of the City of American Canyon.

Schedule 8 2016/17 Top Ten Property Taxpayers

Based on Property Tax Revenue

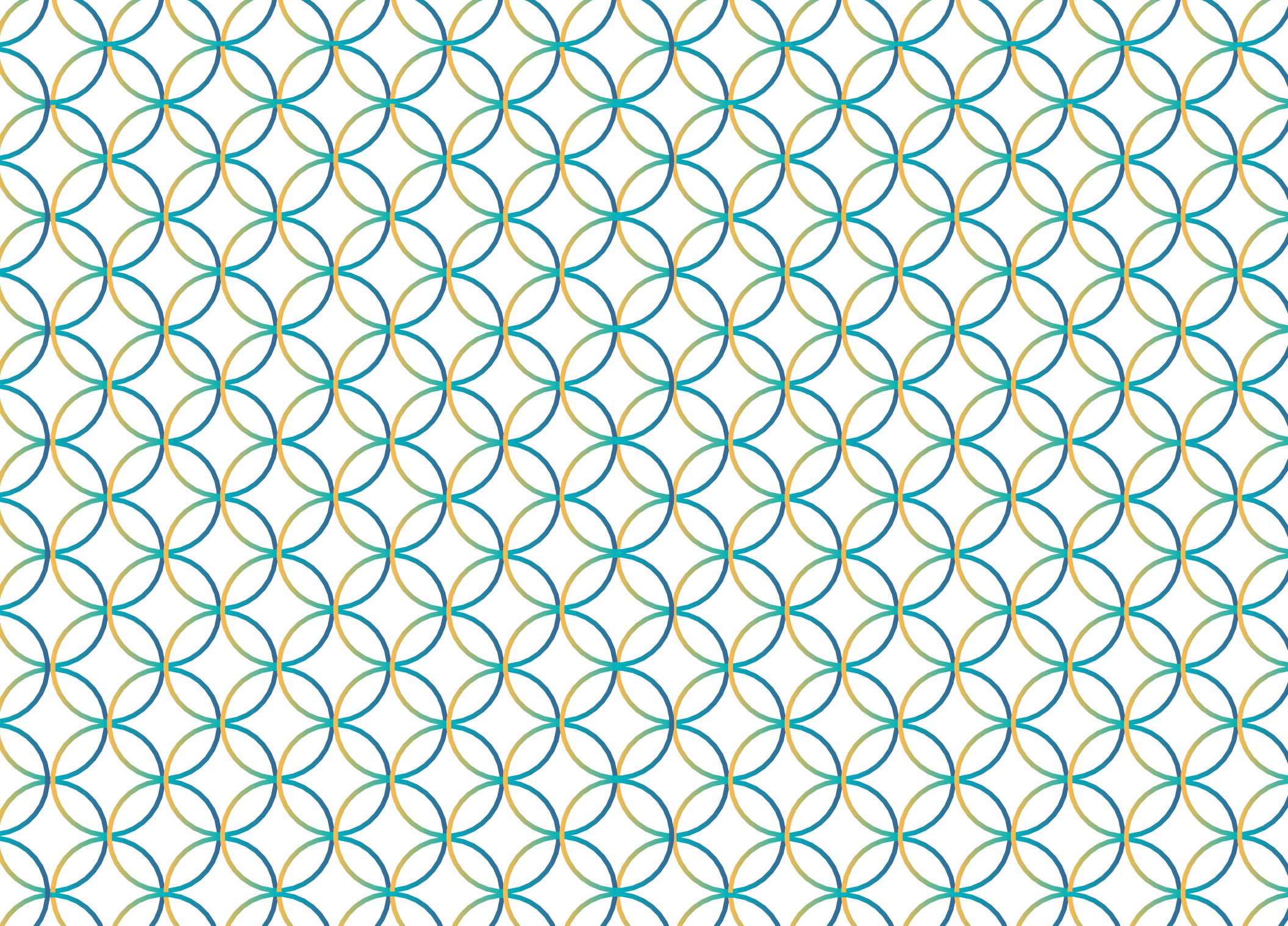
Owner	Secured			Unsecured			Combined		Primary Use & Primary Agency
	Parcels	Revenue	% of Revenue	Parcels	Revenue	% of Revenue	Value	% of Revenue	
1) Coca Cola Company		\$ -	0.00%	1	\$ 194,555	24.61%	\$ 194,555	1.73%	Unsecured American Canyon Gen Fund
2) SDG Hanna Court 411 LLC	2	143,041	1.37%				143,041	1.27%	Industrial Canyon Gen Fund American
3) Biagi and Associates	1	113,145	1.08%	1	1,489	0.19%	114,634	1.02%	Industrial Canyon Gen Fund American
4) MEZZETTA 125 LP	1	107,358	1.03%				107,358	0.96%	Industrial Canyon Gen Fund American
5) Sutter Home Winery Inc	2	98,801	0.95%				98,801	0.88%	Industrial Canyon Gen Fund American
6) 5500 Eucalyptus Dr Apts	1	91,097	0.87%				91,097	0.81%	Residential American Canyon Gen Fund
7) Barry Callebaut USA LLC				1	90,266	11.42%	90,266	0.80%	Unsecured American Canyon Gen Fund
8) Broadstone HC California LLC	2	84,789	0.81%				84,789	0.75%	Industrial Canyon Gen Fund American
9) Hanna 760 LP	2	82,616	0.79%				82,616	0.74%	Industrial Canyon Gen Fund American
10) BDC American Canyon LP	5	73,982	0.71%				73,982	0.66%	Commercial Canyon Gen Fund American
Top Ten Totals	16	794,829	7.61%	3	286,310	36.22%	1,081,139	9.62%	
City Totals		\$ 10,443,758			\$ 790,527		\$ 11,234,286		

*Revenue includes Outer TRAs

Note: The 'Revenue' line for each owner is the estimated total revenue for that owner. Although these estimated calculations are performed on a parcel level, county auditor/controllers' offices neither calculate nor apportion revenues at a parcel level.

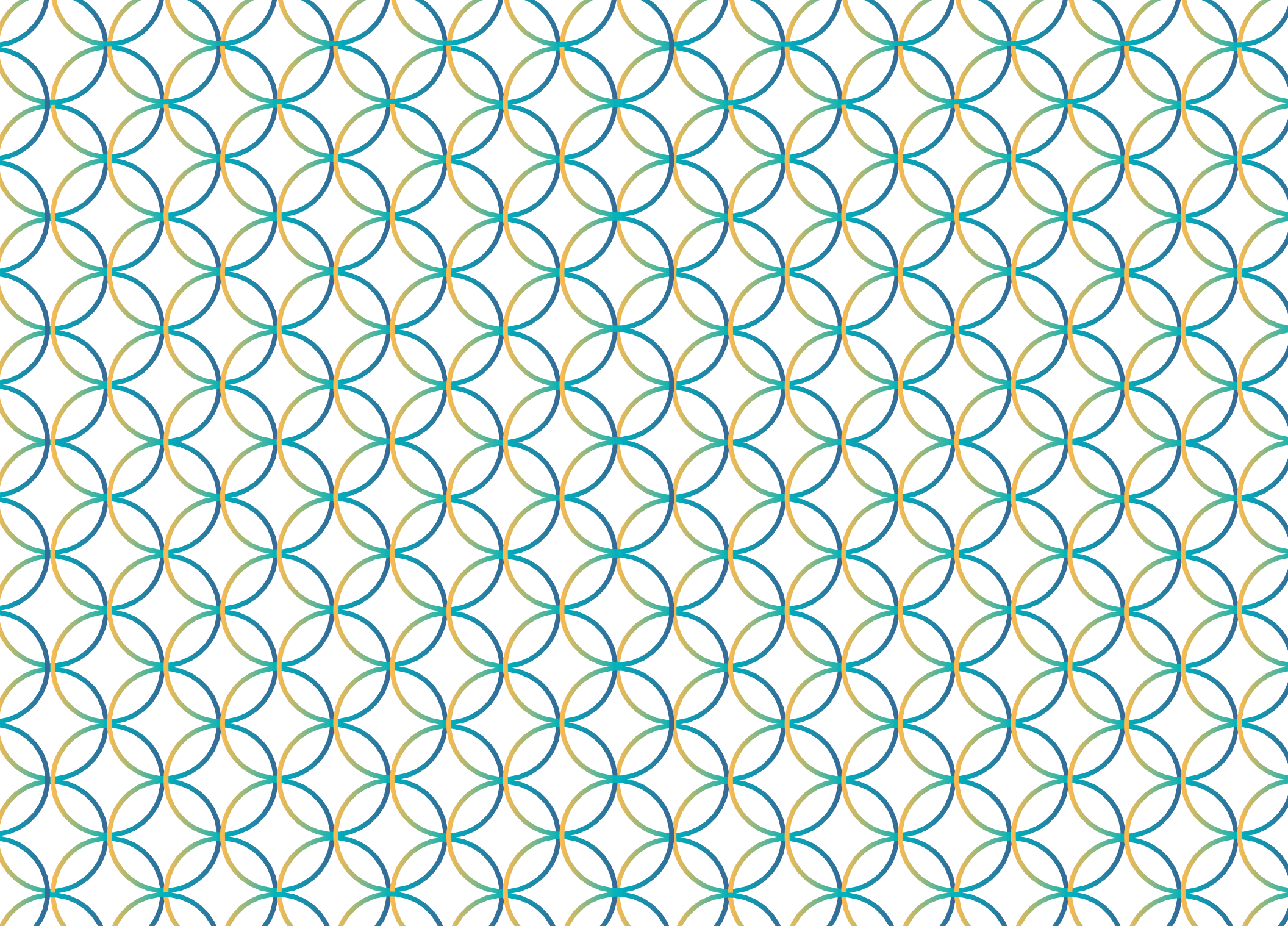
Data Source: Napa County Assessor 2016/17 Combined Tax Rolls and the SBE Non-Unitary Tax Roll

This report is not to be used in support of debt issuance or continuing disclosure statements without the written consent of the City of American Canyon.



Appendix F

Fee Schedules



Fee Schedules

- A. 2017-18 User Fee Schedule
 - a. Administrative Services
 - b. Support Services
 - c. Public Works
 - d. Building and Planning
- B. Parks and Recreation Fee Schedule
- C. Water Rate Schedules
- D. Business License Fee Schedule
- E. 2018-19 Employee Salary Schedule
- F. 2018 New Development Impact Fees
 - a. Traffic Impact Fee
 - b. Water Capacity Fee
 - c. Wastewater Capacity Fee
 - d. Parks and Recreation Fee
 - e. Civic Facility Fee
 - f. General Plan Update Fee
 - g. Affordable Housing Nexus Fee
 - h. Fire District Mitigation Fee

User Fee Schedule - Administrative Services

SERVICE / APPLICATION	FEEES 2018-19	NOTES
ADMINISTRATIVE SERVICES		
Basic Photocopy		
Each page (1 sided copy)	\$ 0.20	Per page
Each page (2 sided copy)	0.25	Per page
Pre-copied documents (excluding council agenda items. Note: City will maintain two sets of pre-copied documents available for check out to members of the general public)		Actual cost
FPPC		
Copies of forms filed	0.10	Per page per Political Reform Act
Records over 5 years old	6.00	Per request to search and retrieve documents that are over 5-year old per Political Reform Act
Research Fee		Fee is charged based on the FB Hourly Rate of position that renders the service. Note - Information Systems Officer is monthly contracted position. Monthly the City pays approximately \$12,500. Thus the estimated hourly rate of \$72.12 for this position is determined by dividing \$12,500 by 173.33, the estimated monthly working hours.
Annual Budget		Actual cost
Annual Audited Financial Statements		Actual cost
Comprehensive Annual Financial Report		Actual cost
All Others		Actual cost
Business license listing	25.00	Listing includes name and site address only
Council agenda items		Actual cost
Municipal Code - Per page copies		\$0.20 Per page (1 sided copy); \$0.25 per page (2 sided copy)
For City Council, Planning Commission, or Parks and Community Services Commission Meetings (Note: One copy of Agenda and Minutes at no charge for Public Agencies and the Media)		
Agenda Packet (Individual)		Actual cost
Audio Cassette Tape of Meeting		Actual cost
Video Cassette Tape of Meeting		Actual cost
Appeals to The City Council		
Non-Public Hearing Items (Compile and copy the record)	50.00	Municipal Code 2.04.090
Public Hearing Items (Publish and mail notification; compile and copy the record)	150.00	Municipal Code 2.32.025
Election - Candidate Filing Fee (Prepare packet and election information for the Candidate)	25.00	GC 8104
Passport Services		Determined by Federal Policy
Returned Check Fee		
First Check	25.00	For the first NSF check per Civil code 1719
Second and each subsequent check	35.00	For each subsequent NSF check after the first NSF check, per Civil Code 1719
Notary Public	15.00	Per signature, or as allowed by State Law
Copy Documents to a CD	12.00	

User Fee Schedule - Support Services

SERVICE / APPLICATION	FEEES 2018-19	NOTES
SUPPORT SERVICES		
New business license application	25.00	Process business license application
Renewed business license application	15.00	Process renewed business license application
Utility new account set up	52.00	Process new utility account application, set up new account, and turn on water service
Utility service restoration	92.00	To turn on service after the service was turned off due to non-payment of bill
Utility service turn on or off after normal business hours of 7:30AM - 4:30PM, Monday through Friday, excluding holidays. If the fee has not been paid in advance, the customer must provide written agreement to the fee prior to City providing the service	161.00	Per hour, minimum 2 hours (Note - The hourly rate equals to 1.5 times the FB Hourly Rate of the Maintenance Worker I, II.)
Utility service fee	45.00	

User Fee Schedule - Public Works

SERVICE / APPLICATION	FEEES 2018-19	NOTES
PUBLIC WORKS		
General Provisions: All Public Works Department Fees shall be paid to the City of American Canyon Public Works Department prior to the issuance of permits authorizing any grading or landform alterations subject to the requirement for grading permits. All plan review fees, deposits, financial securities, inspection costs, and other financial obligations specified by the Public Works Director shall be paid prior to any authorizations to proceed with any grading or construction.		
Grading Permit		
50 cubic yards (38.2m3) or less	340.00	
51 to 100 cubic yards (40 to 76.5m3)	625.00	
101 to 1,000 cubic yards (77.2 to 764.6m3)	1,226.00	
1,001 to 10,000 cubic yards (765.3 to 7,645.5m3)	2,388.00	
10,001 to 100,000 cubic yards (7,646 to 76,455m3)		Actual Cost
100,001 cubic yards (76,456m3) or more		Actual Cost
Other Inspections and Fees		
Inspections outside of normal business hours	223.00	Per hour; minimum 2 hours (Note: Hourly rate equals to 1.5 times the FB Hourly Rate of staff that renders the service)
Re-inspection	148.00	Per hour; minimum 1 hour
Inspections for which no fee is specifically indicated	148.00	Per hour
<i>Note: The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original work and the fee shown for the entire project</i>		

User Fee Schedule - Public Works

SERVICE / APPLICATION	FEEES 2018-19	NOTES
Grading Plan Review		
50 cubic yards (38.2m3) or less	191.00	
51 to 100 cubic yards (40 to 76.5m3)	326.00	
101 to 1,000 cubic yards (77.2 to 764.6m3)	631.00	
1,001 to 10,000 cubic yards (765.3 to 7,645.5m3)	1,199.00	
10,001 to 100,000 cubic yards (7,646 to 76,455 m3)		Actual Cost
100,001 to 200,000 cubic yards (76,456 to 152,911m3)		Actual Cost
200,001 cubic yards (15,912m3) or more		Actual Cost
Other Fees		
Additional plan review required by changes, additions or revisions to plans or new plans for which an initial review has been completed		FB Hourly Rate of staff that renders the service
Plan review outside of normal business hours		1.5 times the FB Hourly Rate of staff that renders the service; minimum 2 hours
Encroachment Permits (Note: Encroachment permits are required for all constructed improvements within a public easement or right-of-way. The Public Works Department must be notified prior to commencing any work within the public easement or right-of-way)		
Minor Encroachment Permits: dumpsters, tree planting, block parties, for example	31.00	Flat fee
Medium Encroachment Permits: Residential Driveway, Curb Ramp, Commercial Driveway, Repair/Replace Curb Gutter and Sidewalk, Building Permits for Accessory Structures	184.00	
> \$10,000 Major Encroachment Permits		Actual cost; a deposit of 5% of the estimated improvement costs is required
Engineering Plan Review and Inspections of subdivision improvements, site improvements or of improvements in the public easement or right of way		Actual cost. If the City elects to use consultant service, the applicant shall pay the consultant service cost plus 15%. A deposit equal to 5% of the estimated cost of construction will be required prior to commencement of engineering plan checking
Other Fees		
Abandonment of Public Right of Way	2,372.00	
Certificate of Correction	810.00	
Stop-Work-Order		
Whenever a Stop-Work-Order is placed on any project or a project is otherwise found to be in violation of Title 11, Title 17, Title 19 of the City of American Canyon Municipal Code, an investigation fee in addition to the permit fee shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be two times the amount of the permit fee required by the Titles. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed		Two times the permit fee
Recommend New Fees		
Right-of-Way		
Overloads	113.00	
Overloads - Single Permit	20.00	
Street Closures	190.00	
Banner Hanging	329.00	
Plan Check		
Drainage Plan Check		
Large drainage project with more than 10,000 square feet of impervious area	2,094.00	
Small drainage project with less than 10,000 square feet of impervious area	1,070.00	
Single Family	282.00	
Sewer Plan Check & Inspection, SF	602.00	
Lot Line Adjustment	361.00	Plus consultant cost for survey
Lot Merger	361.00	Plus consultant cost for survey

User Fee Schedule - Public Works

SERVICE / APPLICATION	FEEES 2018-19	NOTES
Encroachment Permits - Recorded	400.00	
Release of Lien	282.00	
Flood Control Certificates	196.00	
Bacteriological Testing	36.00	Per sample
City Engineering Standards	66.00	
Capital Improvement Programs	66.00	
Master Plans such as Water, Wastewater, and Storm Drain Master Plans	66.00	
Utility Base Map, Custom Map	193.00	
Capital Improvement Plans		Actual Cost
Backflow Prevention Device Testing and Repair		
Backflow Prevention Testing, up to 2 inch water meter	31.00	
Backflow Prevention Testing, greater than 2 inch water meter	81.00	
Backflow Repair, up to 2 inch water meter	31.00	
Backflow Repair, greater than 2 inch water meter	121.00	
Water System Flow Test	229.00	
Water System Audits and Courtesy Checks		
Residential Leak Check	27.00	
Commercial Leak Check	81.00	
Residential Irrigation Audit	54.00	
Commercial Irrigation Audit	161.00	
Residential Backflow Prevention Audits	121.00	
Commercial Backflow Prevention Audit	366.00	
Water Supply Report	539.00	
Pollution Prevention Program Fees		
Food Service Facilities	187.00	
Auto Repair Facilities	148.00	
Car Wash Facilities	55.00	
Photo Processing Facilities	121.00	
Dental Office	223.00	
Medical Clinics	93.00	

User Fee Schedule - Building & Planning

SERVICE / APPLICATION	FEE 2018-19	NOTES
BUILDING & PLANNING		
SECTION 1 - GENERAL PROVISIONS		
1. The fees set forth in Section 2 through 8, inclusive, shall be paid to the City of American Canyon Building Department prior to the issuance of permits authorizing construction, alteration, or demolition to any structure or a portion of any structure, or the plumbing, mechanical, and electrical system therein.		
2. The fees and charges set forth in Section 9 shall be paid at the time applications are submitted, the product is supplied, or the service is delivered unless otherwise approved by the Community Development Director.		
3. All contractors, sub-contractors, and other trades are required to have a valid city of American canyon Business License while they are working in the city.		
SECTION 2 - BUILDING		
Building Permit Issuance	28.00	Per permit issuance
Permit Reactivation Fee (for permits that are expired but have not been finalized)	172.00	
Minimum Building Permit Fee	86.00	
<i>Building Permit Fee Based on Square Feet</i>		
Building Permits - Retail (New Construction)		
1 - 5,000 square feet	2,161.00	
5,001 - 10,000 square feet	2,924.00	
10,001 - 15,000 square feet	4,341.00	
15,001 - 30,000 square feet	5,828.00	
30,001 - 50,000 square feet	7,807.00	
50,001 - 75,000 square feet	8,642.00	
75,001 - 100,000 square feet	9,968.00	
100,001 - 125,000 square feet	11,475.00	
125,001 - 150,000 square feet	14,196.00	
150,001 - 175,000 square feet	15,614.00	
175,001 - 200,000 square feet	17,119.00	
200,001+ square feet - Additional time per 15,000 square feet	789.00	
Building Permits - Office (New Construction)		
1 - 5,000 square feet	1,769.00	
5,001 - 10,000 square feet	2,182.00	
10,001 - 15,000 square feet	2,945.00	
15,001 - 30,000 square feet	4,432.00	
30,001 - 50,000 square feet	5,849.00	
50,001 - 75,000 square feet	7,898.00	
75,001 - 100,000 square feet	8,663.00	
100,001 - 125,000 square feet	10,079.00	
125,001 - 150,000 square feet	11,496.00	
150,001 - 175,000 square feet	14,217.00	
175,001 - 200,000 square feet	15,634.00	
200,001+ square feet - Additional time per 15,000 square feet	789.00	

