



**CITY OF AMERICAN CANYON  
AMERICAN CANYON FIRE PROTECTION  
DISTRICT  
ANNUAL BUDGET  
FISCAL YEAR 2008-2009**

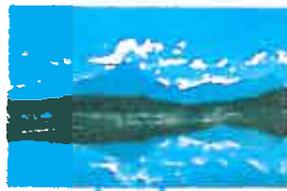
*Water...*



*American Canyon Wetlands*

*...is Life.*

# The Big Picture of American Canyon's Water Situation



American Canyon is a great place to raise a family, start a business and enjoy life. But no matter why you're here or what you do, a steady water supply is essential. Yet, here in American Canyon, the vast majority of the water comes from the State Water Project. In order to maintain our way of life, it makes sense to reduce over-reliance on this single source and explore additional options that can keep our water supply stable and reliable.

**Treatment and Delivery:** Our treatment plant is the linchpin behind our water delivery system. It performs its job well thanks to careful maintenance. However, parts of our water system are approaching the end of their intended design lifespan. For example, some pipes are more than a half-century old and the costs of operations and materials are skyrocketing.



To keep our water system reliable, we have to invest in keeping our water treatment plant in top condition. That means repairing some parts, replacing others and addressing the increased costs of operation.

**Wetlands, Open Space, Vineyards.** Most of us know we can no longer take fresh water for granted. That means we must make every effort to get the most out of what we have. But there is more to recycling than efficient use of our most vital resource. It's also about responsible stewardship of the environment.



**Safety, Reliability, Families & Kids** Families rely on it, so do businesses and firefighters. If you think about water, there's so much more at stake than a green yard or a refreshing drink. A reliable water system preserves our quality of life and protects our homes and businesses.

**Recycled H2O, Vineyards.** The City of American Canyon recognized the value of water recycling years ago and requires developers to install recycled water pipes wherever they build. We already have an abundant supply of clean, recycled water from our wastewater treatment plant that can be used for irrigation and watering public places. Soon, we'll be ready to link up this system and initiate large-scale recycled water use. This will take an additional investment, but the benefits will be enormous for us, our children and our environment.



**Water System Needs Improvement:** Some of the need for improvements to our water system stems from growth, which is why developers have to pay for increasing the capacity of our system.

Rate payers also contribute toward the operation and maintenance of the existing water system. They have not experienced a rate increase in seven years, and in an ideal world, it would stay that way. But, providing water and treating it once it's been used will require an investment if we want to protect our way of life in a changing environment.



American Canyon residents pay about 1/3 of a penny for a gallon of water.

**Waste Water Treatment/Limited Water Supply** Our water is filtered through one of the most advanced treatment systems in the nation. It has to be. The discharged water must meet stringent state environmental standards because it is being returned to the Napa River. But what if we could recycle it instead? If we work together, we can.



# City of American Canyon California American Canyon Fire Protection District



*American Canyon Wetlands*

## Annual Budget Fiscal Year 2008-2009

### **CITY COUNCIL**

Leon Garcia, Mayor  
Joan Bennett, Vice-Mayor  
Don Callison, Councilmember  
Cindy Coffey, Councilmember  
Ed West, Councilmember

### **BUDGET TEAM**

Barry Whitley, Finance Director  
Susan Presto, Finance Manager  
Christina Roybal, Finance Manager  
Lucette Lee, Administrative Assistant

### **CITY STAFF**

Richard J. Ramirez, City Manager  
Brian Banducci, Police Chief  
Glen Weeks, Fire Chief  
William Ross, City Attorney  
Dorothy Roadman, City Clerk  
Barry Whitley, Finance Director  
Jeff Atteberry, Public Works Director  
Brent Cooper, Planning Director  
Randy Davis, Community Services Director  
Bronnda Silva, Human Resources Director

**City of American Canyon  
 American Canyon Fire Protection District  
 Adopted Budget  
 2008-2009  
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# CITY OF AMERICAN CANYON



## Administration

August 29, 2008

*Gateway to the Napa Valley*

Mayor and Members of the City Council  
City of American Canyon  
300 Crawford Way  
American Canyon, CA 94503

Subject: **Budget Message**

Dear Mayor and Members of the City Council:

We are pleased to present the adopted budget for fiscal year 2008-09. In past years, we enjoyed double digit property tax increases and received considerable building related revenues. During those good times, programs and services were expanded but now, for the second year, the economic cycle is continuing on a downturn. This creates a challenge for the City to maintain its service levels.

The economy will remain sluggish for the next twelve to eighteen months. Likewise, the State's finances are in chaos once again making it very difficult to estimate City and Fire District General Fund revenues; the starting point and most important number needed to prepare the City's general fund expenditure plan. Total revenues, combined with available fund balance, represent the total resources that can be programmed to provide services to our residents.

Staff had to make certain assumptions which limited the amount available to spend in order to prepare budgets for the City for fiscal year 2008-09 in accordance with the Fiscal Policy. However, until general fund revenues improve, particularly property and sales tax revenues, general fund operations will be "maintenance of effort" with few enhanced or added services. This is predicated on the following:

- Due to the continuing economic slowdown, loss of property tax revenues and the State's ongoing budget crisis, the budget adopted by the City Council will enable the City to preserve its resources helping to ensure its fiscal stability, especially in the general fund.
- In order to mitigate any State "loans" or taking of City money, a contingency of just over \$1 million was established in the City Council's Department Budget. To-date, the State has not resolved its structural budget deficit and still may resort

to the fiscal emergency provisions of Proposition 1A and "borrow" City Property Tax and Transportation funds. The impact on the City is not known but could range from \$500,000 to a million dollars or more. To-date, the State has not been able to pass a budget and will soon break the record for the number of days without passing a budget.

- Due to fiscal uncertainties, the City must conserve its resources to pay for day to day operations. Accordingly, no new Capital Improvement Program (CIP) projects have been included in this budget except for two high priority exceptions:
  - the purchase of the Broadway property for \$1,075,000 adjacent to City Hall for which 100% financing is budgeted
  - construction of a sidewalk extension north along Teresa Avenue for which a Safe Route to School Grant will be applied for

### **Staffing**

No new positions were included in this budget. The Public Works Director and Public Works Superintendent positions were vacated and recruitments are expected to be completed in September with the start date for the successful candidates targeted to be in 2009.

### **CIP Budget**

Pursuant to the fiscal policy, CIP project budgets do not have fiscal year boundaries and will be rolled into fiscal year 2008-09 and beyond until they are completed. Staff plans to bring the City's CIP program to the City Council at mid-year when we know more about the State's finances and have more data, hopefully favorable, on the state and local economies. At that time, staff will present formal budgets for CIP funds and related capital funds including impact fee funds, grant funds and water and wastewater capacity funds.

Last year, the utility funds were in poor fiscal condition after seven years of no rate increases. They needed internal loans in order to provide sufficient cash for continuing operations including CIP expenses and to make up past deficits. Water and wastewater rates were increased so that all operating expenses could be covered including the replacement of existing facilities and equipment. These increased revenues have had some positive impact but have only been in effect a few months. The funds' finances should further be improved when scheduled increases in water and wastewater rates are implemented on January 1, 2009 and 2010.

The City continues to struggle with financing the many capital project investments that are needed throughout the City. In December 2007, water and wastewater capacity fees were increased based on a comprehensive review, inventory and cost estimates of growth related capital needs. Moreover, utility rate increases approved by the City

Council in November 2007 were implemented in March following the resolution of a legal challenge. Both of these actions have helped increase the accumulation of resources to finance new and replacement water and wastewater facilities. Staff will continue to explore options to finance infrastructure.

### **Traffic Congestion**

Traffic congestion is among the top issues for American Canyon residents. For the second time in the past three years, a sales tax hike was proposed to solve a number of regional traffic congestion and road maintenance issues. While it would have provided a huge boost to funding the City's traffic related projects, it appears that the measure will not make the November ballot. In 2006, fifty-six percent of voters approved a similar measure but it fell well short of the required two-thirds voter approval. The 2008 plan was allegedly improved and more focused on specific issues to appeal to voters. Proceeds of the half cent sales tax increase were to be allocated to the City of American Canyon to reduce congestion by constructing a four lane Newell Drive extension and a two lane Devlin Road extension as well as provide funding for road and street repairs. Reportedly, the proposed tax increase will not make it to the November ballot because of the unlikelihood of getting two thirds voter approval in this poor economy. Further, it was reported that proponents of the tax did not want it to go head to head with the Governor's proposal to increase the state sales tax one cent to bail the State out of its fiscal crisis. Traffic issues are regional and staff is committed to working with member agencies of the Napa County Transportation and Planning Agency, the countywide transportation planning agency, to find funding to make improvements in the regional traffic system.

### **Reasons for Optimism**

Beyond the challenges addressed above, as the Mayor and City Council navigate through fiscal year 2008-09, the City of American Canyon has reasons to be optimistic.

### **The Best Place to Live and Launch a Business**

The City was selected by Fortune Magazine as the 11<sup>th</sup> best place in the nation to live and launch a business. An article in the magazine cited many positive attributes of the City including open spaces, a downtown in the making, City Council's encouragement of new industries, less restrictive zoning laws compared to other County locations and cheaper real estate.

### **New City Hall**

Work is continuing on schedule at the Broadway City Hall. While we got off to a slower start than expected while we addressed a number of issues including greening of the building, laying out the floor space in the most effective way and selecting furniture and purchasing and installing a security system. Rapid progress is being made now and the general contractor, Sierra Pacific, has mobilized resources and is focused on finishing work in late November, two months ahead of schedule. The office spaces have been framed, the phone system has been selected, and the furniture has been ordered. Information Technology Consultants are working to design and order equipment for improved Network capabilities. They are also assisting with the implementation of the

phone system and closed circuit video, as well as working with Napa TV. Additionally, the adjacent property was purchased to provide ready access to City Hall from Napa Junction road and is available for future civic purposes.

### **City County Agreement on Key Issues**

The City and the County of Napa resolved their differences on a number of issues by agreeing to a new map defining the city's sphere of influence and urban limit line and agreeing on a plan to incorporate the Town Center area into the City. Additionally, the County agreed to support restrictions limiting the supply of City water to businesses in the County area north of the city limits. Water supply has been an increasingly critical subject as the City sought to conserve its water supply, especially in times of drought, for its own residents. With these issues behind us, in a new spirit of cooperation, we can work on other projects of mutual interest.

### **Economic Issues**

Bolstering the local economy are several new businesses in Napa Junction II. There was the recent opening of the Chevron gas station, car wash and minimart which should be followed soon by the grand opening of the Holiday Inn Express and Sonic Burger in the next few months. These businesses will provide needed services to our residents and visitors, help diversify the local economy and will provide additional tax revenues. Also, the construction of American Canyon High School is on schedule to open in the fall of 2010.

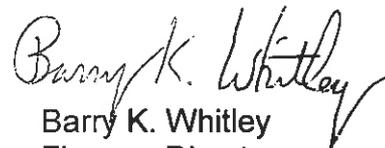
The housing market has reportedly picked up a tick recently but economists are still predicting a soft market in fiscal year 2008-09 and into 2009-10. The foreclosed properties in American Canyon and throughout the state have depressed home values and delayed the return to a normal market. Staff hopes to report on a turnaround in housing as well as other economic conditions during the mid year budget review.

We want to especially thank the department managers for their combined efforts at preparing this operating budget and especially Susan Presto who worked so diligently on the budget document. We also want to thank the Mayor and the City Council for the opportunity to have served you this past fiscal year and look forward to an exciting and rewarding year ahead.

Most Sincerely,



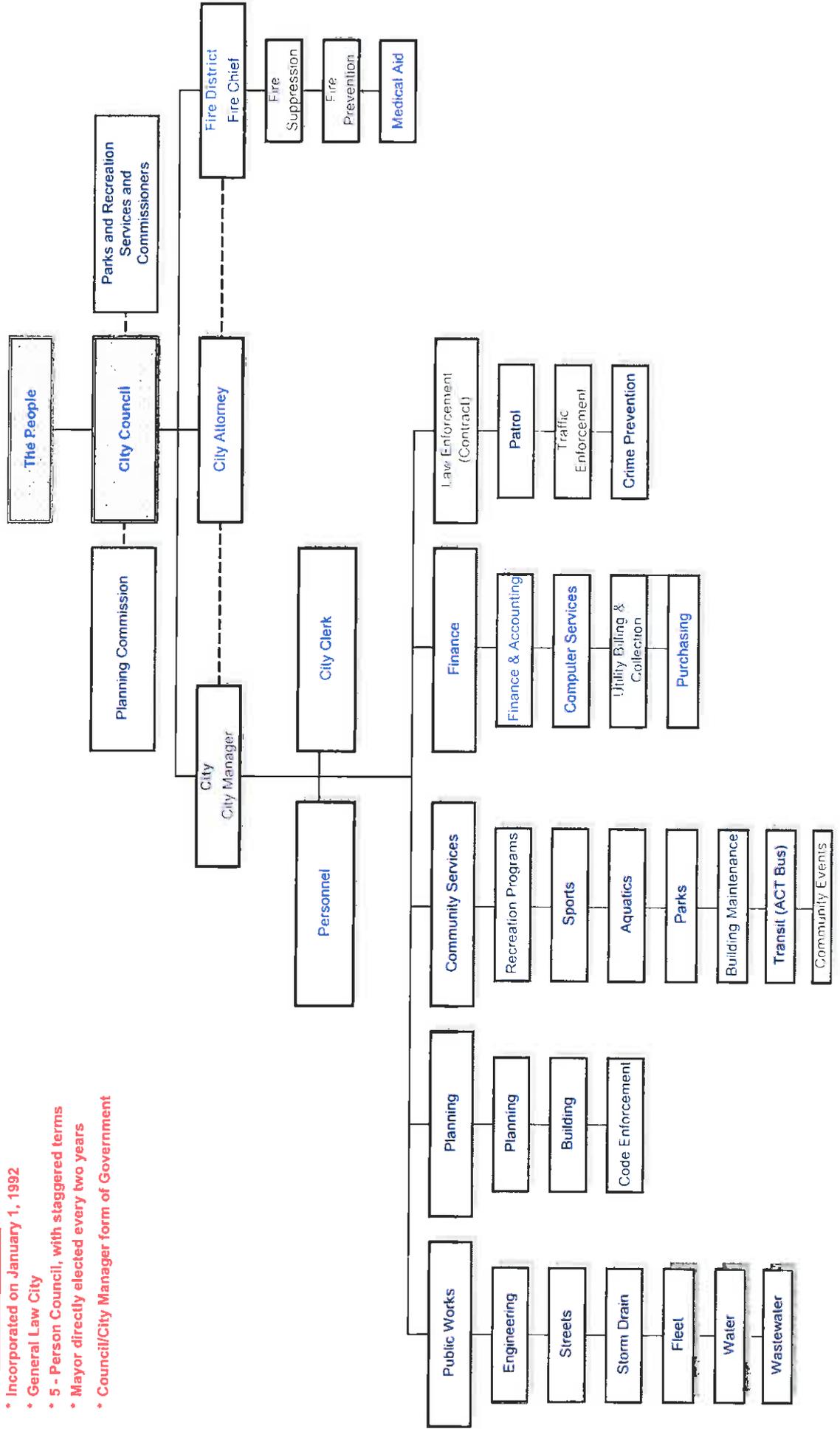
Richard J. Ramirez, CCM  
City Manager



Barry K. Whitley  
Finance Director

# Organization and Lines of Authority City of American Canyon Fiscal Year 2008 - 09

- City Government Facts:**
- \* Incorporated on January 1, 1992
- \* General Law City
- \* 5 - Person Council, with staggered terms
- \* Mayor directly elected every two years
- \* Council/City Manager form of Government





Declaiming Waters none may dread --  
But Waters that are still  
Are so for that most fatal cause  
In Nature -- they are full --

*Declaiming Waters none may dread --  
by Emily Dickinson*

## Section 1: Budget Summary

## Budget Summary - Fund Recap of Beginning and Ending Balances

Fiscal Year 2008-2009

	Est Balance 7/1/08	Estimated Revenue	Interfund Transfers In	Interfund Transfer In CIP	Operating Approps	CIP Approps	Interfund Transfer Out Cap Imp Projs	Interfund Transfers Out	Est Balance 6/30/09
<b>CITY GENERAL FUND</b>									
100	(5,153,800)	(14,728,550)	(1,752,660)		15,740,330		819,571	740,800	(4,334,329)
704	(526,394)	(100,000)			626,394				(0)
705	(555,967)	(110,000)			665,967				(0)
<b>SPECIAL REVENUE FUNDS</b>									
200	-	-							-
201	(834,496)	(205,200)					411,493	214,000	(414,203)
209	(37,939)	(12,400)			12,400				(37,939)
222	(337,848)	(20,000)			125,000				(232,848)
223	-	-			-				-
225	-	(3,200)			3,200				-
228	-	(110,300)					110,300		-
271	-	(7,057)					7,057		-
272	-	(66,608)					66,608		-
500	3,000	(24,700)			3,300				(18,400)
502		(128,712)					128,712		-
503		(251,557)					251,557		-
580	(20,395)	(9,700)			1,100				(28,995)
581	(178,824)	-			3,000				(175,824)
702	(135,000)	(5,000)	(100,100)		150,000				(90,100)
703	(923,125)	(30,000)	(120,000)		120,000				(953,125)
42X	(1,260,534)	(449,000)			422,254				(1,287,280)
<b>CAPITAL PROJECTS &amp; GRANTS</b>									
150	(2,924,453)	(1,366,600)		(5,842,688)		9,996,763			(136,978)
310	(1,772,204)	(48,100)					582,016	150,000	(1,088,288)
320	(770,447)	(1,947,500)					3,035,717		317,770
330	(142,585)	(181,745)					330,524		6,194
350	(1,712,269)	(52,000)			189,300				(1,574,969)
421	(3,607,388)	(350,855)				1,367,931			(2,590,312)

## Budget Summary - Fund Recap of Beginning and Ending Balances

Fiscal Year 2008-2009

	Est Balance 7/1/08	Estimated Revenue	Interfund Transfers In	Interfund Transfer In CIP	Operating Approps	CIP Approps	Interfund Transfer Out Cap Imp Projs	Interfund Transfers Out	Est Balance 6/30/09
<b>DEBT SERVICE FUNDS</b>									
360	(929,409)	(401,000)			492,800				(837,609)
410	(441,500)	(6,000)	(300,000)		315,000				(432,500)
422	(2,004,457)	(1,007,500)			1,213,600				(1,798,357)
423	(285,000)	(19,000)			304,000				-
426	-		(131,500)		131,500				-
<b>ENTERPRISE FUNDS</b>									
550	(2,693,600)	(4,155,600)			3,198,500		668,896	896,550	(2,085,254)
551	(529,800)	(1,691,250)			1,327,684		488,385		(404,981)
552	-			(1,307,121)		1,307,121			-
555	(1,539,000)	(2,897,900)	(300,000)		2,341,000		1,648,520	702,930	(44,450)
556	(5,511,000)	(668,300)			1,143,200		2,700,302		(2,335,798)
558	-			(4,133,050)		4,133,050			-
<b>Totals</b>									
	(34,824,435)	(31,055,334)	(2,704,280)	(11,282,859)	28,529,529	16,804,865	11,249,658	2,704,280	(20,578,576)

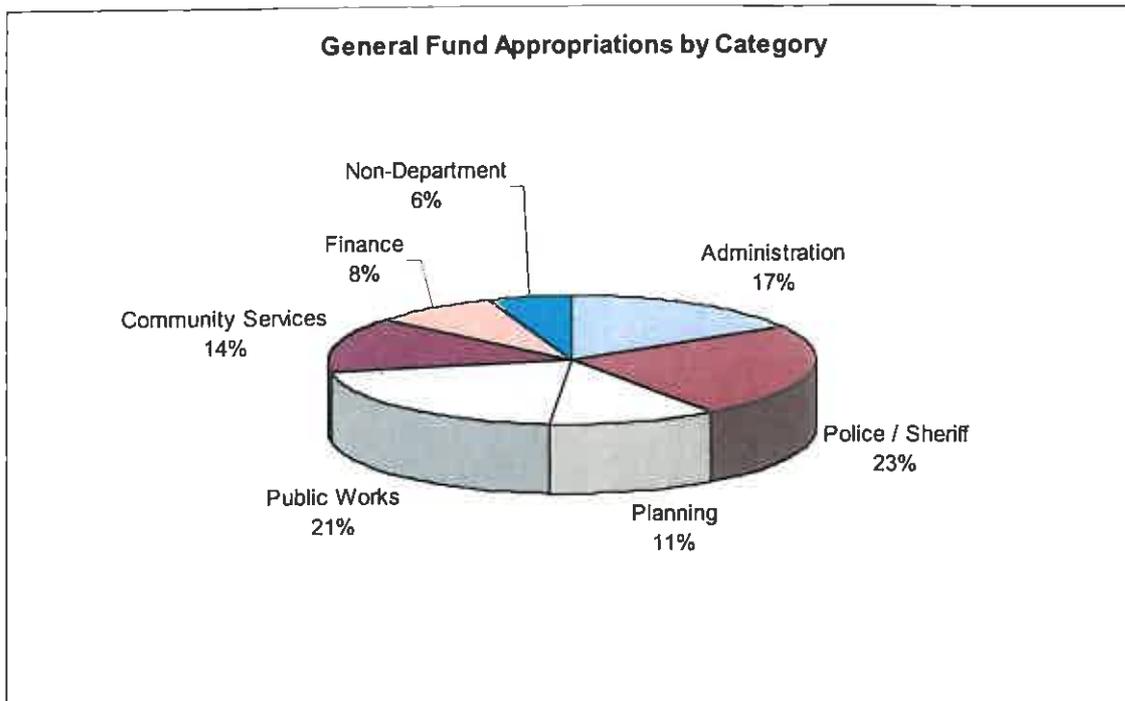
## General Fund Summary Adopted Budget

Fiscal Year 2008-09

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, as detailed in the following pages, include property taxes, sales tax, franchise fees, motor vehicle license fees, etc. Total resources projected for fiscal year 2008-09 are \$21.63 million and include the estimated beginning fund balance (\$5.15 million) estimated revenues (\$14.73 million) and Interfund Transfers In for support services (\$1.75 million) and Gas Tax reimbursements (\$214 thousand) for Street Maintenance.

General Fund appropriations by general category are presented in the graph below. The detail is presented in the following pages. The largest share of the City's general fund budget is consumed by police services provided by the County of Napa Sheriff's Department. Other major appropriation categories are Public Works (street maintenance, engineering, and fleet services), Planning (building and safety, economic development, and housing), and Community Services. Fire Services are provided by the American Canyon Fire Protection District, a separate legal entity. Please see the Fire District's Budget on page 119.

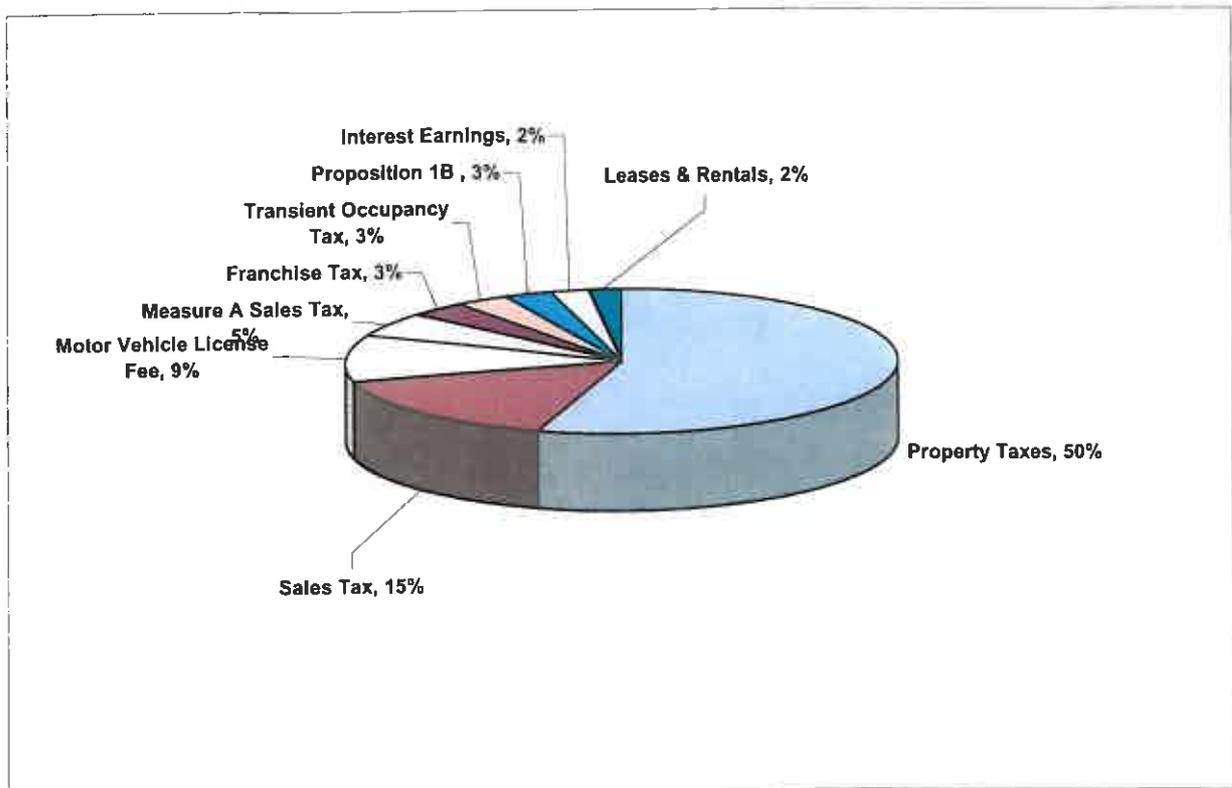
The City Council's fiscal policy (see page 94-118) is designed to achieve long term stability and a positive financial condition for the City.



## City of American Canyon General Fund Revenues

Fiscal Year 2008 - 09

Description	Percent of Total Revenue	Adopted Budget	Rank
Property Taxes	50%	7,400,000	1
Sales Tax	15%	2,192,000	2
Motor Vehicle License Fee	9%	1,361,200	3
Measure A Sales Tax	5%	712,500	4
Franchise Tax	3%	447,500	5
Transient Occupancy Tax	3%	414,200	6
Proposition 1B	3%	400,000	7
Interest Earnings	2%	306,500	8
Leases & Rentals	2%	245,700	9
Building Permits/Fees	1%	178,700	10
All Other Revenue	7%	1,070,250	
<b>Total General Fund Revenue</b>	<b>100%</b>	<b>\$14,728,550</b>	



The Top 10 General Fund Revenues make up 93% of the funds total revenues

**General Fund Revenue Summary by Department**  
Fiscal Year 2008 - 09

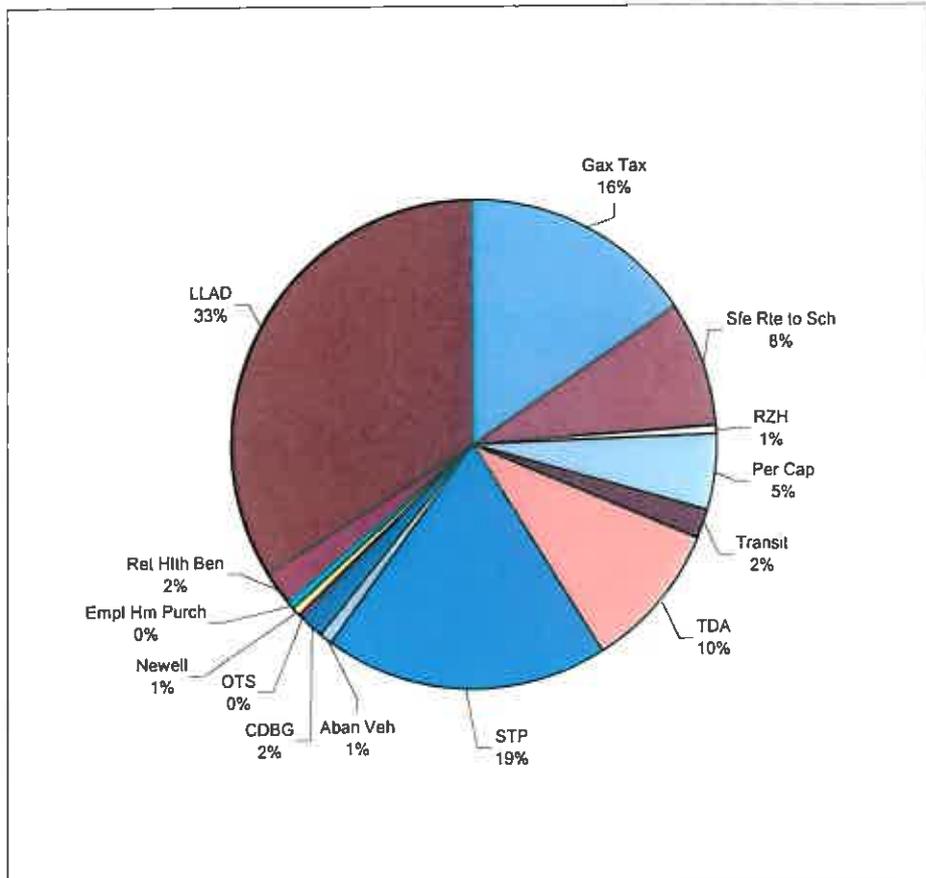
Fund Dept	Fund / Dept Name	Actual FY 05-06	Actual FY 06-07	Budget FY 07-08	Est Actual FY 07-08	Variance FY 07-08 (Budget Less Est Actual)	Budget %Variance (Variance divided by Bdg)	Adopted FY08-09
100	<b>GENERAL FUND:</b>							
130	<b>CITY CLERK</b>							
	General Fees	2,435	3,086	1,400	260	(1,140)	-81%	250
160	<b>CITY ATTORNEY</b>							
	Miscellaneous Revenues	152,481	267,913	25,000	259,776	234,776	939%	
210	<b>POLICE / SHERIFF</b>							
	Booking Fees	776	29,835		1,685	1,685		
	Fines & Forfeitures	87,427	138,301	90,500	130,677	40,177	44%	98,600
	Miscellaneous Revenues	80,497	8,431		37,831	37,831		26,000
	<b>POLICE / SHERIFF</b>	168,700	176,567	90,500	170,193	79,693	88%	124,600
310	<b>PLANNING</b>							
	Planning Permits/Fees	77,553	60,176	149,500	49,437	(100,063)	-67%	224,500
	General Fees	1,121	762	1,000	441	(559)	-56%	500
	Miscellaneous Revenues	59,617	37,789	35,000	32,992	(2,008)	-6%	20,000
	Building Permits/Fees	983,170	358,657	400,000	581,901	181,901	45%	318,500
	<b>PLANNING</b>	1,121,461	457,384	585,500	664,772	79,272	14%	563,500
410	<b>PUBLIC WORKS</b>							
	General Fees	6,471	6,256	6,000	7,688	1,688	28%	6,000
	Interest Earnings	63,013						
	Intergovernmental - Grants	5,000	5,000	5,000	5,000			5,000
	Miscellaneous Revenues	13,224	17,871	9,000	20,674	11,674	130%	19,000
	Other Revenue	254,552	5,412	65,000	67,569	2,569	4%	5,000
	Public Works Permits/Fees	14,667						
	Measure A Sales Tax	742,110	587,172	1,436,700	510,754	(925,946)	-64%	712,500
	Proposition 1B							400,000
	<b>PUBLIC WORKS</b>	1,099,037	621,711	1,521,700	611,685	(910,015)	-60%	1,147,500

**General Fund Revenue Summary by Department**  
**Fiscal Year 2008 - 09**

Fund Dept	Fund / Dept Name	Actual FY 05-06	Actual FY 06-07	Budget FY 07-08	Est Actual FY 07-08	Variance FY 07-08 <small>(Budget Less Est Actual)</small>	%Variance <small>(Variance divided by Bdg)</small>	Adopted FY08-09
510	<b>COMMUNITY SERVICES</b>							
	Recreation Fees	139,418	150,817	126,000	123,440	(2,560)	-2%	126,000
	Leases & Rentals	19,358	26,063	17,200	30,592	13,392	78%	20,600
	Miscellaneous Revenues	8,166	2,970	5,500	2,672	(2,828)	-51%	1,500
	Other Revenue	14,823	29,327	10,000	31,915	21,915	219%	10,000
	<b>RECREATION PROGRAMS</b>	181,765	209,177	158,700	188,619	29,919	19%	158,100
	Recreation Fees	36,876	30,855	28,000	27,118	(882)	-3%	28,000
	Leases & Rentals	1,120	1,066	600	863	263	44%	600
	<b>SPORTS PROGRAMS</b>	37,996	31,921	28,600	27,981	(620)	-2%	28,600
	Recreation Fees	99,813	101,534	77,700	99,707	22,007	28%	78,000
	Leases & Rentals	1,034	1,552	1,000	1,593	593	59%	700
	<b>AQUATICS PROGRAMS</b>	100,847	103,086	78,700	101,300	22,600	29%	78,700
	<b>COMMUNITY SERVICES</b>	320,608	344,184	266,000	317,899	51,899	20%	265,400
810	<b>NON-DEPARTMENT</b>							
	Property Taxes	5,900,445	6,416,082	7,500,000	6,905,732	(594,268)	-8%	7,400,000
	Sales Tax	1,660,674	1,794,124	1,829,000	1,879,295	50,295	3%	2,192,000
	Franchise Tax	372,172	368,923	465,000	442,947	(22,053)	-5%	447,500
	Transient Occupancy Tax	216,717	282,656	440,000	380,678	(59,322)	-13%	414,200
	Transfer Tax	197,019	132,635	200,000	56,177	(143,823)	-72%	60,000
	Business License	145,111	176,800	178,200	168,951	(9,249)	-5%	178,700
	Motor Vehicle License Fee	1,058,702	1,191,706	1,300,000	1,331,338	31,338	2%	1,361,200
	Intergovernmental	311,339	1,443		19,208	19,208		2,000
	Interest Earnings	215,436	399,067	299,500	366,213	66,713	22%	306,500
	Leases & Rentals	32,481	82,308	400,000	289,800	(110,200)	-28%	245,700
	Miscellaneous Revenues	282,696	473,999	103,080	112,756	9,676	9%	19,500
	<b>NON-DEPARTMENT</b>	10,392,792	11,319,743	12,714,780	11,953,095	(761,685)	-6%	12,627,300
100	<b>GENERAL FUND</b>	<b>15,306,809</b>	<b>15,239,883</b>	<b>17,080,680</b>	<b>15,891,640</b>	<b>(1,189,040)</b>	<b>-7%</b>	<b>14,728,550</b>

**Special Revenue Funds  
Preliminary Budget  
Fiscal Year 2008 - 09**

<b>Fund</b>	<b>Revenue Budget</b>
Gax Tax	\$ 205,200
Safe Route to School Grant	110,300
RZH Grant	7,057
Per Capita Prop 40 Grant	66,608
Transit	24,700
TDA Art 3 Grant	128,712
STP Road Maintenance	251,557
Abandoned Vehicles	12,400
CDBG/RLF Housing	20,000
OTS Grant	3,200
Newell Open Space Preserve	9,700
Employee Home Purchase Assist	5,000
Retiree Health Benefits	30,000
Lighting & Landscaping Assessment Dist	449,000
<b>Total Special Revenue Funds</b>	<b><u>\$ 1,323,434</u></b>