User Fee Schedule - Building & Planning

SERVICE / APPLICATION	FEEES 2018-19	NOTES
Building Permits - Industrial (New Construction)		
1 - 5,000 square feet	2,161.00	
5,001 - 10,000 square feet	2,924.00	
10,001 - 15,000 square feet	4,341.00	
15,001 - 30,000 square feet	5,828.00	
30,001 - 50,000 square feet	7,807.00	
50,001 - 75,000 square feet	8,642.00	
75,001 - 100,000 square feet	9,968.00	
100,001 - 125,000 square feet	11,475.00	
125,001 - 150,000 square feet	14,196.00	
150,001 - 175,000 square feet	15,614.00	
175,001 - 200,000 square feet	17,119.00	
200,001+ square feet - Additional time per 15,000 square feet	789.00	
Building Permits - Others (Low Intensity & New Construction)		
1 - 5,000 square feet	1,769.00	
5,001 - 10,000 square feet	2,182.00	
10,001 - 15,000 square feet	2,945.00	
15,001 - 30,000 square feet	4,432.00	
30,001 - 50,000 square feet	5,849.00	
50,001 - 75,000 square feet	7,898.00	
75,001 - 100,000 square feet	8,663.00	
100,001 - 125,000 square feet	10,079.00	
125,001 - 150,000 square feet	11,496.00	
150,001 - 175,000 square feet	14,217.00	
175,001 - 200,000 square feet	15,634.00	
200,001+ square feet - Additional time per 15,000 square feet	789.00	
Building Permits - Others (High Intensity & New Construction)		
1 - 5,000 square feet	2,161.00	
5,001 - 10,000 square feet	2,924.00	
10,001 - 15,000 square feet	4,341.00	
15,001 - 30,000 square feet	5,828.00	
30,001 - 50,000 square feet	7,807.00	
50,001 - 75,000 square feet	8,642.00	
75,001 - 100,000 square feet	9,968.00	
100,001 - 125,000 square feet	11,475.00	
125,001 - 150,000 square feet	14,196.00	
150,001 - 175,000 square feet	15,614.00	
175,001 - 200,000 square feet	17,119.00	
200,001+ square feet - Additional time per 15,000 square feet	789.00	

User Fee Schedule - Building & Planning

SERVICE / APPLICATION	FEEES 2018-19	NOTES
Building Permits - Remodels, Alterations, Additions, and Tenant Improvements		
Retail		
1 - 5,000 square feet	2,161.00	
5,001 - 10,000 square feet	2,924.00	
10,001 - 15,000 square feet	4,341.00	
15,001 - 30,000 square feet	5,757.00	
30,001 - 50,000 square feet	7,807.00	
50,001 - 75,000 square feet	8,571.00	
75,001 - 100,000 square feet	9,897.00	
100,001 - 125,000 square feet	11,324.00	
125,001 - 150,000 square feet	14,122.00	
150,001 - 175,000 square feet	15,538.00	
175,001 - 200,000 square feet	17,044.00	
200,001+ square feet - Additional time per 15,000 square feet	789.00	
Office		
1 - 5,000 square feet	1,769.00	
5,001 - 10,000 square feet	2,182.00	
10,001 - 15,000 square feet	2,945.00	
15,001 - 30,000 square feet	4,362.00	
30,001 - 50,000 square feet	5,849.00	
50,001 - 75,000 square feet	7,828.00	
75,001 - 100,000 square feet	8,591.00	
100,001 - 125,000 square feet	9,928.00	
125,001 - 150,000 square feet	11,420.00	
150,001 - 175,000 square feet	14,142.00	
175,001 - 200,000 square feet	15,558.00	
200,001+ square feet - Additional time per 15,000 square feet	789.00	
Industrial		
1 - 5,000 square feet	2,161.00	
5,001 - 10,000 square feet	2,924.00	
10,001 - 15,000 square feet	4,341.00	
15,001 - 30,000 square feet	5,757.00	
30,001 - 50,000 square feet	7,807.00	
50,001 - 75,000 square feet	8,571.00	
75,001 - 100,000 square feet	9,897.00	
100,001 - 125,000 square feet	11,324.00	
125,001 - 150,000 square feet	14,122.00	
150,001 - 175,000 square feet	15,538.00	
175,001 - 200,000 square feet	17,044.00	
200,001+ square feet - Additional time per 15,000 square feet	789.00	

User Fee Schedule - Building & Planning

SERVICE / APPLICATION	FEEES 2018-19	NOTES
Others (Low Intensity)		
1 - 5,000 square feet	1,769.00	
5,001 - 10,000 square feet	2,182.00	
10,001 - 15,000 square feet	2,945.00	
15,001 - 30,000 square feet	4,362.00	
30,001 - 50,000 square feet	5,849.00	
50,001 - 75,000 square feet	7,828.00	
75,001 - 100,000 square feet	8,591.00	
100,001 - 125,000 square feet	9,928.00	
125,001 - 150,000 square feet	11,420.00	
150,001 - 175,000 square feet	14,142.00	
175,001 - 200,000 square feet	15,558.00	
200,001+ square feet - Additional time per 15,000 square feet	789.00	
Others (High Intensity)		
1 - 5,000 square feet	2,161.00	
5,001 - 10,000 square feet	2,924.00	
10,001 - 15,000 square feet	4,341.00	
15,001 - 30,000 square feet	5,757.00	
30,001 - 50,000 square feet	7,807.00	
50,001 - 75,000 square feet	8,571.00	
75,001 - 100,000 square feet	9,897.00	
100,001 - 125,000 square feet	11,324.00	
125,001 - 150,000 square feet	14,122.00	
150,001 - 175,000 square feet	15,538.00	
175,001 - 200,000 square feet	17,044.00	
200,001+ square feet - Additional time per 15,000 square feet	789.00	
Building Permits - Residential (Single-Family & New Construction)		
1 - 1,500 square feet	1,448.00	
1,501 - 3,000	1,820.00	
3,001 - 4,500	2,190.00	
4,501 - 6,000	2,963.00	
6,001 + square feet - Additional time per 200 square feet	106.00	
Building Permits - Residential (Multi-Family & New Construction) Note: Per Building		
1 - 5000 square feet	2,161.00	
5001 - 10,000	2,924.00	
10,001 - 15,000	4,341.00	
15,001 - 30,000	5,838.00	
30,001 - 50,000	7,907.00	
50,001 + square feet - Additional time per 5,000 square feet	645.00	

User Fee Schedule - Building & Planning

SERVICE / APPLICATION	FEEES 2018-19	NOTES
Building Permits - Residential (Remodels, Alterations, Additions, and Tenant Improvements)		
Single-Family		
1 - 1,500 square feet	1,389.00	
1,501 - 3,000	1,715.00	
3,001 - 4,500	2,042.00	
4,501 - 6,000	2,694.00	
6,001 + square feet - Additional time per 200 square feet	80.00	
Multi-Family		
1 - 5000 square feet	2,161.00	
5001 - 10,000	2,924.00	
10,001 - 15,000	4,341.00	
15,001 - 30,000	5,838.00	
30,001 - 50,000	7,907.00	
50,001 + square feet - Additional time per 5,000 square feet	645.00	
Miscellaneous Structures Building Permits		
1 - 200 square feet	303.00	
201 - 400 square feet	368.00	
401 - 600 square feet	433.00	
601 - 800 square feet	499.00	
801 - 1,000 square feet	564.00	
1,001 - 1,200 square feet	715.00	
1,201 - 1,400 square feet	847.00	
1,401 - 1,600 square feet	977.00	
1,601 - 1,800 square feet	1,107.00	
1,801 - 2,000 square feet	1,238.00	
2,000+ square feet - Additional time per 200 square feet	112.00	
Re-Roofs		
1 - 5,000 square feet	238.00	
5,001 - 10,000 square feet	270.00	
10,001 - 15,000 square feet	303.00	
15,001 - 30,000 square feet	335.00	
30,001 - 50,000 square feet	368.00	
50,001 - 75,000 square feet	401.00	
75,001 - 100,000 square feet	433.00	
100,001 - 125,000 square feet	466.00	
125,001 - 150,000 square feet	499.00	
150,001 - 175,000 square feet	531.00	
175,001 - 200,000 square feet	564.00	
200,001+ square feet - Additional time per 15,000 square feet	22.00	

User Fee Schedule - Building & Planning

SERVICE / APPLICATION	FEES 2018-19		NOTES
<i>Plan Review Fee Based on Square Feet</i>			
Retail (New Construction)			
1 - 5,000 square feet	1,234.00	Minimum; any cost in excess of \$1234 is to be charged to applicant based on the FB Hourly Rate	
5,001 - 10,000 square feet	2,517.00	Minimum; any cost in excess of \$2517 is to be charged to applicant based on the FB Hourly Rate	
10,001 - 15,000 square feet	3,709.00	Minimum; any cost in excess of \$3709 is to be charged to applicant based on the FB Hourly Rate	
15,001 - 30,000 square feet	4,850.00	Minimum; any cost in excess of \$4850 is to be charged to applicant based on the FB Hourly Rate	
30,001 - 50,000 square feet	6,043.00	Minimum; any cost in excess of \$6043 is to be charged to applicant based on the FB Hourly Rate	
50,001 - 75,000 square feet	8,125.00	Minimum; any cost in excess of \$8125 is to be charged to applicant based on the FB Hourly Rate	
75,001 - 100,000 square feet	9,268.00	Minimum; any cost in excess of \$9268 is to be charged to applicant based on the FB Hourly Rate	
100,001 - 125,000 square feet	11,479.00	Minimum; any cost in excess of \$11479 is to be charged to applicant based on the FB Hourly Rate	
125,001 - 150,000 square feet	13,561.00	Minimum; any cost in excess of \$13561 is to be charged to applicant based on the FB Hourly Rate	
150,001 - 175,000 square feet	16,124.00	Minimum; any cost in excess of \$16124 is to be charged to applicant based on the FB Hourly Rate	
175,001 - 200,000 square feet	18,206.00	Minimum; any cost in excess of \$18206 is to be charged to applicant based on the FB Hourly Rate	
200,001+ square feet - Additional time per 15,000 square feet	1,150.00	Minimum; any cost in excess of \$1150 is to be charged to applicant based on the FB Hourly Rate	
Office (New Construction)			
1 - 5,000 square feet	1,234.00	Minimum; any cost in excess of \$1234 is to be charged to applicant based on the FB Hourly Rate	
5,001 - 10,000 square feet	2,517.00	Minimum; any cost in excess of \$2517 is to be charged to applicant based on the FB Hourly Rate	
10,001 - 15,000 square feet	3,709.00	Minimum; any cost in excess of \$3709 is to be charged to applicant based on the FB Hourly Rate	
15,001 - 30,000 square feet	4,850.00	Minimum; any cost in excess of \$4850 is to be charged to applicant based on the FB Hourly Rate	
30,001 - 50,000 square feet	6,043.00	Minimum; any cost in excess of \$6043 is to be charged to applicant based on the FB Hourly Rate	
50,001 - 75,000 square feet	8,125.00	Minimum; any cost in excess of \$8125 is to be charged to applicant based on the FB Hourly Rate	
75,001 - 100,000 square feet	9,268.00	Minimum; any cost in excess of \$9268 is to be charged to applicant based on the FB Hourly Rate	
100,001 - 125,000 square feet	11,479.00	Minimum; any cost in excess of \$11479 is to be charged to applicant based on the FB Hourly Rate	

User Fee Schedule - Building & Planning

SERVICE / APPLICATION	FEEES 2018-19	NOTES
125,001 - 150,000 square feet	13,561.00	Minimum; any cost in excess of \$13561 is to be charged to applicant based on the FB Hourly Rate
150,001 - 175,000 square feet	16,124.00	Minimum; any cost in excess of \$16124 is to be charged to applicant based on the FB Hourly Rate
175,001 - 200,000 square feet	18,206.00	Minimum; any cost in excess of \$18206 is to be charged to applicant based on the FB Hourly Rate
200,001+ square feet - Additional time per 15,000 square feet	1,150.00	Minimum; any cost in excess of \$1150 is to be charged to applicant based on the FB Hourly Rate
Industrial (New Construction)		
1 - 5,000 square feet	1,234.00	Minimum; any cost in excess of \$1234 is to be charged to applicant based on the FB Hourly Rate
5,001 - 10,000 square feet	2,517.00	Minimum; any cost in excess of \$2517 is to be charged to applicant based on the FB Hourly Rate
10,001 - 15,000 square feet	3,709.00	Minimum; any cost in excess of \$3709 is to be charged to applicant based on the FB Hourly Rate
15,001 - 30,000 square feet	4,850.00	Minimum; any cost in excess of \$4850 is to be charged to applicant based on the FB Hourly Rate
30,001 - 50,000 square feet	6,043.00	Minimum; any cost in excess of \$6043 is to be charged to applicant based on the FB Hourly Rate
50,001 - 75,000 square feet	8,125.00	Minimum; any cost in excess of \$8125 is to be charged to applicant based on the FB Hourly Rate
75,001 - 100,000 square feet	9,268.00	Minimum; any cost in excess of \$9268 is to be charged to applicant based on the FB Hourly Rate
100,001 - 125,000 square feet	11,479.00	Minimum; any cost in excess of \$11479 is to be charged to applicant based on the FB Hourly Rate
125,001 - 150,000 square feet	13,561.00	Minimum; any cost in excess of \$13561 is to be charged to applicant based on the FB Hourly Rate
150,001 - 175,000 square feet	16,124.00	Minimum; any cost in excess of \$16124 is to be charged to applicant based on the FB Hourly Rate
175,001 - 200,000 square feet	18,206.00	Minimum; any cost in excess of \$18206 is to be charged to applicant based on the FB Hourly Rate
200,001+ square feet - Additional time per 15,000 square feet	1,150.00	Minimum; any cost in excess of \$1150 is to be charged to applicant based on the FB Hourly Rate
Others (Low Intensity & New Construction)		
1 - 5,000 square feet	1,164.00	Minimum; any cost in excess of \$1164 is to be charged to applicant based on the FB Hourly Rate
5,001 - 10,000 square feet	2,375.00	Minimum; any cost in excess of \$2375 is to be charged to applicant based on the FB Hourly Rate
10,001 - 15,000 square feet	3,568.00	Minimum; any cost in excess of \$3568 is to be charged to applicant based on the FB Hourly Rate
15,001 - 30,000 square feet	4,850.00	Minimum; any cost in excess of \$4850 is to be charged to applicant based on the FB Hourly Rate
30,001 - 50,000 square feet	5,902.00	Minimum; any cost in excess of \$5902 is to be charged to applicant based on the FB Hourly Rate
50,001 - 75,000 square feet	8,125.00	Minimum; any cost in excess of \$8125 is to be charged to applicant based on the FB Hourly Rate

User Fee Schedule - Building & Planning

SERVICE / APPLICATION	FEEES 2018-19	NOTES
75,001 - 100,000 square feet	9,268.00	Minimum; any cost in excess of \$9268 is to be charged to applicant based on the FB Hourly Rate
100,001 - 125,000 square feet	11,479.00	Minimum; any cost in excess of \$11479 is to be charged to applicant based on the FB Hourly Rate
125,001 - 150,000 square feet	13,561.00	Minimum; any cost in excess of \$13561 is to be charged to applicant based on the FB Hourly Rate
150,001 - 175,000 square feet	16,124.00	Minimum; any cost in excess of \$16124 is to be charged to applicant based on the FB Hourly Rate
175,001 - 200,000 square feet	18,206.00	Minimum; any cost in excess of \$18206 is to be charged to applicant based on the FB Hourly Rate
200,001+ square feet - Additional time per 15,000 square feet	1,150.00	Minimum; any cost in excess of \$1150 is to be charged to applicant based on the FB Hourly Rate
Others (High Intensity & New Construction)		
1 - 5,000 square feet	1,234.00	Minimum; any cost in excess of \$1234 is to be charged to applicant based on the FB Hourly Rate
5,001 - 10,000 square feet	2,517.00	Minimum; any cost in excess of \$2517 is to be charged to applicant based on the FB Hourly Rate
10,001 - 15,000 square feet	3,709.00	Minimum; any cost in excess of \$3709 is to be charged to applicant based on the FB Hourly Rate
15,001 - 30,000 square feet	4,850.00	Minimum; any cost in excess of \$4850 is to be charged to applicant based on the FB Hourly Rate
30,001 - 50,000 square feet	6,043.00	Minimum; any cost in excess of \$6043 is to be charged to applicant based on the FB Hourly Rate
50,001 - 75,000 square feet	8,125.00	Minimum; any cost in excess of \$8125 is to be charged to applicant based on the FB Hourly Rate
75,001 - 100,000 square feet	9,268.00	Minimum; any cost in excess of \$9268 is to be charged to applicant based on the FB Hourly Rate
100,001 - 125,000 square feet	11,479.00	Minimum; any cost in excess of \$11479 is to be charged to applicant based on the FB Hourly Rate
125,001 - 150,000 square feet	13,561.00	Minimum; any cost in excess of \$13561 is to be charged to applicant based on the FB Hourly Rate
150,001 - 175,000 square feet	16,124.00	Minimum; any cost in excess of \$16124 is to be charged to applicant based on the FB Hourly Rate
175,001 - 200,000 square feet	18,206.00	Minimum; any cost in excess of \$18206 is to be charged to applicant based on the FB Hourly Rate
200,001+ square feet - Additional time per 15,000 square feet	1,150.00	Minimum; any cost in excess of \$1150 is to be charged to applicant based on the FB Hourly Rate
Remodels, Alterations, Additions, and Tenant Improvements		
Retail		
1 - 5,000 square feet	1,234.00	Minimum; any cost in excess of \$1234 is to be charged to applicant based on the FB Hourly Rate
5,001 - 10,000 square feet	2,517.00	Minimum; any cost in excess of \$2517 is to be charged to applicant based on the FB Hourly Rate
10,001 - 15,000 square feet	3,709.00	Minimum; any cost in excess of \$3709 is to be charged to applicant based on the FB Hourly Rate
15,001 - 30,000 square feet	4,850.00	Minimum; any cost in excess of \$4850 is to be charged to applicant based on the FB Hourly Rate

User Fee Schedule - Building & Planning

SERVICE / APPLICATION	FEEES 2018-19	NOTES
30,001 - 50,000 square feet	6,043.00	Minimum; any cost in excess of \$6043 is to be charged to applicant based on the FB Hourly Rate
50,001 - 75,000 square feet	8,125.00	Minimum; any cost in excess of \$8125 is to be charged to applicant based on the FB Hourly Rate
75,001 - 100,000 square feet	9,268.00	Minimum; any cost in excess of \$9268 is to be charged to applicant based on the FB Hourly Rate
100,001 - 125,000 square feet	11,479.00	Minimum; any cost in excess of \$11479 is to be charged to applicant based on the FB Hourly Rate
125,001 - 150,000 square feet	13,561.00	Minimum; any cost in excess of \$13561 is to be charged to applicant based on the FB Hourly Rate
150,001 - 175,000 square feet	16,124.00	Minimum; any cost in excess of \$16124 is to be charged to applicant based on the FB Hourly Rate
175,001 - 200,000 square feet	18,206.00	Minimum; any cost in excess of \$18206 is to be charged to applicant based on the FB Hourly Rate
200,001+ square feet - Additional time per 15,000 square feet	1,150.00	Minimum; any cost in excess of \$1150 is to be charged to applicant based on the FB Hourly Rate
Office		
1 - 5,000 square feet	1,234.00	Minimum; any cost in excess of \$1234 is to be charged to applicant based on the FB Hourly Rate
5,001 - 10,000 square feet	2,517.00	Minimum; any cost in excess of \$2517 is to be charged to applicant based on the FB Hourly Rate
10,001 - 15,000 square feet	3,709.00	Minimum; any cost in excess of \$3709 is to be charged to applicant based on the FB Hourly Rate
15,001 - 30,000 square feet	4,850.00	Minimum; any cost in excess of \$4850 is to be charged to applicant based on the FB Hourly Rate
30,001 - 50,000 square feet	6,043.00	Minimum; any cost in excess of \$6043 is to be charged to applicant based on the FB Hourly Rate
50,001 - 75,000 square feet	8,125.00	Minimum; any cost in excess of \$8125 is to be charged to applicant based on the FB Hourly Rate
75,001 - 100,000 square feet	9,268.00	Minimum; any cost in excess of \$9268 is to be charged to applicant based on the FB Hourly Rate
100,001 - 125,000 square feet	11,479.00	Minimum; any cost in excess of \$11479 is to be charged to applicant based on the FB Hourly Rate
125,001 - 150,000 square feet	13,561.00	Minimum; any cost in excess of \$13561 is to be charged to applicant based on the FB Hourly Rate
150,001 - 175,000 square feet	16,124.00	Minimum; any cost in excess of \$16124 is to be charged to applicant based on the FB Hourly Rate
175,001 - 200,000 square feet	18,206.00	Minimum; any cost in excess of \$18206 is to be charged to applicant based on the FB Hourly Rate
200,001+ square feet - Additional time per 15,000 square feet	1,150.00	Minimum; any cost in excess of \$1150 is to be charged to applicant based on the FB Hourly Rate
Industrial		
1 - 5,000 square feet	1,234.00	Minimum; any cost in excess of \$1234 is to be charged to applicant based on the FB Hourly Rate
5,001 - 10,000 square feet	2,517.00	Minimum; any cost in excess of \$2517 is to be charged to applicant based on the FB Hourly Rate

User Fee Schedule - Building & Planning

SERVICE / APPLICATION	FEEES 2018-19	NOTES
10,001 - 15,000 square feet	3,709.00	Minimum; any cost in excess of \$3709 is to be charged to applicant based on the FB Hourly Rate
15,001 - 30,000 square feet	4,850.00	Minimum; any cost in excess of \$4850 is to be charged to applicant based on the FB Hourly Rate
30,001 - 50,000 square feet	6,043.00	Minimum; any cost in excess of \$6043 is to be charged to applicant based on the FB Hourly Rate
50,001 - 75,000 square feet	8,125.00	Minimum; any cost in excess of \$8125 is to be charged to applicant based on the FB Hourly Rate
75,001 - 100,000 square feet	9,268.00	Minimum; any cost in excess of \$9268 is to be charged to applicant based on the FB Hourly Rate
100,001 - 125,000 square feet	11,479.00	Minimum; any cost in excess of \$11479 is to be charged to applicant based on the FB Hourly Rate
125,001 - 150,000 square feet	13,561.00	Minimum; any cost in excess of \$13561 is to be charged to applicant based on the FB Hourly Rate
150,001 - 175,000 square feet	16,124.00	Minimum; any cost in excess of \$16124 is to be charged to applicant based on the FB Hourly Rate
175,001 - 200,000 square feet	18,206.00	Minimum; any cost in excess of \$18206 is to be charged to applicant based on the FB Hourly Rate
200,001+ square feet - Additional time per 15,000 square feet	1,150.00	Minimum; any cost in excess of \$1150 is to be charged to applicant based on the FB Hourly Rate
Others (Low Intensity)		
1 - 5,000 square feet	1,234.00	Minimum; any cost in excess of \$1234 is to be charged to applicant based on the FB Hourly Rate
5,001 - 10,000 square feet	2,517.00	Minimum; any cost in excess of \$2517 is to be charged to applicant based on the FB Hourly Rate
10,001 - 15,000 square feet	3,709.00	Minimum; any cost in excess of \$3709 is to be charged to applicant based on the FB Hourly Rate
15,001 - 30,000 square feet	4,850.00	Minimum; any cost in excess of \$4850 is to be charged to applicant based on the FB Hourly Rate
30,001 - 50,000 square feet	6,043.00	Minimum; any cost in excess of \$6043 is to be charged to applicant based on the FB Hourly Rate
50,001 - 75,000 square feet	8,125.00	Minimum; any cost in excess of \$8125 is to be charged to applicant based on the FB Hourly Rate
75,001 - 100,000 square feet	9,268.00	Minimum; any cost in excess of \$9268 is to be charged to applicant based on the FB Hourly Rate
100,001 - 125,000 square feet	11,479.00	Minimum; any cost in excess of \$11479 is to be charged to applicant based on the FB Hourly Rate
125,001 - 150,000 square feet	13,561.00	Minimum; any cost in excess of \$13561 is to be charged to applicant based on the FB Hourly Rate
150,001 - 175,000 square feet	16,124.00	Minimum; any cost in excess of \$16124 is to be charged to applicant based on the FB Hourly Rate
175,001 - 200,000 square feet	18,206.00	Minimum; any cost in excess of \$18206 is to be charged to applicant based on the FB Hourly Rate
200,001+ square feet - Additional time per 15,000 square feet	1,150.00	Minimum; any cost in excess of \$1150 is to be charged to applicant based on the FB Hourly Rate

User Fee Schedule - Building & Planning

SERVICE / APPLICATION	FEEES 2018-19	NOTES
Others (High Intensity)		
1 - 5,000 square feet	1,234.00	Minimum; any cost in excess of \$1234 is to be charged to applicant based on the FB Hourly Rate
5,001 - 10,000 square feet	2,517.00	Minimum; any cost in excess of \$2517 is to be charged to applicant based on the FB Hourly Rate
10,001 - 15,000 square feet	3,709.00	Minimum; any cost in excess of \$3709 is to be charged to applicant based on the FB Hourly Rate
15,001 - 30,000 square feet	4,850.00	Minimum; any cost in excess of \$4850 is to be charged to applicant based on the FB Hourly Rate
30,001 - 50,000 square feet	6,043.00	Minimum; any cost in excess of \$6043 is to be charged to applicant based on the FB Hourly Rate
50,001 - 75,000 square feet	8,125.00	Minimum; any cost in excess of \$8125 is to be charged to applicant based on the FB Hourly Rate
75,001 - 100,000 square feet	9,268.00	Minimum; any cost in excess of \$9268 is to be charged to applicant based on the FB Hourly Rate
100,001 - 125,000 square feet	11,479.00	Minimum; any cost in excess of \$11479 is to be charged to applicant based on the FB Hourly Rate
125,001 - 150,000 square feet	13,561.00	Minimum; any cost in excess of \$13561 is to be charged to applicant based on the FB Hourly Rate
150,001 - 175,000 square feet	16,124.00	Minimum; any cost in excess of \$16124 is to be charged to applicant based on the FB Hourly Rate
175,001 - 200,000 square feet	18,206.00	Minimum; any cost in excess of \$18206 is to be charged to applicant based on the FB Hourly Rate
200,001+ square feet - Additional time per 15,000 square feet	1,150.00	Minimum; any cost in excess of \$1150 is to be charged to applicant based on the FB Hourly Rate
Residential (New Single-Family Constructions)		
1 - 1,500 square feet	631.00	Minimum; any cost in excess of \$631 is to be charged to applicant based on the FB Hourly Rate
1,501 - 3,000	667.00	Minimum; any cost in excess of \$667 is to be charged to applicant based on the FB Hourly Rate
3,001 - 4,500	779.00	Minimum; any cost in excess of \$779 is to be charged to applicant based on the FB Hourly Rate
4,501 - 6,000	870.00	Minimum; any cost in excess of \$870 is to be charged to applicant based on the FB Hourly Rate
6,001 + square feet - Additional time per 200 square feet	53.00	Minimum; any cost in excess of \$53 is to be charged to applicant based on the FB Hourly Rate
After Model Plan Review Fee	146.00	Minimum; any cost in excess of \$146 is to be charged to applicant based on the FB Hourly Rate
Residential (New Multi-Family Constructions) Note: Per Building		
1 - 5000 square feet	2,302.00	Minimum; any cost in excess of \$2302 is to be charged to applicant based on the FB Hourly Rate
5001 - 10,000	3,136.00	Minimum; any cost in excess of \$3136 is to be charged to applicant based on the FB Hourly Rate
10,001 - 15,000	4,693.00	Minimum; any cost in excess of \$4693 is to be charged to applicant based on the FB Hourly Rate
15,001 - 30,000	6,290.00	Minimum; any cost in excess of \$6290 is to be charged to applicant based on the FB Hourly Rate

User Fee Schedule - Building & Planning

SERVICE / APPLICATION	FEES 2018-19	NOTES
30,001 - 50,000	8,660.00	Minimum; any cost in excess of \$8660 is to be charged to applicant based on the FB Hourly Rate
50,001 + square feet - Additional time per 5,000 square feet	531.00	Minimum; any cost in excess of \$531 is to be charged to applicant based on the FB Hourly Rate
After Model Plan Review Fee	232.00	Minimum; any cost in excess of \$232 is to be charged to applicant based on the FB Hourly Rate
Residential (Remodels, Alterations, Additions, and Tenant Improvements)		
Single-Family		
1 - 1,500 square feet	866.00	Minimum; any cost in excess of \$866 is to be charged to applicant based on the FB Hourly Rate
1,501 - 3,000	969.00	Minimum; any cost in excess of \$969 is to be charged to applicant based on the FB Hourly Rate
3,001 - 4,500	1,093.00	Minimum; any cost in excess of \$1093 is to be charged to applicant based on the FB Hourly Rate
4,501 - 6,000	1,307.00	Minimum; any cost in excess of \$1307 is to be charged to applicant based on the FB Hourly Rate
6,001 + square feet - Additional time per 200 square feet	42.00	Minimum; any cost in excess of \$42 is to be charged to applicant based on the FB Hourly Rate
Multi-Family		
1 - 5000 square feet	2,302.00	Minimum; any cost in excess of \$2302 is to be charged to applicant based on the FB Hourly Rate
5001 - 10,000	3,065.00	Minimum; any cost in excess of \$3065 is to be charged to applicant based on the FB Hourly Rate
10,001 - 15,000	4,552.00	Minimum; any cost in excess of \$4552 is to be charged to applicant based on the FB Hourly Rate
15,001 - 30,000	6,139.00	Minimum; any cost in excess of \$6139 is to be charged to applicant based on the FB Hourly Rate
30,001 - 50,000	8,283.00	Minimum; any cost in excess of \$8283 is to be charged to applicant based on the FB Hourly Rate
50,001 + square feet - Additional time per 5,000 square feet	531.00	Minimum; any cost in excess of \$531 is to be charged to applicant based on the FB Hourly Rate
Miscellaneous Structures Building Plan		
1 - 200 square feet	323.00	Minimum; any cost in excess of \$323 is to be charged to applicant based on the FB Hourly Rate
201 - 400 square feet	374.00	Minimum; any cost in excess of \$374 is to be charged to applicant based on the FB Hourly Rate
401 - 600 square feet	426.00	Minimum; any cost in excess of \$426 is to be charged to applicant based on the FB Hourly Rate
601 - 800 square feet	477.00	Minimum; any cost in excess of \$477 is to be charged to applicant based on the FB Hourly Rate
801 - 1,000 square feet	529.00	Minimum; any cost in excess of \$529 is to be charged to applicant based on the FB Hourly Rate
1,001 - 1,200 square feet	602.00	Minimum; any cost in excess of \$602 is to be charged to applicant based on the FB Hourly Rate
1,201 - 1,400 square feet	654.00	Minimum; any cost in excess of \$654 is to be charged to applicant based on the FB Hourly Rate

User Fee Schedule - Building & Planning

SERVICE / APPLICATION	FEEES 2018-19	NOTES
1,401 - 1,600 square feet	706.00	Minimum; any cost in excess of \$706 is to be charged to applicant based on the FB Hourly Rate
1,601 - 1,800 square feet	757.00	Minimum; any cost in excess of \$757 is to be charged to applicant based on the FB Hourly Rate
1,801 - 2,000 square feet	809.00	Minimum; any cost in excess of \$809 is to be charged to applicant based on the FB Hourly Rate
2,000+ square feet - Additional time per 200 square feet	79.00	Minimum; any cost in excess of \$79 is to be charged to applicant based on the FB Hourly Rate
<i>Fees Not Based on Square Feet</i>		
New subdivision plot plan review	20.00	
Other inspections:		
Inspections outside of normal business hours	291.00	Hourly rate equals to 1.5 times the FB Hourly Rate of staff that renders the service; minimum of 2 hours
Re-inspection	130.00	FB Hourly Rate; minimum 1 hour
Inspections for which no fee is specifically indicated	130.00	FB Hourly Rate
Additional plan review required by changes, additions or revisions to approved plans	42.00	Plus consultant cost, plus cost of the Chief Building Official's time charging at the FB Hourly Rate
For use of outside consultants for plan checking and inspections or both		Consultant cost, plus cost of the Chief Building Official's time charging at the FB Hourly Rate
Flammable liquid tanks for aboveground installation/removal		Same as building permit fee
Code compliance inspection, condominium conversion report	307.00	Plus \$50 per unit
Building moving permit application fee	307.00	
Building moving permit inspection fee in American Canyon	245.00	
Building moving permit inspection fee outside American Canyon	245.00	Plus travel expenses and building inspector rate per hour travel time
Record Retention Fee - for building construction plans as required by Section 19850 through 19853 of Chapter 10 Part 3 Division 13 of the health and Safety Code		5% of building permit fee; minimum \$5.00 and maximum \$2,016.00
Code Enforcement - Confiscated Signs up to 5 signs per location or incident	58.00	Each
Every additional 1 to 5 signs per location or incident	59.00	Each
Investigation Fee:		
Whenever a Stop-Work-Order is placed on any project or a project is otherwise found to be in violation of Title 11, Title 17, and/or Title 19 of the City of American Canyon Municipal Code, an investigation fee in addition to the permit fee shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be two times the amount of the permit fee required by the Titles. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed	92.00	Plus two times the permit fee
State Energy Conservation Compliance		
When documentation demonstrating compliance with the State Energy Conservation regulations is required, a fee equal to 10% of the building plan review fee shall be paid at the time of submitting such compliance documentation.		10% of the building plan review fee
Temporary utility meters set, to test connected equipment or appliances (not for occupancy) for Final Inspection. A \$500 deposit is required in addition to the permit fee, refundable after the permanent meter releases are issued. Failure to comply with restrictions will cause loss of all temporary meter set privileges for 1-year and forfeiture of the deposit.	61.00	Processing fee plus \$500 deposit is required
Building Department Technology Fee		2.5 % of total permit fee

User Fee Schedule - Building & Planning

SERVICE / APPLICATION	FEE 2018-19	NOTES
SECTION 3 - STRONG-MOTION INSTRUMENTATION AND SEISMIC HAZARD MAPPING FEES		
Category I Construction		
This category includes residential buildings one to three stories in height, except hotels and motels.		As required by State
Category II Construction		
This category includes all buildings not in Category I.		As required by State
SECTION 4 - ELECTRICAL		
Electrical Permit Issuance	42.00	
Issuance fee for each supplemental permit for which the original permit has not expired, been canceled, or finalized	42.00	
SYSTEM FEE SCHEDULE		
New Construction and Remodeling		
Single and Two-Family	42.00	Plus \$0.15 per sq. ft. (Note: fee for construction work on one and two family dwellings)
Multi-Family	42.00	Plus \$0.10 per sq. ft. (Note: fee for multi-family building such as apartments and condominiums having three or more dwelling units constructed at the same time)
All installations and tenant improvements within the shell of a commercial, retail, office, or industrial building shall be based upon 30% of the building permit fee		30% of building permit fee
Minimum Electrical Permit Fee	86.00	
Temporary Power Service		
Temporary service pole or pedestal or meter including all pole or pedestal-mounted receptacle outlets and appurtenances	86.00	Each pole, pedestal or meter
Temporary distribution system and lighting and receptacle outlets for construction sites, decorative lights, Christmas tree sales lots, fireworks stands, etc.	151.00	
UNIT FEE SCHEDULE		
Receptacles, switches and light outlets. For receptacles, switches or other outlets at which current is used or controlled, except services, feeders, and meters. (Note: for multi-outlet assemblies, each 5 feet (1,524 mm) or fraction thereof may be considered as one outlet)		
For first 20 items	65.00	Flat fee up to 20 fixtures
Each additional group of items up to 20	65.00	Each additional fixture
Lighting Fixtures		
For lighting fixtures, sockets, or other lamp-holding devices		
For first 20 fixtures	65.00	Each additional fixture
Each additional group of fixtures up to 20	65.00	Each additional fixture
Residential Appliances	65.00	
Non-Residential Appliances	175.00	
Power Apparatus Equipment	98.00	Each
Photo-voltaic System	99.00	Each
Busways: For trolley and plug-in-type busways. (Note: an additional fee is required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in -type busways. A fee is not required for portable tools.)	65.00	Each 100 feet or (30,480 mm) or fraction thereof
Signs, outline lighting and marquees	65.00	Each
Services		
For services not over 200 amperes	65.00	
For services 201 amperes to 1,000 amperes	98.00	
For services over 600 volts or greater than 1,000 amperes	221.00	

User Fee Schedule - Building & Planning

SERVICE / APPLICATION	FEE 2018-19	NOTES
Miscellaneous apparatus, conduits, and conductors	-	
For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth.	65.00	
Other Inspections and Fees		
Inspections outside of normal business hours	290.00	Minimum; plus the FB Hourly Rate of Building Inspector I, II for each additional hour over 2 hours
Re-inspection	145.00	Minimum; plus the FB Hourly Rate of Building Inspector I, II for each additional hour over 1 hour
Inspections for which no fee is specifically indicated	130.00	Minimum; plus the FB Hourly Rate of Building Inspector I, II for each additional hour over 1 hour
Plan review fee	248.00	Minimum plus consultant cost or 25% of electrical permit fee whichever is greater
Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed	42.00	Plus consultant cost
Extra inspections for temporary heat	130.00	Per hour; minimum 1 hour per house or per unit
Investigations Fees. Whenever any work for which a permit is required under Titles 11, 17, and/or 19 of the City of American Canyon Code has been commenced without the authorization of such permit, a special investigation shall be made before a permit may be issued for such work. The fee for such investigation, which shall be in addition to the permit fee, shall be two times the permit fee.	79.00	Plus 2 times electrical permit fee
Building Department Technology Fee		2.5 % of total permit fee
SECTION 5 - MECHANICAL		
Mechanical permit issuance	42.00	
Issuance fee for each supplemental permit for which the original permit has not expired, been canceled, or finalized	42.00	
SYSTEM FEE SCHEDULE		
New Construction and Remodeling		
Single and Two-Family	42.00	Plus \$0.12 per sq. ft. (Note: fee for construction work on one and two family dwellings)
Multi-Family	42.00	Plus \$0.08 per sq. ft. (Note: fee for multi-family buildings such as apartments and condominiums having three or more dwelling units constructed at the same time)
All installations and tenant improvements within the shell of a commercial, retail, office, or industrial building shall be based upon 25% of the building permit fee		25% of building permit fee
Minimum Mechanical Permit Fee	61.00	
UNIT FEE SCHEDULE		
Fumaces		
For the installation or replacement of each furnace	65.00	
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater	98.00	
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	65.00	
For the repair of, alteration of, or addition to other regulated appliances	65.00	
Boilers, compressors, and absorption systems		
For the installation or replacement of each boiler	65.00	
For the installation or replacement of each AC Unit up to 5 ton	65.00	
For the installation or replacement of each AC Unit over 5 ton	98.00	
For each air-handling unit	65.00	
Evaporative coolers. For each evaporative cooler other than portable type	65.00	

User Fee Schedule - Building & Planning

SERVICE / APPLICATION	FEE 2018-19	NOTES
Ventilation and exhaust		
For each ventilation fan connected to a single duct, bath fan	33.00	
For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit	65.00	
For the installation of each exhaust or product conveyor system	65.00	
Miscellaneous. For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table.	65.00	
Other Inspections and Fees		
Inspections outside of normal business hours	261.00	Minimum; plus the FB Hourly Rate of Building Inspector I, II for each additional hour over 2 hours
Re-inspection	130.00	Minimum; plus the FB Hourly Rate of Building Inspector I, II for each additional hour over 1 hour
Inspections for which no fee is specifically indicated	130.00	Minimum; plus the FB Hourly Rate of Building Inspector I, II for each additional hour over 1 hour
Plan review fee	248.00	Minimum plus consultant cost or 25% of mechanical permit fee whichever is greater
Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed	42.00	Plus consultant cost
Investigations Fees. Whenever any work for which a permit is required under Titles 11, 17, and/or 19 of the City of American Canyon Code has been commenced without the authorization of such permit, a special investigation shall be made before a permit may be issued for such work. The fee for such investigation, which shall be in addition to the permit fee, shall be two times the permit fee.	79.00	Plus 2 times the mechanical permit fee
Building Department Technology Fee		2.5 % of total permit fee
SECTION 6 - PLUMBING		
Plumbing Permit Issuance	42.00	
Issuance for each supplemental permit for which the original permit has not expired, been canceled, or finalized	42.00	
SYSTEM FEE SCHEDULE		
New Construction and Remodeling		
Single and Two-Family	42.00	Plus \$0.12 per sq. ft. (Note: fee for construction work on one and two family dwellings)
Multi-Family	42.00	Plus \$0.08 per sq. ft. (Note: fee for multi-family buildings such as apartments and condominiums having three or more dwelling units constructed at the same time)
All installations and tenant improvements within the shell of a commercial, retail, office, or industrial building shall be based upon 25% of the building permit fee		25% of building permit fee
Minimum Plumbing Permit Fee	61.00	
UNIT FEE SCHEDULE		
Fixtures and vents		
For each plumbing fixture or trap, up to 5	65.00	
For repair or alteration of drainage or vent piping	65.00	
Sewers, disposal systems, and interceptors		
For each building sewer, new or replacement	65.00	
For each private sewage disposal system	130.00	
For each industrial waste pretreatment interceptor	130.00	
Rainwater systems per drain, up to 5	65.00	

User Fee Schedule - Building & Planning

SERVICE / APPLICATION	FEE 2018-19	NOTES
Water piping and water heaters		
For installation, alteration, or repair of water piping or water-treating equipment, or both	65.00	
For each water heater, including vent	61.00	
For vents only	65.00	
Gas piping system		
For each gas piping system, up to 5 outlets	65.00	
For each additional 5 outlets	33.00	
Lawn sprinklers, vacuum breakers and backflow protection devices		
For each lawn sprinkler system on any one meter, including backflow protection devices	65.00	
For atmospheric-type vacuum breakers or backflow protection devices not included in above line		
1 to 5 devices	65.00	
over 5 devices	33.00	
Miscellaneous. For each appliance or piece of equipment regulated by the Plumbing Code but not classed in other appliance categories, or for which no other fee is listed in the code	65.00	
Other Inspections and Fees		
Inspection outside of normal business hours	312.00	Minimum; plus the FB Hourly Rate of Building Inspector I, II for each additional hour over 2 hours
Re-inspection	151.00	Minimum; plus the FB Hourly Rate of Building Inspector I, II for each additional hour over 1 hour
Inspections for which no fee is specifically indicated	151.00	Minimum; plus the FB Hourly Rate of Building Inspector I, II for each additional hour over 1 hour
Plan review fee	248.00	Minimum plus consultant cost or 25% of plumbing permit fee whichever is greater
Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed	42.00	Plus consultant cost
Investigation Fees. Whenever any work for which a permit is required under Titles 11, 17, and/or 19 of the City of American Canyon Code has been commenced without the authorization of such permit, a special investigation shall be made before a permit may be issued for such work. The fee for such investigation, which shall be in addition to the permit fee, shall be two times the permit fee.	79.00	Plus 2 times the plumbing permit fee
Building Department Technology Fee		2.5 % of total permit fee

User Fee Schedule - Building & Planning

SERVICE / APPLICATION	FEE 2018-19	NOTES
SECTION 7 - FEES FOR PERMITS & INSPECTIONS FOR SWIMMING POOLS, HOT TUBS, & SPAS		
General Provisions: Notwithstanding any other provisions in Sections 1 through 10 only the following		
Permit Issuance Fee	42.00	
Building Permits		
1 - 100 square feet	682.00	
101 - 500 square feet	747.00	
501 - 1,000 square feet	812.00	
1,001 - 1,500 square feet	944.00	
1,501 - 3,000 square feet	1,074.00	
Over 3,001 square feet, each additional 500 sq. ft.	43.00	
Plan Check		
1 - 100 square feet	147.00	
101 - 500 square feet	193.00	
501 - 1,000 square feet	237.00	
1,001 - 1,500 square feet	282.00	
1,501 - 3,000 square feet	326.00	
Over 3,001 square feet, each additional 500 sq. ft.	29.00	
Other Inspections and Fees		
Inspection outside of normal business hours	312.00	Minimum; plus the FB Hourly Rate of Building Inspector I, II for each additional hour over 2 hours
Re-inspection	151.00	Minimum; plus the FB Hourly Rate of Building Inspector I, II for each additional hour over 1 hour
Inspections for which no fee is specifically indicated	151.00	Minimum; plus the FB Hourly Rate of Building Inspector I, II for each additional hour over 1 hour
Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed	42.00	Plus consultant cost
Investigation Fees. Whenever any work for which a permit is required under Titles 11, 17, and/or 19 of the City of American Canyon Code has been commenced without the authorization of such permit, a special investigation shall be made before a permit may be issued for such work. The fee for such investigation, which shall be in addition to the permit fee, shall be two times the permit fee.	79.00	Plus 2 times the swimming pool permit fee
SECTION 8 - DEMOLITION PERMIT, FIREWORKS PERMIT, SPECIAL EVENTS PERMIT, AND HISTORIC STRUCTURE PROCESSING FEE		
Demolition Permit	184.00	
Fee to process any demolition permit for a designated historic structure. This fee includes the cost of required publications and legal advertising as set forth in the Title 11, Article 3 of American Canyon Municipal Code	107.00	Plus cost of Sr. Planner's time charging at the FB Hourly Rate
Building Department Technology Fee		2.5 % of total permit fee