**Special Revenue Funds Revenue Summary**  
Fiscal Year 2008 - 09

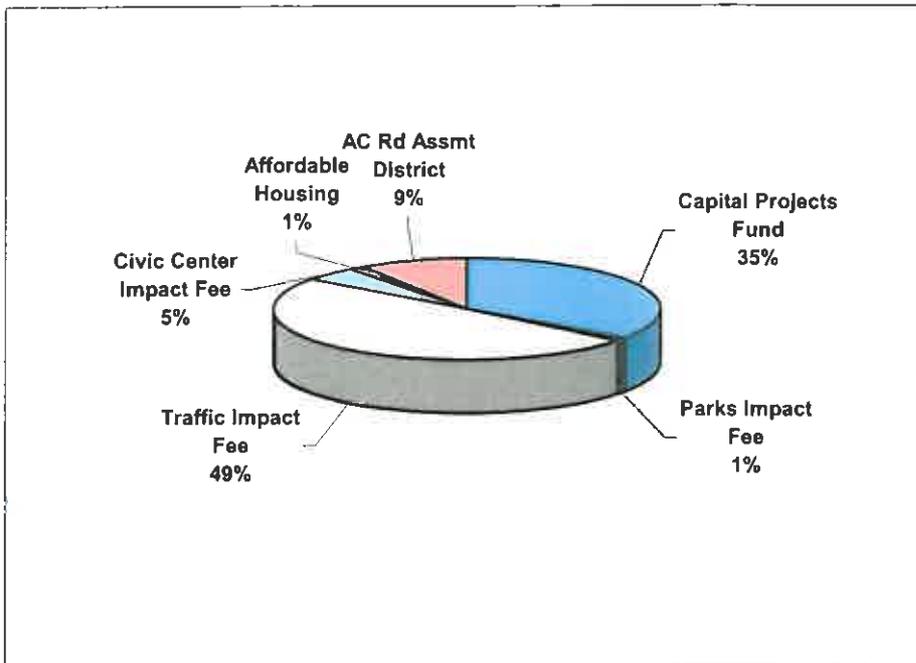
Fund Dept	Fund / Dept Name	Actual FY 05-06	Actual FY 06-07	Budget FY07- 08	Est Actual FY07- 08	Variance FY07- 08 <small>(Budget Less Est Actual)</small>	Budget %%Variance <small>(Variance divided by Bdgt)</small>	Budget FY08- 09
201	<b><u>GAS TAX</u></b>							
	Traffic Congestion Relief	64,602	94,572					
	Gas Tax 2105 - Prop 111	87,620	91,316	112,685	86,998	-25,687	-23%	68,400
	Gas Tax-2106 / Maintenance	49,470	52,110	66,650	49,230	-17,420	-26%	39,000
	Gas Tax-2107 /Construction	116,869	122,082	149,790	116,408	-33,382	-22%	92,800
	Gas Tax-2107.5 /Engineering	3,000	4,000	4,123		-4,123	-100%	
	Interest Earnings	32,383	47,402	3,710	36,606	32,896	887%	5,000
	<b>GAS TAX</b>	<b>353,944</b>	<b>411,481</b>	<b>336,958</b>	<b>289,243</b>	<b>-47,715</b>	<b>-14%</b>	<b>205,200</b>
209	<b><u>ABANDONED VEHICLE ABATEMEI</u></b>							
	Abandoned Vehicle Enforcement	10,038	16,942	2,700	9,189	6,489	240%	12,000
	Interest Earnings	588	1,685		2,858	2,858		400
	<b>ABANDONED VEHICLE</b>	<b>10,625</b>	<b>18,627</b>	<b>2,700</b>	<b>12,048</b>	<b>9,348</b>	<b>346%</b>	<b>12,400</b>
222	<b><u>CDBG</u></b>							
	Program Income	75,172	48,642	245,400	13,590	-231,810	-94%	13,000
	Interest Earnings	10,611	12,602		9,981	9,981		7,000
	<b>CDBG</b>	<b>85,783</b>	<b>61,244</b>	<b>245,400</b>	<b>23,571</b>	<b>-221,829</b>	<b>-90%</b>	<b>20,000</b>
225	<b><u>OFFICE OF TRAFFIC SAFETY</u></b>							
	Other State Grants		21,318	63,960	10,632	-53,328	-83%	3,200
228	<b><u>SAFE ROUTE TO SCHOOL GRANT</u></b>							
	Other State Grants		4,000	110,300		-110,300		110,300
271	<b><u>RZH Grant</u></b>							
	Other State Revenue			27,300	20,243	-7,057	-26%	7,057
272	<b><u>PER CAPITA PROP 40 GRANT</u></b>							
	Other State Revenues			230,000	120,000	-110,000	-48%	66,608
500	<b><u>Transit</u></b>							
	Other Revenues	181,653	14,360	74,100	3,046	-71,054	-96%	24,700
502	<b><u>TDA Art 3 Grant</u></b>							
	Other State Grants			161,500	32,788	-128,712	-80%	128,712
503	<b><u>STP ROAD MAINTENANCE</u></b>							
	Other State Grants		55	487,000	235,443	-251,557	-52%	251,557

**Special Revenue Funds Revenue Summary**  
Fiscal Year 2008 - 09

Fund Dept	Fund / Dept Name	Actual FY 05-06	Actual FY 06-07	Budget FY07- 08	Est Actual FY07- 08	Variance FY07- 08 <small>(Budget Less Est Actual)</small>	Budget %Variance <small>(Variance divided by Bdg)</small>	Budget FY08- 09
580	<b>NEWELL OPEN SPACE PRESERVE</b>							
	Intergovernmental - Grants	2,100		5,000		(5,000)	-100%	
	Interest Earnings	548		300	621	321	107%	
	Leases & Rentals			9,700	9,189	(511)	-5%	9,700
	NEWELL OPEN SPC PRESERVE	2,648		15,000	9,811	(5,189)	-35%	9,700
581	<b>LAVIGNE OPEN SPACE MAINT FUN</b>							
	Interest Earnings	5,675		5,500	7,127	1,627	30%	
	LAVIGNE OPEN SPACE MAINT FUN	5,675		5,500	7,127	1,627	30%	
702	<b>EMPLOYEE HOME PURCHASE ASS</b>							
	Interest Earnings	4,290		5,500	5,660	160		5,000
	EMPLOYEE HOME PURCHASE ASS	4,290		5,500	5,660	160		5,000
703	<b>RETIREE HEALTH BENEFITS</b>							
	Interest Earnings	20,254		7,000	33,412	26,412	377%	30,000
	RETIREE HEALTH BENEFITS	20,254		7,000	33,412	26,412	377%	30,000
42X	<b>LIGHTING &amp; LANDSCAPING ASSM'</b>							
	<b>Zone 1</b>							
	Property Taxes	103,115	110,409	146,000	99,188	(46,812)	-32%	127,500
	Interest Earnings	15,801	15,721	3,600	11,249	7,649	212%	7,500
	<b>Zone 2</b>							
	Property Taxes	301,094	225,794	205,000	229,045	24,045	12%	184,500
	Interest Earnings	5,356	21,657	5,100	32,441	27,341	536%	25,200
	<b>Zone 3</b>							
	Property Taxes	86,012	85,008	86,000	114,562	28,562	33%	97,300
	Interest Earnings	115	4,433	2,100	9,074	6,974	332%	7,000
	LGHTG & LNDSCP ASSMT DIST	511,493	463,022	447,800	495,559	47,759	11%	449,000
<b>SPECIAL REVENUE FUNDS</b>		<b>994,712</b>	<b>979,747</b>	<b>2,145,918</b>	<b>1,295,536</b>	<b>(850,382)</b>	<b>-40%</b>	<b>1,323,434</b>

**Capital Projects Funds  
Preliminary Budget  
Fiscal Year 2008 - 09**

<b>Fund</b>	<b>Revenue Budget</b>
Capital Projects Fund	\$ 1,366,600
Parks Impact Fee	48,100
Traffic Impact Fee	1,947,500
Civic Center Impact Fee	181,745
Affordable Housing	52,000
AC Rd Assmt District	350,855
	<u>\$ 3,946,800</u>

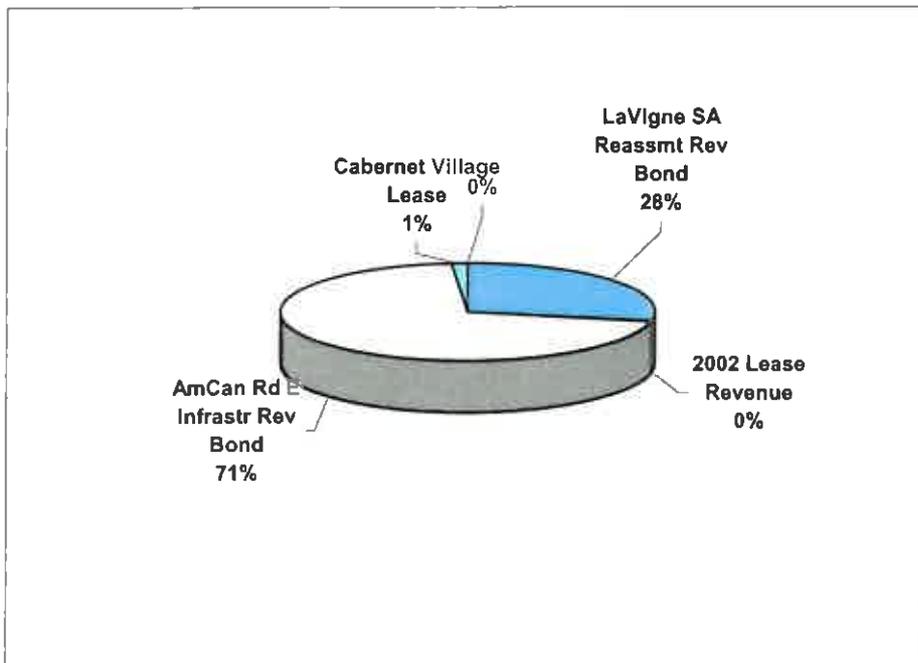


**Capital Projects Revenue Summary**  
**Preliminary Budget**  
 Fiscal Year 2008 - 09

Fund Dept	Fund / Dept Name	Actual FY 05-06	Actual FY 06-07	Budget FY 07-08	Est Actual FY 07-08	Variance FY 07-08 (Budget Less Est Actual)	Budget %Variance (Variance divided by Bdg)	Budget FY06-09
<b><u>CAPITAL PROJECTS FUNDS:</u></b>								
150	<b>CAPITAL PROJECTS</b>							
	Developer Contribution			288,000		(288,000)	-100%	288,000
	Proceeds from Notes							1,075,000
	Interest Earnings	114,173	93,289	5,800	3,613	(2,187)	-38%	3,600
	<b>CAPITAL PROJECTS</b>	<b>114,173</b>	<b>93,289</b>	<b>293,800</b>	<b>3,613</b>	<b>(290,187)</b>	<b>-99%</b>	<b>1,366,600</b>
310	<b>PARKS CAPITAL IMPROVEMENT</b>							
	Impact Fees	367,385	41,925	1,676,400	55,854	(1,620,546)	-97%	
	Interest Earnings	123,556	168,444	536,000	119,630	(416,370)	-78%	48,100
	<b>PARKS</b>	<b>490,941</b>	<b>210,369</b>	<b>2,212,400</b>	<b>175,484</b>	<b>416,370</b>	<b>-78%</b>	<b>48,100</b>
320	<b>TRAFFIC IMPACT FEE</b>							
	Impact Fees	688,068	39,242	2,001,400	119,160	(1,882,240)	-94%	1,900,000
	Capacity Mitigation Fee			49,200	164,114	114,914		
	Interest Earnings	122,416	76,882	47,900	53,963	6,063	13%	47,500
	<b>TRAFFIC MITIGATION</b>	<b>810,485</b>	<b>116,124</b>	<b>2,098,500</b>	<b>337,237</b>	<b>(1,761,263)</b>	<b>-84%</b>	<b>1,947,500</b>
330	<b>CIVIC FACILITY IMPACT FUND</b>							
	Impact Fees	493,388	53,807	382,400	217,024	(165,376)	-43%	151,000
	Interest Earnings	87,453	53,577	9,600	14,938	5,338	56%	30,745
	<b>CIVIC FACILITIES IMPACT</b>	<b>580,841</b>	<b>107,384</b>	<b>392,000</b>	<b>231,962</b>	<b>5,338</b>	<b>56%</b>	<b>181,745</b>
350	<b>AFFORDABLE HOUSING</b>							
	Sale of Property		9,471		287,697	287,697		
	Interest Earnings	39,616	10,439		47,597	47,597		52,000
	Miscellaneous Revenues		1,217,653					
	<b>HOUSING SERVICES</b>	<b>39,616</b>	<b>1,237,562</b>		<b>335,294</b>	<b>335,294</b>		<b>52,000</b>
421	<b>AC RD ASSESSMENT DISTRICT</b>							
	Interest Earnings		651,634	642,100	358,310	(283,790)	-44%	350,855
<b>CAPITAL PROJECTS FUNDS</b>		<b>2,036,056</b>	<b>2,416,362</b>	<b>5,638,800</b>	<b>1,441,900</b>	<b>4,196,900</b>	<b>-74%</b>	<b>3,946,800</b>

**City of American Canyon  
Adopted Budget  
Fiscal Year 2008 - 09**

<b>Debt Service Funds</b>	<b>Revenue Budget</b>
LaVigne SA Reassmt Rev Bond	\$ 401,000
2002 Lease Revenue	6,000
AmCan Rd E Infrastr Rev Bond	1,007,500
Cabernet Village Lease	19,000
	<u>\$ 1,433,500</u>



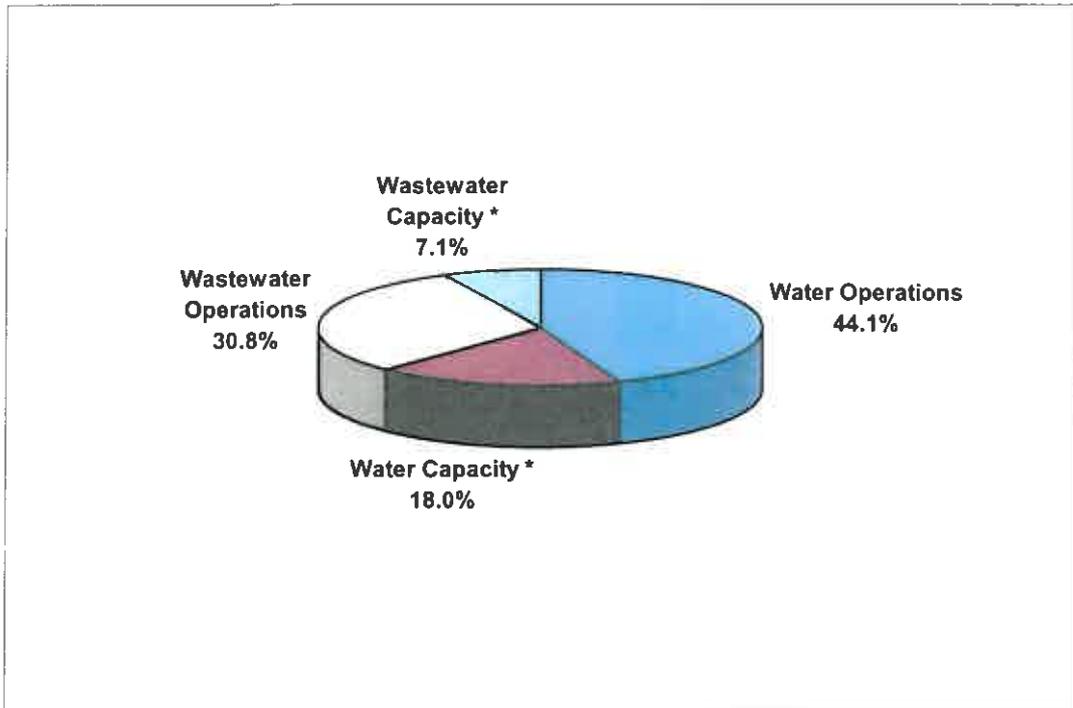
**Debt Service Funds Revenue Summary**  
**Adopted Budget**  
 Fiscal Year 2008 - 09

Fund	Dept Name	Actual FY 05-06	Actual FY 06-07	Budget FY 07-08	Est Actual FY 07-08	Variance FY 07-08 <small>(Budget Less Est Actual)</small>	Budget %%Variance <small>(Variance divided by Bdg)</small>	Adopted FY08-09
360	<b>LA VIGNE SPECIAL ASSESSMT</b>							
	Property Taxes	506,919	479,974	400,000	501,452	101,452	25%	385,000
	Interest Earnings	39,018	45,638	10,000	34,153	24,153	242%	16,000
	<b>LA VIGNE SPECIAL ASSESSMT</b>	<b>545,937</b>	<b>525,612</b>	<b>410,000</b>	<b>535,604</b>	<b>125,604</b>	<b>31%</b>	<b>401,000</b>
410	<b>97 LEASE REV-DEBT SERVICE</b>							
	Interest Earnings	13,694	17,675	12,000	14,308	2,308	19%	6,000
	<b>97 LEASE REV-DEBT SERVICE</b>	<b>13,694</b>	<b>17,675</b>	<b>12,000</b>	<b>14,308</b>	<b>2,308</b>	<b>19%</b>	<b>6,000</b>
422	<b>AMCAN RD E SP ASSMT BONDS D/</b>							
	Property Taxes	1,197,697	1,187,535	891,500	1,205,223	313,723	35%	960,000
	Interest Earnings	600,266	738,944	331,900	408,064	76,164	23%	47,500
	<b>AMCAN RD E SP ASSMT BONDS D/</b>	<b>1,797,963</b>	<b>1,926,478</b>	<b>1,223,400</b>	<b>1,613,287</b>	<b>389,887</b>	<b>32%</b>	<b>1,007,500</b>
423	<b>CABERNET VILLAGE LEASE</b>							
	Proceeds							
	Interest Earnings			14,100	690	(13,410)	-95%	19,000
	<b>CABERNET VILLAGE LEASE</b>			<b>14,100</b>	<b>690</b>	<b>(13,410)</b>	<b>-95%</b>	<b>19,000</b>
<b>DEBT SERVICE FUNDS</b>		<b>2,357,594</b>	<b>2,469,765</b>	<b>1,659,500</b>	<b>2,163,889</b>	<b>504,389</b>	<b>30%</b>	<b>1,433,500</b>

**Enterprise Funds  
Budget  
Fiscal Year 2008-09**

<b>Fund</b>	<b>Revenue Budget</b>
Water Operations	\$ 4,155,600
Water Capacity *	1,691,250
Wastewater Operations	2,897,900
Wastewater Capacity *	668,300
	<u>\$ 9,413,050</u>

\* Water & Wastewater Capacity Revenues will be presented to City Council for adoption during mid-year review.



**Enterprise Funds Revenue Summary**  
Fiscal Year 2008 - 09

Fund Dept	Fund / Dept Name	Actual FY 05-06	Actual FY 06-07	Budget FY07- 08	Est Actual FY07- 08	Variance FY07- 08 <small>(Budget Less Est Actual)</small>	Budget %%Variance <small>(Variance divided by Bdgt)</small>	Budget FY08- 09
550	<b>WATER OPERATIONS *</b>							
	Water Fees	3,202,230	3,525,483	3,355,700	3,754,714	399,014	12%	3,905,200
	Interest Earnings	231,946	237,856	125,000	168,283	43,283	35%	125,000
	Miscellaneous Revenues	18,319	412	400	473	73	18%	400
	Other Revenue	29,445	981,984		169,833	169,833		125,000
	WATER OPERATIONS	3,445,303	4,745,736	3,481,100	4,093,303	612,203	18%	4,155,600
551	<b>WATER CAPACITY **</b>							
	Impact Fees	2,321,469	774,625	1,870,300	966,692	(903,608)	-48%	1,650,000
	Interest Earnings	69,123	72,117	136,100	17,089	(119,011)	-87%	41,250
	Miscellaneous Revenues	1,028			50,000	50,000		
	WATER CAPACITY	2,391,619	846,742	2,006,400	1,033,780	(972,620)	-48%	1,691,250
555	<b>WASTEWATER OPERATIONS *</b>							
	Wastewater Fees	2,323,619	2,431,144	2,336,400	2,752,142	415,742	18%	2,857,900
	Interest Earnings	8,765	19,156	2,700	66,051	63,351	2346%	20,000
	Miscellaneous Revenues	11,688	1,190,644		94,314	94,314		20,000
	WASTEWATER OPERATIONS	2,320,696	3,640,944	2,339,100	2,912,507	573,407	25%	2,897,900
556	<b>WASTEWATER CAPACITY **</b>							
	Impact Fees	3,594,248	1,059,655	2,026,800	857,339	(1,169,461)	-58%	652,000
	Interest Earnings	340,561	437,382	100,000	236,443	136,443	136%	16,300
	WASTEWATER CAPITAL	3,934,809	1,497,037	2,126,800	1,093,782	(1,033,018)	-49%	668,300
<b>ENTERPRISE FUNDS</b>		<b>12,092,428</b>	<b>10,730,459</b>	<b>9,953,400</b>	<b>9,133,372</b>	<b>(820,028)</b>	<b>-8%</b>	<b>9,413,050</b>

\* Water and Wastewater operations budgets were adopted by City Council.

\*\* Water & Wastewater Capacity budgets are preliminary and will be presented to City Council during mid-year review.

## Water Fund Activities

Budget  
Fiscal Year 2009-09

	Enterprise			Capacity	CIP
	Revenue	Transfer In	Total	Revenue	Revenue
<b>Estimated Revenues</b>					
Water Service Charges	\$ (3,800,000)		\$ (3,800,000)		
Water Capacity Fees				(1,650,000)	
Make Whole	(125,000)		(125,000)		
Interest Revenue	(125,000)		(125,000)	(41,250)	
Miscellaneous	(105,600)		(105,600)		
Transfer In					\$ (1,307,121)
<b>Total Operating Revenues</b>	(4,155,600)	-	(4,155,600)	(1,691,250)	(1,307,121)
	Expense	Transfers Out	Total	Expense	Expense
<b>Appropriations</b>					
Water Treatment	2,304,000	340,750	2,644,750		
Water Distribution	784,800	321,200	1,106,000		
Debt Service	109,700	-	109,700	1,007,684	
Utility Billing	-	234,600	234,600		
Depreciation	1,000,000		1,000,000		
CIP Program Expenses **		668,896	668,896	536,385	1,307,121
Water Capital Costs				320,000	
<b>Total Appropriations</b>	4,198,500	1,565,446	5,763,946	1,864,069	1,307,121
<b>Income (Profit) Loss</b>			1,608,346	172,819	-

\* The Working Capital Balance at 7/1/2008 reflects a \$1,000,000 loan from the Water Enterprise Fund to the Water Capacity Fund due to a cash shortage

\*\* See CIP Projects detail on Next Page

## Water Capital Improvement Program Projects

Fiscal Year 2008 - 2009

Funded from Water Enterprise Fund	Project No.	Budget
West Side Fire Stn and Relocated Corp Yard	CF07-0400	\$ 23,300
WTP Conventional Plant Electrical Upgrade	WA07-1000	20,000
WTP Conventional Valve Replacement	WA07-1100	65,000
WTP FCV-9 Replacement	WA07-1200	80,000
WTP Solar Array	WA07-1300	55,000
Annual Water Main Replcmt 2008	WA07-0100	410,596
SCADA - Supervisory Control & Data Acquisition	WW07-0200	15,000
		<u>\$ 668,896</u>

Funded from Water Capacity Fund		
Potable Water Storage Tank - High Press Zone	WA07-0200	\$ 100,000
Water Storage Tanks Land Acquisition	WA07-0500	300,885
WTP Sludge Handling	WA07-0900	20,000
Additional Imported Water	WA09-0300	2,500
SCADA - Supervisory Control & Data Acquisition	WW07-0200	15,000
AmCan Rd East Pavement Reconstruction	TR07-0400	98,000
		<u>\$ 536,385</u>

All Projects - Water CIP Fund		
Annual Water Main Replcmt 2008	WA07-0100	\$ 410,596
Potable Water Storage Tank - High Press Zone	WA07-0200	100,000
Water Storage Tanks Land Acquisition	WA07-0500	449,152
Integrated Water Mgmt Plan	WA07-0600	104,873
WTP Sludge Handling	WA07-0900	20,000
WTP Conventional Plant Electrical Upgrade	WA07-1000	20,000
WTP Conventional Valve Replacement	WA07-1100	65,000
WTP FCV-9 Replacement	WA07-1200	80,000
WTP Solar Array	WA07-1300	55,000
Additional Imported Water	WA09-0300	2,500
		<u>\$ 1,307,121</u>

## Wastewater Fund Activities

Budget  
Fiscal Year 2008-09

	Enterprise			Capacity	CIP
	Revenue	Transfer In	Total	Revenue	Revenue
<b>Estimated Revenues</b>					
Wastewater Service Charges	\$ (2,825,000)		\$ (2,825,000)		
Wastewater Capacity Fees			-	(652,000)	
Interest Revenue	(23,000)		(23,000)	(16,300)	
Miscellaneous	(27,900)		(27,900)		
Penalties	(22,000)		(22,000)		
Transfer In		(300,000)	(300,000)		\$ (4,083,050)
<b>Total Operating Revenues</b>	<b>(2,897,900)</b>	<b>(300,000)</b>	<b>(3,197,900)</b>	<b>(668,300)</b>	<b>(4,083,050)</b>
	<u>Expense</u>	<u>Transfers Out</u>	<u>Total</u>	<u>Expense</u>	<u>Expense</u>
<b>Appropriations</b>					
Wastewater Treatment	1,708,900	414,330	2,123,230		
Collection System	217,500	96,800	314,300		
Stormwater Quality	65,700	21,900	87,600		
Solid Waste Mgmt	47,400	21,000	68,400		
Debt Service	301,500		301,500		
Utility Billing		156,400	156,400		
Depreciation	1,050,000		1,050,000		
CIP Program Expenses *		1,648,520	1,648,520	2,700,302	4,083,050
<b>Total Appropriations</b>	<b>3,391,000</b>	<b>2,358,950</b>	<b>5,749,950</b>	<b>2,700,302</b>	<b>4,083,050</b>
<b>Income (Profit) Loss</b>			<b>2,552,050</b>	<b>2,032,002</b>	<b>-</b>

\* The Working Capital Balance at 7/1/2008 reflects a \$1,285,600 loan from the Wastewater Capacity Fund to the Wastewater Enterprise Fund due to a cash shortage

\*\* See CIP Projects detail on Next Page

## Wastewater Capital Improvement Program Projects

Fiscal Year 2008 - 2009

	Project No.	Budget
<b>Funded from Wastewater Enterprise Fund</b>		
SCADA - Supervisory Control & Data Acquisition	WW07-0200	\$ 15,000
Sewer Collection Sys Minor Repairs	WW07-0400	50,000
Sunset Meadows Basin I/I Reduction, Phase 1	WW07-0800	30,000
WWTP Influent Upgrades	WW07-1000	48,000
WWTP Electrical Repairs	WW07-1100	1,505,520
		<u>\$ 1,648,520</u>

<b>Funded from Wastewater Capacity Fund</b>		
Recycled Water Pipelines Phase 7	RW07-0200	\$ 330,000
SCADA - Supervisory Control & Data Acquisition	WW07-0200	15,000
Los Altos & Theresa 10" pipe	WW07-0300	210,000
Wastewater Main Upsizing in ACR and SR 29	WW07-0500	1,181,100
WWTP Interim Treatment Upgrades	WW07-0600	250,000
Sunset Meadows Basin I/I Reduction, Phase 1	WW07-0800	30,000
WWTP Influent Upgrades	WW07-1000	12,000
WWTP Electrical Repairs	WW07-1100	376,430
AmCan Rd East Pavement Reconstruction	TR07-0400	98,000
Water Storage Tanks Land Acquisition	WA07-0500	148,267
Integrated Water Mgmt Plan	WA07-0600	49,505
		<u>\$ 2,700,302</u>

<b>All Projects - Wastewater CIP Fund</b>		
Recycled Water Pipelines Phase 7	RW07-0200	330,000
SCADA - Supervisory Control & Data Acquisition	WW07-0200	60,000
Los Altos & Theresa 10" pipe	WW07-0300	210,000
Sewer Collection Sys Minor Repairs	WW07-0400	50,000
Wastewater Main Upsizing in ACR and SR 29	WW07-0500	1,181,100
WWTP Interim Treatment Upgrades	WW07-0600	250,000
Sunset Meadows Basin I/I Reduction, Phase 1	WW07-0800	60,000
WWTP Influent Upgrades	WW07-1000	60,000
WWTP Electrical Repairs	WW07-1100	1,881,950
		<u>\$ 4,083,050</u>

General Fund  
Expenditure Summary by Department  
FY 2008-09

Description	Actual FY 2005 - 06	Actual FY 2006 - 07	Budget FY 2007-08	Est Actual FY 2007-08	Variance FY 2007-08 (Bdgt less est actual)	Budget % Variance (Variance divided by Bdgt)	Adopted FY 2008 - 09
<b><u>GENERAL FUND</u></b>							
City Council	91,142	136,661	399,800	364,959	(34,841)	0%	1,320,745
City Manager	452,698	367,496	546,800	436,299	(110,501)	-20%	369,620
City Clerk	276,047	317,230	380,900	347,623	(33,277)	-9%	388,390
City Attorney	696,042	780,510	485,000	397,438	(87,562)	-18%	400,000
Police	3,613,764	4,080,893	4,436,900	4,490,813	53,913	1%	4,439,680
Planning	492,500	608,960	886,800	540,937	(345,863)	-39%	682,660
Economic Development	125,462	76,418	128,400	115,451	(12,949)	-10%	116,100
Housing Services	68,962	74,185	204,200	91,533	(112,667)	-55%	96,000
Building and Safety	1,126,489	933,077	1,352,600	1,178,863	(173,737)	-13%	1,209,220
Dev Engineering	591,282	760,476	472,700	415,802	(56,898)	-12%	489,660
Curb & Sidewalk Assmt	2,378	2,707	15,000	-	(15,000)	-100%	15,000
Property Owner Fence	1,050	3,456	5,000	2,208	(2,793)	-56%	5,000
Streets & Roads	643,916	667,508	1,280,970	1,266,255	(14,715)	-1%	1,268,400
Storm Drainage	478,257	582,023	2,514,154	765,090	(1,749,064)	-70%	712,500
PW Administration	-	-	734,830	740,580	5,750	1%	690,720
Recreation	640,807	736,823	722,228	736,759	14,531	2%	693,220
Sports Program	47,125	40,009	44,900	35,275	(9,625)	-21%	49,900
Aquatics Programs	472,616	572,980	561,892	551,193	(10,699)	-2%	544,460
Parks	844,134	829,603	1,017,220	938,735	(78,486)	-8%	1,097,820
Finance	752,601	766,071	811,300	680,230	(131,070)	-16%	776,900
Personnel	310,352	321,534	415,900	398,880	(17,020)	-4%	320,200
Information Systems	219,634	212,729	339,300	282,515	(56,785)	-17%	375,200
Utility Billing & Collection	242,598	313,884	368,100	325,718	(42,382)	-12%	391,040
Risk Management	176,139	227,489	298,900	323,514	24,614	8%	331,900
Fleet	197,519	211,101	796,960	694,656	(102,304)	-13%	683,000
Building Maintenance	191,943	227,484	260,970	254,272	(6,698)	-3%	272,800
Non-Department	2,153,458	9,137,116	1,226,060	1,123,272	(102,788)	-8%	1,041,975
<b>Subtotal Expense</b>	<b>14,908,915</b>	<b>22,988,425</b>	<b>20,707,784</b>	<b>17,498,867</b>	<b>(3,208,917)</b>	<b>-15%</b>	<b>18,782,110</b>
<b>Less Intrafund Transfers</b>	<b>3,796,046</b>	<b>10,507,674</b>	<b>5,052,264</b>	<b>3,310,939</b>	<b>(1,741,325)</b>	<b>-34%</b>	<b>3,041,780</b>
<b>Total General Fund Expenses</b>	<b>11,112,869</b>	<b>12,480,750</b>	<b>15,655,520</b>	<b>14,187,928</b>	<b>(1,467,592)</b>	<b>-9%</b>	<b>15,740,330</b>

## Expenditure Summary by Department

### Budget

Fiscal Year 2008 - 09

Fund Dept	Fund / Dept Name	Actual FY 05-06	Actual FY 06-07	Budget FY07- 08	Est Actual FY07- 08	Variance FY07- 08 <small>(Budget Less Est Actual)</small>	%Variance <small>(Variance divided by Bdgt)</small>	Budget FY08- 09
<b><u>SPECIAL REVENUE FUNDS</u></b>								
201	Gas Tax *	349,929	535,700	875,200	247,130	-628,070	-72%	411,493
209	Abandoned Vehicle Abatement	2,158	8,548	2,700	13,797	11,097	411%	12,400
227	CDBG/Housing Revolving Loan	121,649	11,554	245,400	43,109	-202,291	-82%	125,000
223	Public Safety Subvention (COPS)	101,215	100,892	100,600	169,282	68,682	68%	-
225	Office of Traffic Safety Grant	-	21,319	42,900	10,633	-32,267	-75%	3,200
228	Safe Route to School Grant *	-	4,000	110,300	-	-110,300	-100%	110,300
271	RZH Grant *	-	-	27,300	20,243	-7,057	-26%	7,057
272	Per Capita Grant *	-	-	230,000	223,392	-6,608	-3%	66,608
500	Transit	183,006	19,777	25,000	8,868	-16,132	-65%	3,300
502	TDA/Art 3 (Bike & Ped) *			161,500	32,788	-128,712	-80%	128,712
503	STP Road Maintenance *			487,000	235,443	-251,557	-52%	251,557
580	Newell Open Space	1,594	3,251	15,000	2,847	-12,153	-81%	1,100
581	LaVigne Open Space Maint.	1,148	1,070	3,200	2,550	-650	-20%	3,000
702	Employee Housing Assistance	50,000	40,000	150,000	145,300	-4,700	-3%	150,000
703	Retiree Health Benefits	53,364	108,223	80,000	106,881	26,881	34%	120,000
42X	Lighting & Landscaping District	174,329	206,772	449,300	260,108	-189,192	-42%	422,254
<b><u>CAPITAL PROJECTS FUNDS</u></b>								
150	Capital Projects *	940,275	9,083,631	23,367,854	3,125,526	-20,242,328	-87%	9,996,763
310	Parks *	231,323	838,004	2,635,440	1,489,684	-1,145,756	-43%	732,016
320	Traffic *	2,482,558	1,017,967	3,329,200	860,949	-2,468,251	-74%	3,035,717
330	Civic *	986,773	2,208,251	46,500	15,976	-30,524	-66%	330,524
350	Affordable Housing *	2,152,032	50,227	-	342,097	342,097	0%	189,300
421	AC Rd E Assessment District *	1,742,890	7,685,784	9,076,700	7,131,599	-1,945,101	-21%	1,367,931
<b><u>DEBT SERVICE FUNDS</u></b>								
360	LaVigne SAD Assessment	413,994	490,548	475,000	492,455	17,455	4%	492,800
410	2002 Lease Revenue	316,725	317,074	315,000	72,991	-242,009	-77%	315,000
422	AmCan Rd East Infr Rev Bond	20,077,912	1,178,562	1,186,000	1,213,333	27,333	2%	1,213,600
423	Cabernet Village Lease	-	52,606	288,500	-	-288,500	-100%	304,000
426	Broadway Property	-	-	-	-	0	0%	131,500
<b><u>ENTERPRISE FUNDS</u></b>								
550	Water Operations							
	Capital Projects	-	-	708,300	39,404	-668,896	-94%	668,896
	Water Treatment	1,752,659	3,267,427	2,907,382	3,664,631	757,249	26%	2,879,350
	Water Distribution	905,346	799,357	1,245,060	956,340	-288,720	-23%	1,106,000

**Expenditure Summary by Department**  
**Budget**  
**Fiscal Year 2008 - 09**

<b>Fund Dept</b>	<b>Fund / Dept Name</b>	<b>Actual FY 05-06</b>	<b>Actual FY 06-07</b>	<b>Budget FY07- 08</b>	<b>Est Actual FY07- 08</b>	<b>Variance FY07- 08 (Budget Less Est Actual)</b>	<b>Budget %%Variance (Variance divided by Bdg)</b>	<b>Budget FY08- 09</b>
	Non-Department	-	-	215,500	215,500	0	0%	234,600
	Debt Service	122,666	519,060	243,300	109,091	-134,209	0%	109,700
	Depreciation	828,144	967,649	990,000	990,000	0	100%	1,000,000
	Water Operations	3,608,815	5,553,493	6,309,542	5,974,966	-334,576	-5%	5,998,546
551	Water Capacity *							
	Capital Projects Transfers	-	-	1,704,700	292,515	-1,412,185	-83%	438,385
	Water	481,545	1,033,907	868,500	762,183	-106,317	-12%	320,000
	Debt Service	148,438	52,151	78,000	36,789	-41,211	0%	1,007,684
	Water Capacity	629,982	1,086,057	2,651,200	1,091,487	-1,559,713	-59%	1,766,069
555	Wastewater Operations							
	Storm Water Quality	-	-	134,010	108,472	-25,538	-19%	87,600
	Capital Projects	-	-	1,709,600	61,080	-1,648,520	-96%	1,648,520
	Wastewater Treatment	2,040,328	1,920,766	2,312,420	2,521,035	208,615	9%	2,123,230
	Wastewater Collection	171,996	204,667	370,190	244,947	-125,243	-34%	314,300
	Solid Waste Management	-	-	82,020	59,522	-22,498	-27%	68,400
	Non-Department	-	-	150,600	150,600	0	0%	156,400
	Debt Service	95,152	87,868	254,000	271,634	17,634	0%	301,500
	Depreciation	949,861	996,421	1,000,000	1,005,000	5,000	100%	1,050,000
	Wastewater Operations	3,257,337	3,209,722	6,012,840	4,422,290	-1,590,550	-26%	5,749,950
556	Wastewater Capacity *							
	Capital Projects	-	-	2,883,400	183,098	-2,700,302	-94%	2,700,302
	Wastewater Capacity	662,572	770,928	458,100	626,163	168,063	37%	600,000
	Wastewater Treatment Plant	343,408	2,685	-	-	0	0%	-
	Debt Service	178,192	150,549	463,700	490,380	26,680	0%	543,200
	Wastewater Capacity	1,184,172	924,162	3,805,200	1,299,641	-2,505,559	-66%	3,843,502

\* Fund with Preliminary Budgets and will be presented to City Council during mid-year review.

## Section 2: Departmental Summary

# **Administration**

Fiscal Year 2008-09

This Division's departments provide a range of oversight and administrative services as described below.

## **City Council**

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

## **City Manager**

As the Chief Administrative Officer of the City, assists the City Council in developing and evaluating policies, implements Council's policies, and provides direction and leadership to City staff

## **City Clerk**

Is responsible for maintaining the City's official records, processing documents, preparing agendas, minutes of meetings, conducts municipal elections, and responds to requests for information.

## **City Attorney**

Services are provided to the City via contract with the Law Offices of William Ross. He and his firm provide a range of legal services to the City and Fire Protection District. Primary responsibilities include providing legal advice to City and District officials and staff, drafting and reviewing contracts, and defending the City, its officers and employees in litigation, as necessary.

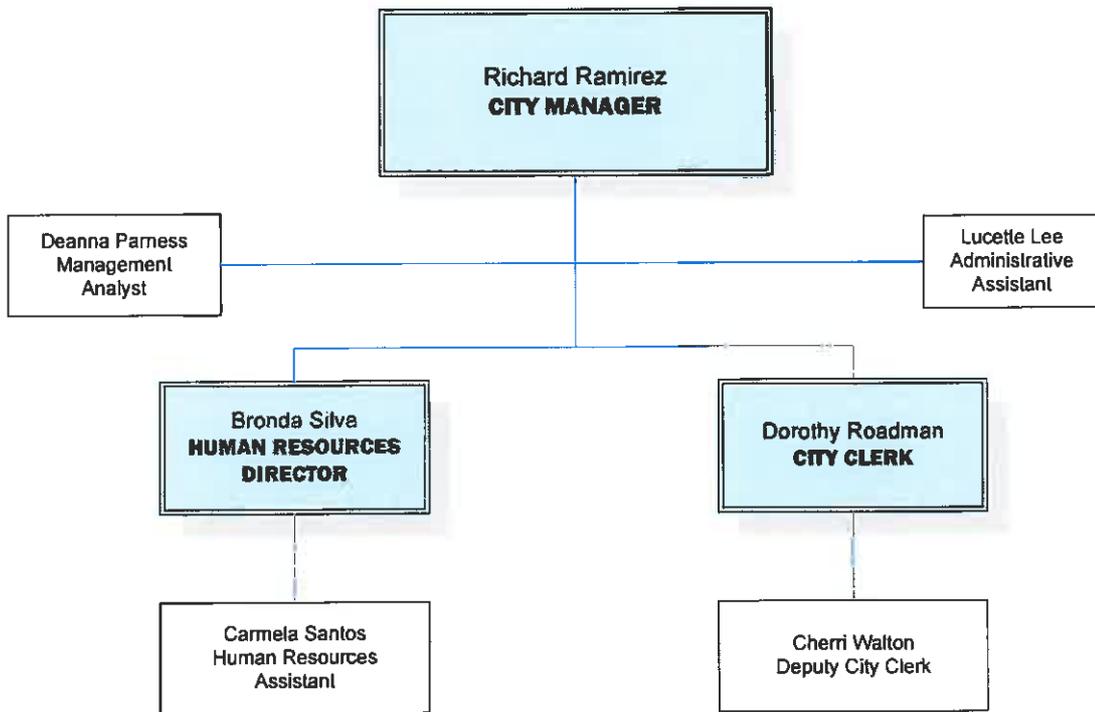
## **Human Resources**

Provides support services to all departments including recruitment, new employee orientations, labor relations, employee benefit administration, coordinates staff training and development, and helps ensure compliance with a range of federal and state laws, civic service rules and various memorandums of understanding (MOU's).

## **Risk Management**

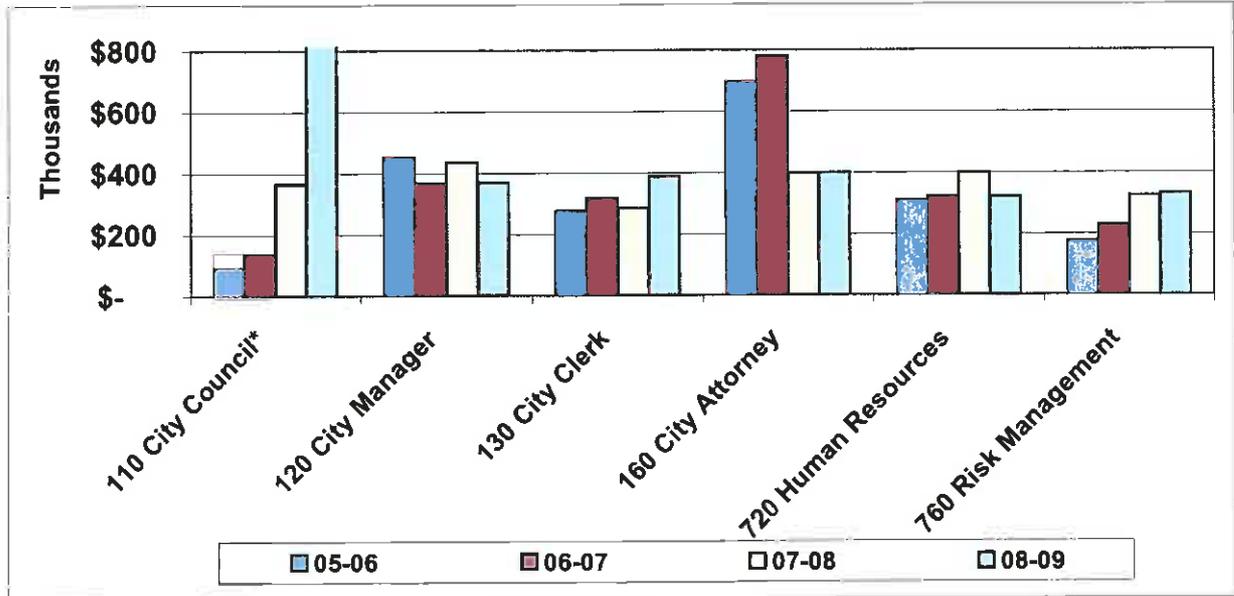
The Human Resources Director oversees liability and property insurance programs for the City, ensures that City contractors have sufficient insurance and is the resource person for all matters related to insurance.

# ADMINISTRATION



## Administration Department Summary

### Expenditures



Division / No.	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
110 City Council*	\$ 91,142	136,661	399,800	364,959	1,320,745
120 City Manager	452,698	367,496	546,800	436,299	369,620
130 City Clerk	276,047	317,230	317,900	284,623	388,390
160 City Attorney	696,042	780,510	485,000	397,438	400,000
720 Human Resources	310,352	321,534	415,900	398,880	320,200
760 Risk Management	176,139	227,489	298,900	323,514	331,900
<b>Total</b>	<b>\$ 2,002,420</b>	<b>\$ 2,150,921</b>	<b>\$ 2,464,300</b>	<b>\$ 2,205,712</b>	<b>\$ 3,130,855</b>

#### Funding Sources

General 100	\$ 2,002,420	\$ 2,150,921	\$ 2,464,300	\$ 2,205,712	\$ 3,130,855
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\* A General Fund Contingency of \$1,045,405 was established and included above in the City Council's budget.

Staffing is detailed on each division's expense lead sheet.

# City Council

Fiscal Year 2008-09

At an April 2008 Study Session, the City Council identified the following goal themes and objectives:

- Provide Quality Customer Service
  - Granicus streaming video operational in 2008
  - Move to new City Hall as soon as possible – current target is Fall 2008
  - Establish a formal Customer Service Training Program for adoption by the Mayor and City Council
  - Update the Alternate Work Schedule
  - Continue to Implement the ADA program transition plan
  - Improve Park Maintenance by establishing park standards
  - Evaluate and improve development review process
  - Update City website that will result in:
    - Online utility billing /payment options
    - Mass notification for non-emergency uses
  - Review / update facility rental and use policy (update city resident preference)
  - Develop draft Council vision and mission statement for consideration by Mayor and the City Council
  
- Position City for Economic Development Opportunities
  - Submit revised temporary sign ordinance standards for approval by Mayor and City Council
  - Prepare for consideration by Mayor and City Council a Highway 29 Coordor Plan strategy
  - Commence Housing element update
  - Integrated Water Management Plan Implementation: Identify and secure tentative agreement for importation of new water resources
  - Adopt new traffic impact fees and revisit 50% discount for commercial projects
  - Present for adoption by Mayor and City Council a formal code enforcement program (including a graffiti removal element)
  - Present a community financing District model to undertake key infrastructure improvements for the new developing area of American Canyon
  
- American Canyon Will Remain Fiscally Sustainable
  - Secure new Office of Traffic Safety Grant
  - Perform a review of Fire District / City Financial relationship
  - Finalize County Agreement
  - Add provisions for unfunded medical expenses to the City's fiscal policy
  - Modify fiscal policy to reflect financial objectives

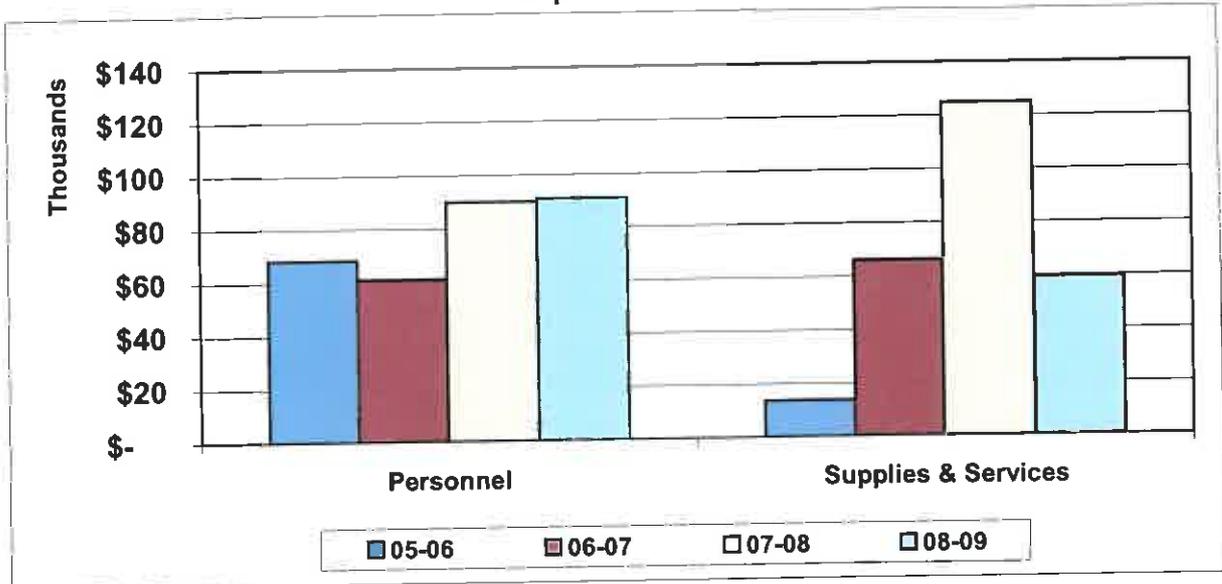
- The City will Work to Identify and meet community facility needs
  - Submit a Kimberly Park Master Plan for approval by Mayor and Council
  - Secure additional funding for Napa Bay Trail
  - Return with a recommendation on use options for the former Police Station
  - Present policy options for reuse of surplus city facilities / property
  - Update records management review
  - City Clerk to conduct 2008 election
  
- Enhance social services and youth development programs
  - Develop / coordinate a youth employment program for the City
  - Develop a strategy for adoption by the Mayor and City Council to secure County social services in the City
  - Prepare a recommendation for Summer Teen Program
  
- Public Safety Goal: Provide for the safety of American Canyon residents, workers, businesses and visitors
  - Police and Fire District to Complete / update strategic plan that assures responses to emergencies within National Guidelines and addresses staffing needs
  - Fire to Update the Emergency Operations Plan for adoption by the Mayor and City Council
  - Police to increase crime prevention efforts by adding four new neighborhood watch block options to the City
  - Police to compile comparative crime rate data on a per capita basis for Napa County and Napa City for review by Mayor and City Council
  - Police to develop a program for consideration by the City Council to install "in-car-cameras"

**Administration City Council**

Dept No. 110

**Mission:** To Provide Policy Direction to City Staff

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 68,235	61,031	94,800	89,713	90,800
Supplies & Services	13,606	66,029	154,600	124,846	59,300
Transfers Out	9,300	9,600	150,400	150,400	125,240
Contingency	-	-	-	-	1,045,405
<b>Total</b>	<b>\$ 91,142</b>	<b>\$ 136,661</b>	<b>\$ 399,800</b>	<b>\$ 364,959</b>	<b>\$ 1,320,745</b>

**Funding Sources**

General Fund	\$ 91,142	136,661	399,800	364,959	\$ 1,320,745
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**Staffing**

Positions	Fiscal Years	
	06 - 07	07 - 08
City Council Members	5	5

# City Manager

Fiscal Year 2008-09

The City Manager, as the Chief Administrative Officer of the City, is responsible for planning, organizing, and directing all municipal activities.

## Accomplishments for Fiscal Year 2007-08:

- Addressed long –standing water supply and wastewater treatment problems by facilitating the creation of a 36 member Blue Ribbon Committee which recommended rate and fee increases which were approved by the City Council
- Facilitated the purchase and financing of Cabernet Village, an existing commercial office building for use as City Hall

## Goals for Fiscal Year 2008-09:

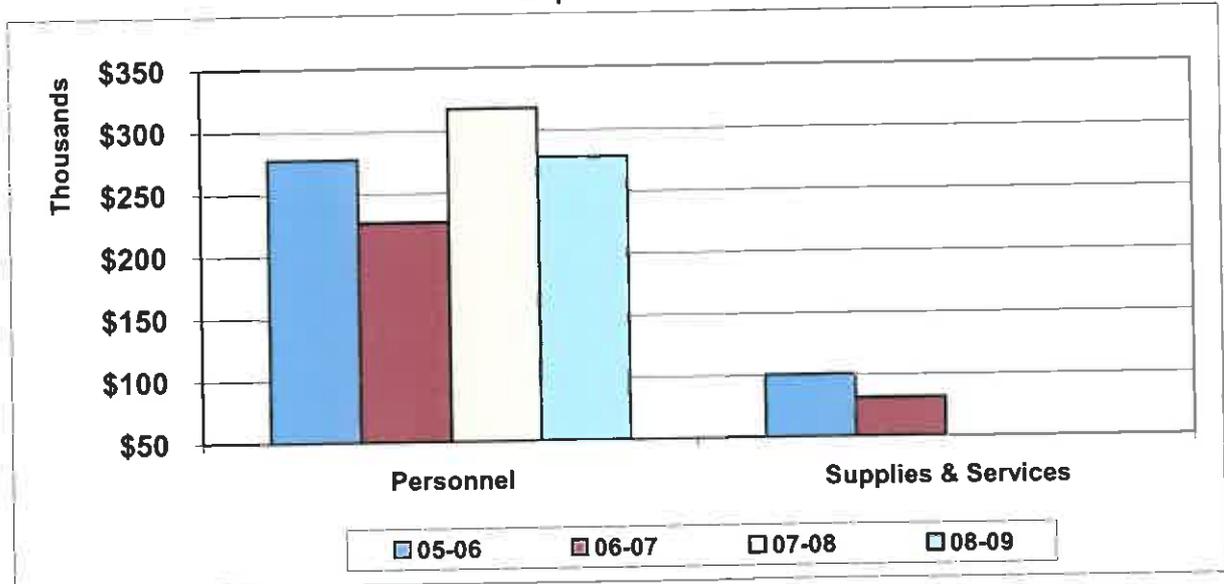
- Present information and recommendations to enable the City Council and the Fire District Board to make decisions on matters of policy
- Improve the City's working relationships with external agencies and organizations
- Oversee and provide direction to ensure that American Canyon remains fiscally sustainable
- Develop draft Vision and Mission Statements for consideration by the Mayor and City Council
- Develop a strategy for adoption by the Mayor and City Council to secure more and enhanced County social services within the City
- Provide a Community Financing District Model to undertake key (needed) infrastructure improvements for the new developing area of American Canyon

**Administration City Manager**

Dept No. 120

**Mission:** Under direction of the City Council, runs the City

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 277,572	\$ 226,811	\$ 431,300	\$ 317,726	\$ 277,700
Supplies & Services	100,326	81,285	43,700	46,773	26,500
Transfers Out	74,800	59,400	71,800	71,800	65,420
<b>Total</b>	<b>\$ 452,698</b>	<b>\$ 367,496</b>	<b>\$ 546,800</b>	<b>\$ 436,299</b>	<b>\$ 369,620</b>

**Funding Sources**

General Fund	\$ 452,698	\$ 367,496	\$ 546,800	\$ 436,299	\$ 369,620
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**Staffing**

	Fiscal Years	
	07 - 08	08-09
Administrative Assistant	0.70	0.70
City Clerk	0.50	0.50
City Manager	0.60	0.35
Deputy City Clerk	0.30	0.30
Management Analyst	1.00	1.00
<b>Total</b>	<b>3.10</b>	<b>2.85</b>

# City Clerk

## Fiscal Year 2008-09

The City Clerk, an appointed position with the City, is the legislative historian, chief elections official, regulatory filing officer, document administrator, and scribe for the City Council. The Office of the City Clerk serves as the unbiased liaison between the community and its local government.

### Department Accomplishments for Fiscal Year 2007-2008

- Facilitated public hearing notices and timelines, as needed
- Worked with the City Attorney and Registrar of Voters to determine validity of referendum petitions
- Worked with staff to comply with the Proposition 218 guidelines for public hearings and notices for the water and wastewater increases
- Began implementation of Granicus streaming video of City Council meetings to our community and beyond through Internet access
- Began a comprehensive Clerk policy and procedure reference resource to be used in the future for the Clerk's office and to assist other departments
- Met with administrative staff to smooth the agenda processes and public hearing procedures, website issues, and alternatives for record management systems
- Prepared a Legislative Protocol and Proclamation and Award Guidelines
- Streamlined agenda packet preparation process to save time and money

### Goals for FY 2008-09

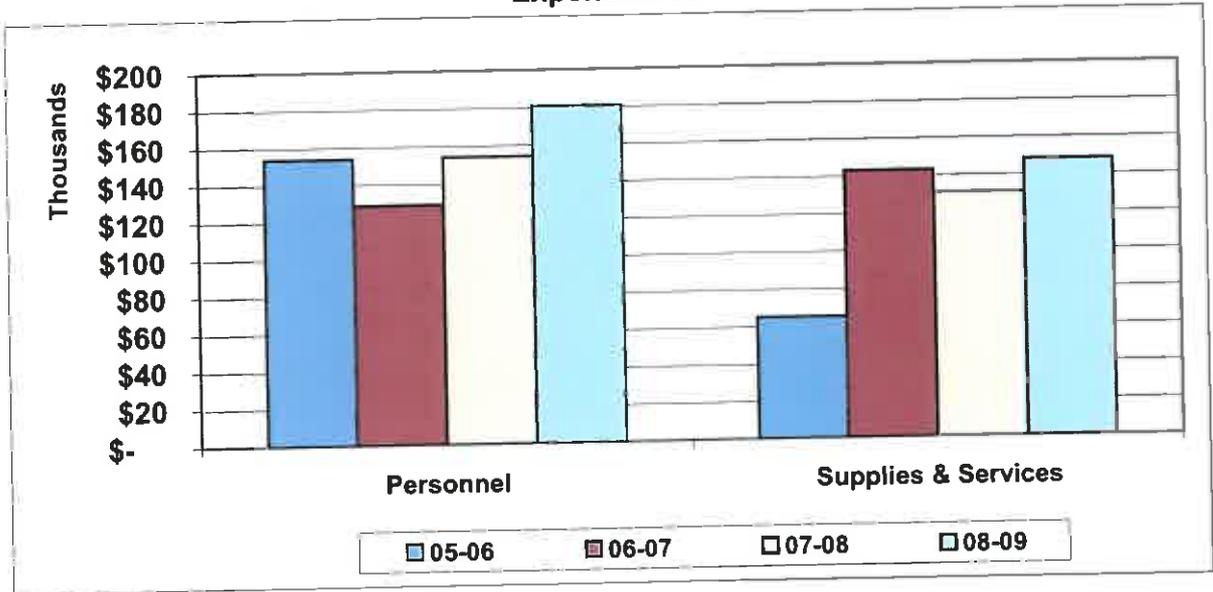
- Begin implementation of a new interdepartmental electronic records management system to destroy records that are eligible for destruction
- Present an updated records retention schedule to City Council for approval
- Budget to increase scanning, and offsite storage of records
- Coordinate a successful election process with candidates and the County of Napa Elections Department.
- Prepare a Candidate's Election Handbook
- Prepare a Handbook for new Committee and Board Members
- Registrar of Voters for the November 2008 City of American Canyon Municipal Election. Work with Management Analyst to prepare RFP for new website
- Incrementally, begin a "paperless" records management process (i.e., don't print items that can be saved electronically)
- Coordinate with City Council, City Manager, and staff to send out a citizens' survey response form.

**Administration City Clerk**

Dept No. 130

**Mission:** Assist the City Council, City Staff, and the General Public to access official City records and coordinate all activities related to elections.

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 153,861	\$ 128,705	\$ 162,900	\$ 153,946	\$ 180,700
Supplies & Services	65,187	143,125	155,000	130,677	147,950
Transfers Out	57,000	45,400	-	-	59,740
<b>Total</b>	<b>\$ 276,047</b>	<b>\$ 317,230</b>	<b>\$ 317,900</b>	<b>\$ 284,623</b>	<b>\$ 388,390</b>

**Funding Sources**

General	\$ 276,047	\$ 317,230	\$ 317,900	\$ 284,623	\$ 388,390
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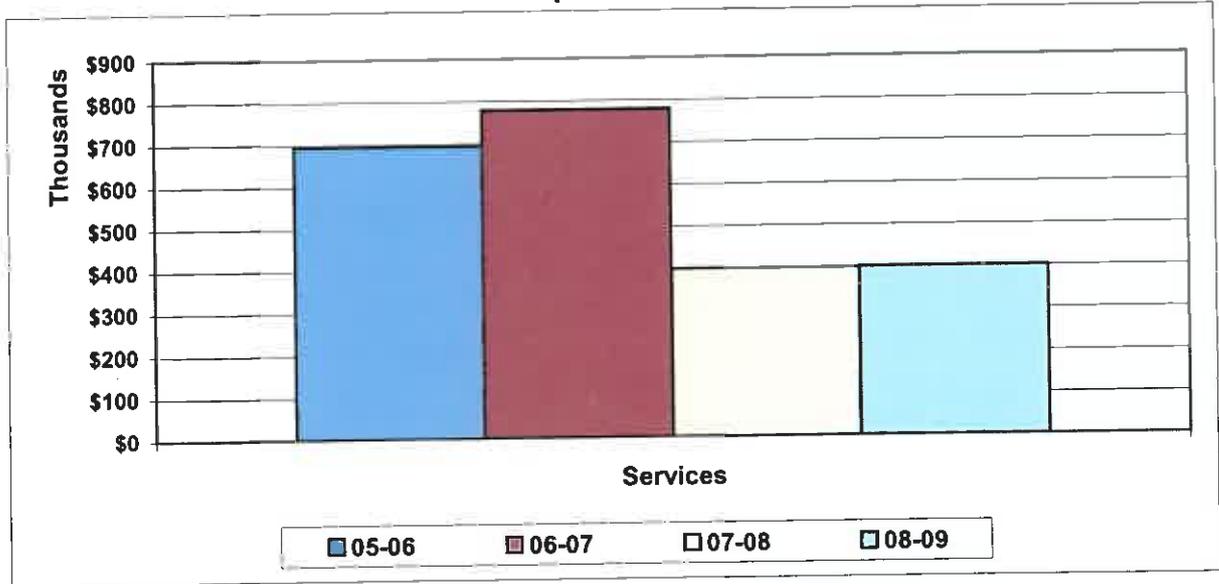
	Staffing	
	Fiscal Years	
	07 - 08	08-09
City Clerk	0.50	0.50
City Manager	0.20	0.20
Deputy City Clerk	0.70	0.70
<b>Total</b>	<b>1.40</b>	<b>1.40</b>

**Administration City Attorney**

Dept No. 160

**Mission:** To provide legal services to the City

**Expenditures**



Category	Budget				
	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Services	694,042	779,010	485,000	397,438	400,000
Transfers Out	2,000	1,500	-	-	-
<b>Total</b>	<b>\$ 696,042</b>	<b>\$ 780,510</b>	<b>\$ 485,000</b>	<b>\$ 397,438</b>	<b>\$ 400,000</b>

**Funding Sources**

General	\$ 696,042	780,510	485,000	397,438	400,000
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**Staffing**

**Fiscal Years**

	07 - 08	08-09
City Attorney (Contract)	1	1

# Human Resources

Fiscal Year 2008-09

The Department 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 administration, Human Resources provides the following key services: recruiting, testing, classification and pay, safety, risk and workers' compensation oversight, retirement and benefits coordination with PERS, safety, training, salary administration, and labor/employee relations.

## **Accomplishments for Fiscal Year 2007-08:**

- Developed and implemented new Recruitment and Retention Strategic Plan
- With consultant, completed a full Supervisory Academy for City supervisors and lead workers
- Reached the grant thresholds for ABAG's Risk Management criteria
- Developed new policies on overtime, vehicle use, return-to-work, catastrophic leave, and the FMLA policy and administrative guidelines.
- Contracted with CalOpps, which maintains a public agency job board, accessed via the internet, to make it easy for job seekers to search and apply for public agency employment opportunities at American Canyon.
- Developed and implemented the new Executive Broadbanding and Pay-for-Performance Plan.
- Recruited and tested for several new or vacant City positions including overseeing two executive level recruitments with an executive recruiter.
- Coordinated the contract and consultant work for the City's ADA transition plan.
- Increased wellness activities such as coordinating workshops on nutrition and ergonomics, more health/wellness booths at the safety fair, and arranged for medical screenings, flu shots, and a WeightWatchers at Work Program for employees.

## **Goals for Fiscal Year 2008-09**

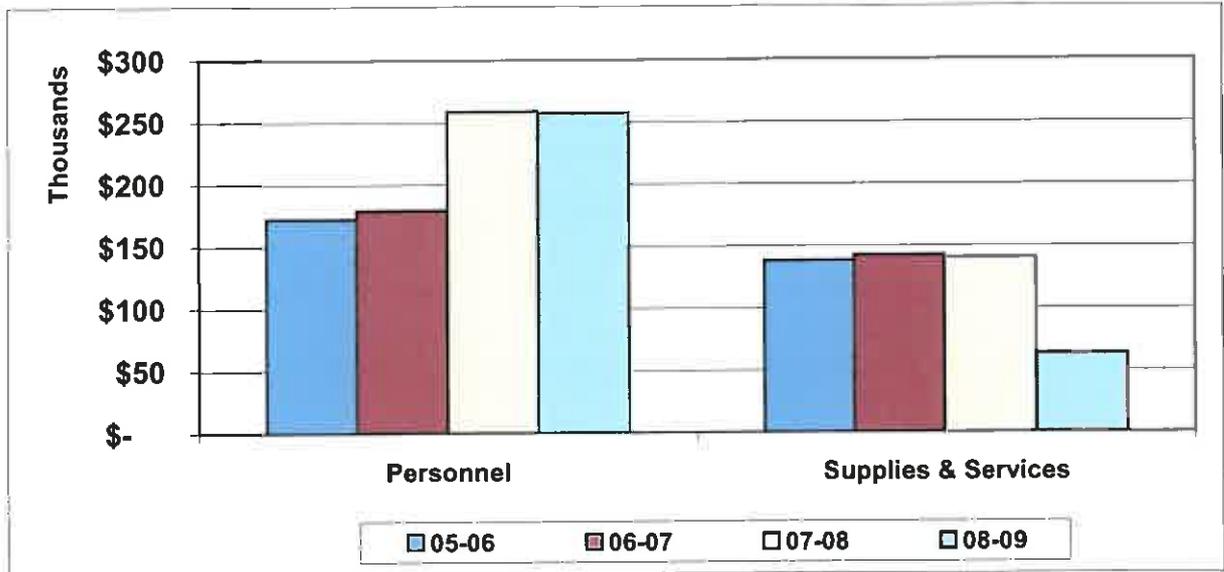
- Establish a formal Customer Service training program for adoption by the Mayor and Council.
- With Union Agreement, Update the Alternate Work Schedule policy.
- Continue to implement the ADA program transition plan.
- Work with Council and Community Services to develop/coordinate a youth employment program for the City.
- Work with the Community Services Department to develop a strategy to secure County social services in the City.
- Develop a formal Wellness Program.
- Develop a Human Resources Strategic Plan that will cover the next five years.

# Human Resources

Dept No.: 720

**Mission:** Attract, retain, and develop a highly qualified workforce; coordinate retirement and benefits program; implement organization policies and procedures; administer safety, risk and workers' compensation programs.

## Expenditures



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 172,293	\$ 179,352	\$ 251,800	\$ 258,533	\$ 257,000
Supplies & Services	138,059	142,182	164,100	140,347	63,200
<b>Total</b>	<b>\$ 310,352</b>	<b>\$ 321,534</b>	<b>\$ 415,900</b>	<b>\$ 398,880</b>	<b>\$ 320,200</b>

### Funding Sources

General	\$ 310,352	\$ 321,534	\$ 415,900	\$ 320,200
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	Staffing	
	Fiscal Years	
	07-08	08-09
Human Res Asst	1.00	1.00
Human Res Director	1.00	1.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>

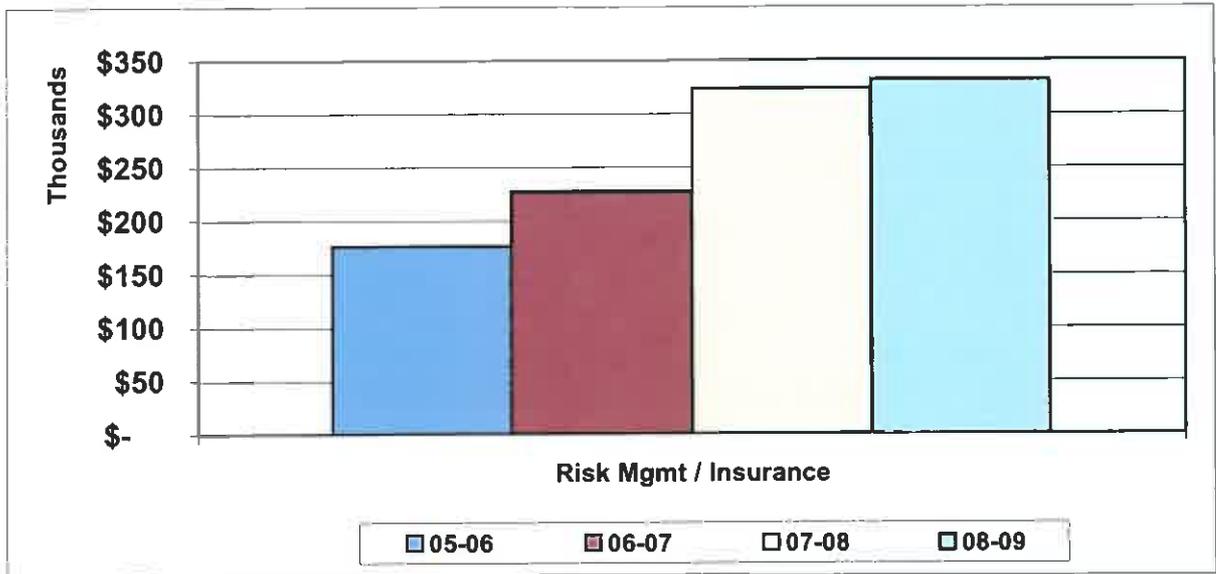
**Human Resources**

**Risk Management**

Dept No.: 760

**Mission:** Provides employee safety training and safety supplies

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Risk Mgmt / Insurance	\$ 176,139	\$ 227,489	\$ 298,900	\$ 323,514	\$ 331,900
<b>Total</b>	<b>\$ 176,139</b>	<b>\$ 227,489</b>	<b>\$ 298,900</b>	<b>\$ 323,514</b>	<b>\$ 331,900</b>

**Funding Sources**

General	\$ 176,139	\$ 227,489	\$ 298,900	\$ 331,900
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# Finance

Fiscal Year 2008-09

Department staff 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, coordinating the audit, cash and investments.