User Fee Schedule - Building & Planning

SERVICE / APPLICATION	FEES 2018-19	NOTES
SECTION 9 - PLANNING		
<p>Note: The dollar amounts associated with various permit processing noted in this Section represent an estimate of the cost of processing a specific application type. The fee paid at the application filing time is an initial deposit with actual cost based on time expended by City staff to process an application. Additional deposits may be necessary, depending on the total hours spent on the project by City staff.</p>		
Land Divisions		
Parcel map	3,204.00	A deposit of \$1,225 is required
Tentative subdivision map	7,302.00	A deposit of \$3,000 is required
Lot line adjustment	1,634.00	A deposit of \$600 is required
Lot merger	3,194.00	A deposit of \$1,225 is required
Reversion to acreage map	1,634.00	A deposit of \$600 is required
Map extensions	920.00	Flat fee
Final map review	340.00	A deposit of \$280 is required
Pre-Application	758.00	A deposit of \$280 is required
Planning Approvals		
Design Permit		
Director review	3,309.00	A deposit of \$1,200 is required
Planning Commission review	7,271.00	A deposit of \$3,000 is required
Major Conditional Use Permit	7,271.00	A deposit of \$3,000 is required
Minor Conditional Use Permit	1,841.00	Flat fee
Sign Permit or Program		
Sign Compliance	61.00	Flat fee
Director Review	184.00	Flat fee
Sign Permit - Planning Commission Review	1,779.00	A deposit of \$1,000 is required
Sign Program - Planning Commission Review	2,907.00	A deposit of \$2,000 is required
Temporary sign	55.00	Flat fee
Conditional fence permit	301.00	Flat fee
Variance	1,703.00	A deposit of \$1,000 is required
Minor variation	1,196.00	A deposit of \$800 is required
Minor modification	902.00	A deposit of \$500 is required
Major modification	1,804.00	A deposit of \$1,200 is required
Pre-zoning/ rezoning	3,336.00	A deposit of \$2,000 is required
Zoning ordinance amendment	7,466.00	A deposit of \$4,000 is required
General plan amendment	7,466.00	A deposit of \$4,000 is required
Specific plan		Actual costs
Specific plan amendment	6,693.00	A deposit of \$3,000 is required
Temporary trailer permit	92.00	Flat fee
Temporary use permit	614.00	Flat fee; \$400 for PC and \$100 for over the counter
Home occupation permit	61.00	Flat fee
Zoning Clearance	61.00	Flat fee
Miscellaneous		
Appeal	675.00	Flat fee
Non-conforming use certificate	307.00	Flat fee
Planning plan check (General)	162.00	A deposit of \$100 is required
Special Commission meetings	614.00	Flat fee
Time extensions	429.00	Flat fee

User Fee Schedule - Building & Planning

SERVICE / APPLICATION	FEEES 2018-19	NOTES
Classifications of use	147.00	Flat fee
Planned Community District		
Conceptual Master Plan	25,155.00	A deposit of \$5,000 is required
Development Permit	7,271.00	A deposit of \$2,500 is required
Development Agreement	14,984.00	A deposit of \$6,000 is required
Environmental Review (Note: The Community Development Director will evaluate all permit applications for compliance with the California Environmental Quality Act. The initial determination may be revised during the review of the application. Prior to final action by the City, the applicant shall pay any additional applicable fees required for conformance with the California Environmental Quality Act.)		
Environmental Review - Categorical Exemption	123.00	Flat fee plus County Clerk Fee of \$50
Initial Study (if performed in house)	12,953.00	A deposit of \$2,500 is required
CEQA Document Administration and Review	7,195.00	Or 20% of contract amount, whichever is greater
Mitigation Monitoring	1,360.00	A deposit of \$1,000 is required
Processing Second Unit Planning Application - Flat Fee	129.00	
Fees To Be Collected On The Behalf of Public Works Department		
Residential Building Permit	217.00	Prev. app'd & sub'd
Residential Building Permit	416.00	New (infill)
Building Permit	267.00	Minor (pools, etc.)
Building Permit	212.00	Addition
Building Permit	98.00	Tenant improvement - fee only
Building Permit	301.00	Tenant improvement - civil improvement
Environmental Review	936.00	Mitigation measures
Use Permits	936.00	
Design Permits	714.00	
Tent. Map	1,725.00	
Final Map		Actual Cost. If the City elects to use consultant service, the applicant shall pay the consultant service cost plus 15% of the estimated improvement cost for administrative services. Also a deposit equals to 5% of the estimated improvement costs may be required
Special Event Permits	977.00	
Demolition Permits	558.00	
Land Divisions		Actual Cost. If the City elects to use consultant service, the applicant shall pay the consultant service cost plus 15% of the estimated improvement cost for administrative services. Also a deposit equals to 5% of the estimated improvement costs may be required
Sign Permits	301.00	
Conditional fence Permits	301.00	
Variance	763.00	
Pre-zoning/re-zoning	1,529.00	
General Plan Amendment	3,768.00	
Specific Plan	3,768.00	
Development Agreement	2,253.00	

¹ Tables 1, 2, 3, and 4 • ² Master Fee Schedule, City of American Canyon • ³ Fees recommended by staff for adoption

NOTES:

FB Hourly Rate indicates that the service is charged based on the FB Hourly Rate of the position rendered the service.

Actual cost indicates that the service is charged based on the actual costs, including labor and materials expenses, to the City to render the service.

Passport Services added to User Fee schedule in 2015.

User Fee Schedule - Building & Planning

SERVICE / APPLICATION	FEES 2018-19	NOTES
SECTION 10 - PROCEDURE FOR COST RECOVERY		
<p>The City Council of the City of American Canyon has determined that the costs associated with processing major private development applications should not be borne by the community. All direct and indirect costs associated with processing major private development proposals or privately initiated annexations, Specific Plans, General Plan and Zoning Amendments or similar application shall be paid by the applicant. It is recognized that the City of American Canyon staffing levels may not be adequate to process these private applications in a timely manner. The use of outside consultants to either augment City Staff for the processing and review of major development proposals or to prepare required special studies such as Environmental Impact Reports is in the best interest of the city and the applicant. The cost of these consultants shall be the responsibility of the applicant.</p> <p>In order to ensure a consistent and equitable approach to facilitating the review and processing of private development applications by outside consultants, the City Council of the City of American Canyon has adopted the procedures outlined below. In its simplest terms, this program involves the use of consultants to serve as support for City staff. Therefore, the relationship between the consultant and the project proponent shall be as if the consultant were in fact City Staff, notwithstanding the fact that the applicant is funding the consultant services. In order to ensure that the consultant and the applicant maintain an arms length relationship, the consultant will take direction from the City Manager, Community Development Director or Public Works Director as may be appropriate. Any contact between the applicant and consultant shall be subject to prior approval by City staff.</p> <p>The following procedures are to be considered guidelines and may be adjusted as necessary and appropriate, based upon any individual proposal, current staffing levels, and the nature and extent of other pending applications and projects.</p>		
1. Applicant enters into discussions with city Staff regarding a development proposal. Applicant attends Pre-Application meeting with Planning and various departments.		
2. Staff will identify the discretionary permits, environmental review, and any other requirements necessary to process the application.		
3. City Staff will estimate the time and resources necessary to process the applications within a reasonable time frame.		
4. When necessary to meet reasonable processing time frames, outside consultants will be used to augment City Staff. If the city elects to use consultant services, the applicant shall pay the related City expenses including consultant costs plus overhead %.		
5. Prior to the commencement of any work effort to process an application, the applicant shall agree to fully fund City Staff and outside consultants to facilitate the processing of development application.		
6. The applicant will deposit the total deposit required for cumulative permits prior to Staff deeming the application complete and processing the applications. The Community Development Director may reduce the initial deposit amount.		
7. The City will maintain records of the amount of time and any funds spent on the processing, and use the deposit to reimburse the City General Fund and pay the consultant. The applicant is entitled to receive monthly statements detailing the amount drawn based upon time and expenses and the remaining balance upon request.		
8. In the event additional funds are needed to complete the processing, the additional estimated amount shall be deposited prior to additional time or resources being expended on the processing.		
Preliminary Environmental Review:		
For those projects that are either exempt by Statute (Section 15260 of CEQA) or categorically Exempt (Section 15300), Staff will prepare a Notice of Exemption and file it with the County Clerk within 10 days of project approval only if the applicant requests.		
For those projects which are subject to environmental review under the provisions of the California Environmental Quality Act, City Staff will contract with a consultant to prepare an Initial Study checklist to identify potentially significant impacts to the environment. In the event a Negative Declaration or Mitigated Negative Declaration is appropriate, Staff will circulate the documents in accordance with State law. If the City approves the project, City Staff will file a Notice of Determination (NOD) and any supporting documents with the County Clerk and/or State Clearing House within 5 working days of the approval. The applicant is responsible for submitting the fees required by the State Department of Fish and Game and the County Clerk for filing the Notice of Determination or Notice of completion to the City within 3 working days of the approval, or staff shall NOT be obligated to file the Notice.		
Environmental Review:		
The Initial Study will serve as the basis for preparing an adequate CEQA document, including a Negative Declaration (NegDec), Mitigated Negative Declaration (MND), Focused Environmental Impact Report or an Environmental Impact Report (EIR). All such documents for private projects shall be prepared by qualified consultants retained by the city at the applicant's expense unless otherwise approved by the community Development Director.		
A Request for Proposal (RFP) for the preparation of the Initial Study and environmental document, preparation and distribution of all notices, and preparing responses to comments will be distributed to one or more qualified consultants. City Staff will review the proposal submitted and determine the best qualified consultant.		
The City Manager may enter into a contract for Professional Services with the consultant(s) selected. The applicant shall remit the total contract amount plus the standard city overhead fee and required Fish and Game fees in advance of the consultant(s) receiving authorization to proceed.		
The primary consultant may retain sub-consultants such as Geotechnical Engineers, Traffic Engineers, or other specialists to address aspects of the proposal. Sub-consultant work shall be peer-reviewed as necessary. The costs for sub-consultants and peer review shall be included in the contract amount.		
Each Consulting Services contract shall identify each task and work product to be performed, and the cost for each shall be clearly identified. In the event any task is not performed by the consultant or is subsequently deemed unnecessary, the applicant shall be reimbursed for tasks not performed upon completion of the processing		

Parks & Recreation Fee Schedule

SCHEDULE OF RENTAL FEES

Commercial use of any facility will result in the addition of a 24% surcharge to Rental Fees.

COMMUNITY CENTER AND GYM

Facility can hold up to 300 people for a sit down dinner. This facility does not have a kitchen.

COMMUNITY CENTER AND GYM		CONFERENCE ROOM	
Resident	\$52 per hour	Resident	\$32 per hour
Non-Resident	\$65 per hour	Non-Resident	\$40 per hour
Non-Profit Organization	\$39 per hour	Non-Profit Organization	\$25 per hour
Non-Resident, Non-Profit Organization	\$58.50 per hour	Non-Resident, Non-Profit Organization	\$36 per hour
Deposit	\$250	Deposit	\$150
Deposit (Sports)	\$150		

COMMUNITY CENTER STAGE ONLY		AQUATIC CENTER	
Resident	\$52 per hour	Resident	\$72 per hour
Non-Resident	\$65 per hour	Non-Resident	\$90 per hour
Non-Profit Organization	\$39 per hour	Non-Profit Organization	\$54 per hour
Non-Resident, Non-Profit Organization	\$58.50 per hour	Non-Resident, Non-Profit Organization	\$81 per hour
Deposit	\$250	Deposit	\$75
Deposit (Sports)	150	<i>Surcharge of \$20 per hour for rentals with more than 75 participants</i>	

RECREATION CENTER

Maximum legal capacity is 67 people. Facility has a small kitchen. A minimum of two hours is required for all rentals.

RECREATION CENTER			
Resident	\$25 per hour	Non-Profit Organization	\$20 per hour
Resident	\$200 up to 10 hours	Non-Profit Organization	\$150 up to 10 hours
Non-Resident	\$35 per hour	Non-Resident, Non-Profit Organization	\$30 per hour
Non-Resident	\$300 up to 10 hours	Non-Resident, Non-Profit Organization	\$250 up to 10 hours
Deposit	\$150		

Parks & Recreation Fee Schedule

SENIOR MULTI-USE CENTER

The Senior Multi-Use Center provides a location for Senior programs and services. When not in use for those purposes, the Center is used by the City for meetings, activities, classes, and programs that serve the community.

ASSEMBLY ROOM Monday through Friday		ASSEMBLY ROOM Saturday and Sunday	
Resident	\$50 per hour	Resident	\$65 per hour
Non-Resident	\$85 per hour	Non-Resident	\$102 per hour
Deposit	\$250	Deposit	\$250
MULTI-USE ROOM Monday through Friday		MULTI-USE ROOM Saturday and Sunday	
Resident	\$30 per hour	Resident	\$35 per hour
Non-Resident	\$62 per hour	Non-Resident	\$68 per hour
Deposit	\$150	Deposit	\$150
ADDITIONAL FEES			
Commercial Use	25% add'l surcharge	Building Monitor Fee	\$14 per hour

PICNIC AREAS, BALLFIELDS, AND COURT RESERVATIONS

A minimum of 2 hours is required for all rentals.

PICNIC AREAS Areas with 3 or more tables		PICNIC AREAS Areas with only 1 or 2 tables	
Resident	\$10 per hour	Resident	\$5 per hour
Non-Resident	\$30 per hour	Non-Resident	\$15 per hour
Non-Profit Organization	\$7.50 per hour	Non-Profit Organization	\$5 per hour
Non-Resident, Non-Profit Organization	\$20 per hour	Non-Resident, Non-Profit Organization	\$10 per hour
Deposit (Community Park / Restroom Key)	\$50		
BALLFIELDS AND SOCCER FIELDS		BASKETBALL AND TENNIS COURTS	
Resident	\$15 per hour	Resident	\$10 per hour
Non-Resident	\$25 per hour	Non-Resident	\$20 per hour
Non-Profit Organization	\$10 per hour	Non-Profit Organization	\$7.50 per hour
Non-Resident, Non-Profit Organization	\$20 per hour	Non-Resident, Non-Profit Organization	\$15 per hour

Utility Rate Schedule *Effective January 2018*

Customer Category	INSIDE THE CITY		OUTSIDE THE CITY	
	Volume Charge per Unit	Monthly Meter Charge	Volume Charge per Unit	Monthly Meter Charge
<i>Single-Family Residential</i>				
Tier 1 (0-8 units*)	\$3.33	\$6.40	\$4.66	\$8.96
Tier 2 (9-20 units*)	\$4.25	\$6.40	\$5.95	\$8.96
Tier 3 (20+ units*)	\$4.54	\$6.40	\$6.36	\$8.96
*1 unit = 748 gallons; the average household uses 14 units per month				
<i>Multi-Family, Commercial and Landscape</i>				
< 1" meter	\$3.87	\$6.40	\$5.42	\$8.96
1" meter (residential)	\$3.87	\$6.40	\$5.42	\$8.96
1" meter (commercial)	\$3.87	\$10.70	\$5.42	\$14.98
1½ " meter	\$3.87	\$21.38	\$5.42	\$29.93
2" meter	\$3.87	\$34.21	\$5.42	\$47.89
3" meter	\$3.87	\$68.42	\$5.42	\$95.79
4" meter	\$3.87	\$106.91	\$5.42	\$149.68
6" meter	\$3.87	\$213.82	\$5.42	\$299.35
8" meter	\$3.87	\$342.14	\$5.42	\$478.99
<i>Private Fire Protection</i>	\$1.94	\$3.20	\$2.71	\$4.48
<i>Temporary Hydrant Meters</i>	\$5.42	\$95.79		

Utility Rate Schedule *Effective January 2018*

Customer Category	INSIDE THE CITY		OUTSIDE THE CITY	
	Volume Charge per Unit	Monthly Meter Charge	Volume Charge per Unit	Monthly Meter Charge
<i>Raw Water</i>				
1" meter	\$1.87	\$10.70		
2" meter	\$1.87	\$34.21		
4" meter	\$1.87	\$106.91		
6" meter	\$1.87	\$213.82		
<i>Recycled Water</i>	By contract			
<i>Commercial Sewer Rate</i>	Greater of \$53.15 or \$4.75 per unit			
Single-Family Residential	Flat Rate	January to March - Average Usage**		
<i>Low Winter Water Use</i>	\$49.91	4 units or less per month		
<i>Average Winter Water Use</i>	\$53.15	4.1 – 13 units per month		
<i>High Winter Water Use</i>	\$55.06	13.01 units and above per month		
Multi-Family Residential	\$39.86 per dwelling unit	-		

** Sewer rates are set according to the average monthly usage for January to March of the previous calendar year. New customers are charged per average winter usage and rates are adjusted the following year if applicable.

Utility Rate Schedule *Effective January 2019*

Customer Category	Volume Charge per Unit	Monthly Meter Charge
<i>Single-Family Residential</i>		
Tier 1 (0-10 units*)	\$6.07	\$6.82
Tier 2 (>10 units*)	\$6.65	\$6.82
*1 unit = 748 gallons; the average household uses 10 units per month		
<i>Multi-Family, Commercial and Landscape</i>		
< 1" meter	\$6.24	\$6.82
1" meter (residential)	\$6.24	\$6.82
1" meter (commercial)	\$6.24	\$11.41
1½ " meter	\$6.24	\$22.80
2" meter	\$6.24	\$36.47
3" meter	\$6.24	\$72.95
4" meter	\$6.24	\$113.99
6" meter	\$6.24	\$227.98
8" meter	\$6.24	\$364.79
<i>Private Fire Protection</i>	\$3.12	\$3.41
<i>Temporary Hydrant Meters</i>	\$6.24	\$72.95

Utility Rate Schedule *Effective January 2019*

Customer Category	Volume Charge per Unit	Monthly Meter Charge
<i>Raw Water</i>		
1" meter	\$3.06	\$11.41
2" meter	\$3.06	\$36.47
4" meter	\$3.06	\$113.99
6" meter	\$3.06	\$227.98
<i>Recycled Water</i>	By contract	
<i>Commercial Sewer Rate</i>	N/A	

Single-Family Residential	Flat Rate	January to March - Average Usage**
<i>Low Winter Water Use</i>	N/A	4 units or less per month
<i>Average Winter Water Use</i>	N/A	4.1 – 13 units per month
<i>High Winter Water Use</i>	N/A	13.01 units and above per month
Multi-Family Residential	N/A	-

** Sewer rates are set according to the average monthly usage for January to March of the previous calendar year. New customers are charged per average winter usage and rates are adjusted the following year if applicable.

Business License Fee Schedule

BUSINESS LICENSE FEE SCHEDULE			
GROSS RECEIPTS RANGE	CLASS A	CLASS B	CLASS C
0 - 10,000	-	-	-
10,001 - 25,000	20	24	28
25,001 - 50,000	25	30	36
50,001 - 100,000	30	36	43
100,001 - 250,000	46	55	66
250,001 - 500,000	76	90	108
500,001 - 750,000	114	135	162
750,001 - 1,000,000	150	180	216
1,000,001 - 2,000,000	400	500	600
2,000,001 - 3,000,000	500	625	750
3,000,001 - 4,000,000	600	750	900
4,000,001 - 5,000,000	700	875	1,050
5,000,001 - 10,000,000	1,000	1,250	1,500
10,000,001 and up	1,500	1,875	2,250

BUSINESS CLASSIFICATIONS
CLASS A Automobile Repair & Services Laundry, Dry Cleaning, & Garment Services Manufacturing, Retail Trade, Wholesale Trade
CLASS B Amusement & Recreation Services (including motion pictures), Architectural Services, Automotive Sales, Barbers & Hairstylists, Beauty Shops, Engineering Services, Landscaping & Horticultural Services, Operators/Renters/Lessors of Commercial Property, Services to Buildings, Hotels & Motels <i>All other persons engaged in business not specially listed elsewhere</i>
CLASS C Accounting & Bookkeeping Services, Insurance Brokers & Services, Management & Public Relations Services, Real Estate Agents, Broker & Managers, Financial Services, Legal Services, Medical & Health Services

FLAT RATES			
CATEGORY	RATE	CATEGORY	RATE
Transportation Services	-	Sound Trucks (per truck)	\$200/yr or \$50/day
Vehicle up to 1/2 ton	\$15 per vehicle	Klieg Lights (per light)	\$150/yr or \$15/day
1/2 Ton up to 2 ton	\$25 per vehicle	Apartments (residential units of 4 or more)	\$12/unit
2 ton to 3 ton	\$50 per vehicle	Mobile Home, Trailer, or RV Park	\$12/space
Over 3 tons	\$75 per vehicle	Sales Representatives	\$25/yr
Advertising Billboards	\$100 per sign	Peddlers & Solicitors, Principal	\$200/yr
Distributing Handbills	\$100/yr or \$50/mo or \$25/day	Each additional peddler	\$10/qtr
Auctioneers	\$250/yr or \$25/day	Taxicab Operators	\$60 + \$25/vehicle
Carnivals, fairs	\$200 + \$150/day	Card Tables	\$150/table
Over 10 concessions	\$30 + \$20/day	Additional Branch or Type of Business	\$3 each
Circuses	\$200/day		
Contractors (Primary CSLB Class A or B)	\$100/full yr or \$50/6 mo		
Specialty Contractors (Primary CSLB C or D)	\$50/full yr or \$25/6mo		

Business License Application Fee \$25
Non-refundable

Home Occupation Permit Fee \$60

Zoning Clearance Fee
Commercial Applicants Only - Non-refundable

CASp Fee \$4
State mandated and non-refundable

For businesses not listed, please call the Finance Department at (707) 647-4354.