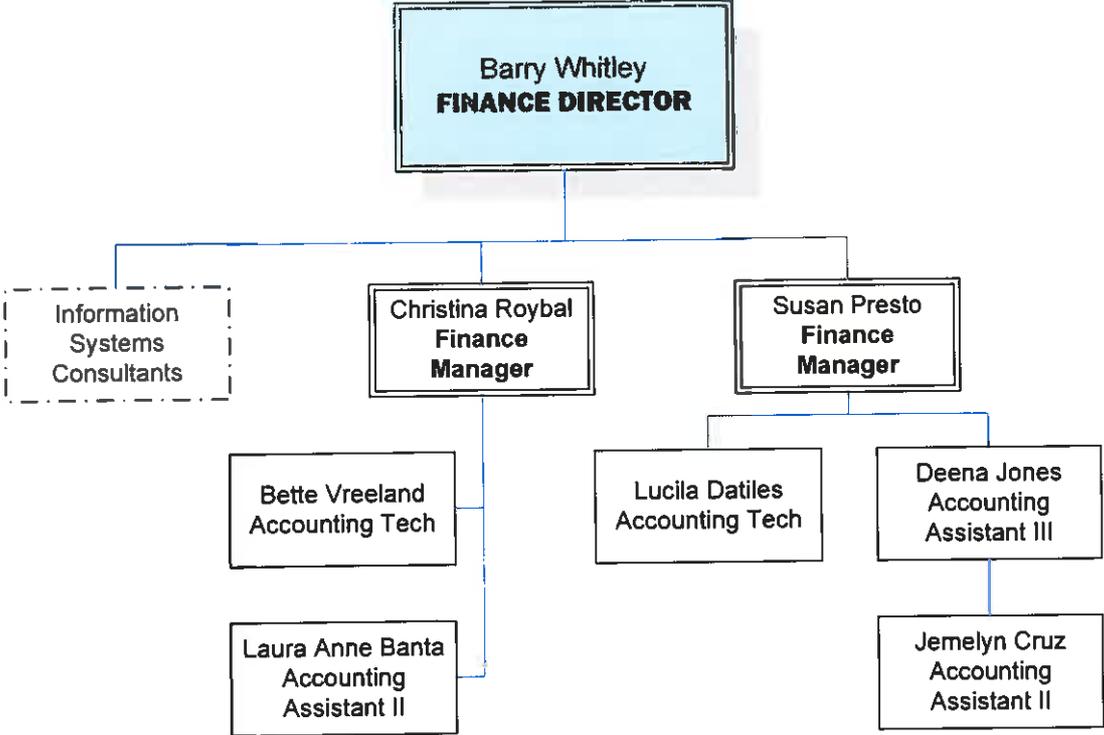
## **Department Accomplishments for Fiscal Year 2007-2008**

- Updated City's general fixed asset book values from infrastructure inventory and valuation report to comply with Government Accounting Board Statement No. 34
- Completed a Request for Proposal (RFP) for Auditing Services and coordinated the hiring of a new City Auditor.
- Upgraded the business license software and uploaded list of businesses to the City's website
- Coordinated plans for the replacement of City Desk, the website content manager, with a program that promises to work better and be more user friendly. Implementation is targeted for September 2008
- Made presentations of water and wastewater enterprise fund financial data to the Blue Ribbon Committee on water resources to assist them with their recommendations to the City Council on rate and fee adjustments

## **Goals and Projects for Fiscal Year 2008 – 2009**

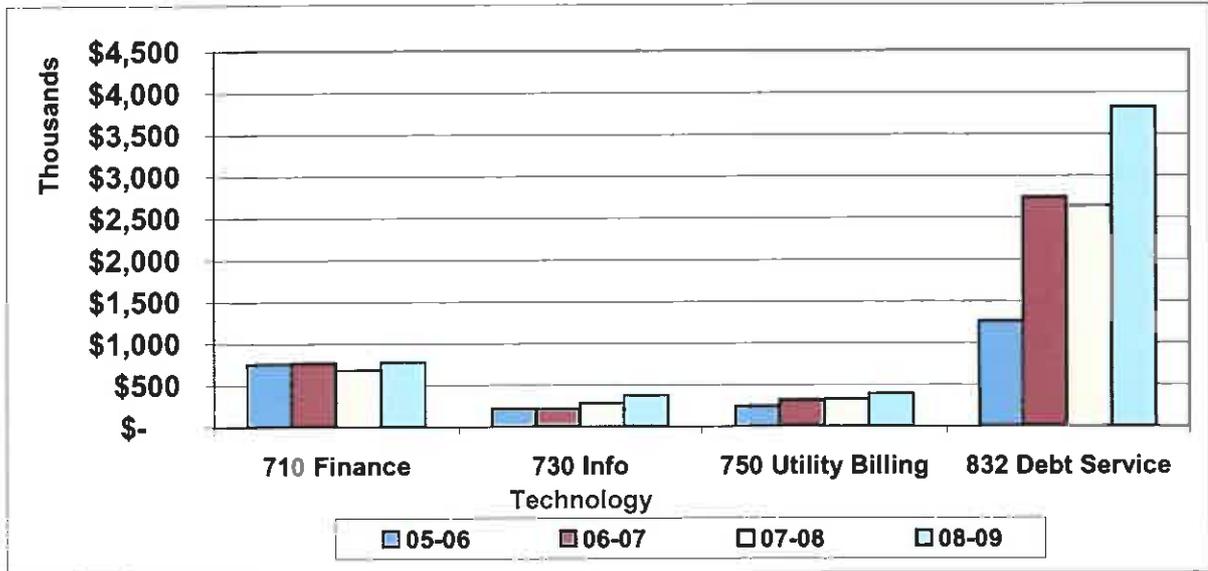
- Prepare a Request for Proposal to provide computer support services
- Improve Utility Billing customer service by giving customers options for electronic bill presentment and payment and internet access to their account activity and balances
- Reformat City's Water Bill to provide customers with water consumption data in order to monitor their conservation measures
- Develop written procedures for utility billing practices
- Develop a comprehensive staff training plan
- Reconfigure set up of Springbrook Project Management System to facilitate improved reporting and program budgeting capabilities
- Conduct test of Springbrook Program Budgeting by setting up project numbers to track all expenses including staff, supplies and contracts to maintain City parks
- Survey Non Emergency Mass Communication Systems and make recommendation to City Manager
- Participate in Committee to upgrade City's Web Site.
- Make preparations for a smooth move to the new Broadway City Hall during Fall 2008

# FINANCE



## Finance Department Summary

### Expenditures



Division / No.	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
710 Finance	\$ 752,601	766,071	811,300	680,230	\$ 776,900
730 Info Technology	219,634	212,729	339,300	282,515	375,200
750 Utility Billing	242,598	313,884	368,100	325,718	391,040
832 Debt Service	1,258,220	2,741,967	3,303,500	2,638,229	3,824,984
<b>Total</b>	<b>\$ 2,473,053</b>	<b>\$ 4,034,652</b>	<b>\$ 4,822,200</b>	<b>\$ 3,926,692</b>	<b>\$ 5,368,124</b>

#### Funding Sources

General 100	2,473,053	4,034,652	4,822,200	3,926,692	5,368,124
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Note: The Finance Department staffing is detailed on each division's sheet.

**Finance**

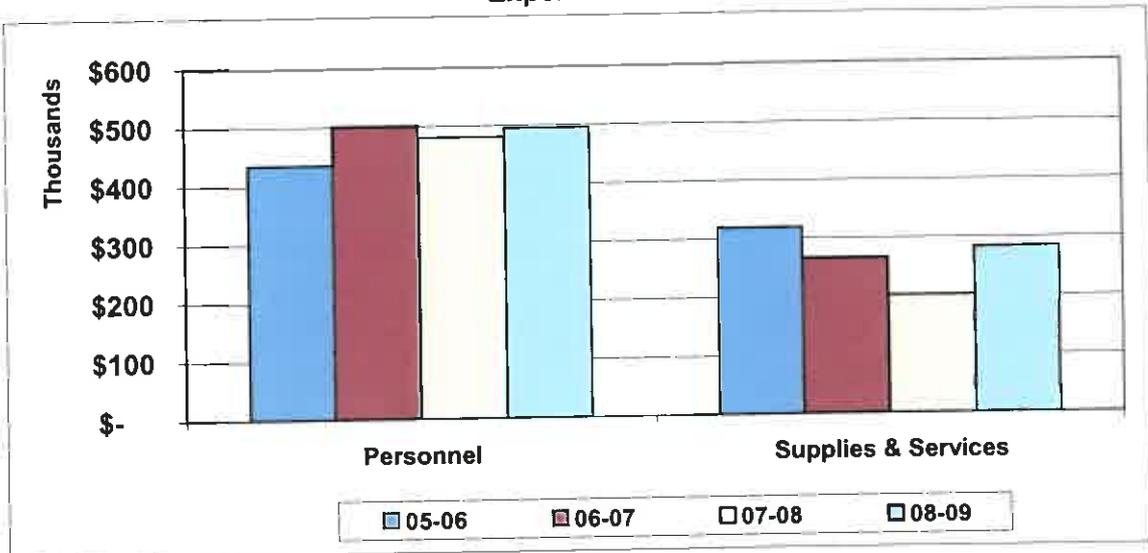
**Finance Division**

Dept No.: 710

**Mission:**

Maintains financial records, invests City's money, oversees the annual audit and prepares narrative for audit report.

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 434,251	\$ 500,358	\$ 478,700	\$ 479,628	\$ 494,500
Supplies & Services	318,350	265,713	332,600	200,603	282,400
<b>Total</b>	<b>\$ 752,601</b>	<b>\$ 766,071</b>	<b>\$ 811,300</b>	<b>\$ 680,230</b>	<b>\$ 776,900</b>

**Funding Sources**

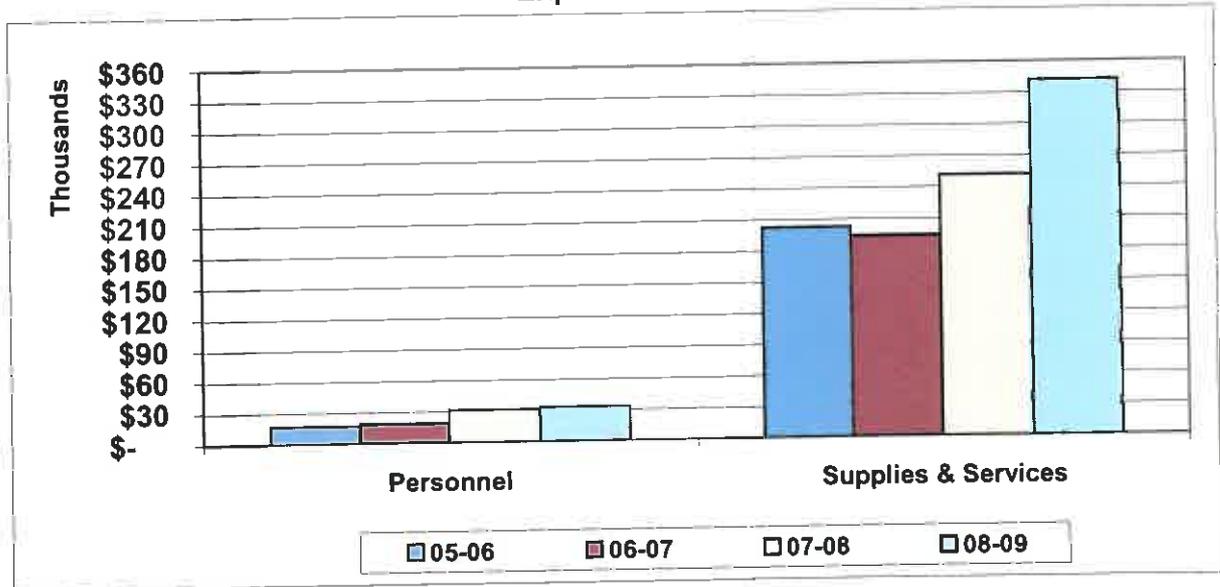
General	\$ 752,601	\$ 766,071	\$ 811,300	\$ 776,900
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Note: The Office Support Division was discontinued for FY 07-08 and 1.55 FTE was moved from there to Finance Div. The staffing table below reflects this change. Office Support expenditures have been added to the 07-08 budget

	Staffing	
	Fiscal Years	
	07 - 08	08-09
Acctg Asst II	0.70	0.70
Acctg Tech	2.00	2.00
Administrative Assistant	0.30	0.30
Finance Director	0.60	0.60
Finance Manager	1.30	1.30
<b>Total</b>	<b>4.90</b>	<b>4.90</b>

**Mission:** Maintains City's computer system including the financial management system, utility billing system, and building permit issuance software. Service is contracted out.

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 17,353	\$ 18,987	\$ 33,100	\$ 31,228	\$ 33,300
Supplies & Services	202,280	193,742	306,200	251,287	341,900
<b>Total</b>	<b>\$ 219,634</b>	<b>\$ 212,729</b>	<b>\$ 339,300</b>	<b>\$ 282,515</b>	<b>\$ 375,200</b>

**Funding Sources**

General	\$ 219,634	\$ 212,729	\$ 339,300	\$ 282,515	\$ 375,200
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Note: Division was accounted for in the Support Services fund which was terminated for FY 07 08. Division activities are all recorded in the general fund. Expenses are reimbursed by other funds as appropriate

	Staffing	
	Fiscal Years	
	07 - 08	08-09
Finance Director	0.20	0.20
<b>Total</b>	<b>0.20</b>	<b>0.20</b>

**Finance**

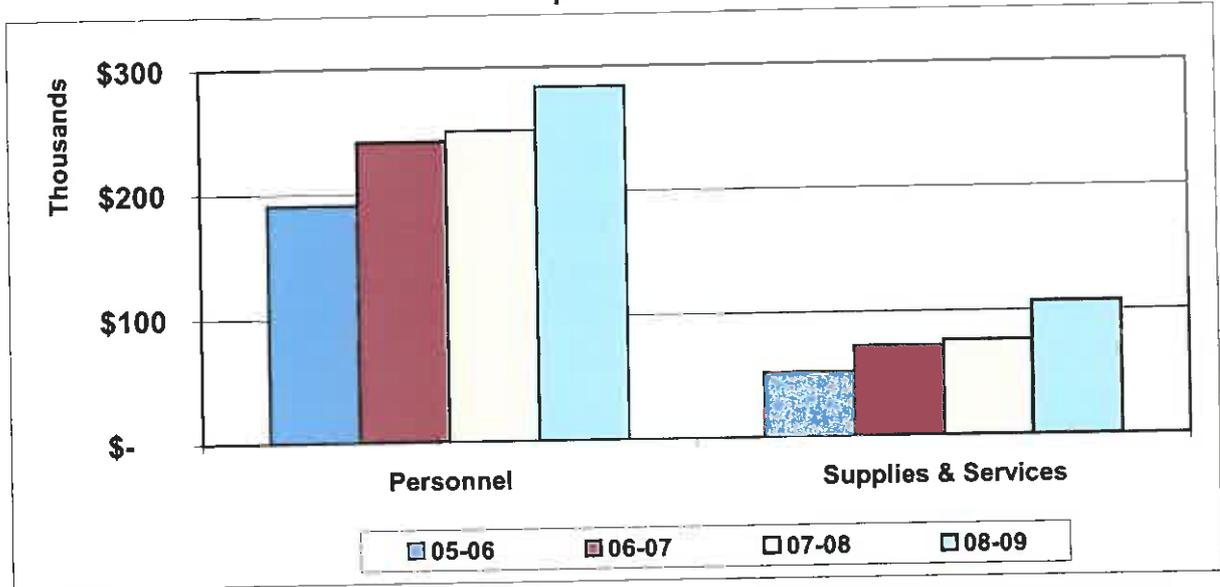
**Utility Billing**

Dept No.: 750

**Mission:**

Prepares Monthly Utility Billing, receipts customer payments, provides customer service at the public counter and over the phone

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 190,961	\$ 241,568	\$ 278,600	\$ 249,599	\$ 284,200
Supplies & Services	51,637	72,316	89,500	76,119	106,840
<b>Total</b>	<b>\$ 242,598</b>	<b>\$ 313,884</b>	<b>\$ 368,100</b>	<b>\$ 325,718</b>	<b>\$ 391,040</b>

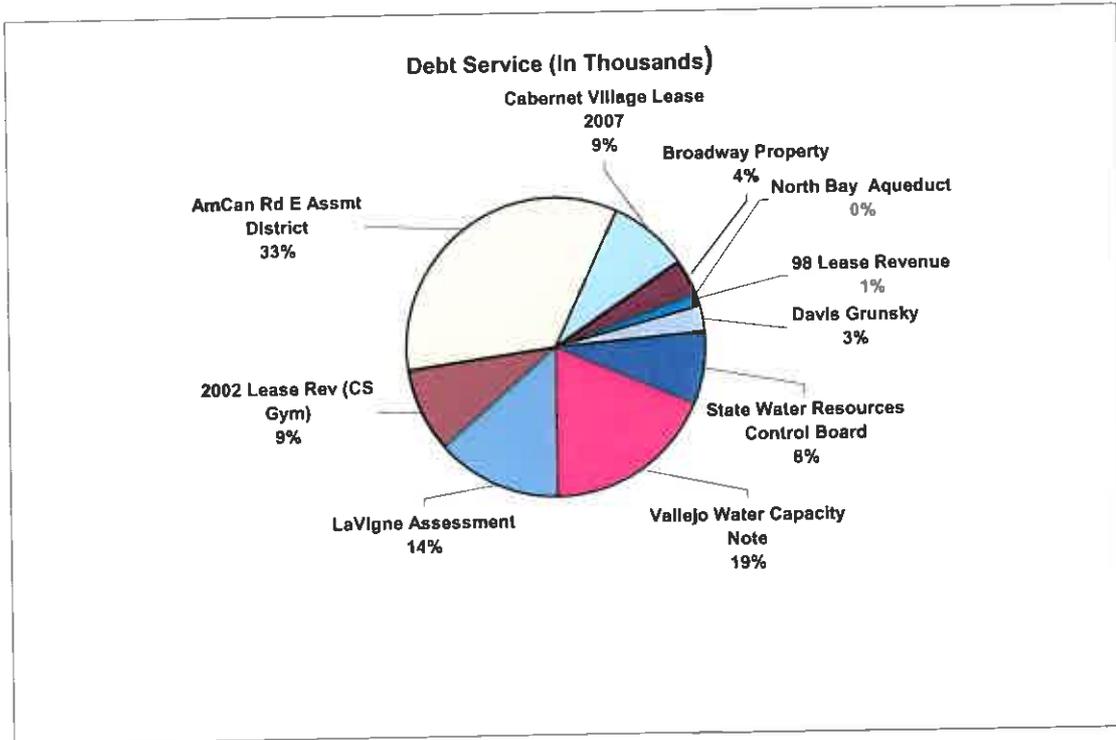
**Funding Sources**

General	\$ 242,598	\$ 313,884	\$ 368,100	\$ 325,718	\$ 391,040
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Note: Division expenses are charged to the General Fund and reimbursed by the Water (60%) and Wastewater (40%) funds.

	Staffing	
	Fiscal Years	
	07 - 08	08-09
Acctg Asst II	1.30	1.30
Acctg Asst III	1.00	1.00
Finance Director	0.20	0.20
Finance Manager	0.70	0.70
<b>Total</b>	<b>3.20</b>	<b>3.20</b>

Mission: To Account for the City's Debt Service Payments



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Principal	\$ 354,696	\$ 701,258	\$ 1,235,300	\$ 1,107,874	\$ 1,893,044
Interest	903,524	2,040,709	2,068,200	1,530,355	1,931,940
<b>Total</b>	<b>\$ 1,258,220</b>	<b>\$ 2,741,967</b>	<b>\$ 3,303,500</b>	<b>\$ 2,638,229</b>	<b>\$ 3,824,984</b>

Debt	Fund No.	Interest	Principal	Total
LaVigne Assessment	360	300,300	175,000	475,300
2002 Lease Rev (CS Gym)	410	135,000	175,000	310,000
AmCan Rd E Assmt District	422	855,300	330,000	1,185,300
Cabernet Village Lease 2007	423	304,000	-	304,000
Broadway Property	426	42,100	89,400	131,500
North Bay Aqueduct	550/551*	-	322,009	322,009
98 Lease Revenue	550/551*	4,300	82,900	87,200
Davis Grunsky	550/555	43,400	49,900	93,300
State Water Resources Control Board	555	183,800	83,400	267,200
Vallejo Water Capacity Note	551*	63,740	585,435	649,175
<b>Total</b>		<b>\$ 1,931,940</b>	<b>\$ 1,893,044</b>	<b>\$ 3,824,984</b>

\* Preliminary Budgets and will be presented to City Council at mid-year.

# Planning & Building

Fiscal Year 2008-09

The Department provides services and information related to building permits, community preservation, development projects, economic development, and planning activities for the City of American Canyon.

## Accomplishments for Fiscal Year 2007-08

### Planning

- Approved major projects including the Shops at American Canyon retail center, the Biagi Warehouse on Green Island Road, the Big Easy Carwash, Sonic Drive-thru Restaurant at Napa Junction, Lombard Crossing Industrial subdivision, Powerscreen Equipment Sales, and Green Island Storage
- Initiated development of standard conditions of approval
- Joined five other Napa County Cities and the County in joining ICLEA to stay abreast of Green building innovations and regulations
- Participated in the Napa County Transportation Planning efforts
- Instituted a new policy for approving temporary banner signs
- Initiated comprehensive review of the development review process
- In conjunction with the Finance Department, presented a comprehensive Building and Planning User Fee update to the City Council
- Submitted a LAFCO application to amend the City's Sphere of Influence
- Assisted the Napa Unified School District with environmental review of the new High School and Middle School sites
- Submitted a Caltrans grant to fund widening and beautification of Highway 29
- Assisted the Public Works Department with analysis and development of updated traffic mitigation impact fees

### Building & Code Enforcement

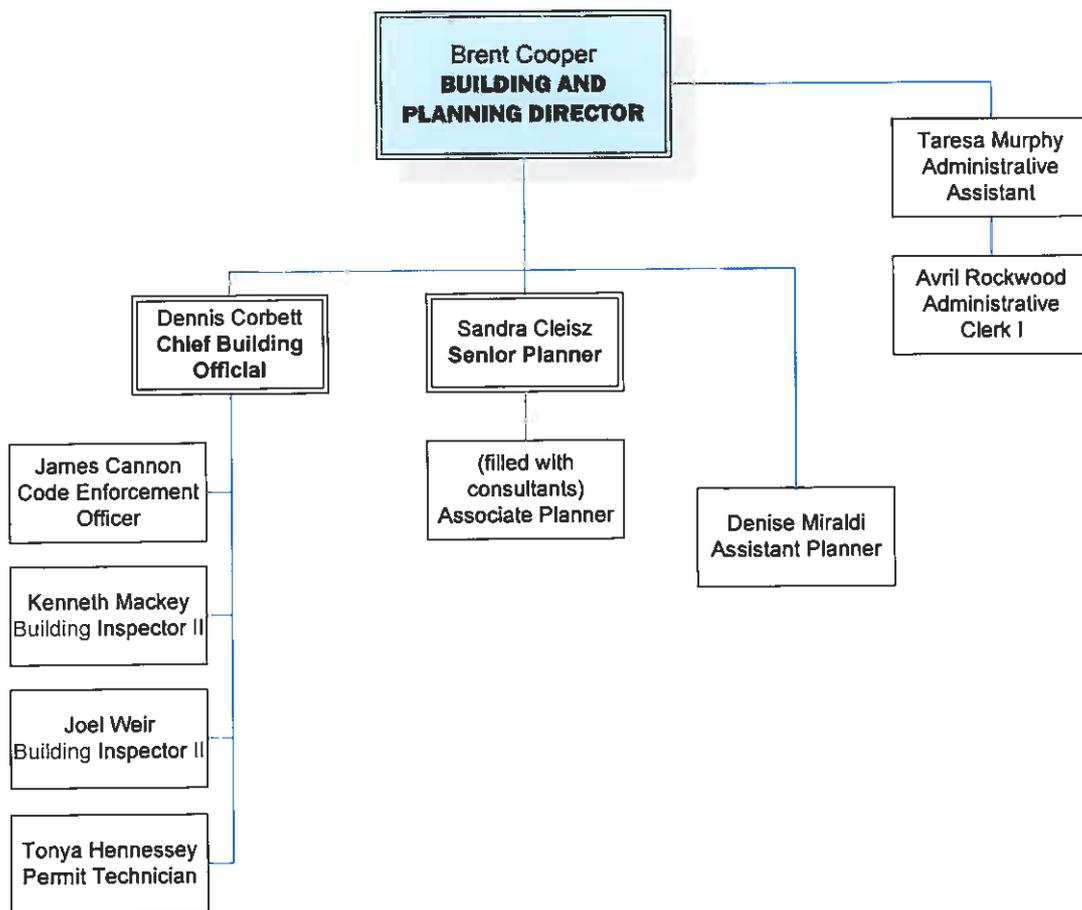
- Adopted and amended new California Building Codes
- Instructed over 400 people in seminars throughout state on the new codes
- Issued permits for 40 new single-family dwellings and 32 commercial permits
- Approved construction permits for major projects, including the Hanna Court Warehouses, Holiday Inn Express Hotel and Chevron Gas Station at Napa Junction
- Oversaw completion of the Walmart retail store at Napa Junction, 70 new single-family dwellings and 30 commercial buildings
- Completed 4,229 inspections
- Opened 279 Code Enforcement cases
- Closed 284 Code Enforcement cases
- Created and implemented ProjectTrak for the Planning and Engineering Divisions.
- Published Building & Code Enforcement and Code Enforcement articles in the Echo

- Implemented eCopy scanning system
- Exceeded the fiscal year revenue projection
- Established new procedures to address expired permits
- Developed new code enforcement handouts and public outreach, staffed a table at "Friday Nights at the Plaza"
- Streamlined permitting process for smaller projects, such as swimming pools
- Worked with Finance Department to issue business licenses for contractors at the Building & Code Enforcement front counter

#### **Goals for Fiscal Year 2008-09**

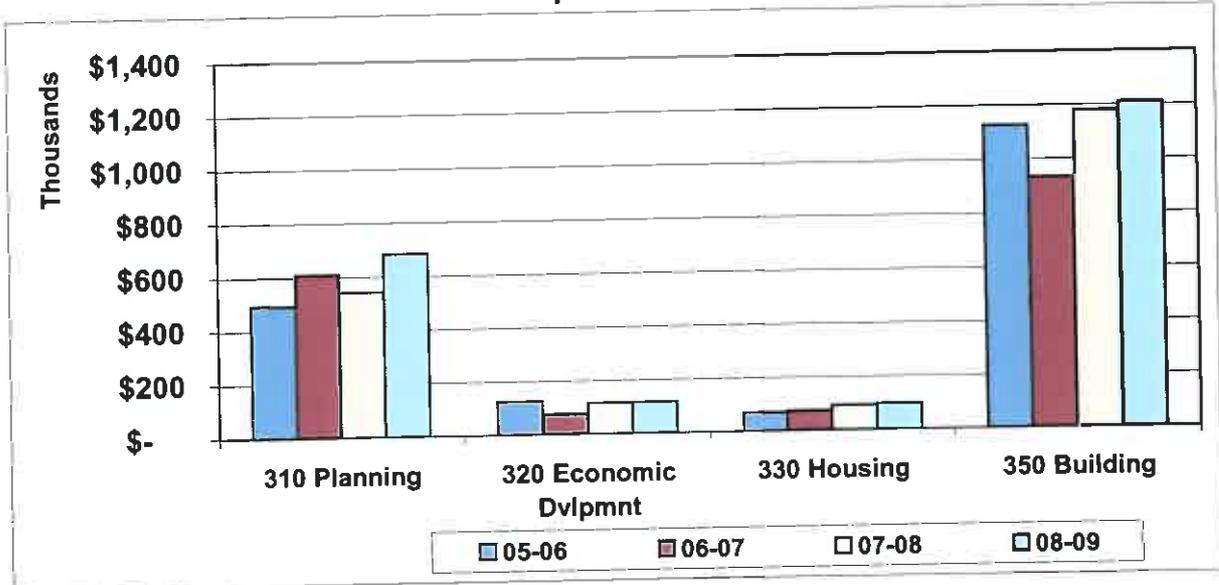
- Evaluate and improve the development review process
- Submit a revised Sign Ordinance to the Mayor and City Council
- In conjunction with the Public Works Department, prepare a long and short-term Highway 29 Corridor Plan strategy to the Mayor and City Council
- Submit a formal code enforcement program, including a graffiti removal element, to the Mayor and City Council
- In conjunction with the City Manager and Public Works Departments, present a community Financing District Model to undertake key infrastructure improvements for the new developing areas of American Canyon
- Commence the Housing Element update
- Continue to monitor and advance the City's LAFCO Sphere of Influence amendment application
- Submit a LAFCO application to annex the future American Canyon High School site
- Evaluate and present a General Plan Amendment to revise the City's Circulation and Land Use Elements consistent with the updated traffic impact fee analysis
- Present CEQA Thresholds and Standard Conditions of Approval to the Planning Commission, Mayor and City Council
- Implement e-Trakit online access to permitting records
- Publish updated informational brochures online
- Continue public outreach, by both working with groups and publishing building and code enforcement articles in the Echo
- Scan all records in electronic format
- Install credit card payment machine and cash drawer at the Building & Planning front counter
- Update the Disaster Preparation Ordinance and present to the Mayor and City Council
- Create a Post-disaster Reconstruction and Repair Ordinance to comply with FEMA requirements and present to the Mayor and City Council

# BUILDING AND PLANNING



## Planning Department Summary

### Expenditures



Division / No.	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
310 Planning	\$ 492,500	608,960	886,800	540,937	682,660
320 Economic Dvlpmnt	125,462	76,418	128,400	115,451	116,100
330 Housing	68,962	74,185	204,200	91,533	96,000
350 Building	1,126,489	933,077	1,352,600	1,178,863	1,209,220
<b>Total</b>	<b>1,813,413</b>	<b>1,692,641</b>	<b>2,572,000</b>	<b>1,926,784</b>	<b>2,103,980</b>

#### Funding Sources

General 100	\$ 1,813,413	1,692,641	2,572,000	1,926,784	2,103,980
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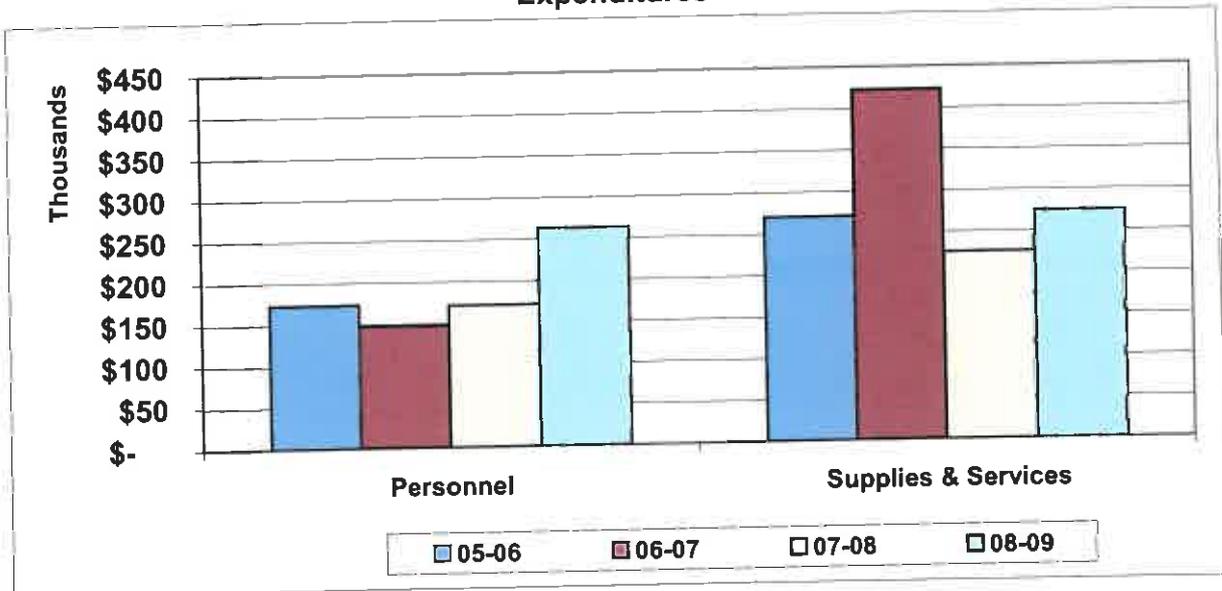
Staffing is detailed on each division's expense lead sheet.

# Planning

Dept No. 310

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

## Expenditures



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 173,168	147,240	248,100	171,165	262,800
Supplies & Services	269,832	422,120	494,200	225,273	274,000
Transfers Out	49,500	39,600	144,500	144,500	145,860
<b>Total</b>	<b>\$ 492,500</b>	<b>\$ 608,960</b>	<b>\$ 886,800</b>	<b>\$ 540,937</b>	<b>\$ 682,660</b>

### Funding Sources

General	492,500	608,960	886,800	540,937	682,660
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### Staffing

	Fiscal Years	
	07 - 08	08-09
Administrative Assistant	0.30	0.30
Associate Planner	0.50	0.30
Assistant Planner	0.30	0.50
Senior Planner	0.40	0.40
Planning Director	0.40	0.40
Admin Clerk I	0.30	0.30
<b>Total</b>	<b>2.20</b>	<b>2.20</b>

**Planning**

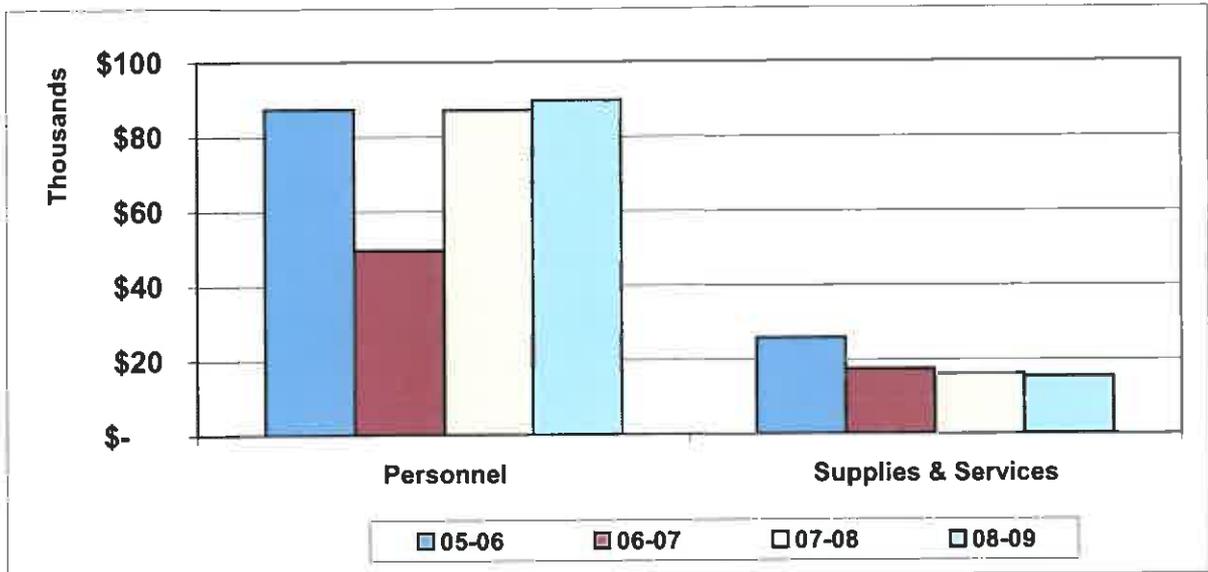
**Economic Development**

Dept No. 320

**Mission:**

To provide economic development services to the citizens of the City and surrounding area thereby adding to the tax base of the City.

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 87,374	\$ 49,465	\$ 80,800	\$ 87,067	\$ 89,600
Supplies & Services	25,688	17,353	35,300	16,083	15,300
Transfers Out	12,400	9,600	12,300	12,300	11,200
<b>Total</b>	<b>\$ 125,462</b>	<b>\$ 76,418</b>	<b>\$ 128,400</b>	<b>\$ 115,451</b>	<b>\$ 116,100</b>

**Funding Sources**

General	\$ 125,462	\$ 76,418	\$ 128,400	\$ 115,451	\$ 116,100
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	Staffing	
	Fiscal Years	
	07 - 08	08-09
City Manager	0.20	0.20
Planning Director	0.20	0.20
<b>Total</b>	<b>0.40</b>	<b>0.40</b>

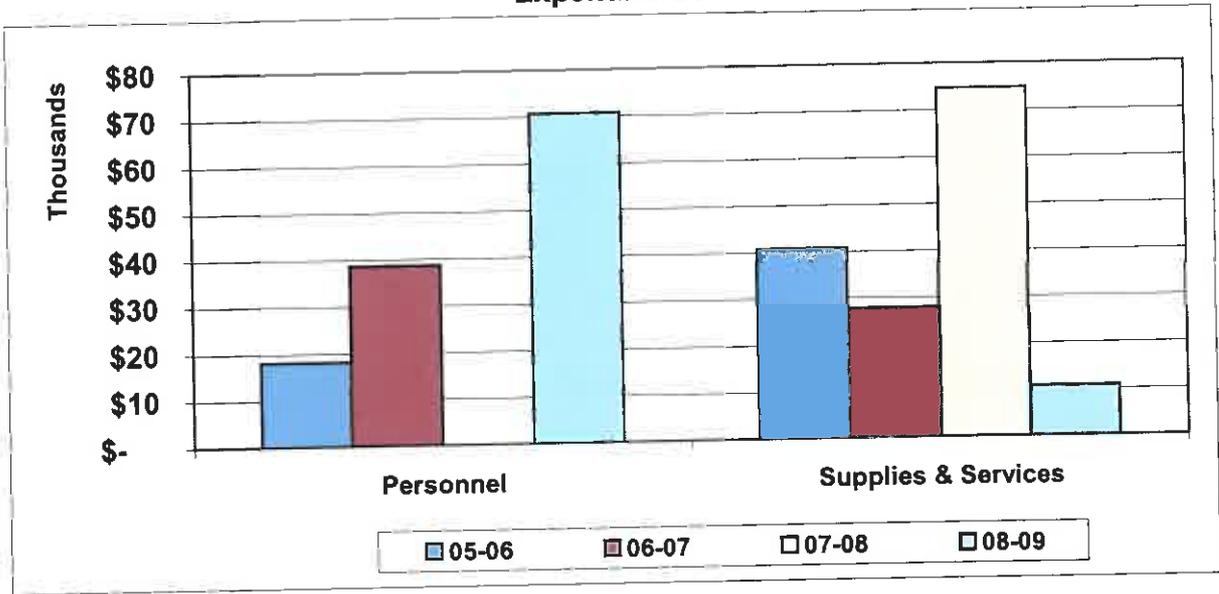
**Planning**

**Housing Services**

Dept No. 330

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

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 18,132	\$ 38,605	\$ 59,100	\$ -	\$ 70,700
Supplies & Services	40,730	27,779	128,200	74,633	10,700
Transfers Out	10,100	7,800	16,900	16,900	14,600
<b>Total</b>	<b>\$ 68,962</b>	<b>\$ 74,185</b>	<b>\$ 204,200</b>	<b>\$ 91,533</b>	<b>\$ 96,000</b>

**Funding Sources**

General	\$ 68,962	\$ 74,185	\$ 91,533	\$ 96,000
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**Staffing**

	Fiscal Years	
	07 - 08	08-09
Associate Planner	0.30	0.30
Senior Planner	0.30	0.30
<b>Total</b>	<b>0.60</b>	<b>0.60</b>

**Planning**

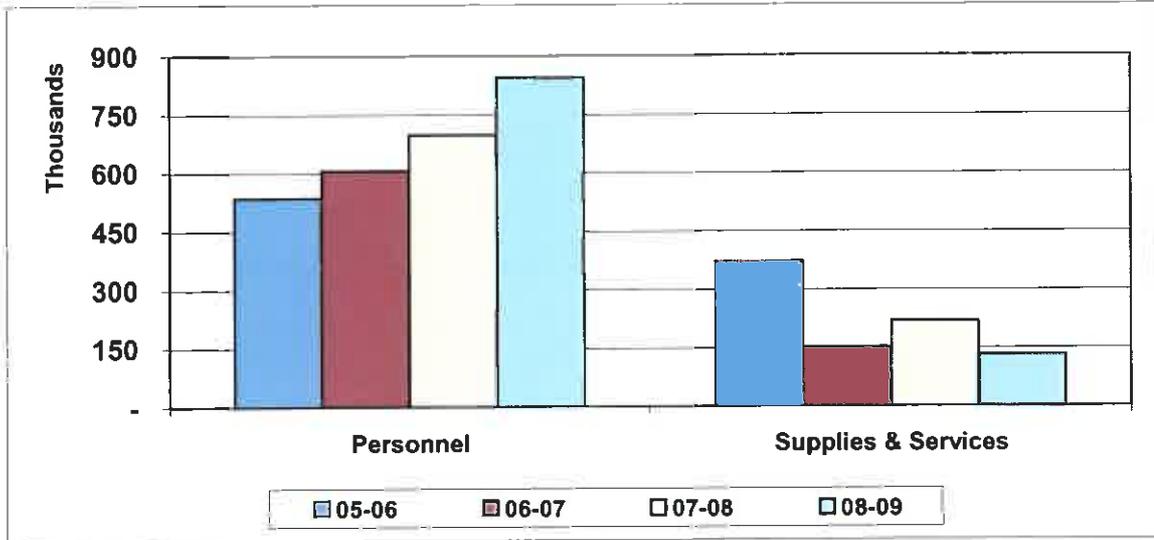
**Building and Safety**

Dept No. 350

**Mission:**

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

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	535,692	605,676	748,500	697,103	843,900
Supplies & Services	370,497	151,401	340,000	217,660	131,400
Transfers Out	220,300	176,000	264,100	264,100	233,920
<b>Total</b>	<b>\$ 1,126,489</b>	<b>\$ 933,077</b>	<b>\$ 1,352,600</b>	<b>\$ 1,178,863</b>	<b>\$ 1,209,220</b>

**Funding Sources**

General	\$ 1,126,489	933,077	1,352,600	1,178,863	1,209,220
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**Staffing**

	Fiscal Years	
	07 - 08	08-09
Administrative Assistant	0.70	0.70
Admin Clerk I	0.00	0.70
Admin Clerk II/III	1.70	1.00
Associate Planner	0.40	0.40
Senior Planner	0.30	0.30
Building Inspector I/II	2.00	2.00
Chief Building Official	1.00	1.00
Code Enforcement Officer	1.00	1.00
Planning Director	0.40	0.40
Assistant Planner	0.5	0.5
<b>Total</b>	<b>8.00</b>	<b>8.00</b>

# Community Services

Fiscal Year 2008-09

The Community Services Department performs a variety of functions, as described below, that serve the residents of American Canyon. The Department strives to enhance the quality of life in American Canyon through programs, parks, facilities and services.

- 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
- The Community Services Director performs a variety of duties related to the planning and development of new parks and recreation facilities as well as the improvement of existing parks
- The Department is responsible for the City's operation of the Community Center gym, Recreation Center and for all park and recreation facility scheduling and rental
- 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 required research and report writing.
- The Department is also responsible for the Building Maintenance function and the Park Maintenance Function
- The Community Services Department serves as the City's public transportation liaison to the Napa County Transportation and Planning Agency and the Community Services Director represents the City on the NCTPA's Technical Advisory Committee

## Accomplishments for Fiscal Year 2007-2008

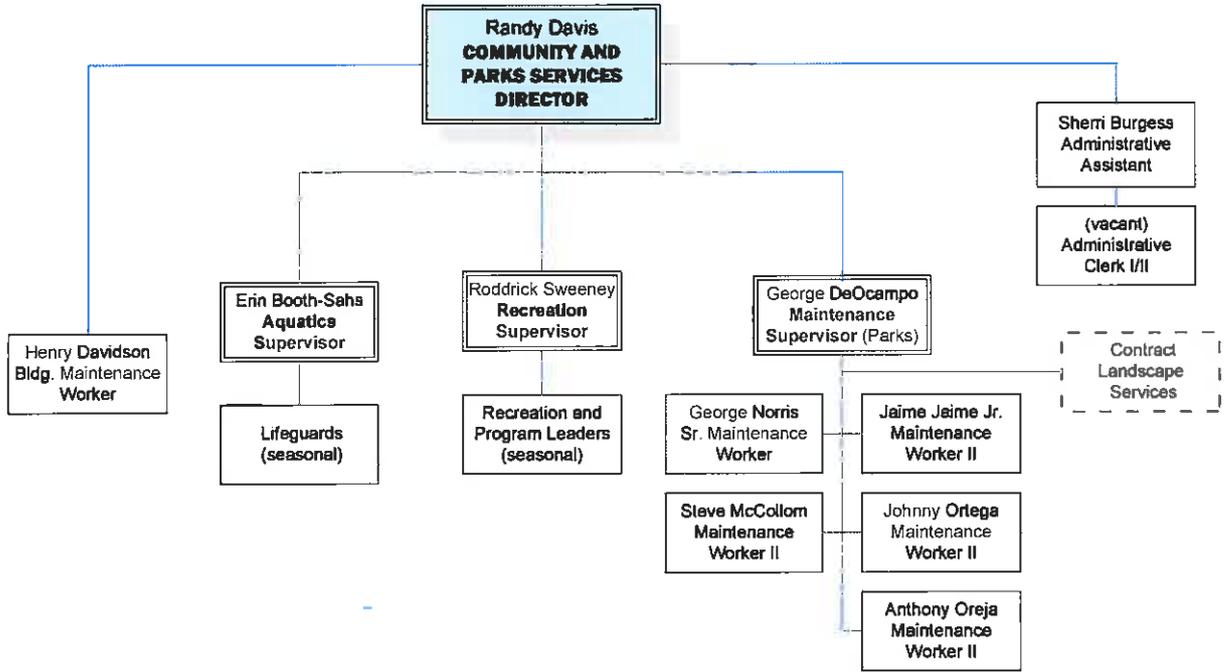
- Assimilated the Park Maintenance Function into the Department's operations
- Improved customer service through the implementation of the ActiveNet hosted software program specifically designed for Parks and Recreation Departments

- Assimilated the Building Maintenance Function into the Department's operations
- Completion of the Senior Center Needs Assessment and Architectural Space Program
- Construction started on Veterans Memorial Park Phase I project with park completion in summer of 2008
- Kimberly Park Master Plan completed
- Construction drawings nearing completion for the implementation of a trail alignment that will provide public access to the Napa River, a trail to the constructed wetlands, and a future link with the proposed trail from American Canyon to the City of Napa

#### **Goals for Fiscal Year 2008-2009**

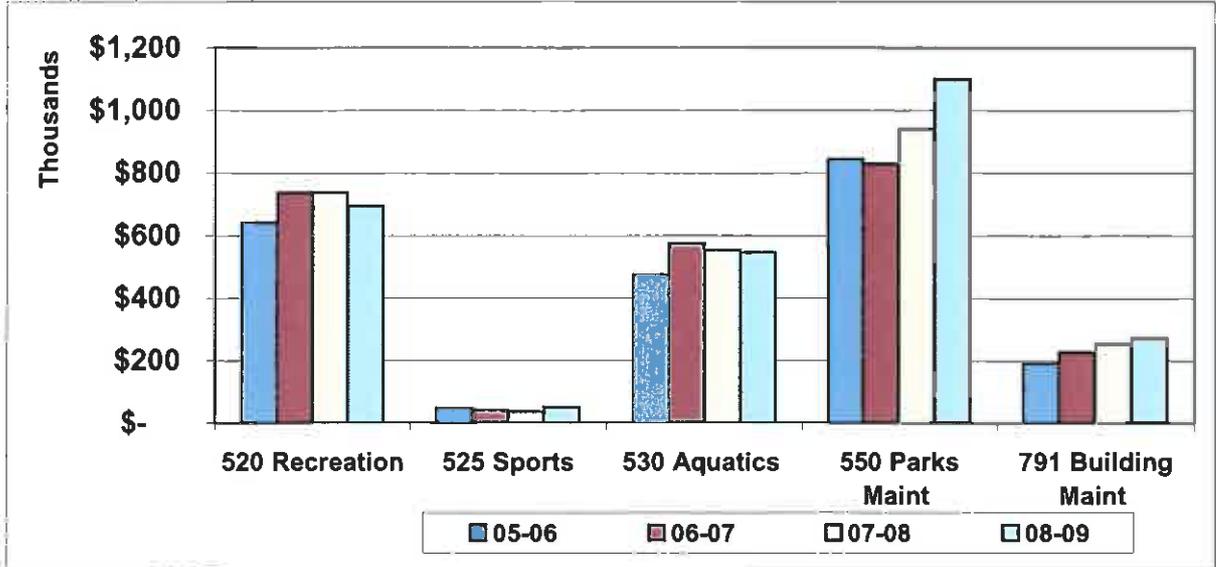
- Review/update facility rental and use policy (update city resident preference)
- Work with Public Works and the Napa County Parks and Open Space District to secure additional funding for the Bay Trail and related trails
- Completion of trail through the constructed wetlands and to the Napa River
- Completion and opening of Veterans Memorial Park and Shenandoah Park
- Continue efforts to improve overall park maintenance and establish park maintenance standards
- Submit Kimberly Park Master Plan to Mayor and City Council for approval
- Work with Human Resources to develop and coordinate a youth employment program for the City
- Research and develop recommendations regarding the Teen Program

# COMMUNITY SERVICES



## Community Services Department Summary

### Expenditures



Division / No.	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
520 Recreation	\$ 640,807	\$ 736,823	\$ 722,228	\$ 736,182	\$ 693,220
525 Sports	47,125	40,009	44,900	35,275	49,900
530 Aquatics	472,616	572,980	561,892	551,193	544,460
550 Parks Maint	844,134	829,603	1,017,220	938,735	1,097,820
791 Building Maint	191,943	227,484	260,970	254,272	272,800
590 ACT Bus	88,774	6,765	25,000	8,868	3,300
<b>Total</b>	<b>\$ 2,285,400</b>	<b>\$ 2,413,663</b>	<b>\$ 2,632,210</b>	<b>\$ 2,524,524</b>	<b>\$ 2,661,500</b>

#### Funding Sources

General 100	\$ 2,285,400	\$ 2,413,663	\$ 2,632,210	\$ 2,524,524	\$ 2,661,500
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Staffing is detailed on each division's expense lead sheet.

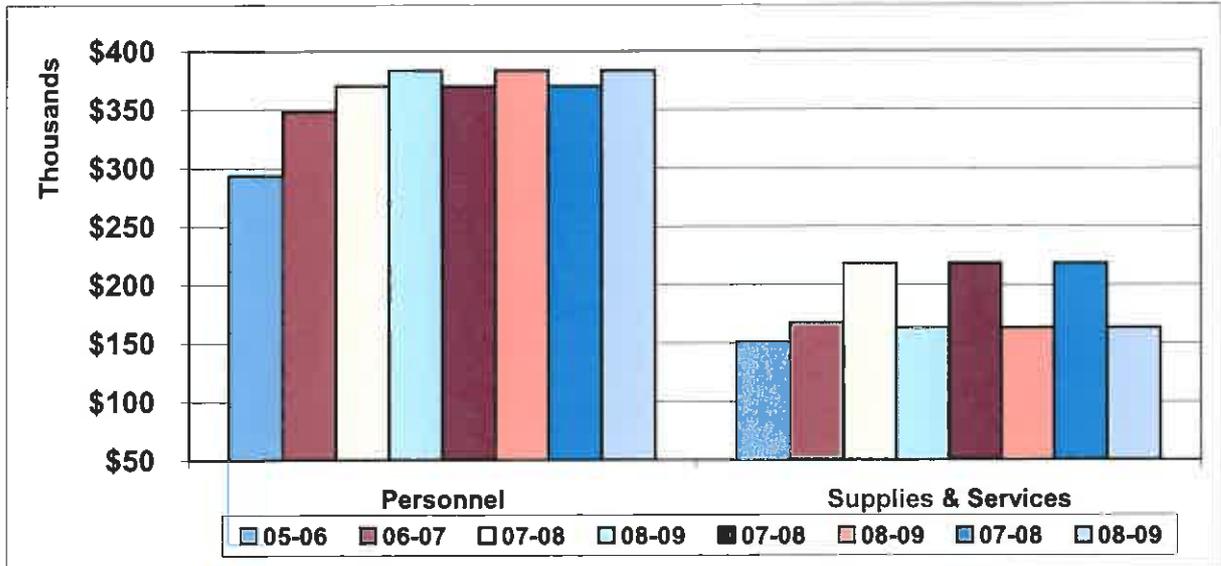
**Community Services**

**Recreation**

Dept No. 520

**Mission:** Provides recreation services

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 293,372	\$ 348,072	\$ 375,893	\$ 369,992	\$ 383,300
Supplies & Services	150,636	167,450	198,135	217,991	163,000
Transfers Out	196,800	221,300	148,200	148,200	146,920
<b>Total</b>	<b>\$ 640,807</b>	<b>\$ 736,823</b>	<b>\$ 722,228</b>	<b>\$ 736,182</b>	<b>\$ 693,220</b>

**Funding Sources**

General 100	\$ 640,807	\$ 736,823	\$ 722,228	\$ 736,182	\$ 693,220
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**Staffing**

	Fiscal Years	
	07 - 08	08-09
Administrative Assistant	0.50	0.50
Administrative Clerk II	0.70	0.70
Comm Svc Director	0.50	0.30
Recreation Supervisor	1.00	1.00
Maintenance Supervisor	0.05	0.05
Senior Maintenance Worker	0.05	0.05
Maintenance Worker II	0.20	0.20
<b>Total</b>	<b>3.00</b>	<b>2.80</b>

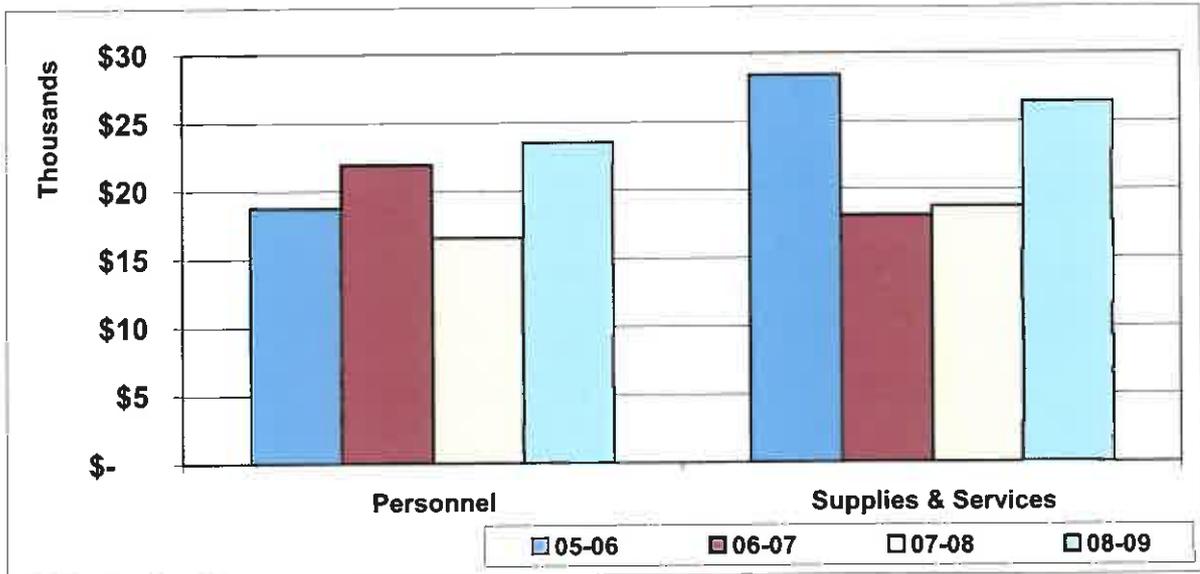
**Community Services**

**Sports**

Dept No. 525

**Mission:** Provides Sports Programs; primarily year round basketball.

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 18,740	\$ 21,931	\$ 23,500	\$ 16,537	\$ 23,500
Supplies & Services	28,385	18,078	21,400	18,737	26,400
<b>Total</b>	<b>\$ 47,125</b>	<b>\$ 40,009</b>	<b>\$ 44,900</b>	<b>\$ 35,275</b>	<b>\$ 49,900</b>

<b>Funding Sources</b>					
General 100	\$ 47,125	\$ 40,009	\$ 44,900		\$ 49,900

Staffing provided by part time and seasonal staff

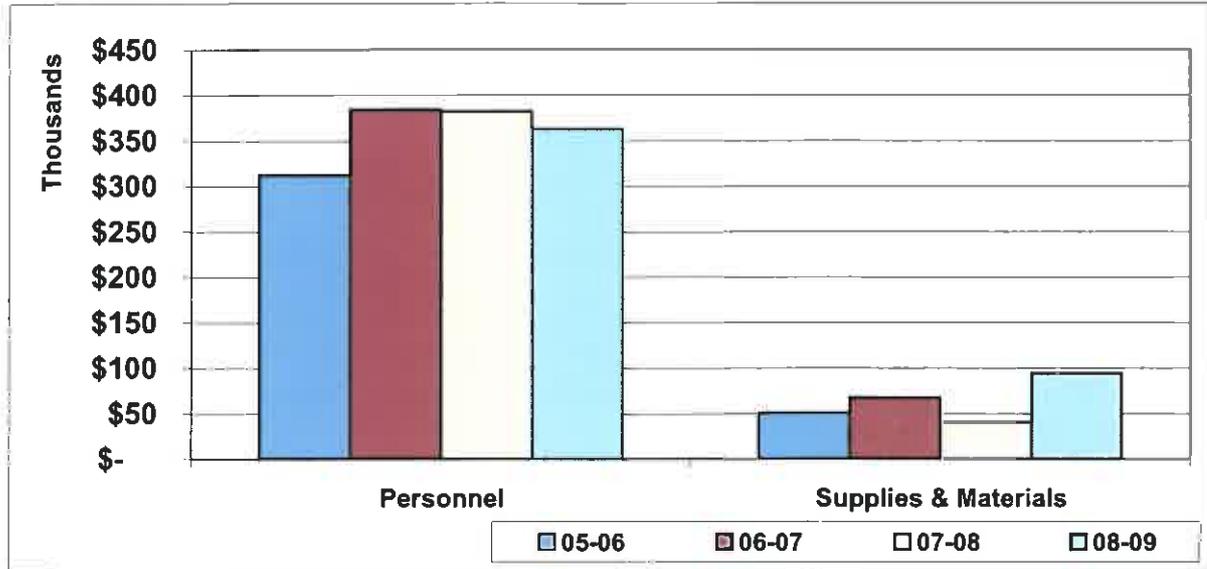
**Community Services**

**Aquatics**

Dept No. 530

**Mission:** Provides Aquatics Programs

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 312,315	\$ 384,863	\$ 380,692	\$ 382,520	\$ 363,400
Supplies & Materials	50,602	67,517	52,900	40,373	94,000
Transfers Out	109,700	120,600	128,300	128,300	87,060
<b>Total</b>	<b>\$ 472,616</b>	<b>\$ 572,980</b>	<b>\$ 561,892</b>	<b>\$ 551,193</b>	<b>\$ 544,460</b>

**Funding Sources**

General 100	\$ 472,616	\$ 572,980	\$ 561,892	\$ 544,460
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	Staffing	
	Fiscal Years	
	07 - 08	08-09
Administrative Assistant	0.50	0.50
Administrative Clerk II	0.30	0.30
Aquatics Supervisor	1.00	1.00
Comm Svc Director	0.50	0.30
Maintenance Supervisor	0.05	0.05
Maintenance Worker II	0.20	0.20
Senior Maintenance Worker	0.05	0.05
<b>Total</b>	<b>2.60</b>	<b>2.40</b>

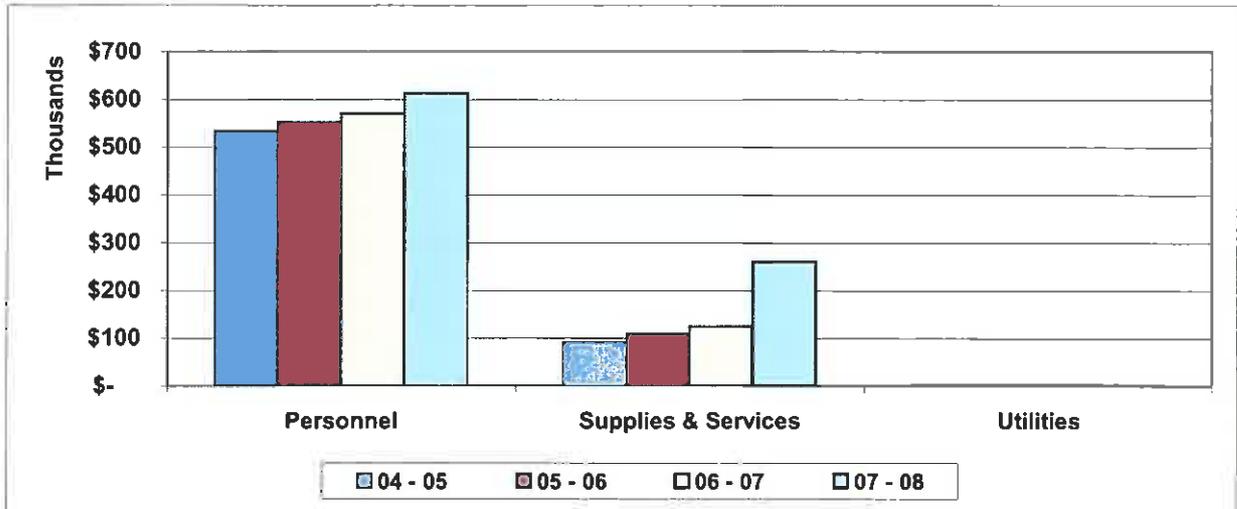
**Community Services**

**Park Maintenance**

Dept No. 550

Mission: Maintain and Operate all City Parks

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 532,884	\$ 552,513	\$ 575,600	\$ 569,981	\$ 612,800
Supplies & Services	91,097	109,073	197,420	124,397	259,860
Utilities	2,453	2,516	2,500	2,657	2,500
Transfers Out	217,700	165,500	241,700	241,700	222,660
<b>Total</b>	<b>\$ 844,134</b>	<b>\$ 829,603</b>	<b>\$ 1,017,220</b>	<b>\$ 938,735</b>	<b>\$ 1,097,820</b>

**Funding Sources**

General 100	\$ 844,134	829,603	1,017,220	1,097,820
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**Staffing**

	Fiscal Years	
	07 - 08	08-09
Capital Projects Coordinator	0.60	0.60
Civil Engineering Tech I	0.10	-
Maintenance Supervisor	0.80	0.80
Maintenance Worker I/II	3.30	3.20
Senior Maintenance Worker	0.80	0.80
PW Superintendent	0.30	-
Senior Civil Engineer	0.05	0.05
Community Service Director	-	0.30
<b>Total</b>	<b>5.95</b>	<b>5.75</b>

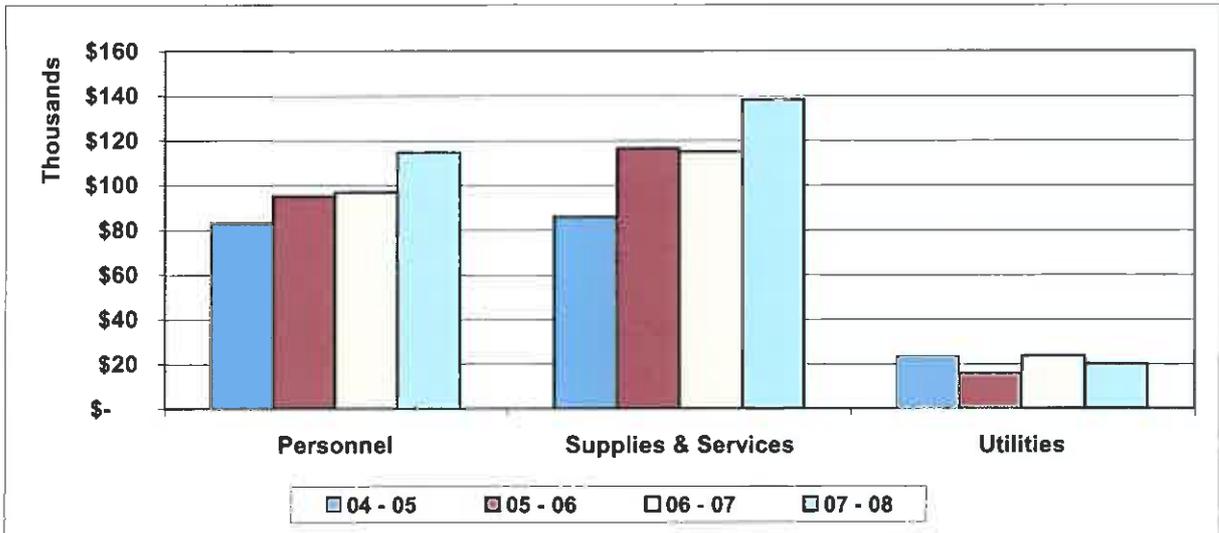
**Community Services**

**Building Maintenance**

Dept No. 791

**Mission:** To Maintain City Buildings

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 82,930	\$ 95,122	\$ 100,800	\$ 96,780	\$ 114,600
Supplies & Services	85,836	116,459	121,200	114,929	138,200
Utilities	23,178	15,903	20,000	23,594	20,000
Transfers Out	-	-	18,970	18,970	-
<b>Total</b>	<b>\$ 191,943</b>	<b>\$ 227,484</b>	<b>\$ 260,970</b>	<b>\$ 254,272</b>	<b>\$ 272,800</b>

**Funding Sources**

General 100	\$ 191,943	227,484	260,970	272,800
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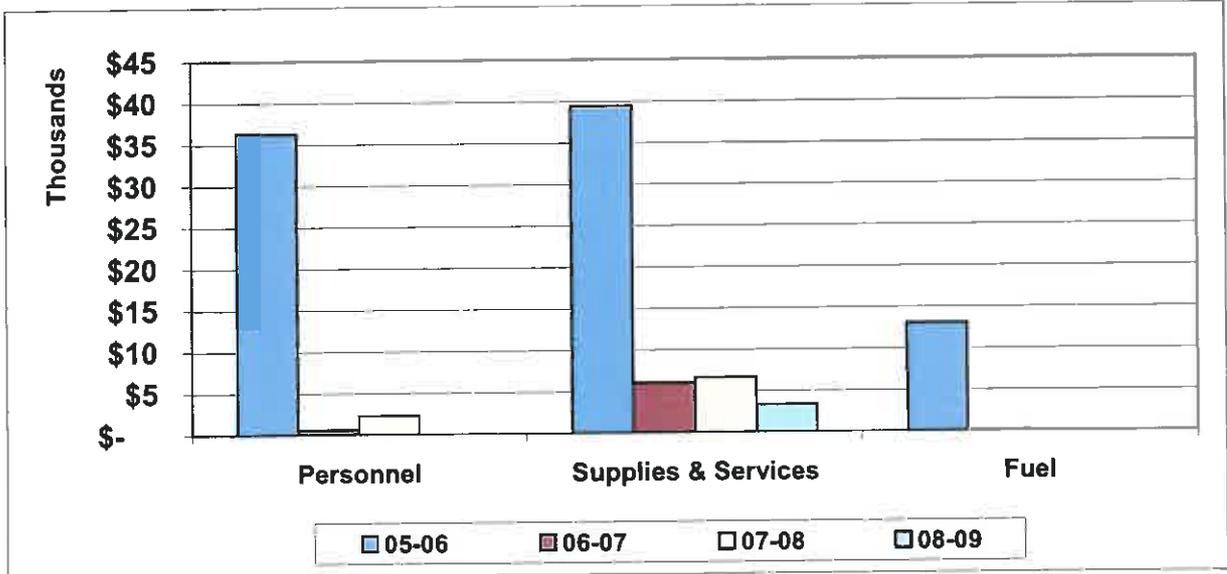
Note: This fund was moved from the Equipment and Building Fund which was terminated in FY 2007 08 to the General Fund. Expenses are reimbursed by the General Fund Departments, Water, Wastewater funds.

**Staffing**

	Fiscal Years	
	07 - 08	08-09
Building Maintenance Worker II	1.00	1.00
Community Service Director	-	0.10
<b>Total</b>	<b>1.00</b>	<b>1.10</b>

Mission: Provides Public Transit services to the community.

Expenditures



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 36,303	628	-	2,250	\$ -
Supplies & Services	39,425	6,034	25,000	6,617	3,300
Fuel	13,045	102	-	-	-
<b>Total</b>	<b>\$ 88,774</b>	<b>\$ 6,765</b>	<b>\$ 25,000</b>	<b>\$ 8,868</b>	<b>\$ 3,300</b>

Funding Sources

Public Transit Fund (TDA & Taxi Scrip)	\$ 88,774	\$ 6,765	\$ 25,000	\$ 8,868	\$ 3,300
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# Public Works

Fiscal Year 2008-09

The Department is responsible for providing clean and reliable water for drinking, fire protection and irrigation; consistent and effective collection and treatment of wastewater suitable for water recycling; safe and serviceable streets, walkways, bikeways, street lights and traffic signals; free-flowing and efficient storm drains, detention basins, channels and creeks; consistent and effective pollution prevention programs for storm water and wastewater; resourceful and responsive delivery of park, community building and open space projects; efficient and reliable vehicles and equipment; and responsible management of solid waste. Staff is ready to respond in the event of emergencies or natural disasters.