Salary Schedule

2018/2019 Salary Schedule Effective July 1, 2018

			A	B	C	D	E
4301	Accountant	Hourly	34.31	36.03	37.83	39.72	41.71
		Biweekly	2,745	2,882	3,026	3,178	3,337
		Monthly	5,947	6,245	6,557	6,885	7,230
		Annually	71,365	74,942	78,686	82,618	86,757
4402	Accounting Assistant I	Hourly	21.23	22.29	23.40	24.57	25.80
		Biweekly	1,698	1,783	1,872	1,966	2,064
		Monthly	3,680	3,864	4,056	4,259	4,472
		Annually	44,158	46,363	48,672	51,106	53,664
4403	Accounting Assistant II	Hourly	23.35	24.52	25.75	27.04	28.39
		Biweekly	1,868	1,962	2,060	2,163	2,271
		Monthly	4,047	4,250	4,463	4,687	4,921
		Annually	48,568	51,002	53,560	56,243	59,051
4404	Accounting Assistant III	Hourly	25.70	26.99	28.34	29.76	31.25
		Biweekly	2,056	2,159	2,267	2,381	2,500
		Monthly	4,455	4,678	4,912	5,158	5,417
		Annually	53,456	56,139	58,947	61,901	65,000
4405-3405	Accounting Technician (General & Confidential)	Hourly	28.26	29.67	31.15	32.71	34.35
		Biweekly	2,261	2,374	2,492	2,617	2,748
		Monthly	4,898	5,143	5,399	5,670	5,954
		Annually	58,781	61,714	64,792	68,037	71,448
4706-3706	Administrative Assistant (General & Confidential)	Hourly	26.66	27.99	29.39	30.86	32.40
		Biweekly	2,133	2,239	2,351	2,469	2,592
		Monthly	4,621	4,852	5,094	5,349	5,616
		Annually	55,453	58,219	61,131	64,189	67,392
4707	Administrative Clerk I	Hourly	19.16	20.12	21.13	22.19	23.30
		Biweekly	1,533	1,610	1,690	1,775	1,864
		Monthly	3,321	3,488	3,663	3,846	4,039
		Annually	39,853	41,850	43,950	46,155	48,464

Salary Schedule

2018/2019 Salary Schedule Effective July 1, 2018

			A	B	C	D	E
4708	Administrative Clerk II	Hourly	21.07	22.12	23.23	24.39	25.61
		Biweekly	1,686	1,770	1,858	1,951	2,049
		Monthly	3,652	3,834	4,027	4,228	4,439
		Annually	43,826	46,010	48,318	50,731	53,269
4709	Administrative Clerk III	Hourly	23.19	24.35	25.57	26.85	28.19
		Biweekly	1,855	1,948	2,046	2,148	2,255
		Monthly	4,020	4,221	4,432	4,654	4,886
		Annually	48,235	50,648	53,186	55,848	58,635
1005	Administrative Services Director At-will Manager in Band M2	Hourly	51.45		64.31		77.17
		Biweekly	4,116		5,145		6,174
		Monthly	8,918		11,147		13,376
		Annually	107,016		133,765		160,514
4210	Aquatics Supervisor	Hourly	29.42	30.89	32.43	34.05	35.75
		Biweekly	2,354	2,471	2,594	2,724	2,860
		Monthly	5,100	5,354	5,621	5,902	6,197
		Annually	61,194	64,251	67,454	70,824	74,360
4312	Assistant Planner	Hourly	34.20	35.91	37.71	39.60	41.58
		Biweekly	2,736	2,873	3,017	3,168	3,326
		Monthly	5,928	6,224	6,536	6,864	7,207
		Annually	71,136	74,693	78,437	82,368	86,486
4314	Associate Planner	Hourly	37.60	39.48	41.45	43.52	45.70
		Biweekly	3,008	3,158	3,316	3,482	3,656
		Monthly	6,517	6,843	7,185	7,544	7,921
		Annually	78,208	82,118	86,216	90,522	95,056
4415	Building Inspector I	Hourly	31.85	33.44	35.11	36.87	38.71
		Biweekly	2,548	2,675	2,809	2,950	3,097
		Monthly	5,521	5,796	6,086	6,391	6,710
		Annually	66,248	69,555	73,029	76,690	80,517

Salary Schedule

2018/2019 Salary Schedule Effective July 1, 2018

		A	B	C	D	E	
4416	Building Inspector II	Hourly	35.04	36.79	38.63	40.56	42.59
		Biweekly	2,803	2,943	3,090	3,245	3,407
		Monthly	6,074	6,377	6,696	7,030	7,382
		Annually	72,883	76,523	80,350	84,365	88,587
4917	Building Maintenance Worker	Hourly	27.67	29.05	30.50	32.03	33.63
		Biweekly	2,214	2,324	2,440	2,562	2,690
		Monthly	4,796	5,035	5,287	5,552	5,829
		Annually	57,554	60,424	63,440	66,622	69,950
5601	Bus Driver (Part-time)	Hourly	18.57	19.49	20.47	21.49	22.56
4318	Capital Projects Coordinator	Hourly	39.84	41.83	43.92	46.12	48.43
		Biweekly	3,187	3,346	3,514	3,690	3,874
		Monthly	6,906	7,251	7,613	7,994	8,395
		Annually	82,867	87,006	91,354	95,930	100,734
5602	Cashier (Seasonal)	Hourly	11.00	11.55	12.13	12.74	13.38
2201	Chief Building Official	Hourly	48.96	51.41	53.98	56.68	59.51
		Biweekly	3,917	4,113	4,318	4,534	4,761
		Monthly	8,486	8,911	9,357	9,825	10,315
		Annually	101,837	106,933	112,278	117,894	123,781
6305	City Clerk	Hourly	43.24	45.40	47.67	50.05	52.55
		Biweekly	3,459	3,632	3,814	4,004	4,204
		Monthly	7,495	7,869	8,263	8,675	9,109
		Annually	89,939	94,432	99,154	104,104	109,304
1001	City Council City Manager	Monthly					315
		Hourly					97.39
		Biweekly					7,791
		Monthly					16,881
		Annually					202,571.30

Salary Schedule

2018/2019 Salary Schedule Effective July 1, 2018

			A	B	C	D	E
4323	Civil Engineer I	Hourly	33.70	35.39	37.16	39.02	40.97
		Biweekly	2,696	2,831	2,973	3,122	3,278
		Monthly	5,841	6,134	6,441	6,764	7,102
		Annually	70,096	73,611	77,293	81,162	85,218
4311	Civil Engineer II	Hourly	39.84	41.83	43.92	46.12	48.43
		Biweekly	3,187	3,346	3,514	3,690	3,874
		Monthly	6,906	7,251	7,613	7,994	8,395
		Annually	82,867	87,006	91,354	95,930	100,734
4313	Civil Engineer III	Hourly	43.83	46.02	48.32	50.74	53.28
		Biweekly	3,506	3,682	3,866	4,059	4,262
		Monthly	7,597	7,977	8,376	8,795	9,235
		Annually	91,166	95,722	100,506	105,539	110,822
4422 Class will be obsolete once there are no incumbents No more hires in this class after 9-2010	Civil Engineering Technician	Hourly	36.13	37.94	39.84	41.83	43.92
		Biweekly	2,890	3,035	3,187	3,346	3,514
		Monthly	6,263	6,576	6,906	7,251	7,613
		Annually	75,150	78,915	82,867	87,006	91,354
4419	Code Enforcement Officer	Hourly	29.86	31.35	32.92	34.57	36.30
		Biweekly	2,389	2,508	2,634	2,766	2,904
		Monthly	5,176	5,434	5,706	5,992	6,292
		Annually	62,109	65,208	68,474	71,906	75,504
1006	Community Development Director At-will Manager in Band M1	Hourly	58.16		72.70		87.24
		Biweekly	4,653		5,816		6,979
		Monthly	10,081		12,601		15,122
		Annually	120,973		151,216		181,459
5403	Construction Management Aide At Will/ Temporary/ Seasonal	Hourly	29.73	31.22	32.78	34.42	36.14

Salary Schedule

2018/2019 Salary Schedule Effective July 1, 2018

			A	B	C	D	E
4720	Deputy City Clerk	Hourly	30.51	32.04	33.64	35.32	37.09
		Biweekly	2,441	2,563	2,691	2,826	2,967
		Monthly	5,288	5,554	5,831	6,122	6,429
		Annually	63,461	66,643	69,971	73,466	77,147
			Minimum		Control Pt.		Maximum
1008	Deputy Public Works Director At-will Manager in Band M3	Hourly	46.46		58.07		69.68
		Biweekly	3,717		4,646		5,574
		Monthly	8,053		10,066		12,078
		Annually	96,637		120,786		144,934
2309	Development Services Engineer	Hourly	45.07	47.32	49.69	52.17	54.78
		Biweekly	3,606	3,786	3,975	4,174	4,382
		Monthly	7,812	8,202	8,613	9,043	9,495
		Annually	93,746	98,426	103,355	108,514	113,942
4441	Engineering Technician	Hourly	30.62	32.15	33.76	35.45	37.22
		Biweekly	2,450	2,572	2,701	2,836	2,978
		Monthly	5,308	5,573	5,852	6,145	6,452
		Annually	63,690	66,872	70,221	73,736	77,418
22011	Environmental Services Manager	Hourly	50.42	52.94	55.59	58.37	61.29
		Biweekly	4,034	4,235	4,447	4,670	4,903
		Monthly	8,740	9,176	9,636	10,118	10,624
		Annually	104,874	110,115	115,627	121,410	127,483
4438	Environmental Specialist I	Hourly	28.19	29.60	31.08	32.63	34.26
		Biweekly	2,255	2,368	2,486	2,610	2,741
		Monthly	4,886	5,131	5,387	5,656	5,938
		Annually	58,635	61,568	64,646	67,870	71,261
4425	Enviromental Specialist II	Hourly	30.92	32.47	34.09	35.79	37.58
		Biweekly	2,474	2,598	2,727	2,863	3,006
		Monthly	5,360	5,628	5,909	6,204	6,514
		Annually	64,314	67,538	70,907	74,443	78,166

Salary Schedule

2018/2019 Salary Schedule Effective July 1, 2018

			A	B	C	D	E
4439	Environmental Specialist III	Hourly	33.65	35.33	37.10	38.96	40.91
		Biweekly	2,692	2,826	2,968	3,117	3,273
		Monthly	5,833	6,124	6,431	6,753	7,091
		Annually	69,992	73,486	77,168	81,037	85,093
			Minimum		Control Pt.		Maximum
1004	Finance Director At-will Manager in Band M2	Hourly	51.45		64.31		77.17
		Biweekly	4,116		5,145		6,174
		Monthly	8,918		11,147		13,376
		Annually	107,016		133,765		160,514
6208	Finance Manager	Hourly	45.16	47.42	49.79	52.28	54.89
		Biweekly	3,613	3,794	3,983	4,182	4,391
		Monthly	7,828	8,220	8,630	9,062	9,514
		Annually	93,933	98,634	103,563	108,742	114,171
3102	Fire Executive Assistant/ Office Administrator	Hourly	31.08	32.63	34.26	35.97	37.77
		Biweekly	2,486	2,610	2,741	2,878	3,022
		Monthly	5,387	5,656	5,938	6,235	6,547
		Annually	64,646	67,870	71,261	74,818	78,562
3101	Human Resources Assistant	Hourly	28.26	29.67	31.15	32.71	34.35
		Biweekly	2,261	2,374	2,492	2,617	2,748
		Monthly	4,898	5,143	5,399	5,670	5,954
		Annually	58,781	61,714	64,792	68,037	71,448
2302	Information Systems Officer	Hourly	39.34	41.31	43.38	45.55	47.83
		Biweekly	3,147	3,305	3,470	3,644	3,826
		Monthly	6,819	7,160	7,519	7,895	8,291
		Annually	81,827	85,925	90,230	94,744	99,486
4324	Lab Analyst	Hourly	36.98	38.83	40.77	42.81	44.95
		Biweekly	2,958	3,106	3,262	3,425	3,596
		Monthly	6,410	6,731	7,067	7,420	7,791
		Annually	76,918	80,766	84,802	89,045	93,496

Salary Schedule

2018/2019 Salary Schedule Effective July 1, 2018

			A	B	C	D	E
5607	Lifeguard (Temp)	Hourly	11.55	12.13	12.74	13.38	14.05
5605	Lifeguard (WSI) (Temp)	Hourly	11.84	12.43	13.05	13.70	14.39
2210	Maintenance Supervisor	Hourly	35.01	36.76	38.60	40.53	42.56
		Biweekly	2,801	2,941	3,088	3,242	3,405
		Monthly	6,068	6,372	6,691	7,025	7,377
		Annually	72,821	76,461	80,288	84,302	88,525
4927	Maintenance Worker I	Hourly	22.88	24.02	25.22	26.48	27.80
		Biweekly	1,830	1,922	2,018	2,118	2,224
		Monthly	3,966	4,164	4,372	4,590	4,819
		Annually	47,590	49,962	52,458	55,078	57,824
4928	Maintenance Worker II	Hourly	25.15	26.41	27.73	29.12	30.58
		Biweekly	2,012	2,113	2,218	2,330	2,446
		Monthly	4,359	4,578	4,807	5,048	5,301
		Annually	52,312	54,933	57,678	60,570	63,606
4929	Maintenance Worker III	Hourly	27.67	29.05	30.50	32.03	33.63
		Biweekly	2,214	2,324	2,440	2,562	2,690
		Monthly	4,796	5,035	5,287	5,552	5,829
		Annually	57,554	60,424	63,440	66,622	69,950
5609	Management Aide (At Will /Temp)	Hourly	Minimum 34.00		Maximum 150.00		
6303	Management Analyst I	Hourly	37.60	39.48	41.45	43.52	45.70
		Biweekly	3,008	3,158	3,316	3,482	3,656
		Monthly	6,517	6,843	7,185	7,544	7,921
		Annually	78,208	82,118	86,216	90,522	95,056

Salary Schedule

2018/2019 Salary Schedule Effective July 1, 2018

			A	B	C	D	E
6304	Management Analyst II	Hourly	43.24	45.40	47.67	50.05	52.55
		Biweekly	3,459	3,632	3,814	4,004	4,204
		Monthly	7,495	7,869	8,263	8,675	9,109
		Annually	89,939	94,432	99,154	104,104	109,304
4831	Mechanic	Hourly	30.54	32.07	33.67	35.35	37.12
		Biweekly	2,443	2,566	2,694	2,828	2,970
		Monthly	5,294	5,559	5,836	6,127	6,434
		Annually	63,523	66,706	70,034	73,528	77,210
5101	Office Assistant (Seasonal)	Hourly	13.20	13.86	14.55	15.28	16.04
4442	Parks and Open Space Project Coordinator	Hourly	27.66	29.04	30.49	32.01	33.61
		Biweekly	2,213	2,323	2,439	2,561	2,689
		Monthly	4,794	5,034	5,285	5,548	5,826
		Annually	57,533	60,403	63,419	66,581	69,909
1003	Parks and Recreation Director At-will Manager in Band M2	Hourly	51.45		64.31		77.17
		Biweekly	4,116		5,145		6,174
		Monthly	8,918		11,147		13,376
		Annually	107,016		133,765		160,514
4440	Permit Technician	Hourly	27.52	28.90	30.35	31.87	33.46
		Biweekly	2,202	2,312	2,428	2,550	2,677
		Monthly	4,770	5,009	5,261	5,524	5,800
		Annually	57,242	60,112	63,128	66,290	69,597
4833	Plant Maintenance Mechanic I	Hourly	27.63	29.01	30.46	31.98	33.58
		Biweekly	2,210	2,321	2,437	2,558	2,686
		Monthly	4,789	5,028	5,280	5,543	5,821
		Annually	57,470	60,341	63,357	66,518	69,846

Salary Schedule

2018/2019 Salary Schedule Effective July 1, 2018

			A	B	C	D	E
4832	Plant Maintenance Mechanic II	Hourly	33.56	35.24	37.00	38.85	40.79
		Biweekly	2,685	2,819	2,960	3,108	3,263
		Monthly	5,817	6,108	6,413	6,734	7,070
		Annually	69,805	73,299	76,960	80,808	84,843
5402	Plant Operator Apprentice (Temp)	Hourly					23.14
4435	Plant Operator I	Hourly	30.56	32.09	33.69	35.37	37.14
		Biweekly	2,445	2,567	2,695	2,830	2,972
		Monthly	5,297	5,562	5,840	6,132	6,439
		Annually	63,565	66,743	70,080	73,584	77,263
4436	Plant Operator II	Hourly	33.61	35.29	37.05	38.90	40.85
		Biweekly	2,689	2,823	2,964	3,112	3,268
		Monthly	5,826	6,117	6,422	6,743	7,081
		Annually	69,909	73,403	77,064	80,912	84,968
4437	Plant Operator III	Hourly	36.98	38.83	40.77	42.81	44.95
		Biweekly	2,958	3,106	3,262	3,425	3,596
		Monthly	6,410	6,731	7,067	7,420	7,791
		Annually	76,918	80,766	84,802	89,045	93,496
4732	Police Technician	Hourly	24.53	25.76	27.05	28.40	29.82
		Biweekly	1,962	2,060	2,163	2,271	2,385
		Monthly	4,252	4,465	4,688	4,922	5,168
		Annually	51,022	53,573	56,252	59,065	62,018
5603	Program Coord. (Seasonal)	Hourly	16.60	17.43	18.30	19.22	20.18
1007	Public Works Director At-will Manager in Band M1		Minimum		Control Pt.		Maximum
		Hourly	58.16		72.70		87.24
		Biweekly	4,653		5,816		6,979
		Monthly	10,081		12,601		15,122
		Annually		120,973		151,216	181,459

Salary Schedule

2018/2019 Salary Schedule Effective July 1, 2018

			A	B	C	D	E
2204	Public Works Superintendent	Hourly	48.96	51.41	53.98	56.68	59.51
		Biweekly	3,917	4,113	4,318	4,534	4,761
		Monthly	8,486	8,911	9,357	9,825	10,315
		Annually	101,837	106,933	112,278	117,894	123,781
4608	Recreation Coordinator	Hourly	26.34	27.66	29.04	30.49	32.01
		Biweekly	2,107	2,213	2,323	2,439	2,561
		Monthly	4,566	4,794	5,034	5,285	5,548
		Annually	54,787	57,533	60,403	63,419	66,581
5604	Recreation Leader (Seasonal)	Hourly	11.00	11.55	12.13	12.74	13.38
2212	Recreation Manager	Hourly	35.62	37.40	39.27	41.23	43.29
		Biweekly	2,850	2,992	3,142	3,298	3,463
		Monthly	6,174	6,483	6,807	7,147	7,504
		Annually	74,090	77,792	81,682	85,758	90,043
4634	Senior Bus Driver	Hourly	24.15	25.36	26.63	27.96	29.36
		Biweekly	1,932	2,029	2,130	2,237	2,349
		Monthly	4,186	4,396	4,616	4,846	5,089
		Annually	50,232	52,749	55,390	58,157	61,069
2205	Senior Civil Engineer	Hourly	50.41	52.93	55.58	58.36	61.28
		Biweekly	4,033	4,234	4,446	4,669	4,902
		Monthly	8,738	9,175	9,634	10,116	10,622
		Annually	104,853	110,094	115,606	121,389	127,462
5608	Senior Lifeguard (WSI) (Temp)	Hourly	13.28	13.94	14.64	15.37	16.14
4930	Senior Maintenance Worker	Hourly	30.44	31.96	33.56	35.24	37.00
		Biweekly	2,435	2,557	2,685	2,819	2,960
		Monthly	5,276	5,540	5,817	6,108	6,413
		Annually	63,315	66,477	69,805	73,299	76,960

Salary Schedule

2018/2019 Salary Schedule Effective July 1, 2018

			A	B	C	D	E
2209	Senior Planner	Hourly	43.24	45.40	47.67	50.05	52.55
		Biweekly	3,459	3,632	3,814	4,004	4,204
		Monthly	7,495	7,869	8,263	8,675	9,109
		Annually	89,939	94,432	99,154	104,104	109,304
5608	Senior Recreation Leader (Seasonal)	Hourly	12.65	13.28	13.94	14.64	15.37
5606	Service Worker (Seasonal)	Hourly	14.30	15.02	15.77	16.56	17.39
5401	Student Intern (Temp)	Hourly	13.95	14.68	15.41	16.18	16.99
4420	Sustainability Coordinator	Hourly	28.19	29.60	31.08	32.63	34.26
		Biweekly	2,255	2,368	2,486	2,610	2,741
		Monthly	4,886	5,131	5,387	5,656	5,938
		Annually	58,635	61,568	64,646	67,870	71,261
2211	Wastewater Operations Manager	Hourly	50.42	52.94	55.59	58.37	61.29
		Biweekly	4,034	4,235	4,447	4,670	4,903
		Monthly	8,740	9,176	9,636	10,118	10,624
		Annually	104,874	110,115	115,627	121,410	127,483
2207	Water Systems Manager	Hourly	48.96	51.41	53.98	56.68	59.51
		Biweekly	3,917	4,113	4,318	4,534	4,761
		Monthly	8,486	8,911	9,357	9,825	10,315
		Annually	101,837	106,933	112,278	117,894	123,781

Salary Schedule

Fiscal Year 2018/19 Modifications

1. 2% pay increase for City Manager effective 7/1/18
2. 4.8% pay increase for Deputy City Clerk 7/1/18
3. Contract Adjustment – 3% pay increase for all permanent employees (excludes Temporary employees and City Manager) effective 7/14/18
4. Interim City Manager and Interim Public Works Director pay rates removed from schedule effective 7/1/18
Interim Department Heads will be paid at rates for the established job classification they are filling

Fiscal Year 2017/18 Modifications

1. Contract Adjustment – 3% increase for all permanent employees (excludes Temporary employees and the City Manager) and added Finance Director to Pay Band M2 effective 7/1/17
2. New Position Parks and Open Space Project Coordinator and set new salary effective 9/5/17
3. Increased maximum salary for Management Aide – approved and effective 10/10/17
4. Set salary of \$189,389 for Interim City Manager effective 10/17/17
5. Set salary range for Interim Public Works Director effective 10/24/17
6. Set new salary ranges for the following positions: Lifeguard, WSI Lifeguard, Office Assistant, Program Coordinator, Recreation Leader, Cashier, Service Worker, Senior Lifeguard, Student Intern, and Senior Recreation Leader effective 2/10/18
7. Set salary of \$198,598.40 for City Manager effective March 20, 2018
8. New Position Construction Management Aide and set new hourly salary range effective 5/15/18