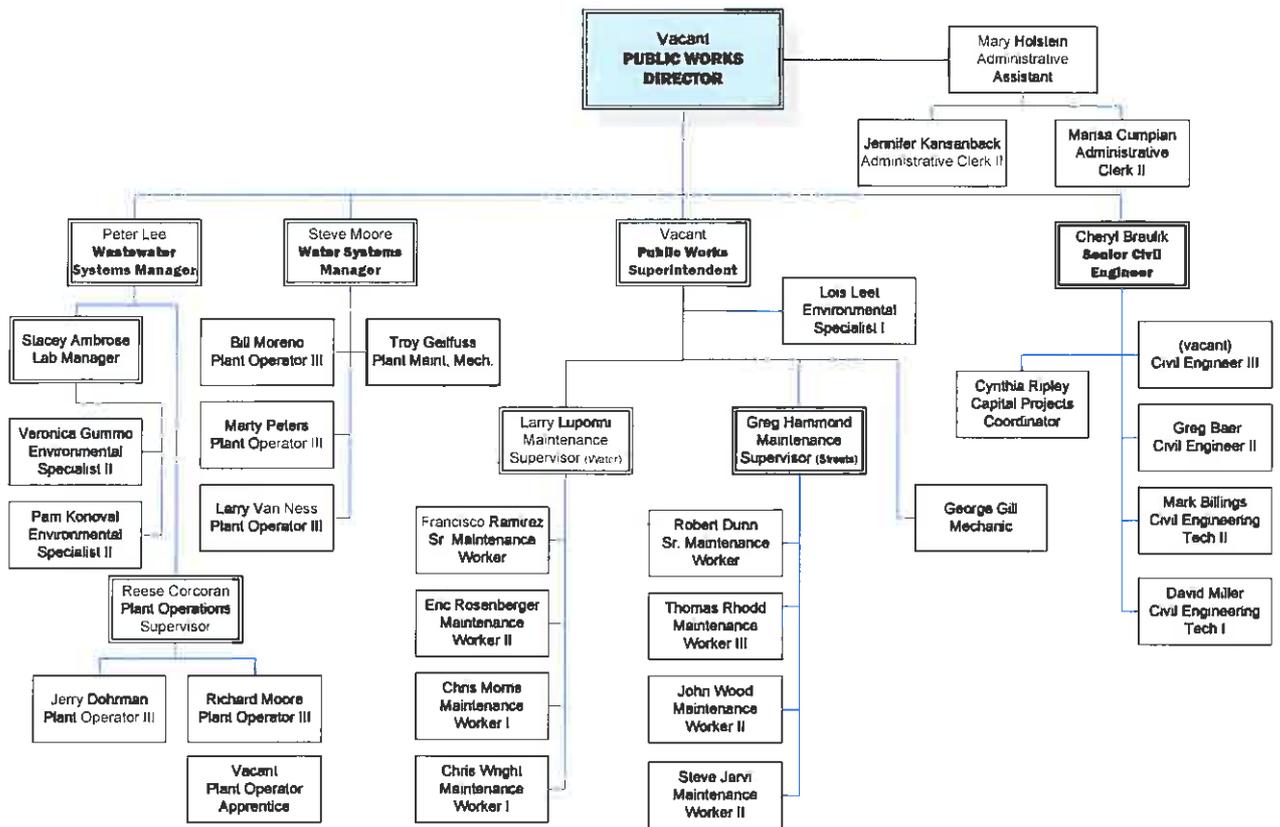
## Accomplishments for Fiscal Year 2007-08:

- Completed the Linear Park and Wastewater Force Main project, valued at \$2,819,756
- Completed Bicycle Trail Extension, Community Park No. 1 Improvements, and Bus Stop Improvement Project, valued at \$190,006
- Completed Oat Hill Erosion Control Project, valued at \$87,700
- Completed Emergency Repairs to Broadway, valued at \$75,672
- Completed American Canyon Road/Highway 29 Beautification and Pedestrian Facilities Project, valued at \$205,812
- Completed Napa Junction Traffic Signal, valued at approximately \$1,000,000
- Completed Donaldson Way Traffic Signal, valued at \$1,000,000
- Completed American Canyon Road East Widening, completed at \$9,439,077
- Completed American Canyon Road East Pavement Reconstruction, valued at \$868,029
- Completed Elliott Drive Pavement Rehabilitation and ADA improvements, valued at approximately \$600,000
- Completed Veteran's Park, valued at \$1,600,000

Goals for Fiscal Year 2008-09:

- Complete Wetlands Edge Bay Trail and Viewing Area Enhancement
- Complete Citywide Traffic Model and Impact Fee Update
- Complete 2009 Slurry Seal
- Complete Theresa Avenue Safe Route to School
- Complete Broadway Improvements at Veterans Park
- Complete Green Island Improvements Associated with Santa Clara Warehouse
- Complete Water Main Replacement 2008
- Complete East Tank #1 and Recycled Water Tank #1
- Complete Los Altos and Theresa Ave Sewer Main Upsizing to 10"
- Complete Wastewater Main Upsizing in American Canyon Road and SR 29
- Complete Wastewater Treatment Plant Electrical System Repair

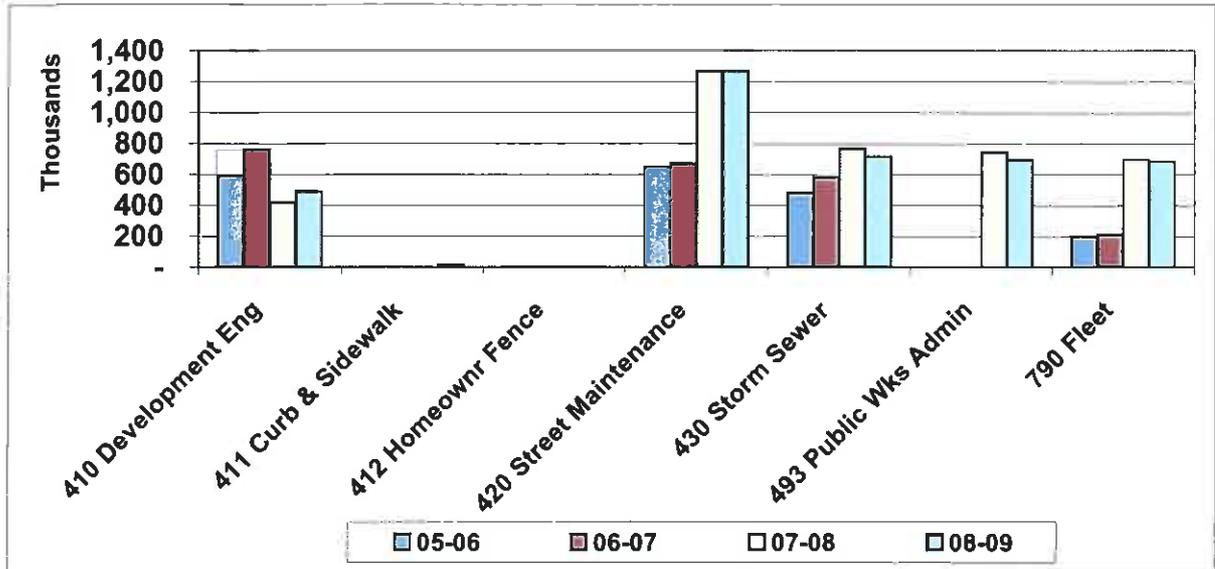
# PUBLIC WORKS



## Public Works Department Summary

### General Fund

#### Expenditures



Division / No.	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
410 Development Eng	591,282	760,476	472,700	415,802	489,660
411 Curb & Sidewalk	2,378	2,707	15,000	-	15,000
412 Homeownr Fence	1,050	3,456	5,000	2,208	5,000
420 Street Maintenance	643,916	667,508	1,280,970	1,266,255	1,268,400
430 Storm Sewer	478,257	582,023	2,514,154	765,090	712,500
493 Public Wks Admin	-	-	734,830	740,580	690,720
790 Fleet	197,519	211,101	796,960	694,656	683,000
<b>Total</b>	<b>1,914,401</b>	<b>2,227,271</b>	<b>5,819,614</b>	<b>3,884,590</b>	<b>3,864,280</b>

#### Funding Sources

General 100	1,914,401	2,227,271	5,819,614	3,884,590	3,864,280
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Staffing is detailed on each division's expense lead sheet.

**Public Works**

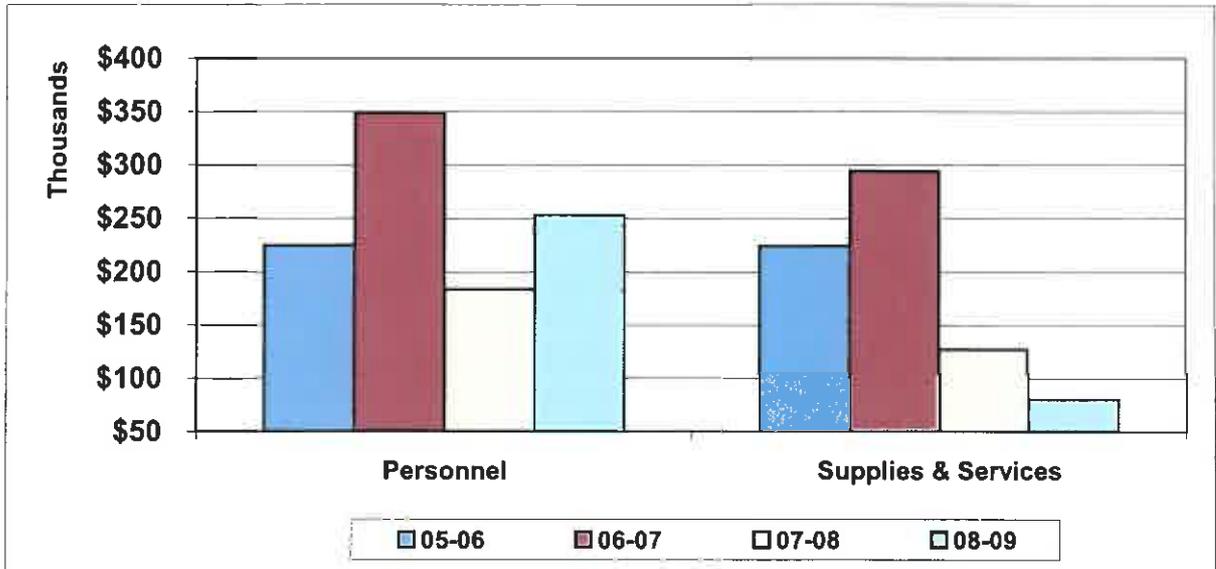
**Development Engineering**

Dept No.: 410

**Mission:**

Provides Engineering Services for private development applications

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 224,520	\$ 348,880	\$ 222,200	\$ 183,033	\$ 252,800
Supplies & Services	223,762	294,396	144,600	126,869	80,100
Transfers Out	143,000	117,200	105,900	105,900	156,760
<b>Total</b>	<b>\$ 591,282</b>	<b>\$ 760,476</b>	<b>\$ 472,700</b>	<b>\$ 415,802</b>	<b>\$ 489,660</b>

**Funding Sources**

General	\$ 591,282	\$ 760,476	\$ 472,700	\$ 415,802	\$ 489,660
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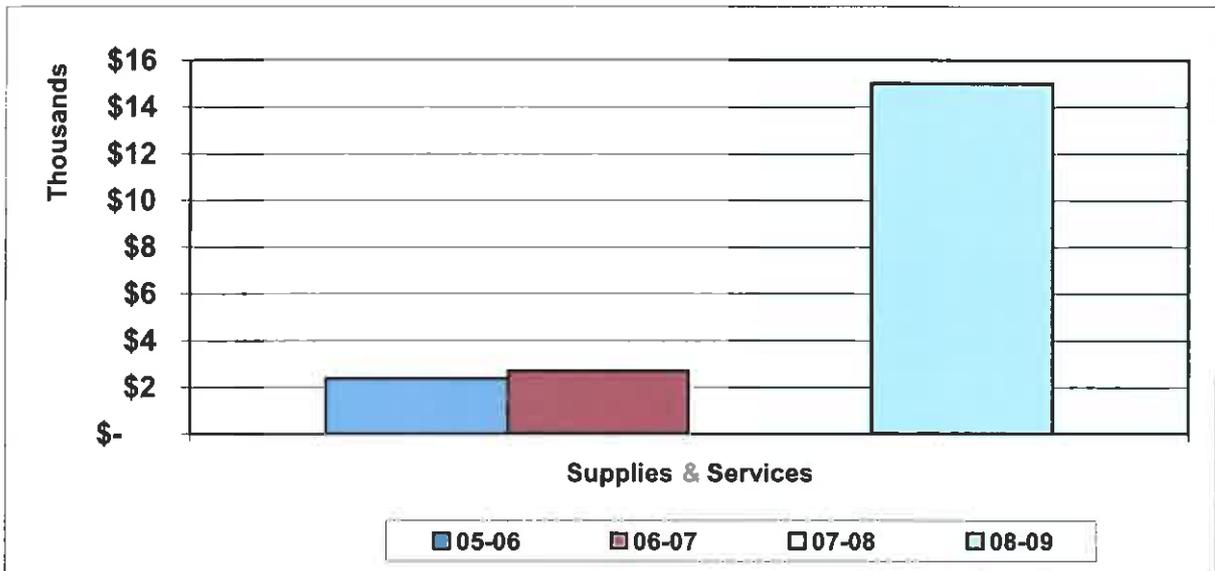
	Staffing	
	Fiscal Years	
	07 - 08	08-09
Civil Engineer I/II/III	0.80	0.80
Civil Engineering Tech II	0.45	0.35
Senior Civil Engineer	0.40	0.45
Civil Engineering Tech I	0.00	0.30
<b>Total</b>	<b>1.65</b>	<b>1.90</b>

**Public Works      Curb& Sidewalk**

Dept No.: 411

**Mission:**                      Maintains Curbs & Sidewalks related to the Homeowner Street Improvement Program

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Supplies & Services	\$ 2,378	2,707	15,000	-	15,000

<b>Total</b>	\$ 2,378	\$ 2,707	\$ 15,000	\$ -	\$ 15,000
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**Funding Sources**

General	\$ 2,378	\$ 2,707	\$ 15,000	\$ -	\$ 15,000
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**Public Works**

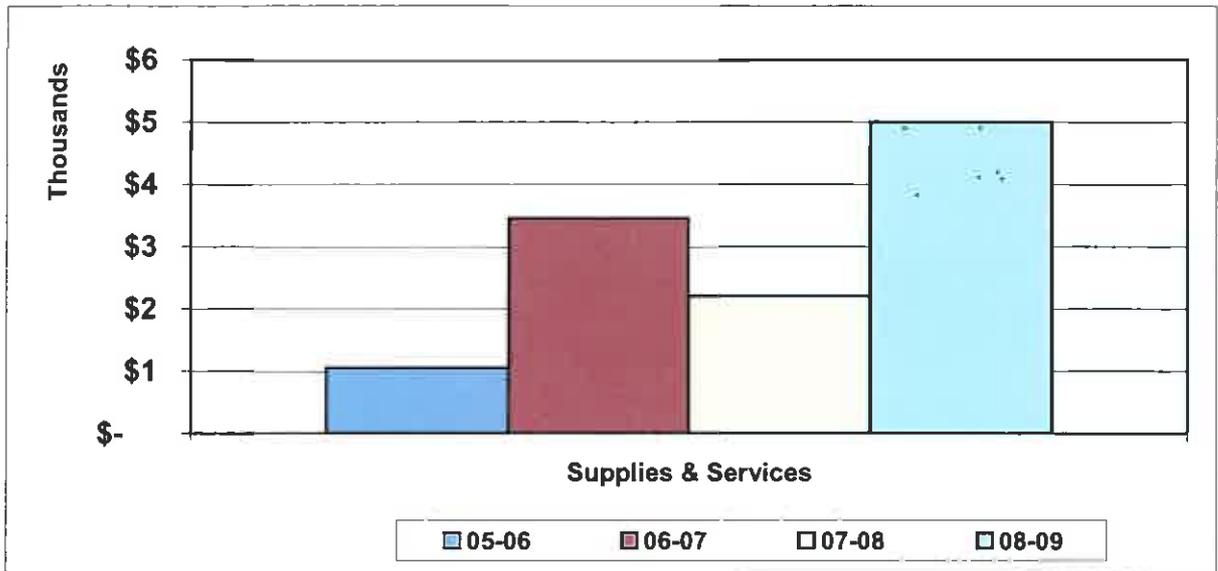
**Homeowner Fence**

Dept No.: 412

**Mission:**

Maintains homeowner fence related to the Homeowner Street Improvement Program

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Supplies & Services	\$ 1,050	\$ 3,456	\$ 5,000	\$ 2,208	\$ 5,000
<b>Total</b>	<b>\$ 1,050</b>	<b>\$ 3,456</b>	<b>\$ 5,000</b>	<b>\$ 2,208</b>	<b>\$ 5,000</b>

**Funding Sources**

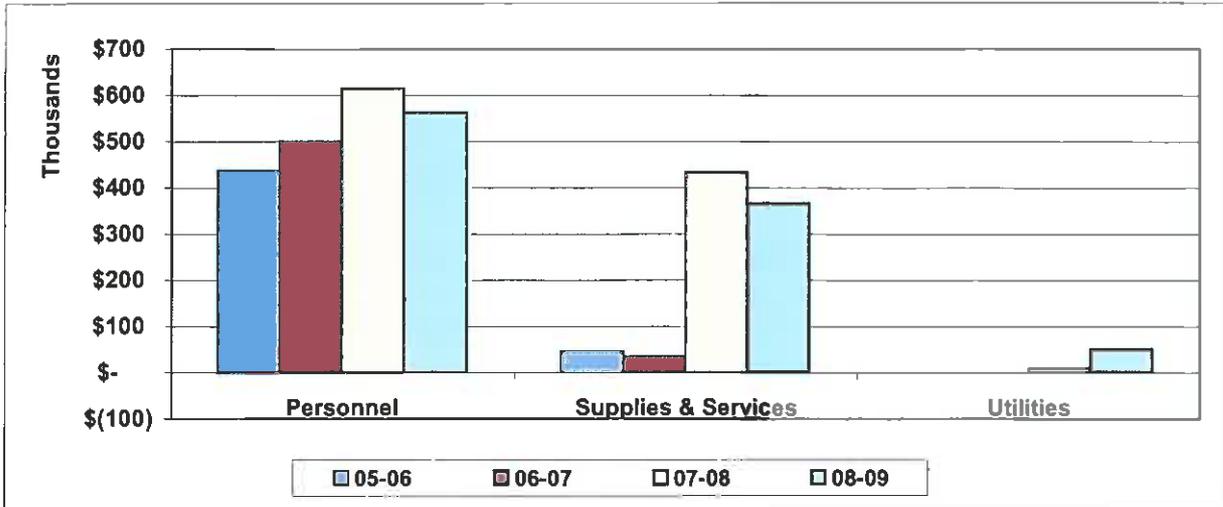
General	\$ 1,050	\$ 3,456	\$ 5,000	\$ 2,208	\$ 5,000
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**Public Works Street Maintenance**

Dept No. 420

**Mission: Operate and Maintain all City Streets, Storm Drains, Sidewalks, Open Space, Street Lights, Signs, and Traffic Signals**

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 436,480	\$ 500,480	\$ 598,900	\$ 613,532	\$ 561,700
Supplies & Services	45,580	35,516	420,880	433,186	365,300
Utilities	(44)	112	50,000	8,347	50,000
Transfers Out	161,900	131,400	211,190	211,190	291,400
<b>Total</b>	<b>\$ 643,916</b>	<b>\$ 667,508</b>	<b>\$ 1,280,970</b>	<b>\$ 1,266,255</b>	<b>\$ 1,268,400</b>

**Funding Sources**

General 100	\$ 643,916	667,508	1,280,970	1,268,400
Gas Tax 201				

**Staffing**

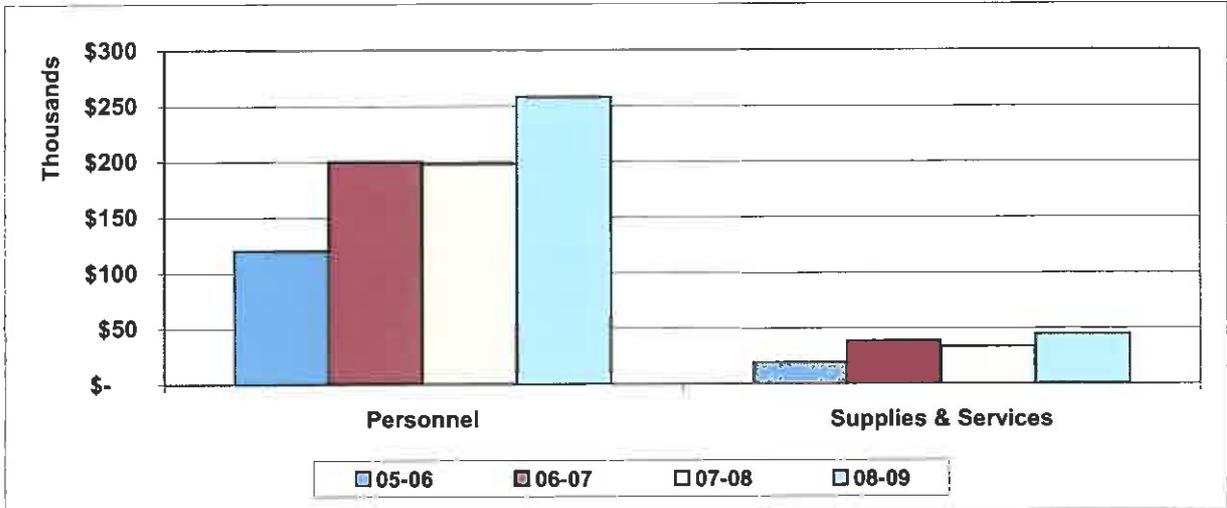
	Fiscal Years	
	07 - 08	08-09
Capital Projects Coordinator	0.40	0.10
Civil Engineer I/II/III	0.40	0.40
Civil Engineering Tech I	0.20	0.20
Civil Engineering Tech II	0.35	0.35
Maintenance Supervisor	0.85	0.85
Maintenance Worker I/II	1.80	1.90
Maintenance Worker III	0.75	0.40
Senior Maintenance Worker	0.95	0.85
PW Superintendent	0.15	0.20
Senior Civil Engineer	-	0.10
<b>Total</b>	<b>5.85</b>	<b>5.35</b>

**Public Works Storm Drain**

Dept No. 430

Mission: Operate, Maintain, and Improve major flood control channels

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 119,836	\$ 199,721	\$ 199,100	\$ 197,905	\$ 257,800
Supplies & Services	19,020	38,301	39,400	33,396	44,300
Transfers Out	339,400	344,000	2,275,654	533,789	410,400
<b>Total</b>	<b>\$ 478,257</b>	<b>\$ 582,023</b>	<b>\$ 2,514,154</b>	<b>\$ 765,090</b>	<b>\$ 712,500</b>

**Funding Sources**

General 100	\$ 478,257	582,023	2,514,154	712,500
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**Staffing**

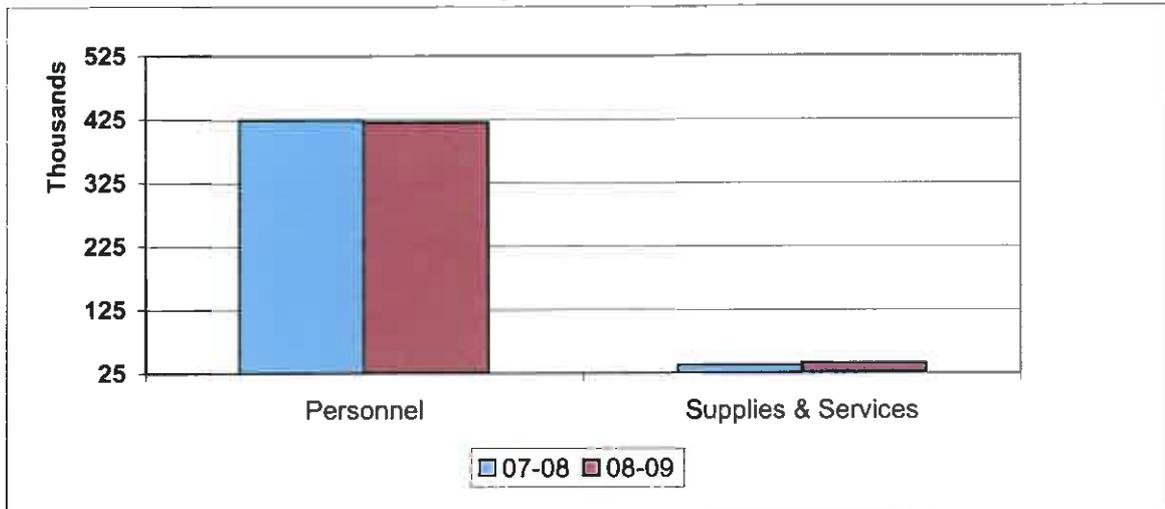
	Fiscal Years	
	07 - 08	08-09
Civil Engineer I/II/III	0.20	0.20
Civil Engineering Tech I	0.10	0.10
Civil Engineering Tech II	0.05	0.05
Maintenance Supervisor	0.25	0.25
Senior Maintenance Worker	0.25	0.25
Maintenace Worker I/II	0.50	0.50
Maint Worker III	0.25	0.60
PW Superintendent	0.15	0.20
Senior Civil Engineer	0.20	0.20
<b>Total</b>	<b>1.95</b>	<b>2.35</b>

**Public Works      Public Works Administration**

Dept No. 493

**Mission:** Provide Management and Clerical Support to All Public Works Functions  
Expenditures are allocated to Water, Wastewater and General Funds, as appropriate.

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel			414,600	424,080	420,500
Supplies & Services	Public Works Admin was created in FY 07 08 so no history exists		40,600	36,870	41,100
Transfers Out			279,630	279,630	229,120
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 734,830</b>	<b>\$ 740,580</b>	<b>\$ 690,720</b>

**Funding Sources**

General 100	\$ -	-	740,580	690,720
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Note: Expenses are allocated to the general, water, and wastewater funds based on the number of full time staff in each division. See Transfers sheet for detail of allocations

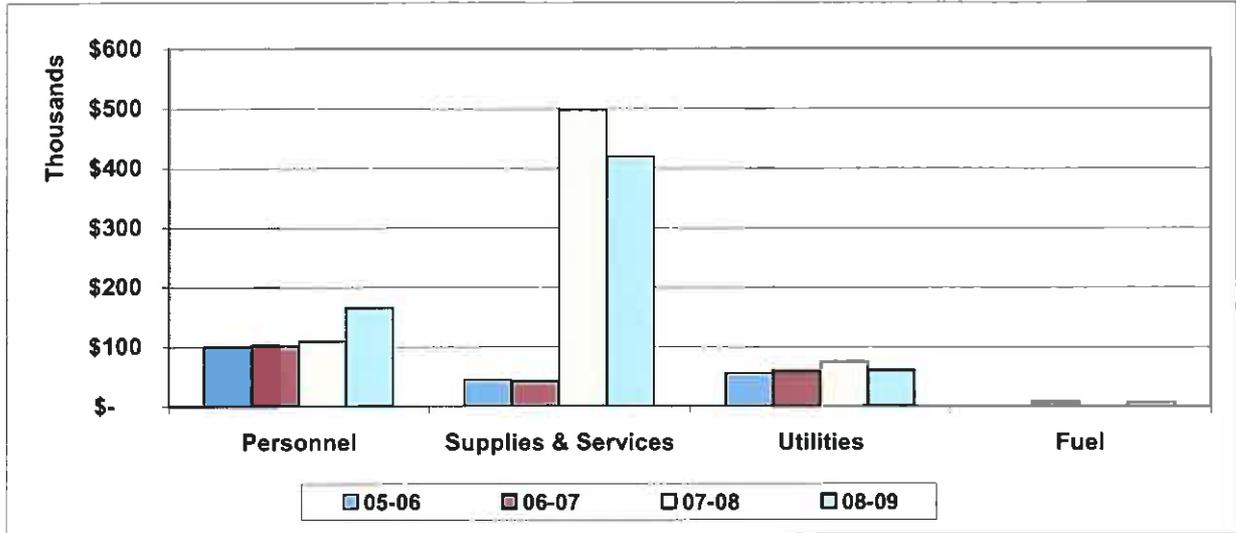
	Staffing	
	Fiscal Years	
	07 - 08	08-09
Administrative Assistant	1.00	1.00
Administrative Clerk II	2.00	2.00
PW Director	1.00	1.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>

**Public Works Fleet**

Dept No. 790

Mission: To Maintain City Vehicles and equipment

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 98,921	\$ 101,647	\$ 116,100	\$ 108,410	\$ 164,800
Supplies & Services	44,254	41,597	614,100	496,474	418,300
Utilities	54,343	59,675	45,000	74,951	60,000
Fuel	-	8,181	7,000	61	7,000
Transfers Out	-	-	14,760	14,760	32,900
<b>Total</b>	<b>\$ 197,519</b>	<b>\$ 211,101</b>	<b>\$ 796,960</b>	<b>\$ 694,656</b>	<b>\$ 683,000</b>

**Funding Sources**

General 100	\$ 197,519	211,101	796,960	683,000
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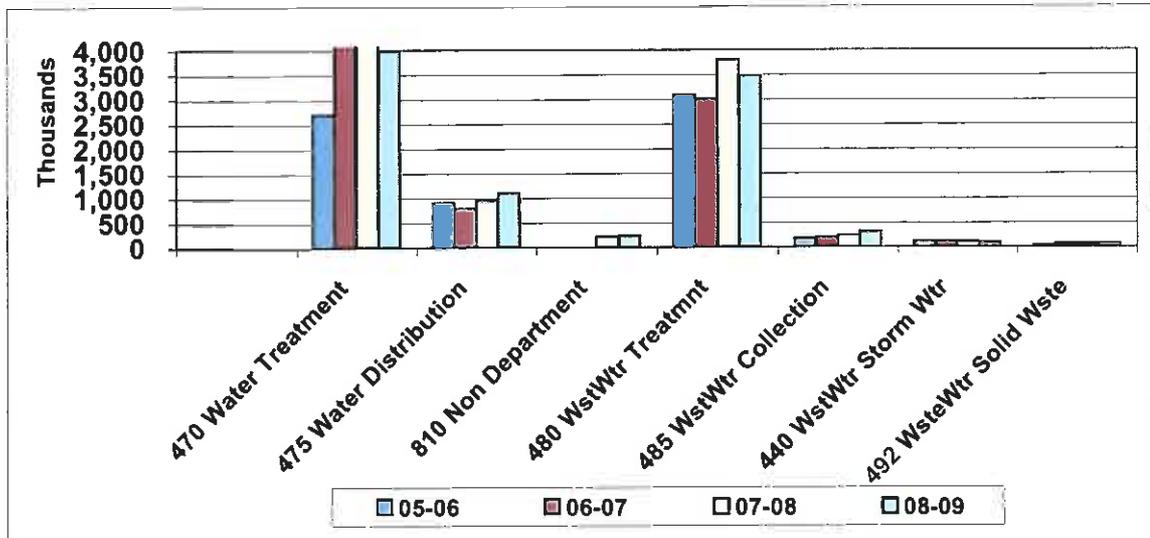
Note: This fund was moved from the Equipment and Building Fund which was terminated in FY 2007 08 to the General Fund. Expenses are reimbursed by the General Fund Departments, Water, Wastewater funds.

	Staffing	
	Fiscal Years	
	07 - 08	08-09
PW Superintendent	0.05	0.10
Capital Projects Coordinator	-	0.30
Mechanic	1.00	1.00
<b>Total</b>	<b>1.05</b>	<b>1.40</b>

## Public Works Department Summary

### Enterprise Funds

#### Expenditures



Division / No.	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
470 Water Treatment	2,703,758	4,754,156	4,140,682	4,763,722	3,989,050
475 Water Distribution	905,057	799,337	1,245,060	956,340	1,106,000
810 Non Department	0	0	215,500	215,500	234,600
480 WstWtr Treatmnt	3,085,341	3,005,055	3,566,420	3,797,683	3,474,730
485 WstWtr Collection	171,996	204,666	370,190	244,947	314,300
440 WstWtr Storm Wtr	124,905	115,925	134,010	108,485	87,600
492 WsteWtr Solid Wstr	34,501	60,191	82,020	59,495	68,400
810 Non Department	0	0	150,600	150,600	156,400
<b>Total</b>	<b>7,025,556</b>	<b>8,939,330</b>	<b>9,904,482</b>	<b>10,296,772</b>	<b>9,431,080</b>

#### Funding Sources

Water	3,608,815	5,553,493	5,601,242	5,935,562	5,329,650
Wastewater	3,257,336	3,209,721	4,303,240	4,361,210	4,101,430
General	159,406	176,116			
<b>Total</b>	<b>7,025,556</b>	<b>8,939,330</b>	<b>9,904,482</b>	<b>10,296,772</b>	<b>9,431,080</b>

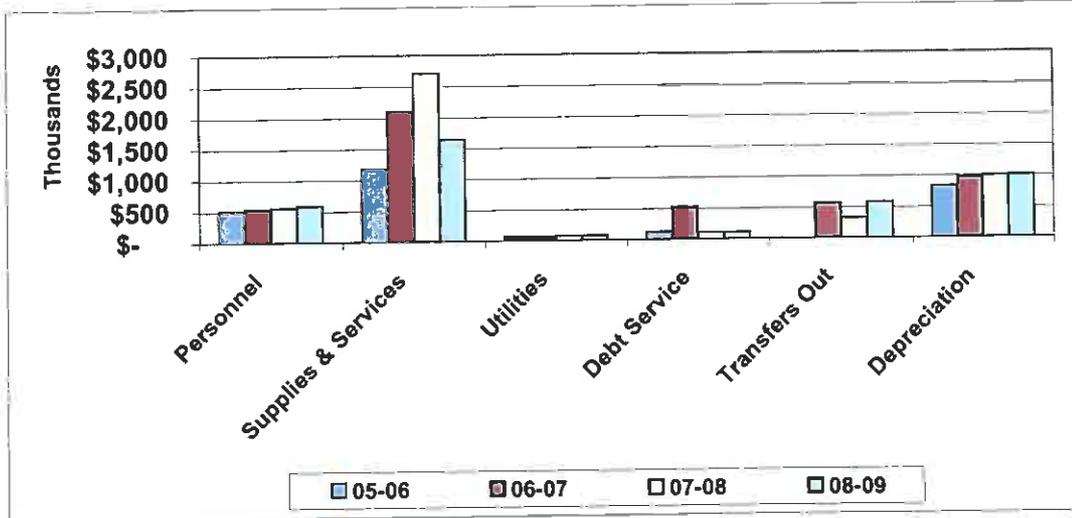
Staffing is detailed on each division's expense lead sheet.

**Public Works Water Treatment**

Dept No. 470

**Mission: Operate and Maintain Water Treatment Plant, Purchased Water and Storage to Provide Potable Water**

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 510,665	\$ 540,761	\$ 632,500	\$ 556,011	\$ 585,300
Supplies & Services	1,178,499	2,098,616	1,514,025	2,713,643	1,643,700
Utilities	63,784	61,871	75,000	70,608	75,000
Debt Service	122,666	519,060	243,300	109,091	109,700
Transfers Out	-	566,200	324,370	324,370	575,350
Loan to Water Capacity	-	-	361,487	-	-
Depreciation	828,144	967,649	990,000	990,000	1,000,000
<b>Total</b>	<b>\$ 2,703,758</b>	<b>\$ 4,754,156</b>	<b>\$ 4,140,682</b>	<b>\$ 4,763,722</b>	<b>\$ 3,989,050</b>

**Funding Sources**

Water 550	\$ 2,703,758	\$ 4,754,156	\$ 4,140,682	\$ 4,763,722	\$ 3,989,050
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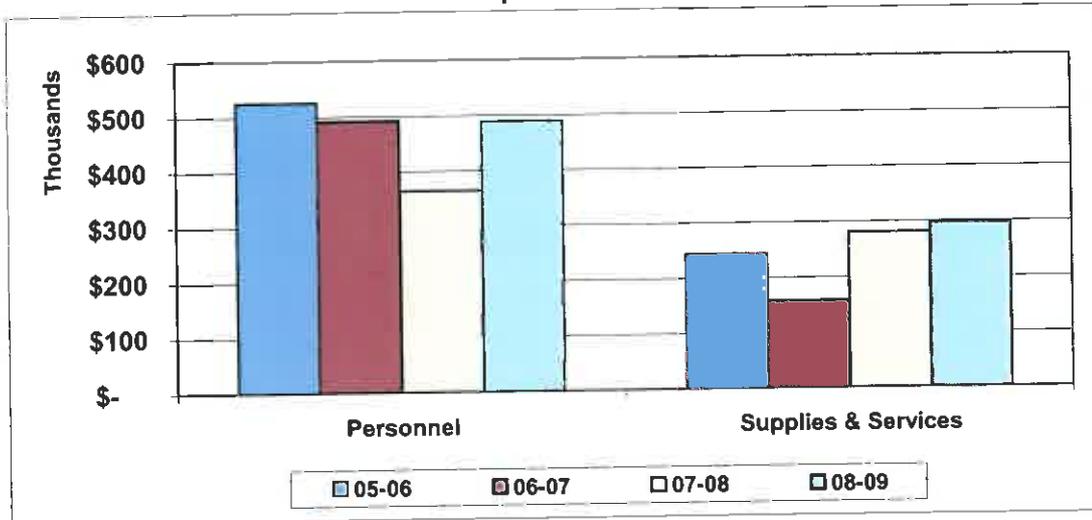
	Staffing	
	Fiscal Years	
	07 - 08	08-09
Civil Engineer I/II/III	0.15	0.10
Environmental Program Specialist	0.30	0.30
Plant Maintenance Mechanic	0.50	0.50
Senior Civil Engineer	-	0.05
Plant Operator I/II/III	3.00	3.00
Water Systems Manager	1.00	1.00
<b>Total</b>	<b>4.95</b>	<b>4.95</b>

**Public Works Water Distribution**

Dept No. 475

Mission: Maintain and Operate Water Distribution System

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 525,321	\$ 491,057	\$ 502,100	\$ 364,044	\$ 488,500
Supplies & Services	242,436	157,080	430,700	280,036	296,300
Transfers Out	137,300	151,200	312,260	312,260	321,200
<b>Total</b>	<b>\$ 905,057</b>	<b>799,337</b>	<b>1,245,060</b>	<b>956,340</b>	<b>1,106,000</b>

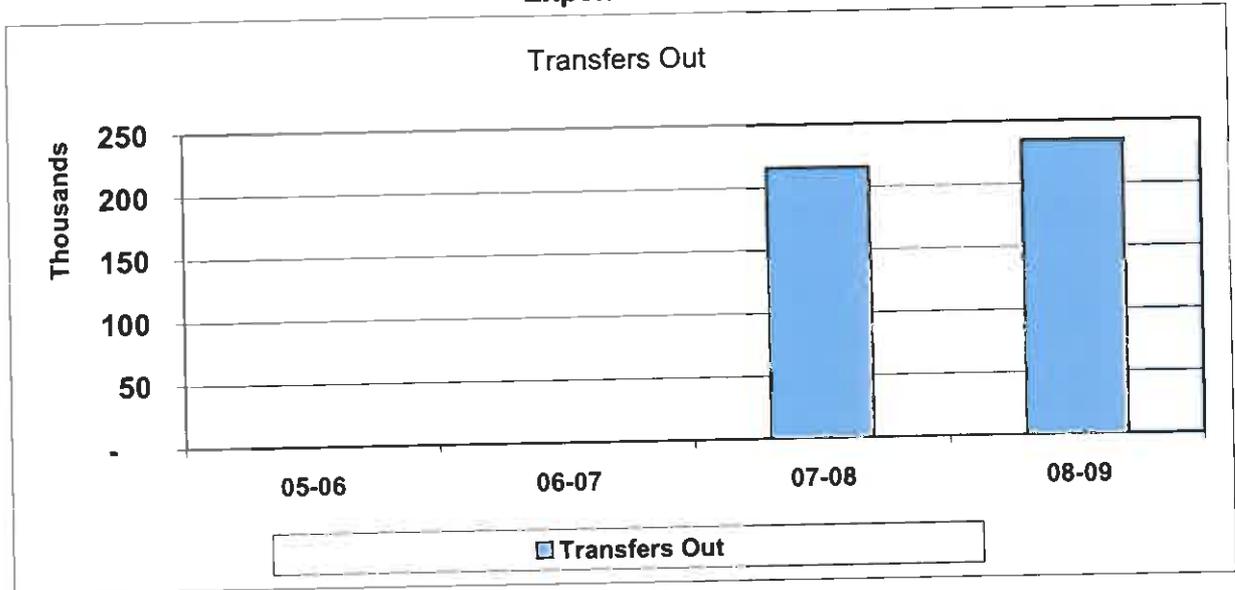
**Funding Sources**

Water 550	\$ 905,057	799,337	1,245,060	956,340	1,106,000
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**Staffing**

	Fiscal Years	
	07 - 08	08-09
Civil Engineer I/II/III	0.20	0.20
Civil Engineering Tech I	0.20	0.20
Civil Engineering Tech II	0.15	0.15
Maintenance Supervisor	0.80	0.80
Maintenance Worker I/II	2.40	2.40
Senior Maintenance Worker	0.80	0.80
PW Superintendent	0.20	0.30
Senior Civil Engineer	0.05	0.05
<b>Total</b>	<b>4.80</b>	<b>4.90</b>

Expenditures



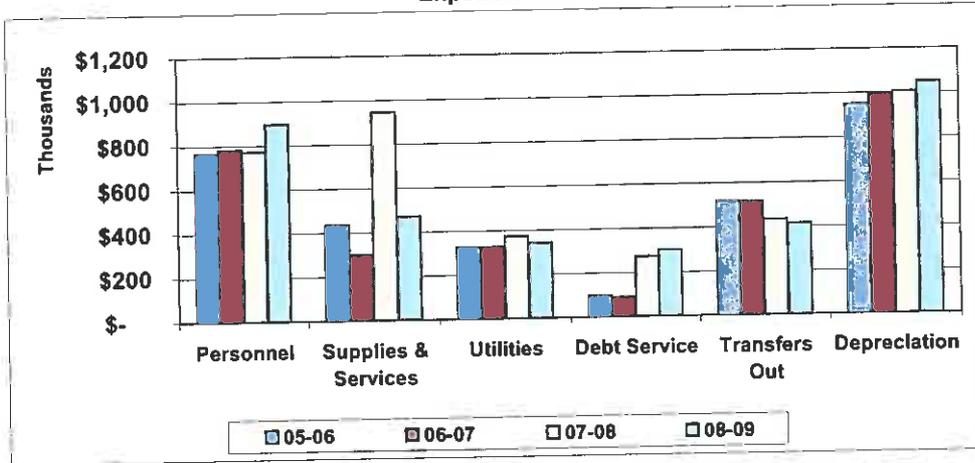
Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Transfers Out	-	-	215,500	215,500	234,600
<b>Total</b>	\$ -	-	215,500	215,500	234,600
<b>Funding Sources</b>					
Water 550	\$ -	-	215,500	215,500	234,600

**Public Works Wastewater Treatment System**

Dept No.: 480

Mission: Maintain and Operate Wastewater Treatment Plant and Wastewater pump stations and produce recycled water.

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget estimated 07-08	Actual 07-08	Adopted Budget 08-09
Personnel	\$ 764,519	\$ 781,725	\$ 856,600	\$ 770,963	\$ 896,100
Supplies & Services	433,817	297,725	697,200	944,833	470,800
Utilities	325,892	326,016	326,000	372,633	342,000
Debt Service	95,152	87,868	254,000	271,634	301,500
Transfers Out	516,100	515,300	432,620	432,620	414,330
Depreciation	949,861	996,421	1,000,000	1,005,000	1,050,000
<b>Total</b>	<b>\$ 3,085,341</b>	<b>3,005,055</b>	<b>3,566,420</b>	<b>3,797,683</b>	<b>\$ 3,474,730</b>

**Funding Sources**

Wastewater 555	\$ 3,085,341	\$ 3,005,055	\$ 3,566,420	\$ 3,797,683	\$ 3,474,730
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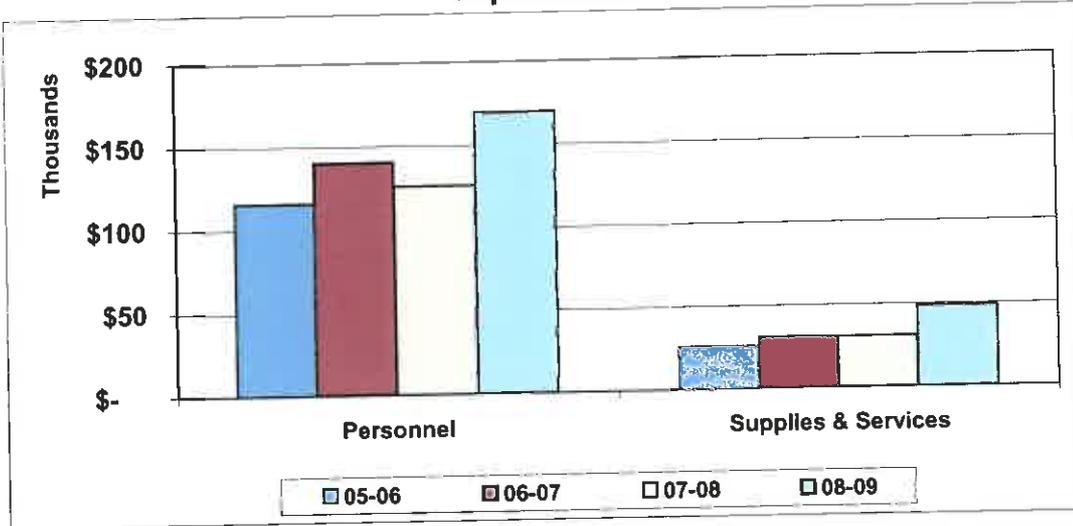
	Staffing	
	Fiscal Years	
	07 - 08	08-09
Civil Engineer I/II/III	0.10	0.10
Civil Engineering Tech II	0.10	-
Environmental Specialist	-	2.00
Laboratory Technician	1.00	-
Plant Maintenance Mechanic	0.50	0.50
Plant Operations Supervisor	-	1.00
Pollution Prevention Specialist	1.00	-
Senior Civil Engineer	0.05	0.05
Plant Operator I/II/III	3.00	2.00
Water Quality/Lab Mgr	1.00	-
Wastewater Systems Manager	1.00	1.00
<b>Total</b>	<b>7.75</b>	<b>6.65</b>

**Public Works Wastewater Collection System**

Dept No.: 485

Mission: Maintain and Operate of Wastewater Collection System

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget limited 07-08	Actual 07-08	Adopted Budget 08-09
Personnel	\$ 115,684	\$ 140,109	\$ 170,600	\$ 125,557	\$ 169,200
Supplies & Services	25,512	30,657	110,800	30,600	48,300
Transfers Out	30,800	33,900	88,790	88,790	96,800
<b>Total</b>	<b>\$ 171,996</b>	<b>204,666</b>	<b>370,190</b>	<b>244,947</b>	<b>\$ 314,300</b>

**Funding Sources**

Wastewater 555	\$ 171,996	204,666	370,190	244,947	314,300
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**Staffing**

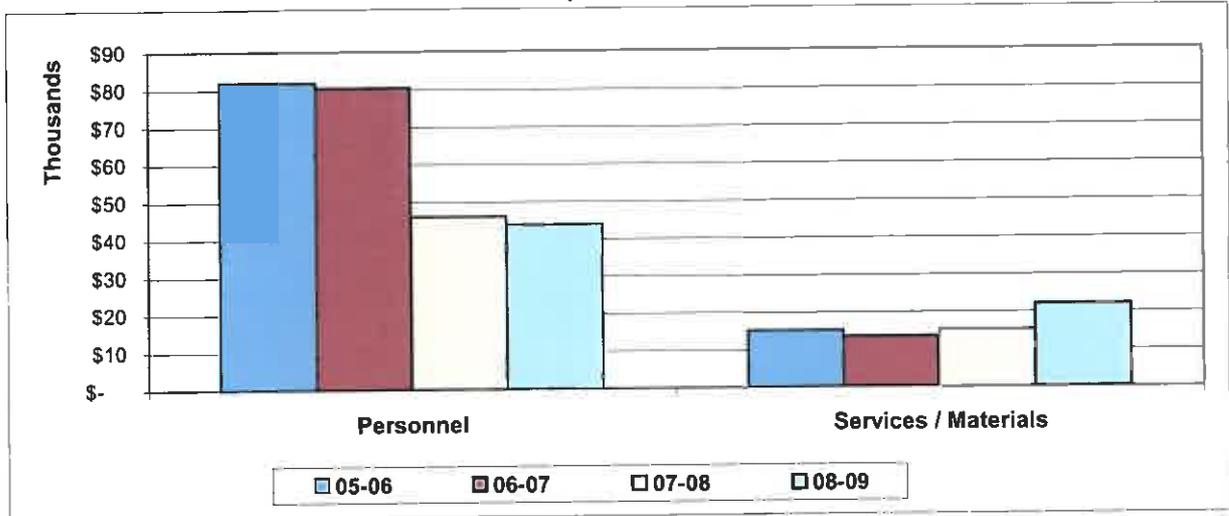
	Fiscal Years	
	07 - 08	08-09
Civil Engineer I/II/III	0.20	0.20
Civil Engineering Tech I	0.20	0.20
Civil Engineering Tech II	0.05	0.05
Maintenance Supervisor	0.20	0.20
Maintenance Worker I/II	0.60	0.60
Senior Maintenance Worker	0.20	0.20
PW Superintendent	0.10	0.10
Senior Civil Engineer	0.05	0.05
<b>Total</b>	<b>1.60</b>	<b>1.60</b>

**Public Works Storm Water Quality**

Dept No. 440

**Mission: Provide educational and regulatory services to meet the City's Stormwater National Pollution Discharge Elimination System (NPDES) permit requirements.**

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 81,845	\$ 80,514	\$ 55,300	\$ 46,039	\$ 43,800
Supplies & Services	15,060	13,411	31,500	15,237	21,900
Transfers Out	28,000	22,000	47,210	47,210	21,900
<b>Total</b>	<b>\$ 124,905</b>	<b>115,925</b>	<b>134,010</b>	<b>108,485</b>	<b>87,600</b>

**Funding Sources**

General 100	\$ 124,905	115,925			
Wastewater 555	\$ -	-	134,010	108,485	87,600

**Staffing**

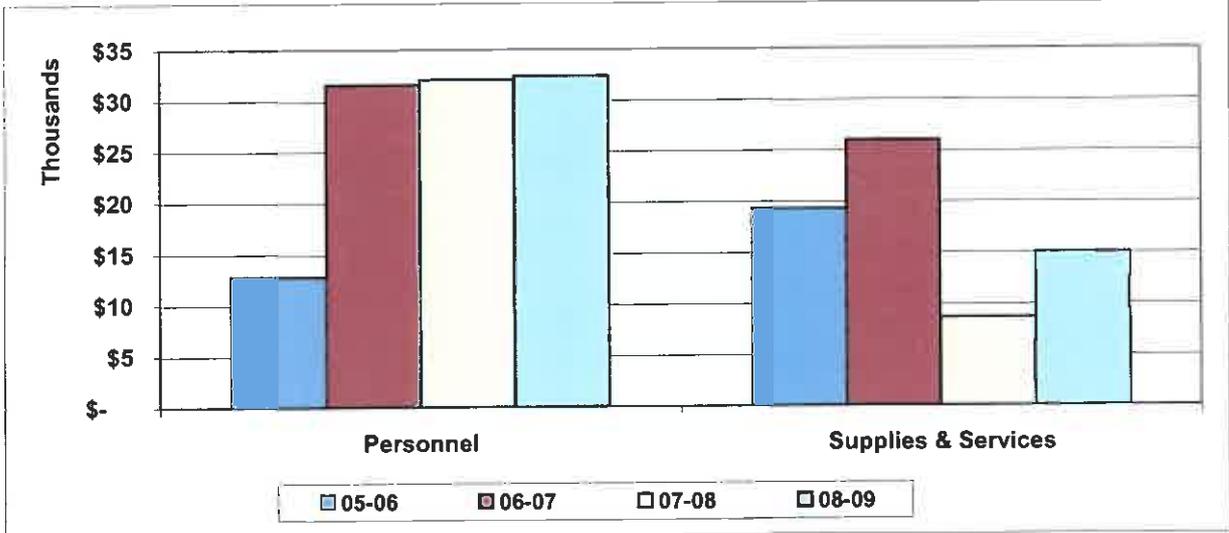
	Fiscal Years	
	07 - 08	08-09
Civil Engineering Tech II	0.05	0.05
Environmental Program Specialist	0.40	0.40
PW Superintendent	-	0.05
Senior Civil Engineer	0.05	-
<b>Total</b>	<b>0.50</b>	<b>0.50</b>

**Public Works Solid Waste**

Dept No. 492

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

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 12,817	\$ 31,582	\$ 31,500	\$ 32,053	\$ 32,400
Supplies & Services	19,284	26,009	31,700	8,621	15,000
Transfers Out	2,400	2,600	18,820	18,820	21,000
<b>Total</b>	<b>\$ 34,501</b>	<b>60,191</b>	<b>82,020</b>	<b>59,495</b>	<b>68,400</b>

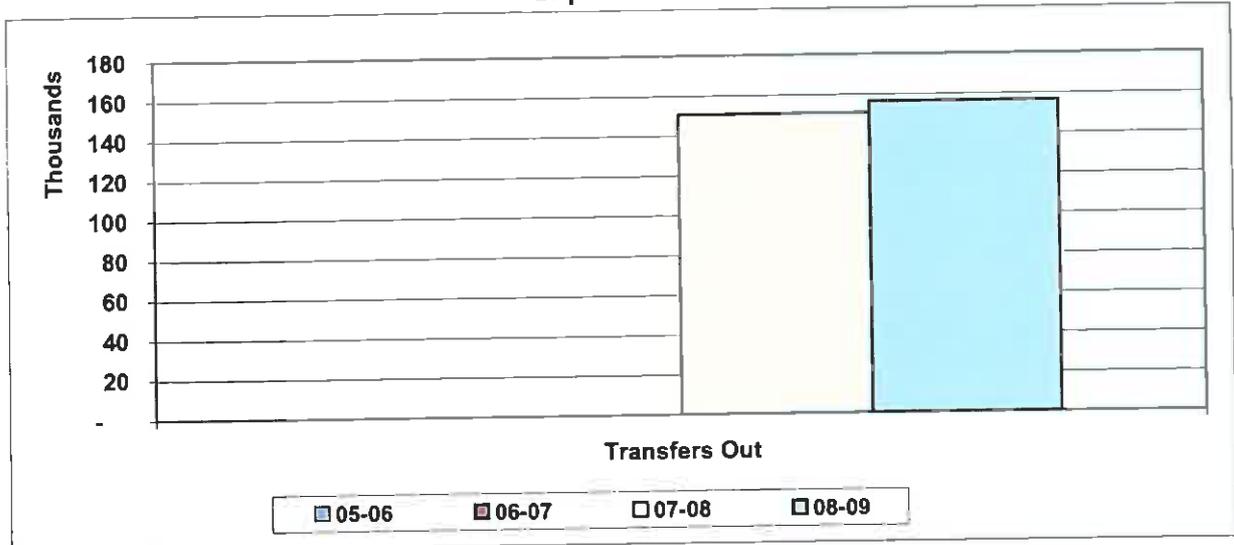
**Funding Sources**

Wastewater 555			82,020	59,495	68,400
General Fund 100	\$ 34,501	60,191			

**Staffing**

	Fiscal Years	
	07 - 08	08-09
Environmental Program Specialist	0.30	0.30
Public Works Superintendent	0.05	0.05
<b>Total</b>	<b>0.35</b>	<b>0.35</b>

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Transfers Out			150,600	150,600	156,400
<b>Total</b>	\$ -	-	150,600	150,600	156,400
<b>Funding Sources</b>					
Wastewater 555	\$ -	-	150,600	150,600	156,400

# Police

Fiscal Year 2008-09

The City contracts with the Napa County Sheriff's Office to provide police services to the City of American Canyon. The Police Department is responsible for responding to citizens' calls for service, traffic enforcement, vehicle abatement, crime prevention, criminal investigation and community outreach.

Staffing continues to be a challenge. A fourth Police Sergeant was added to the City's contract in April 2008 so that a Sergeant would be available on the night shift. Currently, there are 18 deputies, 4 sergeants and one chief for a total of 23 sworn officers. Additional staff consists of two police technicians and a shared administrative clerk with the Fire Protection District. The costs of adding additional staff and purchasing high tech equipment are significant and have to be balanced with other needs of the City. The State, with its own fiscal problems, has cut the COP's funding which has provided \$100,000 per year in the past.

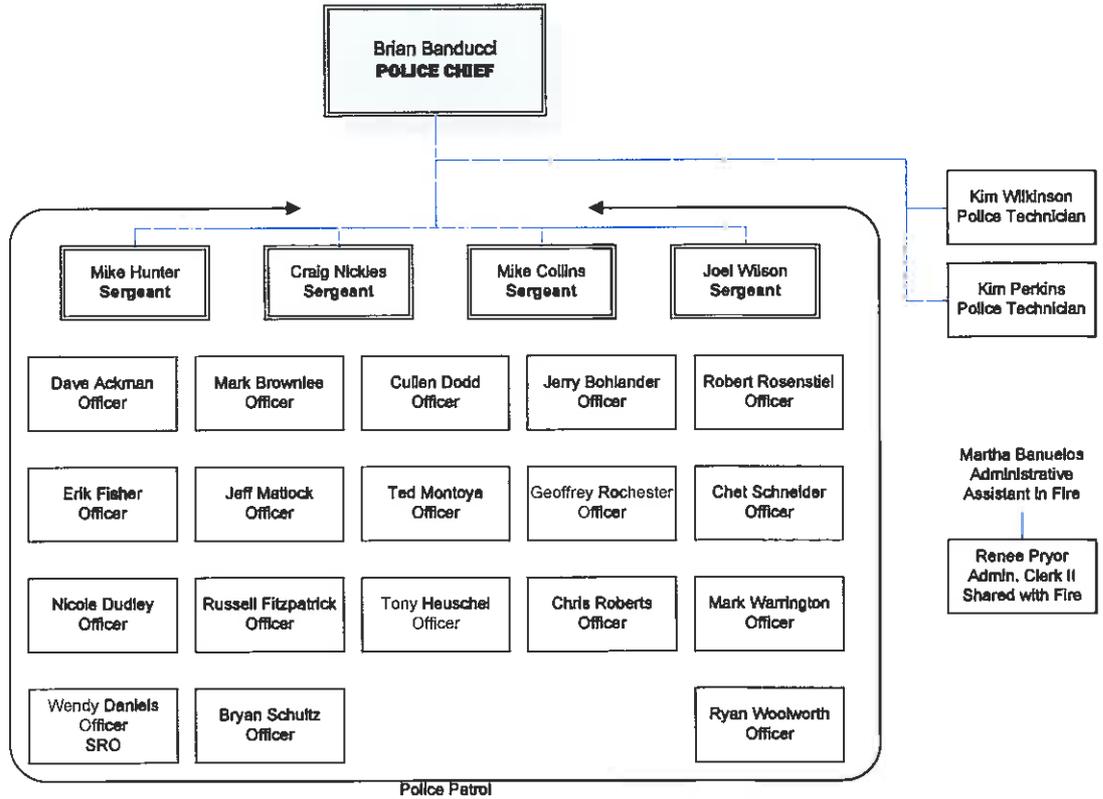
## **Accomplishments for Fiscal Year 2007-08:**

- Added an additional sergeant allowing for one sergeant per shift. (4 total)
- Selected a new Community Resource Officer.
- Moved into the new Public Safety Facility.
- Filled the Administrative Clerk position.
- Continued the "Cops in the Park" program.
- Expanded the "Neighborhood Watch" program.
- Applied for a one year selective traffic enforcement grant for 2008

## **Goals for Fiscal Year 2008-09:**

- To be more visible in the Community by expanding programs as much as the budget will allow to include "Cops in the Park", D.A.R.E, Neighborhood Watch, Traffic Safety Fairs, Meet and Greet New City Residents, Gang Awareness and Graffiti Reporting
- Increase traffic enforcement during September using Grant Funding for roving patrols to arrest drunk drivers, enforce seatbelt laws, and stop red light violators
- Keep up on Current crime trends and develop strategies to respond
- Install four (4) Digital Patroller camera systems in police vehicles
- Install four (4) Panasonic Tough Book computers in police vehicles
- Obtain one (1) new Investigator position

# POLICE

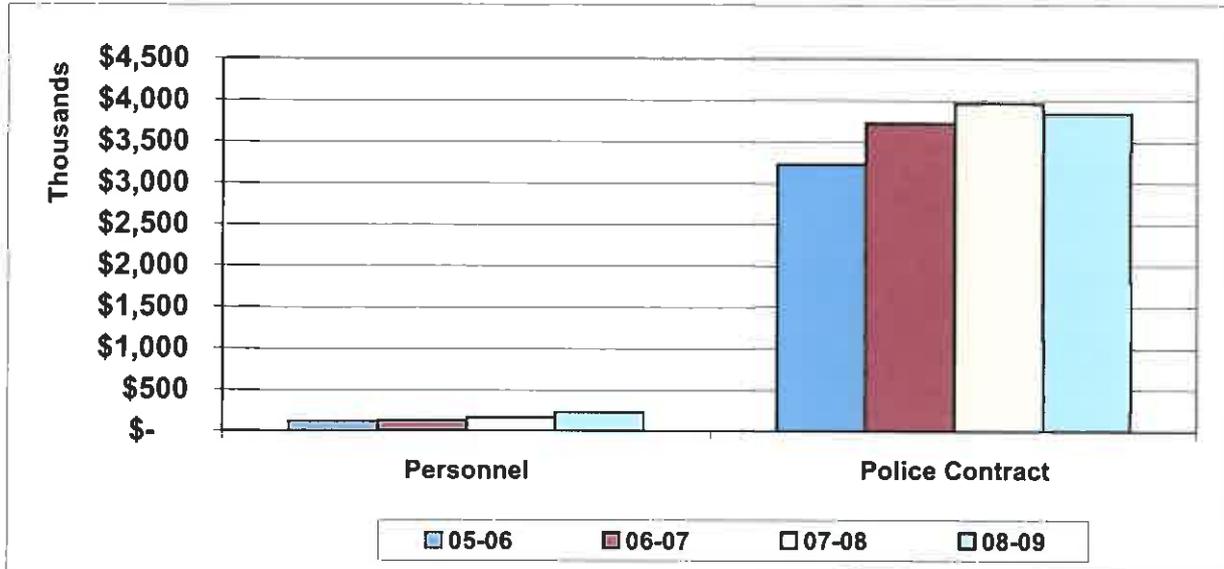


**Police Department**

Dept No. 210

Mission: To serve and protect the citizens of American Canyon

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ 117,348	\$ 128,586	\$ 188,000	\$ 160,131	\$ 226,700
Police Contract	3,220,316	3,721,808	3,880,500	3,962,282	3,833,700
Transfers Out	276,100	230,500	368,400	368,400	379,280
<b>Total</b>	<b>\$ 3,613,764</b>	<b>\$ 4,080,893</b>	<b>\$ 4,436,900</b>	<b>\$ 4,490,813</b>	<b>\$ 4,439,680</b>

**Funding Sources**

General	\$ 3,613,764	\$ 4,080,893	\$ 4,436,900	\$ 4,490,813	\$ 4,439,680
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	Staffing	
	Fiscal Years	
	07 - 08	08-09
Police Technician	2.00	2.00
Police Chief (Sheriff's Contract)	1.00	1.00
Sergeant (Sheriff's Contract)	4.00	4.00
Deputy Sheriff II (Sheriff's Contract)	18.00	18.00
Administrative Clerk	0.70	0.70
<b>Total</b>	<b>25.70</b>	<b>25.70</b>

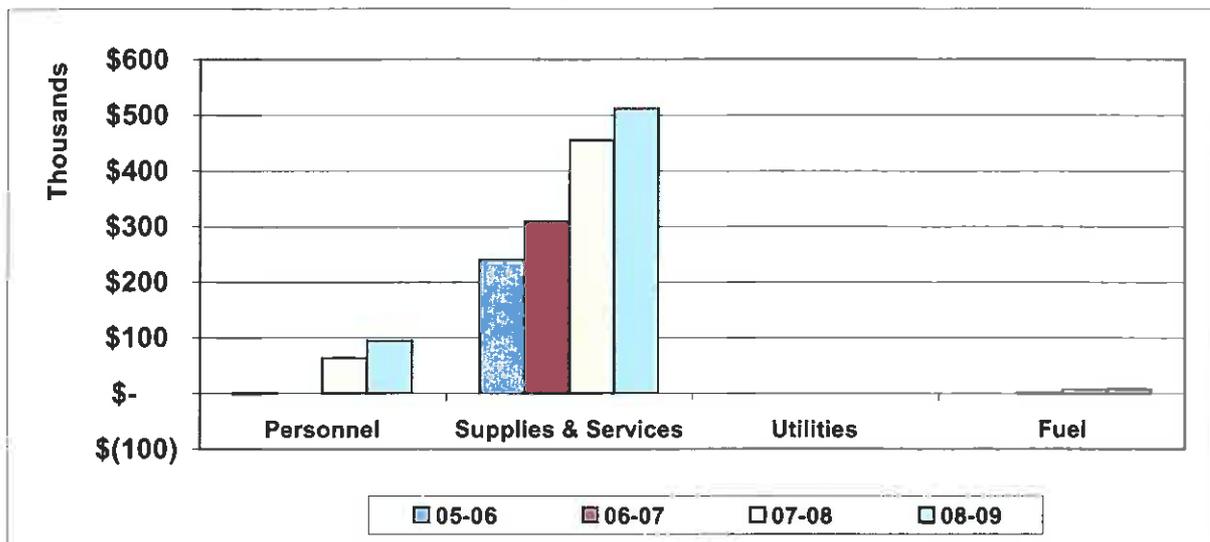
**Note:** Police Sworn Staff provided through the Napa County Sheriff's Office

**NonDepartmental**

Dept No.: 810

**Mission:** This cost center accounts for activities that do not fit into other departments. Budgets for contributions to various civic, non-profit and charitable organizations that help improve the quality of life in the City are here. Also such diverse activities as library services, animal control, and LAFCO are budgeted here. Additionally, budget for clerical support to the Fire District.

**Expenditures**



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel	\$ (1,465)	\$ -	\$ 105,000	\$ 62,817	\$ 93,800
Supplies & Services	238,878	308,437	521,100	454,120	511,675
Utilities	-	-	900	-	-
Fuel	-	405	-	6,736	7,200
Transfers Out	1,916,046	8,828,274	599,060	599,600	429,300
<b>Total</b>	<b>\$ 2,153,458</b>	<b>9,137,116</b>	<b>1,226,060</b>	<b>1,123,272</b>	<b>\$ 1,041,975</b>

**Funding Sources**

General	\$ 2,153,458	\$ 9,137,116	\$ 1,226,060	\$ 1,123,272	\$ 1,041,975
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Note: Fire district reimburses City for all clerical support costs

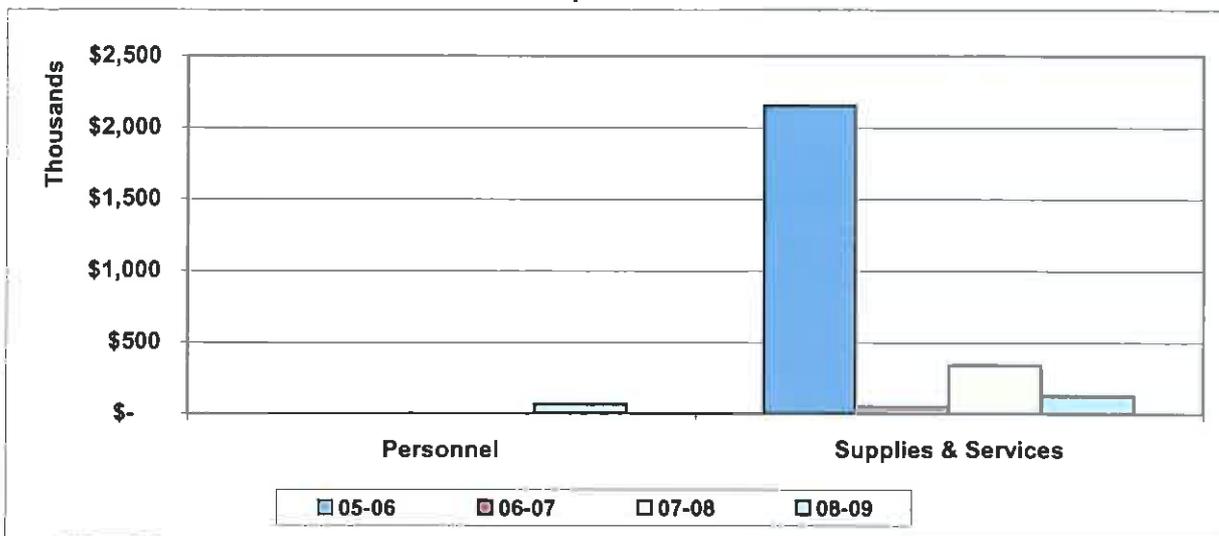
	Staffing	
	Fiscal Years	
	07 - 08	08-09
Administrative Assistant	1.00	1.00
Administrative Clerk I	0.30	0.30
<b>Total</b>	<b>1.30</b>	<b>1.30</b>

# Affordable Housing Fund 350

Dept No. 330

**Mission:** Provides affordable housing services.

## Expenditures



Category	Actual 05-06	Actual 06-07	Budget 07-08	Estimated Actual 07-08	Adopted Budget 08-09
Personnel				\$	64,300
Supplies & Services	2,152,032	50,227	-	342,097	125,000
<b>Total</b>	<b>\$ 2,152,032</b>	<b>50,227</b>	<b>-</b>	<b>342,097</b>	<b>189,300</b>

Funding Sources										
Affordable Housing	\$	2,152,032	\$	50,227	\$	-	\$	342,097	\$	189,300

## Section 3: Capital Budget

# Capital Improvement Program

Fiscal Year 2008-09

The purpose of the capital improvement program (CIP) is to provide the City of American Canyon with a long-range program for major municipal capital construction projects based on the systematic development of an advanced financial plan.

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 CIP five year capital improvement program is produced 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. 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 ultimate 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 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 resources are properly focused and that expectations for project delivery are realistic.