Fiscal Year 2016/17 Modifications

1. New Position Sustainability Coordinator and set new salary effective 10/19/16
2. Salary changes for Finance Manager, Chief Building Official, Development Services Engineer, Public Works Superintendent, Recreation Manager, Water Systems Manager, Environmental Services Manager, Wastewater Operations Manager, Plant Maintenance Mechanic I/II, Plant Operator I/II/III, Recreation Coordinator, Aquatics Supervisor, Code Enforcement Officer, Permit Technician (effective 2/11/17)
3. Contract Adjustment – 3% increase for all permanent employees (excludes Temporary employees and the City Manager) effective first full pay period after 2/11/17
4. City Manager Contract Amendment #3 approved, increased salary to \$204,835 effective 4/8/17
5. Replace Lab Chemist classification with Lab Analyst and set pay rate effective 05/16/17

Salary Schedule

Fiscal Year 2015/16 Modifications

1. Contract Adjustment – 0.5% increase for all permanent employees (excludes Temporary employees and the City Manager) effective first full pay period after 7/01/15
2. New Position and Pay Band M3 established for Deputy Public Works Director – Utilities (effective 11/3/15)
3. City Clerk Pay Band changed to M4 (effective 11/3/15)
4. Salary change for Recreation Leader, Cashier, Lifeguard, WSI/Lifeguard, and Sr. Lifeguard (effective 1/1/16)
5. Contract Adjustment – 0.5% increase for all permanent employees (excludes Temporary employees and the City Manager) effective first full pay period after 1/1/16
6. Retitle Plant Operations Manager to Wastewater Operations Manager and set new salary range effective 1/23/16
7. Retitle Water Quality/Lab Manager to Environmental Services Manager and set new salary range effective 1/23/16
8. Eliminate the Wastewater Systems Manager position effective 1/23/16
9. New Position Fire Executive Assistant/Office Administrator and set new salary effective 3/12/16
10. City Clerk moved from Management Band 4 to Confidential Unrepresented and pay rate changed (effective 3/15/16)

Fiscal Year 2014/15 Modifications

1. Contract Adjustment – 0.5% increase for all permanent employees (excludes temporary employees) effective 7/1/14
2. New Position – Senior Recreation Leader (effective 10/11/14)
3. Salary Change – Office Assistant (effective 10/11/14)
4. Position Added to Pay Scale – Management Aide (effective 4/22/15)
5. Salary Change – City Manager, Contract Amendment #2 (effective 5/2/15)

Fiscal Year 2014/15 Modifications

1. New Position – Administrative Services Director (effective 2/5/13)
2. New Position – Management Analyst I (effective 2/5/13)
3. New Position – Management Analyst II (effective 2/5/13)
4. Removed Position – Finance Director (effective 7/1/13)
5. Removed Position – Human Resources Director (effective 7/1/13)
6. Title and Salary Change – Recreation Supervisor to Recreation Manager (effective 11/5/13)
7. New Position – Development Services Manager (effective 11/5/13)
8. Salary Adjustment to Classification – Deputy City Clerk (effective 11/5/13)
9. Salary Adjustment – Recreation Leader, Program Coordinator (effective 11/19/13)

Resolution No. 2018-01 *Effective March 17, 2018*

2018 Parks + Recreation Fee

<i>Parks & Recreation</i>	<i>Parks & Rec Fee Per Dwelling Unit</i>	<i>Parks & Rec Fee Per Accessory Dwelling Unit</i>
Parkland Acquisition	\$ 2,091.00	\$ 573.13
Parkland Development	\$ 2,377.57	\$ 651.49
Community Gym	\$ 818.89	\$ 224.38
Aquatic Center/Pool	\$ 277.29	\$ 75.98
Aquatic Center/Slide	\$ 58.25	\$ 16.03
Total – Parks & Recreation Fees	\$ 5,623.00	\$ 1,541.00

2018 Civic Facility Fee

<i>Civic Facilities</i>	<i>Civic Facility Fee Per Residential Unit</i>	<i>Civic Facility Fee Per Accessory Dwelling Unit</i>	<i>Civic Facility Fee Per Commercial Square Ft</i>	<i>Civic Facility Fee Per Office Square Ft</i>	<i>Civic Facility Fee Per Industrial Square Ft</i>
City Hall Expansion	\$ 271.54	\$ 74.57	\$ 0.15	\$ 0.28	\$ 0.098
Police Station	\$ 82.22	\$ 22.58	\$ 0.04	\$ 0.08	\$ 0.044
Aquatic Center Offices	\$ 252.06	\$ 69.22	\$ 0.04	\$ 0.06	\$ 0.010
Construction – City Library	\$ 950.91	\$ 261.13	\$ 0.15	\$ 0.24	\$ 0.083
Corp Yard Expansion + Offsite Improvements	\$ 74.65	\$ 20.50	\$ 0.01	\$ 0.04	\$ 0.010
Total – Civic Facilities	\$ 1,631.38	\$ 448.00	\$ 0.38	\$ 0.71	\$ 0.26

2018 Parks + Recreation Fee

<i>Land Use</i>	<i>Units</i>	<i>General Plan Update Fee</i>
Residential	Per DU	\$ 86.65
Accessory Dwelling Unit	Per DU	\$ 24.00
Commercial, Office, Industrial	Per Square Foot	\$ 0.010

Resolution No. 2018-01 *Effective March 17, 2018*

2018 Water Capacity Fee

<i>Land Use</i>	<i>Units</i>	<i>EDU</i>	<i>Water Capacity Fee</i>
Accessory Dwelling Unit	Each	0.00	\$ 0.00
Single Family	Each	1.00	\$ 15,048.00
Multi-Family	Unit	0.65	\$ 10,191.00
Commercial/Industrial	GPD	N/A	\$ 23.06

2018 Wastewater Capacity Fee

<i>Land Use</i>	<i>Units</i>	<i>EDU</i>	<i>Wastewater Capacity Fee</i>
Accessory Dwelling Unit	Each	0.00	\$ 0.00
Single Family	Each	1.00	\$ 10,358.00
Multi-Family	Unit	0.65	\$ 6,733.00
Commercial/Industrial	GPD	N/A	\$ 34.53

2018 Affordable Housing Nexus Fee

<i>Type of Use</i>	<i>Affordable Housing Nexus Fee Per Gross Square Ft</i>
Residential, Single Family, Townhouse	\$ 3.11
Residential, Single Family, Apartment	\$ 3.59
Office	\$ 0.77
Hotel	\$ 0.77
Retail	\$ 0.77
Warehouse	\$ 0.52
Industrial	\$ 0.52
All Other Non-Residential	\$ 0.77

2018 Traffic Impact Fee

<i>Land Use</i>	<i>Traffic Impact Fee Per Net New Daily Trip</i>	<i>Traffic Impact Fee Per Accessory Dwelling Unit</i>
All	\$ 598.65	\$ 1,039

Fire District Mitigation Fees

All plans must be submitted to the American Canyon Planning/Building Department.

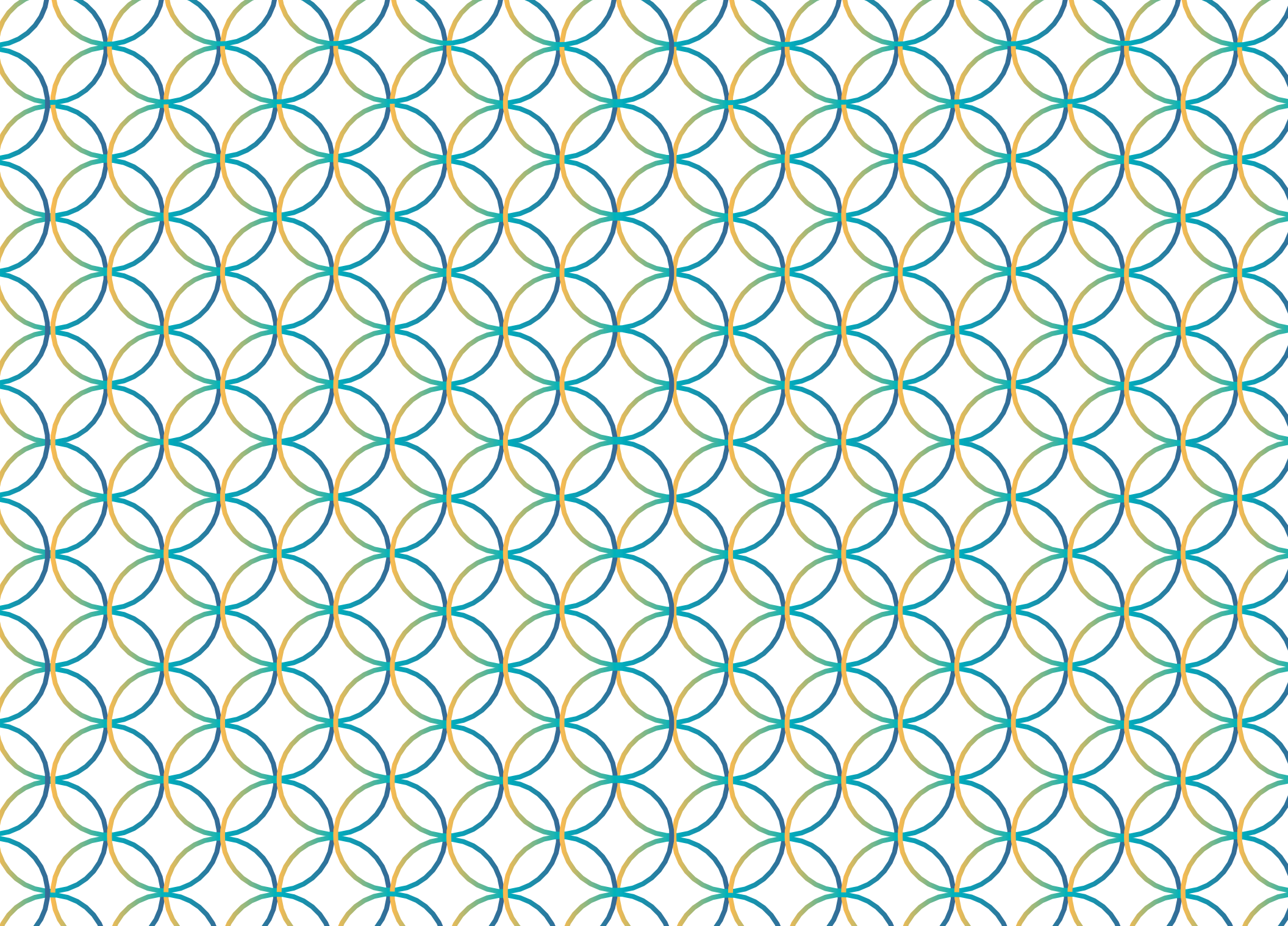
Mitigation Fees are based on square footage (one time fee):

Assessment Rate Per Square Foot

<i>Category</i>	<i>Fiscal Year</i> <i>2017-2018</i>
Single Family	\$ 0.2300
Multi-Family	\$ 0.2807
Commercial	\$ 0.4209
Industrial	\$ 0.5105

Buildings exceeding two stories or 32' in height at the lowest point of the roof, an aerial ladder truck fee of \$0.50 per square foot will be charged on all the habitable area of the third or higher floors, or the entire building if over 32' in height at the lowest point of the roof.

Source: American Canyon Fire Protection District Resolution 83-4 as amended by Resolution 20171-10.



Appendix G

Fiscal + Budgetary Policies from the Governance Protocol Handbook

Fiscal + Budgetary Policies

Statement of Purpose

The purpose of the Fiscal and Budgetary Policies is to identify and present an overview of policies dictated by state law, City ordinances, and administrative policies. The aim of these policies is to achieve long-term stability and a positive financial condition. These policies provide guidelines to the administration and finance staff in planning and directing the City and Fire District's day-to-day financial affairs and in developing financial recommendations to the City Council which also sits as the ex officio Board of Directors for the American Canyon Fire Protection District. These policies set forth the basic framework for the overall fiscal management of the City and Fire District. Operating independently of changing circumstances and conditions, these policies assist in the decision-making process.

These policies provide guidelines for evaluating both current activities and proposals for future programs. In short, these policies are designed to achieve, year in and year out, a balanced budget for the City of American Canyon as defined within this policy document. These policies represent long-standing principles, traditions and practices that will guide the City and Fire District and help maintain financial stability. An important aspect of the policies is the application of budget and fiscal policies in the context of a long-term financial approach. The scope of these policies span accounting, auditing, financial reporting, internal control, operating and capital budgeting, revenue management, cash and investment management, expenditure control, asset management, strategic plans and debt management.

The City Council, upon the recommendation of the Finance Committee, annually approves the Fiscal and Budgetary Policies, making recommendations regarding modifications to policies and for incorporating them into the budget process.

1. Basis of Accounting

Accounting in Accordance With GAAP

City and Fire District finances shall be accounted for in accordance with generally accepted accounting principles (GAAP) as established by the Governmental Accounting Standards Board, Financial Accounting Standards Board, and other authoritative sources.

Organization of Accounts

The accounts of the City / Fire District shall be organized and operated to provide fiscal accountability and compliance with all legal restrictions. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions.

Fiscal + Budgetary Policies

- 1. Governmental Fund Types.** Governmental funds are used to account for a government's general government activities. The five governmental funds are General, Special Revenue, Debt Service, Capital Project, and Permanent. The financial accounting model for these funds focuses on resources available for spending, using a modified accrual basis of accounting in which revenues are generally recognized when they can be measured and are available to pay the liabilities of the current period, which is about sixty days following the end of the fiscal year. Expenditures are recognized when the liability is incurred.
- 2. Encumbrance Accounting.** The City and Fire District will utilize encumbrance accounting for its Governmental fund types, under which purchase orders (P.O.'s), contracts and other commitments such as contracted sewer and water capacity, are recorded in order to reserve that portion of the applicable appropriation.
- 3. Proprietary Fund Types.** Two funds, Enterprise and Internal Service Funds, are classified as Proprietary fund types. They are used to account for business type activities (Le., activities that receive a significant portion of their funding through user charges). The City uses Enterprise funds to account for its Water and Wastewater activities. Proprietary fund types are accounted for on a flow of economic resources measurement focus and use the full accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Enterprise funds receive their revenues primarily through user charges for service. The Internal Service fund is commonly used to account for activities like a motor pool, central stores, printing services, etc. that are provided on a cost reimbursable basis to other departments within the government. Currently, the City does not use internal service funds.

2. Operating Budget

Operating Budget

The operating budget is the City's annual financial operating plan. The budget process creates an opportunity for the City to dialogue with citizens regarding community goals and priorities and the level of services provided. It serves as a public document that can tout past accomplishments and promote communications between the citizens and the City Council. It should explain where the money to fund city operations comes from and where it goes. It can talk about major policy choices, tradeoffs, and recommendations. The City must carefully plan for its financial future to ensure that the inflow of resources will be adequate to meet its needs. The budget will help ensure adequate fiscal control in all funds.

Finance Committee Review

The City Manager and the Fire Chief will first review the Budget with the Finance Committee before submitting the annual budget to the full Council or Board of Directors. The Finance Committee shall be made up of the Mayor, Vice Mayor, Finance Director, City Manager, and when reviewing Fire Operations, the Fire Chief. Each Department Manager shall have an opportunity to meet with the Finance Committee prior to the budget being submitted to the City Council, to review Department goals, objectives, and budgetary priorities.

Fiscal + Budgetary Policies

Budget Planning

Budgeting is an essential element of the financial planning, control, and evaluation process of municipal government. The budget planning process should look forward by a three to five year period recognizing that budgets are influenced by decisions made in prior year budgets and that decisions made in the current year budgets serve a precursor to future budget requirements. The City will recognize both short-term needs and objectives in relation to the long-term goals of the City. Accordingly the City will conduct an annual “mid-year” review that will cover various economic factors (i.e. State and National trends) influencing the budget as well as micro economic factors such as the impact of new development in the City. The mid-year review will establish goals and objectives for the coming fiscal year budget and make adjustments to the current year’s budget to reflect new conditions.

Fund Structure

An annual budget shall be prepared for the General, Debt Service, Special Revenue, Capital Projects, Enterprise and other funds as established by the City Council.

1. **Basis of Budget.** All operating budgets shall be adopted on a basis consistent with Generally Accepted Accounting Principles as promulgated by the Governmental Accounting Standards Board, Financial Accounting Standards Board, and other authoritative sources. A budget for depreciation is included in the Proprietary funds and Governmental funds to comply with GASB Statement No. 34.

Capital Projects funds are project length budgets. Revenues are included in the budget (normally through “transfers”) in the year they are expected to become measurable and available. Expenditures are included in the budget when they are measurable, a liability is incurred, and the liability will be liquidated with resources included in the budget. Once adopted, Capital Improvements budgets are encumbered into future years.

2. **Legal Level of Control (LLC).** This is the level which management, without prior City Council approval, loses the ability to re-apply budgeted resources from one use to another and is known as the budget’s “legal level of control.” At the Fund level, the LLC is the Chief Administrative Officer, as established by Ordinance, Resolution or Minute Order. Within a fund, the City has a number of levels of detail in the operating budgets – the fund, department, division, object and the line item within the fund.
 - a. Example:
 - i. Fund – General Fund
 - ii. Department – Public Safety
 - iii. Division – Police
 - iv. Object – Salaries, Other Pay and Benefits
 - v. Line Item – Regular Salaries
 - b. In the above example, Department Managers may not exceed budget allocations at the Division level without Chief Administrative Officer approval.

Fiscal + Budgetary Policies

- c. Only the City Council may move resources from one fund to another.
- 3. **Line Item.** The City’s automated financial system can accommodate a robust “Program Budget” format and the City will start moving in that direction.
- 4. **Program Budget.** As staff resources are available, the City will develop a program budget that represents the expenditure activity within a department by the program(s) each Department is responsible for executing. The plan is for each program budget section within a Department to list out the intended results of the program for the coming year and detail what the total cost of each program is in at least three areas:
 - a. **Area 1.** Department Description. The Department description will include the City Council’s approved Mission and Goals for the Department and a summary of total Department Cost.
 - b. **Area 2.** Will describe each program area of the Department.
 - i. Each Program (i.e. Fire Suppression, Code Enforcement, City Clerk Imaging, etc.) will detail the program, number of personnel and its intended results, proposed changes if any from the previous year, and three to four key indicators of performance related to the program. Program area components will be listed as:
 - Labor
 - * Salary
 - * Benefits:
 - Retirement
 - Medical
 - Other
 - * OtherTotal Labor
 - Operational and Maintenance (O&M)
 - * Energy
 - * Supplies
 - * EquipmentTotal O&M
 - c. **Area 3.** Non-CIP Purchases

Fiscal + Budgetary Policies

Identify Available Funds

The budget shall be sufficiently detailed to identify all available funds. The format will include estimated beginning fund balances, sources of funds, uses of funds, and estimated remaining funds at budget year end. Additionally, the format will provide two years of budget history. The Program Budget will also provide the estimated current year-end and the proposed budget.

Interfund Transfers

A summary showing the net budget totals will be shown, as well as gross budget totals, in order to prevent the “double counting” of revenues and expenditures. Net budget totals are derived by subtracting interfund transfers from the gross budget totals.

Periodic Reports

The City will maintain a budgetary control system to ensure adherence to the budget and will prepare periodic reports comparing actual revenues, expenditures and encumbrances with budgeted amounts.

Self Sufficient Enterprise Funds

Enterprise operations and Special Revenue Funds, including the Fire District, shall be totally self sufficient and will solely operate on revenues dedicated to the Funds mission.

Administrative Cost Reimbursement

The General Fund shall be reimbursed for administrative costs by all Enterprise, Special Revenue and other non-General Fund budgets. Documentation to support the transfer shall be presented to City Council during the budget process.

Appropriations Lapse

Annual Appropriations lapse at year end. Items purchased through the formal purchase order system or Capital Improvement Program may be carried over by the Finance Department into the next fiscal year. The Finance Director will be responsible for setting aside sufficient funds so as not to overstate available reserves/revenues to complete a purchase.

Preparation (Line Item or Program Budget)

The budget is to be prepared as provided by Ordinance or Resolution with the cooperation of all City Departments.

- 1. Proposed Budget.** As provided by Ordinance or Resolution, the Chief Administrative Officer shall submit to the City Council or Board of Directors, a proposed budget at least 30 days prior to the end of the fiscal year that presents a complete financial plan for the ensuing year. Ideally the budget will be presented to the City Council or Board of Directors by May of each year. The budget is to be adopted prior to July 1 each year. In order to achieve this objective, the City Council/Board of Directors shall adopt a budget calendar. Members of the City Council and City Staff will modify their personal calendars to achieve the objectives of the adopted calendar.

Fiscal + Budgetary Policies

- a. Regardless of the budget format (Program or Line Item) the budget, at a minimum, shall include four basic segments for review and evaluation: (1) personnel costs, (2) base budget (same level of service) for operations and maintenance costs, (3) decision packages for capital and other (non-capital) project costs, and (4) revenues.
 - b. The budget review process shall include City Council/Board of Directors participation in the development of each of the four segments of the proposed budget.
 - c. The budget process will allow the opportunity for the City Council/Board of Directors to address policy and fiscal issues.
 - d. A copy of the proposed budget shall be filed with the City Clerk when it is submitted to the City Council.
2. **Modified Incremental Approach.** The operating budget for the prior year shall serve as the starting point for budget estimates adjusting for the San Francisco/Oakland Consumer Price Index and any contractual obligations that would increase or decrease the previous year's budget totals. Increases or decreases over the base budget shall be detailed in supporting documents on forms provided by the Finance Department. Detail supporting sheets shall be prepared for each object series by the Department requesting modifications to the Incremental Budget, or as provided for by Ordinance or Resolution.
 3. **Adoption.** Upon the presentation of a proposed budget document, the City Council/Board of Directors, shall call and publicize a public hearing. The City Council shall subsequently adopt by Resolution such budget, as it may have been amended, as the City's/Fire District's Annual Budget, effective for the fiscal year beginning July 1. If the City Council/Board of Directors takes no action to adopt their respective budgets on or prior to July 1, twenty-five (25%) of the budget, as submitted per adopted Ordinance or Resolution, is deemed to have been adopted by either the City Council, and/or Board of Directors until such time as it is finally amended by the City Council and/or Board of Directors.
 4. **Budget Evaluation and Awards Program.** The annual budget shall be submitted to the California Society of Municipal Financial Officers or Governmental Finance Officers Association for evaluation and consideration of a Budget Presentation Award.

Balanced Budget

The budget shall be balanced using a combination of current revenues and available funds. In principal, current year operating expenses shall be funded with current year generated revenues. A Proprietary Fund with outstanding revenue bonds shall not use debt proceeds to balance its operating budget. No budget shall be adopted unless the total of estimated revenues and available fund balance or resources is equal to or in excess of appropriations.

Reporting

Periodic financial reports shall be prepared to enable the Department Managers to manage their budgets and to enable monitoring and control of the budget. A quarterly to mid-year budget review shall be presented to City Council in sufficient detail to allow decision making.

Fiscal + Budgetary Policies

Control

Operating Expenditure Control is addressed in Section 5 of these Policies.

Contingent Appropriation

As part of the budget, an adequate contingent appropriation of no less than 1% of the total expenditure appropriations in of the water, wastewater and City general operating funds will be established. This contingent appropriation, titled “Unappropriated Contingency,” will be disbursed only by transfer to a departmental appropriation within that fund. Transfers from this contingency shall be authorized by the City Council. A contingent appropriation will be established except when fiscal constraints do not allow such an appropriation, as authorized by the City Council.

3. Reserves / Unallocated Funds

Operating Reserves in Fund Balances

The City/Fire District shall use reserves, as appropriate, in each operating fund to pay expenditures caused by unforeseen emergencies or shortfalls caused by revenue declines, extraordinary opportunities to increase efficiency or add value and to eliminate any short-term borrowing for cash flow purposes. Unallocated reserves will be maintained as detailed below except when prior year revenues do not reach estimated projections or when the Governor declares a fiscal emergency.

City General Fund Reserve

Each July 1, City shall establish a General Fund Reserve in the amount of 25% of the final budget for ifie fiscal year just concluded. In the event this reserve requirement is not met, the reserve shall grow by a minimum of 3% of the total salary of the General Fund until it reaches 25% of the operating annual budget of the General Fund. This reserve will not be used to support long-term, on-going operating expenditures unless specifically approved by the City Council. This reserve shall be assigned in the General Fund.

Fire District General Fund Reserve

Beginning July 1, 2009, an initial Fire District General Fund reserve of 10% of fiscal year 2005 expenditures will be established. Thereafter, each July 1st, the reserve will grow by a minimum of 3% of the total salary of the Fire District General Fund until it reaches 20% of the Fire District’s General Fund’s annual operating budget. Unallocated reserves will not be used to support long-term, on-going operating expenditures unless they exceed the recommended reserve.

Capital Projects Reserve

Each July 1, City shall establish a Capital Projects Reserve in the amount of \$2 million. In the event this reserve requirement is not met, the reserve shall grow by a minimum of \$100,000 each year until it reaches \$2 million. The Capital Projects Reserve will only be used for capital projects consistent with the City’s strategic goals. This reserve shall be assigned in the General Fund.

Fiscal + Budgetary Policies

Economic Development Reserve

Each July 1, the City shall establish an Economic Development Reserve in the amount of \$1 million. Use of the Economic Development Reserve will be used to further the City's adopted Economic Development program and to foster Council's strategic goal of attracting and expanding diverse business and employment opportunities or any additional strategic economic development goals established by Council action. This reserve shall be assigned in the General Fund.

Fund Balances Used For Capital Projects

Reserves within Capital Projects funds will be used for one time capital expenditures only if:

1. There are surplus balances remaining after a reserve or fund allocation is made; or
2. The City has made a rational analysis with justifying evidence that it has an adequate level of short and long-term resources. Specific Appropriation By City Council / Board of Directors With the exception of the annual 1% contingency provided for in Section 3 Contingencies and Appropriations, if fund balances are used to support one time capital and one time non-operating expenditures, the funds must be specifically appropriated by the City Council.

Capital and Debt Service Funds

Monies in the Capital Projects Funds will be expended in accordance with an approved budget. Interest income will be used to offset construction costs or interest expense on the debt issue. Reserves in the Debt Service Fund and Interest accounts will be maintained as required by outstanding bond indentures. Reduction of reserves for debt shall be done only with City Council approval after Council has conferred with the City's Financial Advisor, Bond Counsel and the City Manager to insure there is no violation of bond covenants.

Debt Coverage Ratios

Debt Coverage Ratios shall be maintained as specified by the bond covenants.

4. Revenue Management

Characteristics of the Revenue System

The City/District strives for the following optimum characteristics in its revenue system:

1. **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.

Fiscal + Budgetary Policies

- 2. Equity.** The City/District shall make every effort to maintain equity in its revenue system structure. The City shall minimize all forms of subsidization between entities, funds, services, utilities, and customers.
- 3. Centralized Reporting.** Receipts will be submitted daily to the Finance Department for deposit and investment. Daily transaction reports and supporting documentation will be prepared.
- 4. Review of Fees and Charges.** The City/District shall review all fees and charges annually in order to match fees and charges with the cost of providing that service, except in cases where the social benefit impact outweighs the objective of full cost recovery (e.g. recreational programs, etc.)
- 5. Aggressive Collection Policy.** The City/District shall follow an aggressive policy of collecting revenues. Utility services will be discontinued (i.e. turned off) for non-payment in accordance with established policies and ordinances. The Finance Director may place a delinquent account on a re-payment plan prior to turning the account over for collection. Other receivables that are 120 days or greater shall be sent to collections. The Finance Director is authorized to “write-off” all non-collectible accounts and specify said action in the annual audit.

Non-Recurring Revenues

One-time or non-recurring revenues will not be used to finance current ongoing operations. Non-recurring revenues will be used only for one-time expenditures such as capital needs.

Utility Rates

The City shall review and adopt utility rates annually, starting in 2007, 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. This policy does not preclude drawing down cash balances to pay for debt service obligations, to retire bonded indebtedness or to undertake capital projects.

Interest Income

Interest earned from investment of available monies, whether pooled or not, may be distributed to the funds in accordance with the equity balance of the fund from which monies were invested.

User-Based Fees and Service Charges

With respect to 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. Full fee support shall be obtained from development application processing, compliance with CEQA and related development services.

Fiscal + Budgetary Policies

Enterprise utilities and capital improvements for utilities shall be wholly offset by fees. However, from time to time, the Chief Administrative Officer may establish programs or certain procedures to place a delinquent account on a repayment program for delinquent utility charges. With respect to Special Revenue Funds and other City provided services (i.e. recreation programs), fees should partially offset services as deemed appropriate by the City Council/Board of Directors.

Intergovernmental Revenues/Grants

Grant revenues shall be spent for the purpose(s) intended. The City/District shall review grant match requirements and not rely on grants for the basic operating budget nor rely on one-time revenue sources.

Revenue Monitoring

Revenues actually received are to be regularly compared to the budgeted revenues and reported to the City Council quarterly.

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. Operating Revenues will be projected out five years for report at mid-year. Exception: In the event a new re-occurring land use or development will dramatically skew the projection history, then the Chief Administrative Officer is authorized to adjust the five year history “current year” revenue number to better reflect changed conditions.

5. 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 division level. Capital expenditures are approved by the City Council/Board of Directors on a per project basis.

Amendments to the Budget

The City Council may transfer any unencumbered appropriated balance or portion thereof from any office, department, to another at any time.

Authority to Amend Budget

- 1. Reserve for Future Allocation.** The City Manager or Fire Chief may authorize transfers from within their “Legal Level of Control.” They must secure authorization from the City Council/Board of Directors to transfer money from one fund to another fund.

Fiscal + Budgetary Policies

2. **Reports to City Council/Board of Directors.** Transfers from the Reserve for Future Allocation or transfers between divisions authorized by the Chief Administrative Officer shall be reported on a quarterly basis for review by the City Council/Board of Directors as part of the regular quarterly budget review.

Purchasing

All purchases shall be made in accordance with the Purchasing Ordinance. Key authorizations in the ordinance are:

APPROVAL REQUIREMENTS PURCHASES OF SUPPLIES + EQUIPMENT + PROFESSIONAL SERVICES

Threshold	Department Head	City Manager or Fire Chief	City Council / BOD
SUPPLIES + EQUIPMENT			
Less than \$5,000	✓	✓	
\$5,000 to \$25,000 <i>requires 3 informal proposals</i>	✓	✓	
Exceeding \$25,000 <i>requires 3 formal proposals</i>	✓	✓	X
SUPPLIES + EQUIPMENT			
Less than \$10,000	✓		
\$10,000 to \$50,000 <i>requires 3 informal proposals</i>	✓	✓	
Exceeding \$50,000 <i>requires 3 formal proposals</i>	✓	✓	X

Petty Cash Reimbursement Limit = \$100 | ✓ = Denotes Signature Approval | X = Denotes Council Authorization

Fiscal + Budgetary Policies

Prompt Payment

All invoices approved for payment by the proper City/Fire District authorities shall be paid by the Finance Department within thirty (30) calendar days of receipt, in accordance with the provisions of state law. Proper procedures shall be established that enables the City/Fire District to take advantage of all purchase discounts, except in the instance where payments can be reasonably and legally delayed in order to maximize the City's investable cash.

Mandatory Professional Services Review

In an effort to maintain the most up to date and competitive services, and effective with the adoption of the Fiscal Policies, the Finance Director shall establish a list of current and reoccurring professional services. Any such service that has not been competitively reviewed for more than three to five years, should be subject to a new RFQ/RFP process. The existing professional services providers will be encouraged to submit a proposal.

Expenditure Control Account (ECA)

Concurrent with the adoption of the Fiscal and Budget Policies, an "Expenditure Control Account" (ECA) was created for each Department. At the close of the fiscal year for each fund, 50% of the remaining unencumbered budget will be deposited into the Department's ECA. The remaining balance, the other 50%, will be returned to the Fund Balance. The Department's ECA may be used, upon review and approval of the Finance Committee, to further the Department's goals and objectives. The allocation in the ECA cannot be used to pay reoccurring expenses but are designed to be one-time allocations to a particular need of the Department. One exception to this ECA policy, is that when prior year revenues do not reach estimated projections or when the Governor declares a fiscal emergency in accordance with the provisions of Proposition IA, allocations may be reduced or eliminated as recommended by the Finance Committee. In any event, at no time shall the expenditure control account for any department exceed 25% of the department's operating expenditures.

6. 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. The Capital Improvements Program (CIP) is a planning document and does not authorize or fund projects. The planning time frame for the CIP will normally be five years. The Planning Commission will review the CIP for consistency with the General Plan.

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. The City's Capital Budget is to be prepared annually in conjunction with the Operating Budget on

Fiscal + Budgetary Policies

a fiscal year basis to ensure that capital and operating needs are balanced against each other. Projects approved for funding from the Capital Improvements Program will be included in the Annual Budget.

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.

Financing Programs

Alternative financing sources will be explored. Debt shall be used only to acquire major assets with expected lives which equal or exceed the average life of the debt issue, with the exception of costs of marketing and issuing the debt.

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.

Evaluation Criteria

Capital investments shall foster goals of economic vitality, neighborhood vitality, infrastructure preservation, providing service to areas lacking service and improving services in areas with deficient services. Evaluation criteria for selecting which capital assets and projects to include for funding shall include the following:

- Mandatory projects
- Efficiency improvement
- Policy area projects
- Project's expected useful life
- Availability of state/federal grants
- Prior commitments
- Achieving stated economic development objectives
- Maintenance projects
- Project provides a new service
- Extent of usage
- Effect of project on operation and maintenance costs
- Elimination of hazards

General Rule for Inclusion in the Capital Budget

If the item is over \$50,000, has a "life" of over ten years, and requires more than two people to lift it, the item should be in the Capital Budget.

Fiscal + Budgetary Policies

7. Accounting, Auditing, and Financial Reporting

Accounting

The Finance Director is responsible for establishing the Chart of Accounts and for recording financial transactions within the budget. The Finance Director shall periodically determine whether or not the City should consider refinancing existing debt.

Auditing

- 1. Use of Audited Comprehensive Annual Financial Report (CAFR).** The Finance Director, pursuant to Section 37208 of the Government Code, shall be responsible for preparing an audited Comprehensive Annual Financial Report.
- 2.** Pursuant to Government Code Section 37208, payroll warrants and checks will not be audited bi-weekly by the legislative body prior to payment provided the City Council annually adopts a fiscal year budget and the Finance Department annually submits to the City Council a Comprehensive Annual Financial Report (CAFR).
- 3. Receipts** The Chief Administrative Officer is directed to submit amendments to the municipal code for adoption by the City Council/Board of Directors to require the City Finance Department to annually prepare a CAFR.
- 4. Qualifications of the Auditor.** In conformance with state law, the City shall be audited annually by independent accountants (“auditor”). The CPA firm must demonstrate that it has staff to conduct the City’s audit in accordance with generally accepted auditing standards and contractual requirements. The auditor must be licensed by the State of California.
- 5. Responsibility of Auditor to City Council and Finance Committee.** The auditor is retained by and is accountable to the City Council/Board of Directors. The auditor shall communicate directly with the Finance Committee as necessary to fulfill its legal and professional responsibilities. The auditor’s report on the City’s financial statements shall be completed within 180 days of the City’s fiscal year end. The auditor shall prepare and review a management letter with the Finance Committee.
- 6. Contract with Auditor.** The agreement between the independent auditor and the City/Fire District shall be in the form of a written contract. A time schedule for completion of the audit shall be included.
- 7. Scope of Audit.** All general purpose statements, combining statements and individual fund and account group statements and-schedules shall be subject to a full scope audit.
- 8. Selection of Auditor.** Effective September 30, 2007, the City shall request proposals for audit services at least once every three to five years. The City shall select the auditor by May 31, of each year.

Fiscal + Budgetary Policies

City Financial Reporting

- 1. External Reporting.** As a part of the audit, the auditor shall assist with preparation of a written Comprehensive Annual Financial Report (CAFR) to be presented to the City Council. The CAFR shall be prepared in accordance with generally accepted accounting principles (GAAP) and shall be presented annually to the Government Finance Officer's Association (GFOA) or the CSMFO for evaluation and consideration for the Certificate of Achievement for Excellence in Financial Reporting. The Budget and CAFR shall be posted on the City website.
- 2. Availability of Reports.** The comprehensive annual financial report shall be approved by the City Council and be made available to the elected officials, bond rating agencies, creditors and citizens.
- 3. Internal Reporting.** The Finance Department shall prepare internal financial reports, sufficient to plan, monitor, and control the City's financial affairs.
- 4. GASB (Governmental Accounting Standards Board) Statement No. 45.** In compliance with GASB Statement No. 45, provisions to account for retiree health benefits, the City and the Fire District are required to report the annual cost of retiree health benefits along with the unfunded actuarial accrued liabilities (the difference between the total obligation and any assets that have been set aside for financing the benefits).

The calculation must be redone every two years. The actuarial valuation includes the following assumptions:

- Turnover rate and retiree rate
- Medical care inflation
- Mortality
- Discount rate
- Benefit design
- Health care cost factors such as age, gender, family size, geographic area
- The promise to retirees
- Salary scale assumption
- Expected long-term (or short-term) rate of return on plan assets

Although there is no requirement that the City/Fire District actually fund the benefit cost, not doing so could have a significant impact on our credit rating, consequently, affecting the cost of issuing debt financing. GASB Statement No. 45 requires that a liability, called the net OPEB obligation, be recorded on the financial statements to the extent that the actual OPEB contribution is less than the annual OPEB cost. This liability, if not funded, could increase rapidly over time. The City established an irrevocable trust for OPEB contributions in FY 2008-09 and the Fire District is in the process of opening a trust for FY 2009-10. The City and the Fire District will pay, to the extent that resources are available, the annual required contribution, as designated in the actuarial report. City departments will contribute a proportional share to the fund.

Fiscal + Budgetary Policies

8. Investments and Cash Management

Depository Bank

No later than June 30, 2012, a Depository Bank shall be recommended by the City Manager to the City Council for a three to five year period. A request for proposal (RFP) shall be used as the means of selecting a Depository Bank. The Depository Bank shall specifically outline safekeeping requirements and other policies and practices for the City.

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. Investments and reporting shall strictly adhere to 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.

9. Asset Management

Fixed Assets and Inventory

A fixed asset of the City is defined as a purchase or otherwise acquired piece of equipment, vehicle, furniture, fixture, capital improvement, or addition to existing land, buildings, etc. The cost or value of any such acquisitions, except for infrastructure assets, must be \$5,000 or more with an expected useful life greater than one year. The capitalization threshold for infrastructure assets including the Road and Storm Drain Systems Networks is \$50,000. Their estimated useful lives, for purposes of calculating depreciation expense are:

ROAD SYSTEM NETWORK	YEARS
Pavement	40
Curbs and Gutters	50
Sidewalks	50
Medians	50
Traffic Signals	30
Street Lights	40
Bridges	75
Trails – Asphalt	40
Trails – Concrete	50
STORM DRAIN SYSTEM NETWORK	YEARS
Storm Drain Lines	75
Manholes	75
Catch Basins	75
Detention Basins	75

Fiscal + Budgetary Policies

Maintenance of Physical Assets

The Finance Director will maintain the City's physical assets at a level adequate to protect the City's capital investment and minimize future maintenance and replacement costs. The budget will provide for the adequate maintenance and the orderly replacement of fixed assets.

Operational Procedures Manual

Records shall be purged that do not meet these criteria and operational procedures shall be in accordance with a fixed asset records procedure manual approved by the Finance Committee.

Safeguarding of Assets

The City's fixed assets will be reasonably safeguarded and properly accounted for. Responsibility for the safeguarding of the City's fixed asset lies with the Department Manager in whose department the fixed asset is assigned.

Maintenance of Records

The Finance Department shall maintain the records of the City's fixed assets including description, cost, department of responsibility, date of acquisition and depreciation where applicable.

Annual Inventory

An annual inventory of assets shall be performed by each department using guidelines established by the Finance Department. Such inventory shall be performed by the Department Head or the designated agent. The Department Manager shall use a detailed listing and shall be responsible for a complete review of assigned fixed assets. A signed inventory list shall be returned to the Finance Department.

10. Debt Management

Debt Issuance

The City/Fire District shall issue debt 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. The payback period of the debt will be limited to the estimated useful life of the capital projects or improvements. The City/Fire District may use long-term debt financing when it can be determined that future citizens will receive a benefit from the improvement.

Fiscal + Budgetary Policies

Payment of Debt

When the City/Fire District utilizes long-term debt financing it will ensure that the debt is financed soundly by realistically projecting the revenue sources that will be used to pay the debt; and financing the improvement over a period not greater than the useful life of the improvement.

Types of Debt - City

- 1. General Obligation Bonds (G.O.'s).** General obligation bonds shall be used only to fund capital assets of the general government, and not used to fund operating needs of the City. General obligation bonds are backed by the full faith and credit of the City as well as the ad valorem tax authority of the City. The term of a bond issue shall not exceed the useful life of the asset(s) funded by the bond issue. General obligation bonds must be authorized by a vote of the citizens of the City of American Canyon.
- 2. Revenue Bonds (R.B.'s).** Revenue bonds shall be issued as determined by City Council to provide for the capital needs of any activities where the capital requirements are necessary for continuation or expansion of a service which produces revenue and for which the asset may reasonably be expected to provide for a revenue stream to fund the debt service requirements. The term of the obligation may not exceed the useful life of the asset(s), to be funded by the bond issue.
- 3. Certificates of Participation (C.O.P.'s) or Lease Purchase Notes.** Certificates of Participation or lease purchase notes may be used in order to fund capital assets. Debt service for C.O.P.'s may be either from general revenues or backed by a specific revenue stream or streams or by a combination of both. Generally C.O.P.'s shall be used to fund capital assets where full bond issues are not warranted as a result of the cost of the asset(s) to be funded through the instrument. The term of the obligation may not exceed the useful life of the asset(s) to be funded by the proceeds of the debt issue.
- 4. Tax Anticipation Notes (T.A.N.'s).** Tax Anticipation Notes may be used to fund capital assets of the general government or to fund operating needs of the City. Tax Anticipation Notes are backed by the full faith and credit of the City as well as the ad valorem tax authority of the City. The term of a note issue shall not exceed the useful life of the asset(s) funded by the debt issued or seven years whichever is less.

Method of Sale

The City may use a negotiated sale of bonds and certificates of participation, provided the total debt is less than \$20 million, unless some other method is specifically agreed to by Council/Board of Directors.

Financial Advisor

The Finance Committee may recommend to the City Council a financial advisor to oversee all aspects of any bond issue over \$10 million.

Fiscal + Budgetary Policies

Analysis of Financing Alternatives

Staff and the Finance Committee shall explore and evaluate financing alternatives for capital acquisitions and construction projects.

Disclosure

Full disclosure of operations shall be made to the bond rating agencies and other users of financial information. The City Staff, with the assistance of financial advisors and bond counsel, shall prepare the necessary materials for presentation to the rating agencies, and shall aid in the production of Offering Statements.

Debt Structuring

The repayment schedule shall approximate level debt service unless operational matters dictate otherwise.

11. 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.

Department Manager Responsibilities

Each Department Manager is responsible to ensure that good internal controls are followed throughout the Department, that all Finance Department directives or internal controls are implemented, and that all independent auditor internal control recommendations are addressed.

12. 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. Recommendations for deductibles, limits of coverage, etc. shall be presented to the Finance Committee for review.

Fiscal + Budgetary Policies

13. 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.

Staff is directed, following an initial environmental study, to determine whether or not a development project should utilize an Independent Fiscal Impact or a Facilities and Services Plan analysis. The development applicant will be responsible for paying for either analysis, and the City will select and retain the firm to undertake the work. The City Manager will keep a City Council approved list of firms that may do the subject work.

Fiscal Impact Analysis (FIA) Contents

The FIA will demonstrate at 50%, 75% and 100% of build out what the cost in terms of new services a development will use and what the corresponding revenue will be to the City. Based on the analysis, additional conditions of approval may be placed on the development including but not limited to creating a special district to off-set the new cost burden to the City and not its existing residents. The FIA assumes that the City's existing infrastructure can accommodate the new development project. An FIA will be required for new commercial and industrial projects seeking a Traffic Impact Fee discount.

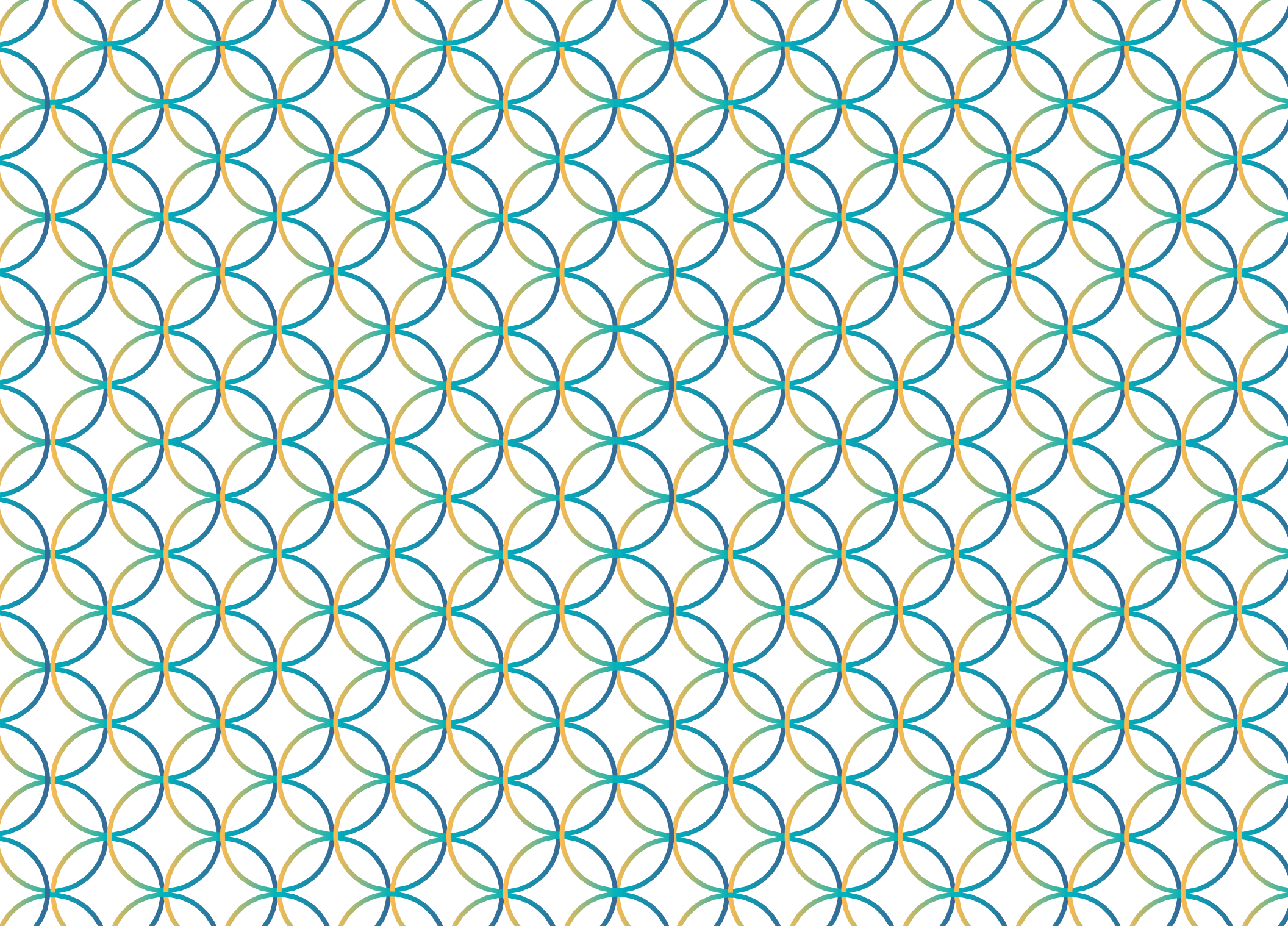
Facilities and Services Plan (FSP)

In the event that a development could have extraordinary impacts on City services or the City infrastructure, a FSP will be required. The FSP will include a test to determine whether or not existing development fees are sufficient so as not to compromise the City's capacity to absorb the new development.

14. Role of the Finance Committee of City Council

The finance committee shall be made up of the Mayor and the Vice Mayor, the Finance Director, and the Chief Administrative Officer(s). The Finance Committee shall have responsibilities including:

1. Monitoring and recommending changes to the Investment Policy;
2. Managing the audit;
3. Overseeing of the City's Self Insurance Program;
4. Salary and Retirement Policy Review;
5. Employee Benefit Policy Review;
6. Make recommendations affecting these polices;
7. Review of Liability Insurance Coverages;
8. Quarterly Budget Review;
9. The City's Fiscal & Budget Policy Monitoring and Recommendations; and
10. Recommending the Retention of a Financial Advisor.



Appendix H

Glossary of Budgetary Terms

Glossary of Budget Terms + Acronyms



AB-1600 — The law which established limitations on the use of fees on new development; generally, a “nexus” must exist between the development and the proposed fee, and fee proceeds must be obligated for use within five years of their collection.

ABAG — Association of Bay Area Governments; this is a joint powers authority consisting of the local governments in the nine-county Bay Area.

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.

Accrual Basis — Method of accounting that recognizes the financial effect of transactions, events, and interfund activity when they occur, regardless of the timing of related cash flows.

Ad Valorem Tax - A tax based on value (i.e. property tax).

Advance Refunding — A procedure by which an outstanding debt issue is eliminated from the municipality’s gross debt in advance of its natural maturity by issuing a new bond issue to call the existing debt. The proceeds from the new issue are used to purchase U.S. Treasury obligations to secure payments of interest and principal of the “refunded issue” until the outstanding issue is called.

Agency Funds — Used to report resources held by the reporting government in a purely custodial capacity.

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.

Glossary of Budget Terms + Acronyms

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.

Assets — Value credited to a fund, such as cash, inventory, property or accounts receivable.

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.

Available Balance — Working capital credited to fund that is not reserved for another purpose; excludes portion of fund balance which is not “liquid” in nature, such as loans receivable or fixed assets.



Balanced Budget — The budget for a fund is balanced when total budgeted resources, including revenues, transfers in from other funds, and unallocated fund balance from the previous years, meet or exceed total budgeted uses of resources, including expenditures and transfers out to other funds.

Baseline Budget — Estimate of the funding level required to continue the existing level of service, including inflationary increases plus the impact of previous staffing and labor commitments.

Beginning/Ending (Unappropriated) Fund Balance — Unencumbered resources available in a fund from the prior/current fiscal year after payment of prior/current fiscal year expenditures/expenses. This is not necessarily cash on hand.

Benefits — Paid by the City to employees as conditions of employment. Examples include insurance and retirement benefits.

Bonds (Debt Instrument) — A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital expenditures.

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

Glossary of Budget Terms + Acronyms

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.

Budget Calendar — The schedule of key dates or milestones, which the City follows in the preparation and adoption of the budget.

Budget Message — A written explanation by the City Manager of the approved budget. The budget message explains principal budget and policy issues, and presents an overview of the City Manager's budget recommendations.

Budgetary Basis — This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: Generally Accepted Accounting Principles (GAAP), cash, or modified accrual basis.



CalOSHA — California Occupational Safety and Health Administration - State Division

CALPERS — The California Public Employees Retirement System provides retirement benefits for the employees of public agencies in the State of California.

Capital Assets — Expenditures made to acquire, reconstruct, or construct a tangible object of a long-term character, which will continue to be held or used, such as land, buildings, machinery, furniture and other equipment. A capital (fixed) asset must be at least \$10,000 in cost and have an expected useful life expectancy of at least two years.

Capital Improvements/Expenditures — Buildings, structures, or attachments to land such as sidewalks, trees, drives, tunnels, drains, and sewers. A capital improvement must be at least \$100,000 in cost to be capitalized and have an expected useful life expectancy of at least two years.

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 — Vehicles, equipment, improvements, software, computers, and furniture purchased by the City which individually amount to an expenditure of more than \$5,000 and which have an expected life of more than one year. Carryover - An unspent appropriation of one fiscal period reauthorized for a subsequent period.

Glossary of Budget Terms + Acronyms

CDBG — Community Development Block Grant; A program of the U.S. Department of Housing and Urban Development to fund local community development activities such as affordable housing, anti-poverty programs, and infrastructure development. American Canyon does not have a big enough population to automatically receive entitlements from the State but we often apply for CDBG competitive requests.

CDIAC — California Debt and Investment Advisory Commission.

CERT — Community Emergency Response Team is a volunteer program conducted by the American Canyon Fire District.

CEQA — California Environmental Quality Act, a statute that required state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible.

CFD — Community Facilities District, a special taxing authority created under the Community Facilities District Act of 1982, often referred to as the Mello-Roos Act.

Charter City — A city or county which derives its local powers from a legal charter independent of state statutes. American Canyon is not a Charter City and is instead a General Law City.

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).

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.

COPS — (Certificates of Participation) 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.

COPS — (Citizens' Option for Public Safety) A State-funded program that provides supplemental funding to local jurisdictions for front-line municipal police services.

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

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.

Contingency Account — An account in which funds are set aside for unforeseen expenditures which may become necessary during the year.

Contract Services — Services provided from the private sector or other public agencies.

Glossary of Budget Terms + Acronyms

Cost Allocation — A fair and equitable methodology for identifying and distributing direct and indirect costs among various cost centers based upon some predetermined basis of allocation. In performing the cost allocations, all indirect costs have been allocated to direct cost activities.

CSFMO — California Society of Municipal Finance Officers, a statewide organization of municipal finance professionals. CSFMO annually sponsors a Budget Awards Program that recognizes municipal budgets in four categories: operating budgets, capital budgets, public communication documents, and innovations in budgeting.



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

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.

Department Revenue — Selected fees, charges, rent or other income derived by a department from its own activities.

Depreciation — The cost allocation of tangible assets over the useful/economic life of the asset.

Developer Fees and Permits — Fees that are charged for specific services provided by Community Development, Fire and Public Works. Fee schedules are included as a separate appendix in this budget document.

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

DOJ — Department of Justice.



e-Commerce — Financial transactions occurring over the Internet.

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

Glossary of Budget Terms + Acronyms

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.

ERAF — This represents an annual shift in property taxes from local government agencies to the State's Educational Revenue Augmentation Fund (ERAF).

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

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.

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



Fiduciary Funds — Funds used to report assets held in a trustee or agency capacity for others.

Final Budget — Term used to describe revenues and expenditures for the upcoming year beginning July 1 as adopted by the City Council.

Financial Advisor — A consultant to an issuer of securities who provides the issuer with advice with respect to the structure, timing, terms, or other similar matters concerning a new issue of securities.

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.

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.

FLSA — The Fair Labor Standards Act is a federal law that sets minimum wage, overtime pay, equal pay and Child Labor Standards for private and public sector employees. Enforcement of the FLSA is assigned to the Department of Labor, Wage and Hour Division.

Franchise — A special privilege granted by a government, permitting the continued use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

Glossary of Budget Terms + Acronyms

Full Time Equivalent (FTE) — Part time and hourly positions expressed as a fraction of full time positions (2080 hours per year for all positions). For example: 3 part time positions working 1040 hours each will equal 1 1/2 FTE's.

Fund — A separate set of accounts used to record receipt and use of money restricted for a specific purpose. The City's finances are distributed among 49 separate funds required by City, State or Federal Government, or by proper accounting practice. A fund is 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 Accounting — System used by non-profit organizations, particularly governments. Since there is no profit motive, accountability is measured instead of profitability. The main purpose is stewardship of financial resources received and expended in compliance with legal requirements.

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.



GAAP — Generally Accepted Accounting Principles; the standard body of accounting rules in general use by public agencies and businesses.

GASB — Governmental Accounting Standards Board; body created by Congress to define the rules of accounting for the public sector. (The FASB, or Financial Accounting Standards Board, performs the same function for the private sector).

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. In American Canyon's budget the General Fund is divided into departments.

General Plan — The documents comprising the overall vision for development of the City, periodically updated in accordance with State law; includes service level standards, projected housing growth, etc.

Generally Accepted Accounting Principles (GAAP) — the standard body of accounting rules in general use by public agencies and businesses.

GIS — Geographic Information Systems; software applications that aggregate data on a special basis, that can be mapped and connected with parcels or addresses.

Glossary of Budget Terms + Acronyms

G.O. Bonds — General Obligation bonds are backed by the full faith and credit of the local agency, and upon approval of 2/3rds of the voters, are repaid from the proceeds of a special property tax rate.

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

Government Accounting Standards Board (GASB) — Body created by Congress to define the rules of accounting for the public sector. (The FASB, or Financial Accounting Standards Board, performs the same function for the private sector).

Governmental Funds — Funds generally used to account for tax-supported activities. They include the general, special revenue, debt service and capital project funds. Governmental Funds are accounted for on a financial flow basis, measuring available resources and changes in net current assets.

Government Finance Officers Association (GFOA) — The Government Finance Officers Association of the United States and Canada. GFOA annually sponsors a Distinguished Budget Presentation Awards program and presents awards to those governmental budgets that meet program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

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.

Housing Authority — a housing authority governs federally funded housing subsidies. In American Canyon we contract Housing Authority services with the City of Napa.

HUD — U.S. Department of Housing and Urban Development. HUD’s mission is to create strong, sustainable, inclusive communities and quality affordable homes for all.

Glossary of Budget Terms + Acronyms



Indebtedness — Amount of principal due on outstanding bonds, interfund loans, and accrued employee benefits.

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.

Interest — Income earned on the investment of available cash balances.

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 (ISF) — A fund used to account for the services provided by one department/division to other departments on a cost reimbursement basis.



JPA — Joint Powers Authority involving multiple local agencies working together to address an area of common interest. The City of American Canyon is currently not part of any JPA's.



K — When used after a number, denotes thousands of dollars; e.g. \$250K means \$250,000.

Glossary of Budget Terms + Acronyms



LLAD — Lighting and Landscape Assessment District; The LLAD was formed in January 2001 to operate and maintain street lighting and landscaping of public areas in the LaVigne subdivision, which was designated as Zone 1 of the LLAD. In FY 2004-05, the Vintage Ranch subdivision was annexed into the LLAD as Zone 2, and in FY 2005-06, the Napa Junction mixed-use development was annexed as Zone 3.

Lease — A contract for temporary use of equipment or facilities at a negotiated price.

Levy — The total amount of taxes, special assessments, or service charges imposed by a government.

Liabilities — Amount of obligations a fund has to make future payments on, such as accounts payable, deferred revenues, or amounts due other funds.

Lighting and Landscape Assessment District (LLAD) — The LLAD was formed in January 2001 to operate and maintain street lighting and landscaping of public areas in the LaVigne subdivision, which was designated as Zone 1 of the LLAD. In FY 2004-05, the Vintage Ranch subdivision was annexed into the LLAD as Zone 2, and in FY 2005-06, the Napa Junction mixed-use development was annexed as Zone 3.

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



May Revise — An update to the Governor's budget, released annually in mid-May, using the latest available economic information, including revenues from the recently filed State income returns.

Mission Statement — The City's mission is a statement of the purpose of the organization. It fundamentally defines what the organization stands for and what it will do.

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.

MGD — Million gallons per day; used in defining the treatment capacity of a water plant.

Modified Accrual Basis — The accrual basis of accounting adapted to the government fund-type measurement focus. Under it, revenues and other financial resource increments (e.g., bond proceeds) are recognized when they become susceptible to accrual, which is when they become both "measurable" and "available" to finance expenditures of the current period. All governmental funds, expendable trust funds and agency funds, are accounted for using the modified accrual basis of accounting.

Glossary of Budget Terms + Acronyms

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.

MOU — A Memorandum of Understanding is a contract resulting from the “meet and confer” process between the City and one of its labor bargaining units.

Municipal Code — A book containing the laws of American Canyon as approved by the City Council with Ordinances. An ordinance is a formal legislative enactment by the City Council. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the municipality of which it applies.



Net — Amount after consideration of any adjustments.

Non-Departmental — Expenses incurred at the fund level, which are not charged to an individual department, such as cost allocation plan changes, debt service, or interfund transfers.

NPDES — (National Pollution Discharge Elimination System. 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.

Operating Transfer — Routine or recurring transfer of assets between funds.

Operations — Departmental costs for employees, contract services, repairs and maintenance, internal services, supplies and other expenses. A majority of operation costs are personnel-related. These expenses are generally predictable and consistent with the on-going service demands of the City, and impacts of inflation and bargaining group agreements.

Glossary of Budget Terms + Acronyms

Ordinance — A formal legislative enactment by the City Council. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the municipality to which it applies.



PCI — Pavement Condition Index.

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.

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.

Glossary of Budget Terms + Acronyms

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.

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.

Proprietary Funds — These include the enterprise and internal service funds. They are accounted for in a manner similar to businesses, measuring cost for services and including total assets and liabilities. These funds are self-supporting in nature.

PUB — Public Utilities Board.



Quimby Act — The California State Legislature first established the Quimby Act in 1965. It provides provisions in the Subdivision Map Act for the dedication of fees and/or parkland. California State law requires developers to dedicate fees or land for public parks at a ratio of 3-5 acres per 1,000 residents in a new development.

Glossary of Budget Terms + Acronyms



Reserve — An account used to indicate that a portion of fund equity is legally restricted for a specific purpose. In American Canyon we use the following reserves:

Nonspendable fund balances are not expected to be converted to cash within the next operating cycle and are typically comprised of long-term receivables, land held for resale, deposits with others, prepaid items and advances to other funds.

Restricted fund balances have external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation which requires the resources to be used only for a specific purpose.

Committed fund balances have constraints imposed by formal action of the City Council which may be altered only by formal action of the City Council consisting of an ordinance or resolution, which the City considers equally binding. The City Council has authority to establish, modify, or rescind a fund balance commitment through another ordinance or resolution.

Assigned fund balances are amounts constrained by the City's intent to be used for a specific purpose, but are neither restricted nor committed. Intent is expressed by the City Council or management and may be changed at the discretion of the City Council or management.

Unassigned fund balance represents residual amounts that have not been restricted, committed, or assigned. This includes the residual general fund balance and residual fund deficits, if any, of other governmental funds.

Resolution — An order of a legislative body requiring less formality than an ordinance.

Resources — Total amount available for appropriation, including estimated revenues, beginning available balances, and transfers from other funds.

Retained Earnings — An equity account reflecting the accumulated earnings of a proprietary fund (internal service or enterprise fund).

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.

RevPAR — A term used by the hotel industry meaning revenue per available room. It is a performance metric that is calculated by dividing the total guestroom revenue by the room count and the number of days in the period being measured.

Risk Management — An organized attempt to protect an organization's assets against accidental loss in the most cost effective manner.

Glossary of Budget Terms + Acronyms



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 2018 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 for Measure T to the Napa Valley Transportation 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 Measure T revenue, is recorded in the General Fund to fund general municipal services. The Measure T allocation is restricted to pay for street maintenance and rehabilitation related expenses and revenues are recorded in the “Measure T” fund, a special revenue fund.

Shortfall — The result of an excess of expenses over resources.

Special Assessment Bonds — Bonds payable from the proceeds of special assessments levied on properties.

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. GAAP allows for the use of special revenue funds only when legally mandated.

SROs — School Resource Officers assigned to local schools.

Strategic Plan — In May, 2014 the City Council updated the City’s Strategic Plan. Strategic planning is a process that is used to set priorities, focus energy, strengthen operations, and making decisions during the budget process to allocate resources to accomplish the goals. Using community input, the City Council created the vision, mission, and values designed to set the City on a course that meets the challenges of today and tomorrow.

Structural Deficit — The permanent financial gap resulting from on-going revenues not keeping pace with on-going expenses.

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

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.

Glossary of Budget Terms + Acronyms



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. All interfund transactions except loans or advances, quasi-external transactions, and reimbursements.

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.

Triple Flip — Proposition 57, the Governor’s Economic Recovery Bond bill, was approved by the voters in march 2004. This bill authorized the State to sell \$15 billion of deficit financing bonds to put the budget back in balance. Proposition 57 includes a “triple flip”, which essentially swaps one-quarter percent to the local sales tax for an equal amount of “in-lieu” sales tax. The State paid off these bonds in FY 15-16 but the term is still referred to and therefore included here.



Unfunded Liability — Cost to amortize unfunded benefits (i.e. actuarial liabilities except actuarial assets).

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.

Glossary of Budget Terms + Acronyms



Values — As part of the City of American Canyon Strategic Plan, the values drive behavior and support effective implementation of the mission, goals, and strategies that lead us toward our community vision. The City has identified six core values and five strategic values that are essential to the work we do.

Organizational Values: Fiscal Responsibility, Professional Excellence, Transparency and Accountability, Customer Focus, Integrity

Strategic Values: Creativity and Innovation, Leadership, Collaboration and Teamwork, Community Engagement, Results Oriented

Vehicle License Fees (VLF) — An annual fee on the ownership of a registered vehicle in California paid to the Department of Motor Vehicles (DMV). The state retains authority over both the amount of revenues that are collected and the method of their distribution to local governments.

Vision Statement — A vision sets the focus for the future. The community vision is a statement of the desired future. It reflects what the City wants to become. The vision drives the work of the City, guides how business is done, and informs the goals and priorities that are pursued.

*Home to an engaged, diverse community
Destination for outdoor recreation and natural beauty
Hub of opportunity and economic vitality*

VLF Swap or VLF In Lieu — In 2004 the State enacted a swap arrangement where Vehicle License Fees (VLF) were swapped for property taxes, as a part of the budget agreement that put Proposition 'IA on the ballot. This swap reduced City VLF allocations by about 90% (formerly allocated by population) and compensated with an increased share of property tax.

Glossary of Budget Terms + Acronyms



Water Measurements — There are many different descriptions the City uses when measuring water.

Cubic Foot (cf) = 1 cf = 748.052 gallons

Cubic Feet in 1 Acre Foot - 43,560

Gallons in 1 Acre Foot - 325,851

Gallons in 1 cubic foot - 7.48052

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.