Due to the downturn in the economy, dearth of new revenues, and the abundant number of projects currently in progress, a capital budget was not prepared for fiscal year 2008-09. Additions or changes to CIP projects will be done on a project by project basis until the City's mid year review when a capital budget will be presented to the City Council

Due to complexity and regulatory requirements, capital projects typically require several years to complete so project budgets are established on a project length basis. That means that project budgets continue 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

Budgets for the rollover CIP projects from the prior year are presented in the following pages.

**Capital Projects  
Summary of Rollover Budgets  
Fiscal Year 2008-09**

Fund No.		Budget FY 07 08	Expenses FY 07 08	Rollover Budget FY 08 09
	<b>General Governmental Projects</b>			
	Civic Facilities Projects	\$ 2,993,654	\$ 246,704	\$ 3,821,950
	Parks Projects	2,414,300	1,745,545	668,755
	Other Projects	335,200	495	334,705
	<u>    Transportation Projects</u>	<u>15,030,300</u>	<u>8,091,016</u>	<u>5,171,353</u>
150	<b>Total General Gov'tal Projects</b>	<b>20,773,454</b>	<b>10,083,760</b>	<b>9,996,763</b>
421	<b>AmCan Road E. Assessment District</b>			<b>1,367,931</b>
552	<b>Water Projects</b>	<b>1,865,300</b>	<b>558,179</b>	<b>1,307,121</b>
558	<u><b>Wastewater Projects</b></u>	<u><b>4,209,400</b></u>	<u><b>76,350</b></u>	<u><b>4,133,050</b></u>
	<b>Total Rollover Projects</b>	<u><b>\$ 26,848,154</b></u>	<u><b>\$ 10,718,289</b></u>	<u><b>\$ 16,804,865</b></u>

**General Governmental Capital Projects  
Carryover Project Budgets - CIP Fund 150  
Fiscal Year 2008-09**

Funding Sources

Project Number	Project Description	Budget FY 07 08	Expenses FY 07 08	Rollover Budget FY 08 09	Measure A	Private (Developer)	Capital Proj Fund	Civic Facilities Impact	Traffic Impact Fees	Park Capital Improvement	Per Capita Prop 40 Grnt	Zberg Harris Block Grant	Water Operations	Funding Sources				
														100	150	150	310	320
CF07-0400	West Side Fire Stn and Relocated Corp Yard	93,100	-	93,100	-	-	23,300	46,500	-	-	-	-	23,300	-	-	-	-	
CF07-0700	City Hall Tenant Improvements	2,600,554	230,728	2,369,826	-	-	2,369,826	-	-	-	-	-	-	-	-	-	-	
CF07-0100	City Hall Access from Napa Junction Road	300,000	15,976	284,024	-	-	-	284,024	-	-	-	-	-	-	-	-	-	
CF07-0800	Civic Purposes Property - 4391 Broadway *	-	-	1,075,000	-	-	1,075,000	-	-	-	-	-	-	-	-	-	-	
<b>Total Civic Facilities Projects</b>		<b>2,993,654</b>	<b>246,704</b>	<b>3,821,950</b>	<b>-</b>	<b>-</b>	<b>3,468,126</b>	<b>330,524</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23,300</b>	
PR07-0700	Develop Paved Prkg Lot: Little Lge Cmplx	16,300	2,201	14,099	-	-	-	-	1,124	12,975	-	-	-	-	-	-	-	
PR07-0900	Wetlands Recreation Area	25,000	348	24,652	-	-	-	-	-	24,652	-	-	-	-	-	-	-	
PR07-0800	Kimberly Pk Enlrgmnt / Rehab	138,800	114,064	24,736	-	-	-	-	-	24,736	-	-	-	-	-	-	-	
PR07-0400	Veterans Memorial Park	1,943,900	1,462,274	481,626	-	-	-	-	-	417,961	56,608	7,057	-	-	-	-	-	
PR06-0100	Community Park 1: Rehab / Enhancement	48,500	44,727	3,773	-	-	-	-	-	3,773	-	-	-	-	-	-	-	
PR07-1100	Senior / Multi-Use Center	44,000	20,064	23,936	-	-	-	-	-	23,936	-	-	-	-	-	-	-	
PR07-1000	Wetlands Edge Viewing Area Enhancement	10,000	-	10,000	-	-	-	-	-	-	10,000	-	-	-	-	-	-	
PR07-0500	Wetlands Edge Bay Trail	163,000	89,017	73,983	-	-	-	-	-	73,983	-	-	-	-	-	-	-	
PR07-1200	Newell Open Space Well	24,800	12,850	11,950	-	11,950	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Parks Projects</b>		<b>2,414,300</b>	<b>1,745,545</b>	<b>668,755</b>	<b>-</b>	<b>11,950</b>	<b>-</b>	<b>-</b>	<b>1,124</b>	<b>582,016</b>	<b>66,608</b>	<b>7,057</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
SD07-0100	Annual Channel Cleaning	200,000	-	200,000	200,000	-	-	-	-	-	-	-	-	-	-	-	-	
SD07-0200	Rio Del Mar: Watershed Imp. Phase I	125,000	495	124,505	124,505	-	-	-	-	-	-	-	-	-	-	-	-	
PW08-0004	SR29@AmCan Signal Pole Replacement	10,200	-	10,200	-	-	-	-	10,200	-	-	-	-	-	-	-	-	
<b>Total Other Projects</b>		<b>335,200</b>	<b>495</b>	<b>334,705</b>	<b>324,505</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

# Transportation Projects

## Carryover CIP Project Budgets - CIP Fund 150

### Fiscal Year 2008-09

Project Number	Project Description	Budget FY 07 08	Expenses FY 07 08	Rollover Budget FY 08 09	Funding Sources										AmCan Rd E. Assmt District
					100	150	150	201	320	320	228	503	502	556	
					General	Private Developer	Capital Proj Fund	Gas Tax Fund	Traffic Impact Fees	Safe Rute to Schl Gmt	STP Road Maint	TDA Art 3 Grant	Wstewtr Capacity		
TR07-0400	AmCan Rd East Pavement Reconstruction	8,876,700	7,159,212	1,717,488	-	-	-	-	-	-	251,557	-	98,000	1,367,931	
TR05-0200	Elliott Drive Pavement Rehabilitation	852,000	563,648	288,352	-	-	-	288,352	-	-	-	-	-	-	
TR04-0300	AmCan Road West Improvements	77,000	16,859	60,141	-	-	-	58,141	2,000	-	-	-	-	-	
TR05-0300	Broadway Realignment (Mitigation)	27,000	4,833	22,167	22,167	-	-	-	-	-	-	-	-	-	
TR04-0200	Eucalyptus Rd Realignment / Widening	2,003,000	284,785	1,718,215	-	-	-	-	1,718,215	-	-	-	-	-	
TR07-1100	Donaldson/Broadway Improvements	201,900	7,922	193,978	-	-	-	-	193,978	-	-	-	-	-	
TR07-1200	Green Isl. Rd utility & Road Repairs	40,000	-	40,000	-	-	-	40,000	-	-	-	-	-	-	
TR07-1300	Hanna Extension, Bridge Xing & Utilities	750,000	-	750,000	-	-	-	-	750,000	-	-	-	-	-	
TR07-1400	City Wide Traffic Model and Impact Fee Update	265,000	4,700	260,300	-	-	-	-	260,300	-	-	-	-	-	
TR06-0300	Bay Trail Bikeway thru Eucalyptus Grove	161,500	32,788	128,712	-	-	-	-	-	-	-	128,712	-	-	
TR07-0800	Pavement Management Program: Slurry Seal	50,000	693	49,307	24,307	-	-	25,000	-	-	-	-	-	-	
TR07-1800	Theresa Ave SR2S Napa Junc School (includes \$50K added to extend sidewalk)	210,300	4,100	206,200	-	-	-	-	95,900	110,300	-	-	-	-	
TR07-0600	* Broadway Imprvments (South)	1,515,900	11,476	1,104,424	393,224	288,000	419,200	-	4,000	-	-	-	-	-	
<b>Totals - Transportation Projects</b>		<b>15,030,300</b>	<b>8,091,016</b>	<b>6,539,284</b>	<b>439,698</b>	<b>288,000</b>	<b>419,200</b>	<b>411,493</b>	<b>3,024,393</b>	<b>110,300</b>	<b>251,557</b>	<b>128,712</b>	<b>98,000</b>	<b>1,367,931</b>	

\* In fiscal year 2007-08, the Broad Improvements project (TR07-0600) source of funds included \$400,000 of proposition B money. However, these funds were needed to finance general fund street maintenance operations in FY 2008-09 and were removed from the project's funding sources. This action will be reviewed by City Council during Mid Year Review.

**WATER CIP Projects**  
**Carryover Project Budgets - CIP Fund 552**  
**Fiscal Year 2008-09**

Project Number	Project Description	Budget FY 07 08	Expenses FY 07 08	Rollover Budget FY 08 09	FUNDING SOURCES			
					Measure A	Water Operations	Water Capacity	Wastewater Capacity
WA07-0100	Annual Water Main Replcmt 2008	450,000	39,404	410,596	-	410,596	-	-
WA07-0200	Potable Water Storage Tank - High Press Zone	100,000	-	100,000	-	-	100,000	-
WA07-0500	Water Storage Tanks Land Acquisition	504,100	54,948	449,152	-	-	300,885	148,267
WA07-0600	Integrated Water Mgmt Plan	523,200	418,327	104,873	55,368	-	-	49,505
WA07-0800	Vallejo Water Rights Purchase (For fiscal year 2008-09, will be charged directly to water capacity fund)	-	-	-	-	-	-	-
WA07-0900	WTP Sludge Handling	20,000	-	20,000	-	-	20,000	-
WA07-1000	WTP Conventional Plant Electrical Upgrade	20,000	-	20,000	-	20,000	-	-
WA07-1100	WTP Conventional Valve Replacement	65,000	-	65,000	-	65,000	-	-
WA07-1200	WTP FCV-9 Replacement	80,000	-	80,000	-	80,000	-	-
WA07-1300	WTP Solar Array	55,000	-	55,000	-	55,000	-	-
WA09-0300	Additional Imported Water	48,000	45,500	2,500	-	-	2,500	-
<b>TOTAL WATER CAPITAL PROJECTS FUND 552</b>		<b>1,865,300</b>	<b>558,179</b>	<b>1,307,121</b>	<b>55,368</b>	<b>630,596</b>	<b>423,385</b>	<b>197,772</b>

**WASTEWATER CIP Projects  
 Carryover Project Budgets - CIP Fund 558  
 Fiscal Year 2008-09**

FUNDING SOURCES			
550	551	555	556

Project Number	Project Description	Budget FY 07 08	Expenses FY 07 08	Rollover Budget FY 08 09	Water Operations	Water Capacity	Wastewater Operations	Wastewater Capacity
RW07-0200	Recycled Water Pipelines Phase 7	330,000	-	330,000	-	-	-	330,000
RW08-0300	RWL American Canyon Road (James to SR 29)	50,000	-	50,000	-	50,000	-	-
WW07-0200	SCADA - Supervisory Control & Data Acquisition	60,000	-	60,000	15,000	15,000	15,000	15,000
WW07-0300	Los Altos & Theresa 10" pipe	210,000	-	210,000	-	-	-	210,000
WW07-0400	Sewer Collection Sys Minor Repairs	50,000	-	50,000	-	-	50,000	-
WW07-0500	Wastewater Main Upsizing in ACR and SR 29	1,181,100	-	1,181,100	-	-	-	1,181,100
WW07-0600	WWTP Interim Treatment Upgrades	250,000	-	250,000	-	-	-	250,000
WW07-0800	Sunset Meadows Basin I/I Reduction, Phase 1	60,000	-	60,000	-	-	30,000	30,000
WW07-1000	WWTP Influent Upgrades	60,000	-	60,000	-	-	48,000	12,000
WW07-1100	WWTP Electrical Repairs	1,958,300	76,350	1,881,950	-	-	1,505,520	376,430
<b>Total Wastewater Capital Projects</b>		<b>4,209,400</b>	<b>76,350</b>	<b>4,133,050</b>	<b>15,000</b>	<b>65,000</b>	<b>1,648,520</b>	<b>2,404,530</b>

## Section 4: Miscellaneous

RESOLUTION NO. 2008-6R

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON ESTABLISHING THE ANNUAL APPROPRIATIONS FOR FISCAL YEAR 2008-2009**

**WHEREAS**, on June 3, 2008, the City Council of the City of American Canyon held a public hearing on the proposed operating budget for FY2008-2009; and

**WHEREAS**, it is the intent of the City Council of the City of American Canyon to adopt the proposed operating budget for FY 2008-2009;

**NOW, THEREFORE**, be it resolved by the Council of the City of American Canyon that Attachment I is a Fund Summary of the Fiscal Year 2008-2009 Operating Budget and is hereby adopted for FY 2008-2009. Attachment I supports the detailed Operating Budget for FY 2008-2009 which has been distributed to the City Council of the City of American Canyon and which is available for review by the citizens of the City of American Canyon in the office of the City Clerk.

**BE IT FURTHER RESOLVED**, that amounts encumbered on the books of the City of American Canyon for all funds for FY2007-2008 shall be carried forward and that the City Manager and/or the Finance Director are hereby authorized to take the necessary steps to carry forward encumbrances in the various funds of the City of American Canyon.

**BE IT FUTHER RESOLVED**, that amendments to the Operating Budget for the City of American Canyon for FY 2008-2009 shall only be amended in accordance with the fiscal policy of the City.

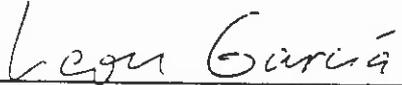
**BE IT FURTHER RESOLVED**, that the City Manager and the Finance Director or their appropriate designee, are hereby authorized to approve Payments for goods or services received by the City of American Canyon in Accordance with the City's approved budgets, programs, and policies.

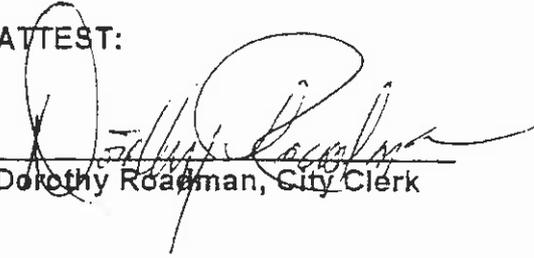
**BE IT FURTHER RESOLVED**, that this resolution authorizes, to the extent that grant funds are not available, a loan and a budget increase of up to \$50,000, as needed, from the General Fund Contingency Reserves to the Traffic Impact Fee Fund for CIP Project TR0718 for further extension of the sidewalk north along Theresa Avenue.

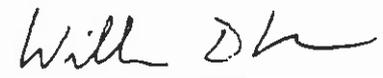
**BE IT FURTHER RESOLVED**, that this resolution shall be operational on July 1, 2008, and may be amended from time to time by resolution of the City Council.

**APPROVED AND ADOPTED** at a meeting of the City Council of the City of American Canyon held on the 3rd day of June, 2008, by the following vote:

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

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

**ATTEST:**  
  
\_\_\_\_\_  
Dorothy Roadman, City Clerk

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



**STAFFING SUMMARY BY CLASSIFICATION**

**Full Time Equivalent**

<b><u>Permanent Positions:</u></b>	<b><u>at 6/30/2007</u></b>	<b><u>at 6/30/2008</u></b>	<b><u>Adopted FY 2008-09</u></b>
Accounting Assistant I/II	2	2	2
Accounting Assistant III	1	1	1
Accounting Technician	2	2	2
Administrative Assistant	5	5	5
Administrative Clerk I/II	5	5	5
Administrative Clerk III	1	1	1
Aquatics Supervisor	1	1	1
Assistant Planner	1	1	1
Associate Planner	1	1	1
Building Inspector I/II	2	2	2
Building Maintenance Worker II	1	1	1
Capital Projects Coordinator	1	1	1
Chief Building Official	1	1	1
City Clerk	1	1	1
City Manager	1	1	1
Civil Engineer I/II/III	2	2	2
Civil Engineering Technician I/II	2	2	2
Code Enforcement Officer	1	1	1
Community Services Director	1	1	1
Deputy City Clerk	1	1	1
Environmental Program Specialist I/II/III	1	3	3
Finance Director	1	1	1
Finance Manager	2	2	2
Human Resources Assistant	1	1	1
Human Resources Director	1	1	1
Laboratory Technician	1	0	0
Maintenance Supervisor	3	3	3
Maintenance Worker I/II	9	9	9
Maintenance Worker III	1	1	1
Maintenance Worker, Senior	3	3	3
Mechanic	1	1	1
Planning Director	1	1	1
Plant Mechanic	1	1	1
Police Technician	2	2	2
Pollution Prevention Specialist	1	0	0
Public Works Director	1	1	1
PW Superintendent	1	1	1
Recreation Supervisor	1	1	1

**STAFFING SUMMARY BY CLASSIFICATION**

**Full Time Equivalent**

<b><u>Permanent Positions:</u></b>	<b><u>at 6/30/2007</u></b>	<b><u>at 6/30/2008</u></b>	<b><u>Adopted FY 2008-09</u></b>
Senior Civil Engineer	1	1	1
Senior Planner	1	1	1
Plant Operator I/II/III	6	6	5
Plant Operations Supervisor	0	0	1
Wastewater Systems Manager	1	1	1
Water Quality Laboratory Manager	1	0	0
Water Systems Manager	1	1	1
<b>Total Regular City Employees</b>	<b>76</b>	<b>75</b>	<b>75</b>
<b><u>City Council</u></b>			
Mayor (Elected)	1	1	1
Vice Mayor (Appointed)	1	1	1
Council Members	3	3	3
<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b><u>Sheriff's Contract Staffing</u></b>			
Police Chief	1	1	1
Sergeant	3	4	4
Deputy Sheriff II	18	18	18
<b>Total</b>	<b>22</b>	<b>23</b>	<b>23</b>
<b><u>Fire Protection</u></b>			
Fire Chief	1	1	1
Assistant Chief	1	1	1
Fire Captains	6	6	6
Firefighters	9	9	9
<b>Total</b>	<b>17</b>	<b>17</b>	<b>17</b>
Total City of American Canyon	76	75	75
Total City Council	5	5	5
Total Sheriff's Contract Staffing	22	23	23
* Total Fire Protection District	17	17	17
<b>Grand Total</b>	<b>120</b>	<b>120</b>	<b>120</b>

\* Does not include 20 Reserve Firefighters

CITY OF AMERICAN CANYON  
FUND DESCRIPTION

GENERAL FUND

Fund 100, 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.

ENTERPRISE FUNDS

Fund 550, Water Operations Fund – accounts for activities relating to the operation associated with the City's water system.

Fund 500, Transit Fund – accounts for the financial activity of the City's bus service.

Fund 551, Water Capacity Fund – accounts for water related capital improvements.

Fund 555, Wastewater Operations Fund – accounts for activities relating to the operation associated with the City's wastewater system.

Fund 556, Wastewater Capacity Fund – accounts for wastewater related capital improvements.

DEBT SERVICE FUNDS

Fund 360, La Vigne Special Assessment District – these assessment bonds were issued to finance water and sewer connection fees of the La Vigne Subdivision. The bonds are secured by special assessments levied against properties within the District.

Fund 410, Lease Revenue Bonds – issued to finance the acquisition and construction of a Community Center/Gymnasium facility and Aquatic Center Facility.

Fund 422, 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.

## CAPITAL PROJECTS FUNDS

Fund 150, Capital Projects Fund – this account is used to accumulate funds that the city desires to commit to capital projects.

Fund 310, Park Improvement Fund – accounts for impact fees collected by new development to be used for adding new parks, park improvements, and recreation facilities.

Fund 320, Traffic Impact Fee Fund – accounts for impact fees collected by new development to be used for street improvements.

Fund 330, Civic Facilities Impact Fee Fund – accounts for impact fees collected by new development to be used for Civic Facilities improvement projects.

Fund 350, Affordable Housing Fund – accounts for fees collected from developers in lieu of providing affordable housing services.

## SPECIAL REVENUE FUNDS/INTERGOVERNMENTAL

Fund 200, Storm Drain Fund – accounts for the proceeds and expenditures of sales taxes received under the Napa County Flood Protection Sales Tax.

Fund 201, Gas Tax Fund – accounts for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code.

Fund 209, Abandoned Vehicle Abatement Fund – accounts for the grant funds used to abate abandoned vehicles.

Fund 222, CDBG Loan Repayment Fund – accounts for housing rehabilitation made with Federal Community Development Block Grant monies.

Fund 223, Community Oriented Policing Service Grant – accounts for the grant funds received for the State COPS grant, funds used to respond to crime, gang activity, and homeland security.

Fund 225, Office of Traffic Safety Grant – accounts for the grant funds received for the OTS grant, this program use overtime to employ enforcement and innovative strategies to reduce person killed and injured in traffic collisions.

Fund 226, Building Equity and Growth in Neighborhoods Program Fund – accounts for state funds received for mortgage assistance to low and moderate-income first-time homebuyers of Vineyard Place units.

Fund 228, Safe Route to School Grant – accounts for federal funds received to enable and encourage children, including those with disabilities to walk and bicycle to school, make bicycling and walking to school safer, and reduce traffic and air pollution in the vicinity of schools.

Fund 250, Transportation Enhancement Act Fund – accounts for grant funds received for the purpose of street and road improvement projects.

Fund 271, Robert Z' Berg-Harris Block Grant – accounts for grant fund received for Urban Open space and Recreation Program under the Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Act of 2000. This is to be used for the acquisition and/or development of high priority projects that satisfy the most urgent park and recreation needs, with emphasis on unmet needs in the most heavily populated and most economically disadvantaged areas within each jurisdiction.

Fund 272, Per Capita Proposition Grant – accounts for grant fund received for Urban Open space and Recreation Program under the Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Act of 2001. This is to be used for the acquisition, development, improvement, rehabilitation, restoration, enhancement, and interpretation of local parks and recreational lands and facilities.

Fund 276, Proposition 50 Grant – accounts for grant fund received from State Water Resources Control Board for recycled water projects.

Fund 502, Transportation Development Act Grant Fund – accounts for grant funds received for pedestrian and bicycle facilities.

Fund 503, State Surface Transportation Program – accounts for grant funds received for street and road improvements.

Fund 510, Recreation Fund – accounts for the user fees and expenses related to the City's Recreation Programs.

Fund 570, Solid Waste Management Program Fund - accounts for costs of solid waste management programs.

Fund 580, Newell Open Space Fund – accounts for the costs to maintain open space at the Newell Open Space.

Fund 581, La Vigne Open Space Fund – accounts for the costs to maintain open space at the La Vigne Open Space.

Fund 702, Employee Housing Assistance Fund – accounts for loans made to employees with City funds for the purpose of assisting them to purchase homes within the City.

Fund 703, Retiree Health Benefits Fund – this fund was set up to accumulate funds for the purpose of funding retiree health benefits.

#### AGENCY TRUST FUNDS

Fund 704, Agency Trust – Planning - accounts for private developments or privately initiated annexations handled by Planning Department.

Fund 705, Agency Trust – Public Works – accounts for private developments or privately initiated annexations handled by Public Works department.

**CITY OF AMERICAN CANYON  
CITY COUNCIL / FIRE DISTRICT BOARD  
FISCAL AND BUDGETARY POLICIES**

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## FISCAL AND 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.

- 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 (i.e., 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.

### **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 reapply 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.

- 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. In the next year, 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:
      - (1) Labor
        - (a) Salary
        - (b) Benefits:
          - Retirement
          - Medical
          - Other
        - (c) Other

Total Labor
      - (2) Operational and Maintenance (O&M)
        - (a) Energy
        - (b) Supplies
        - (c) Equipment

Total O&M
  
  - c. Area 3. Non-CIP Purchases

### **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.
  - 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.

#### **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 allocations in each of the operating funds will be established. This contingent appropriation, titled "Reserve for Future Allocation," will be disbursed only by transfer to another departmental appropriation. Transfers from this item shall be controlled by Section 2(LLC) and as outlined in Section 5 of these policies. A contingent appropriation will be established except when prior year revenues do not reach estimated projections or when the Governor declares a fiscal emergency in accordance with the provisions of Proposition 1A.

### 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 in accordance with the provisions of Proposition 1A.

- **City General Fund Reserve**  
Following the initial allocation of 10% of fiscal year 2005 expenditures, effective July 1, 2007, the reserve will grow by a minimum of 3% of the total salary of the General Fund until it reaches 20% of the operating annual budget of the General Fund. Unallocated reserves will not be used to support long-term, on-going operating expenditures unless they exceed the recommended reserve. This reserve is defined as unreserved current assets minus current liabilities payable from these assets.
- **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 1<sup>st</sup>, 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.
- **Risk and Catastrophic Reserve**  
Following the establishment of the City's initial Risk Reserve of \$750,000 in February 2007, it will be increased by a minimum of \$100,000 per year until it reaches \$2.0 million. Thereafter, it should grow by 3% or the annual CPI, whichever is greater.

Beginning July 1, 2009, the Fire District will establish a Risk Reserve of \$250,000. Annually thereafter, the Risk Reserve will increase a minimum of \$25,000 until it reaches \$500,000. Thereafter it will be increased by 3% or the annual CPI, whichever is greater.

The Risk and Catastrophic Reserve will only be used in the event of a disaster or to replace equipment and buildings damaged due to an unusual event or accident.

- **Economic Development Reserve**

Following the establishment of the City's initial Economic Development Reserve of \$750,000 in February 2007, it will be increased by a minimum of 10% each year until it reaches \$5.0 million. The Economic Development Reserve will only be used to further the City's adopted Economic Development program.

- **Technology Reserve**

Following the establishment of the City's initial Technology Reserve of \$500,000 in February 2007, each department will contribute, beginning July 1, 2007, the equivalent of 1% of its allocated annual salary budget to the Technology Reserve.

Beginning July 1, 2009, the Fire District will establish a Technology Reserve of \$50,000. Annually thereafter, the reserve will increase a minimum of \$10,000 until it reaches \$100,000. Thereafter it will grow by 3% or the annual CPI, whichever is greater.

The Technology Reserve will be used to upgrade technology system improvements including, but not limited to, it's automated financial accounting system, internet web page development, communications and related improvements.

The Chief Administrative Officer is directed to use unappropriated reserves to extend the above reserves.

**Fund Balances Used For Capital Projects**

Reserves within Capital Projects 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% reserves 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.
- 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.

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.
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 AND  
PROFESSIONAL SERVICES**

Threshold	Department Head	City Manager or Fire Chief	City Council / BOD
<b>SUPPLIES &amp; EQUIPMENT</b>			
less than \$5,000	√	√	
\$5,000 to \$25,000 (requires 3 informal proposals)	√	√	
exceeding \$25,000 (requires formal proposals)	√	√	<input checked="" type="checkbox"/>
<b>PROFESSIONAL SERVICES</b>			
less than \$10,000	√		
\$10,000 to \$50,000 (requires 3 informal proposals)	√	√	
exceeding \$50,000 (requires 3 formal proposals)	√	√	<input checked="" type="checkbox"/>

Petty Cash Reimbursement Limit \$100.00

- √ Denotes signature approval
- Denotes Council Authorization

**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 1A, 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 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.

## **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) 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.

#### **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 the GASB Statement 45 related to retiree health benefits and for the purpose of maintaining a sound financial condition, the City is required to accrue the cost of retiree health benefits. The value of the benefit was actuarially calculated for City staff in fiscal year 2007-08 and will be recorded in the City's books in accordance with all applicable accounting standards. The Fire District is currently in contract with a consultant to do the actuarial calculations and provide a report.

The calculation must be redone about every two to three 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 the cost of the obligation be reported as a liability on financial statements. The liability will be phased in over a number of years and will be reduced by City / Fire District contributions into an irrevocable trust. The City will pay, to the extent that resources are available, the annual required contribution, as designated in the actuarial report. The departments will contribute a proportional share to the fund.

## **8. INVESTMENTS AND CASH MANAGEMENT**

### **Depository Bank**

No later than June 30, 2009, 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:

<b>Road System Network</b>	<b>Years</b>
Pavement	40
Curbs and Gutters	50
Sidewalks	50
Medians	50
Traffic Signals	30
Street Lights	40
Bridges	75
Trails - Asphalt	40
Trails – Concrete	50
<b>Storm Drain System Network</b>	
Storm drain lines	75
Manholes	75
Catch basins	75
Detention basins	75

**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.

### **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.

#### **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.

## **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 and Budget Policy Monitoring and Recommendations;  
and
- 10) Recommending the Retention of a Financial Advisor.

Section 5: Fire Protection District  
Budget



## AMERICAN CANYON FIRE PROTECTION DISTRICT

GLEN E WEEKS  
FIRE CHIEF

911 DONALDSON WAY, EAST  
AMERICAN CANYON, CA. 94503  
Phone 707-551-0650 Fax 707-642-0201

John W. Fitch  
ASSISTANT FIRE CHIEF

**DATE:** September 3, 2008  
**TO:** Fire District Board of Directors  
**FROM:** Glen E. Weeks  
**SUBJECT:** Budget Message for Fiscal Year 2008-2009

### SUMMARY

We are pleased to report that the District has made a significant amount of progress in the last nine months, and despite all of the changes and challenges, we have continued to provide the highest quality emergency and non-emergency public safety services. Through the District's commitment to continuous improvement, we have continued to develop and implement a wide array of programs to create greater economic efficiencies and improve service effectiveness and educational opportunities to our American Canyon customers.

I am proud of all of the staff of the Fire District for their dedication and commitment to quality and hard work and their resilience in the face of challenge and change.

### APPARATUS AND EQUIPMENT

No major apparatus purchases are requested for this fiscal year. We will be making the last of five payments for the lease purchase of the American LaFrance apparatus; Engine and Truck 11.

Current apparatus:

#### TYPE I ENGINES

*(All Risk)*

Engine 11  
Engine 211  
Truck 11 (aerial)  
Reserve Engine 311

#### TYPE III ENGINES

*(Wildland)*

Engine 411  
Attack 11

#### OTHER

Rescue 11  
Utility 11 (Ford Diesel P'up)  
Utility 211 (Durango)  
Command C11 (Ford P'up)  
Command C211 (Durango)

## **ADMINISTRATION AND STAFFING**

Staffing current allocation:

1 Fire Chief	1 Dept. Administrative Assistant
1 Assistant Chief	1 Administrative Clerk II (shared with PD)
6 Fire Captains	20 Reserve Firefighters
<u>9 Firefighters</u>	
17 total	

One new firefighter position was budgeted for in the second half of the 07/08 fiscal year and has been fully budgeted for in the 08/09 fiscal year. Filling this position would bring the firefighter classification up to ten positions. We have been in the process of recruiting and training new reserve firefighters and our reserve staffing is now up to 20.

## **OPERATIONS**

The District continues to work on updating its Policy's and Standard Operating Guidelines and record retention and organization.

## **FACILITIES**

Construction of the new Public Safety Facility was officially completed in July 2008. The American Canyon Police Department and Fire Administration relocated into the facility during the month of July. Fire Operations crews remained at the old Fire District Facility located at 225 James Road due to the traffic signal at Broadway and Donaldson not being completed. In November 2008, when access was open from the East side of Donaldson onto Broadway (after the completion of the traffic light) the relocation of remaining staff and equipment from 225 James Road into the new Public Safety Facility at 911 Donaldson Way East was completed in its entirety. Since then the Fire District's 225 James Road facility re-use plan had been fully implemented. Use of the facility is as follows:

- Fire District Training Facility
- Napa Valley College Emergency Medical Care Training Programs
- City of American Canyon Fleet Maintenance
- City of American Canyon Building Maintenance Shop
- Piner Ambulance Quarters (Lease agreement)
- City and Fire District Disaster Preparedness Cache Storage and Mass Medication POD

Due to the multiple uses of the James Rd. facility, increased restroom capacity is needed. I have budgeted for and will be requesting approval to purchase an ADA compliant portable restroom facility. This unit will be a cost effective and flexible solution prior to commencing a more significant remodeling project of the facility. We are seeking ways to offset the cost of the unit including submission of a FEMA grant request.

## FINANCE

In 07/08, the Fire District completed the following Finance related items:

- Audit of Fire District Financial Operations Budget by the Finance Committee

The Finance Committee checked on the financial operations of the District after the first six months of transition to the new Fire Administration. The Committee met on January 14, 2008 to review the financial data. The evaluation was completed and there were no extraordinary exceptions found. A final evaluation will be made to make sure all the data reconciles with the draft audit.

- Audit of the final cost of the Public Safety Facility

The Finance Committee evaluated the final cost of the new Public Safety Building on January 14, 2008. No extraordinary exceptions were found.

- CAL PERS Audit

A representative from CAL PERS, Patricia Montejano, visited the Fire District at the Public Safety Facility on January 7, 8 and 9. A complete audit of Fire District payroll, payroll reporting and employee contracts was performed. An official report is pending. An initial report from the CAL PERS representative indicate that there were no major problems but there were minor discrepancies with payroll reporting that will need correction.

- Mid Year Budget and Goal Setting

The Fire Chief participated in the Council and Management Retreat and Goal Setting process on January 26, 2008.

Financial responsibilities include the development and planning process for budget formulation and to ensure compliance after budget adoption in accordance with district policies, applicable laws and statutes, and operating procedures. The District also projects revenues, expenditures, and provides an ongoing financial analysis, develops financial policies and related reports, maintains financial reports and records and ensures the ongoing maintenance of the payroll, benefits, accounts payable and accounts receivable functions.

## GRANTS

No Grants were awarded to the Fire District in 07/08.

For the 2008/09 budget cycle, we have applied for the following grants:

FEMA Fire Act:	\$50,000.	To purchase new heart monitor/defibrillators
FEMA Fire Act:	\$40,000.	To purchase an ADA compliant restroom trailer

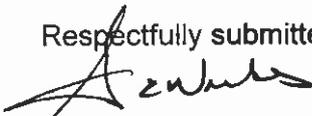
## **COMPLETED 2007/2008 GOALS**

- ☑ Transition of Fire Administration and Operations to the new Public Safety facility (Aug-Nov 07)
- ☑ Adoption of the International Fire Code (with local amendments) (Jan 08)
- ☑ Re-use of existing facility 225 James Road (Aug-March 08)
  - Ambulance Lease Agreement (March 08)
  - City Fleet / Building Maintenance transition (Jan 08)
  - Napa Valley College EMS Classes (Jun 08)
- ☑ Finalization and implementation of Labor Contract (1 year)
  - MOU extension
- ☑ Strategic Planning Process
  - Completed Draft Mission Vision and Values
- ☑ Recruitment of Assistant Fire Chief (Sept 07 and June 08)
- ☑ Completed Fire Captain Promotional Process (Feb 08)
- ☑ Recruited, tested and hired Administrative Assistant (Nov 07)
- ☑ Firefighter hiring (Ongoing to fill openings as needed)
- ☑ Permanent Accreditation as SFM Rescue Systems and CSRO Training Site (March 08)
- ☑ Reserve Recruiting Process (March 08 and June 08)
- ☑ Disaster Preparedness - W.A.R.N. Mass Notification Participation (March 08)
- ☑ Completed Grand Jury Investigation of Fire Emergency Services (Feb 08)
- ☑ Established customer satisfaction survey program
- ☑ Participated in thirteen Fire Incident Strike Team Deployments
- ☑ Completed In-house Haz Mat First Responder training program (Jan 08)
- ☑ Completed eight Career Development Programs
- ☑ Completed NIRT joint agency training collapse rescue exercise

## **2008/2009 GOALS**

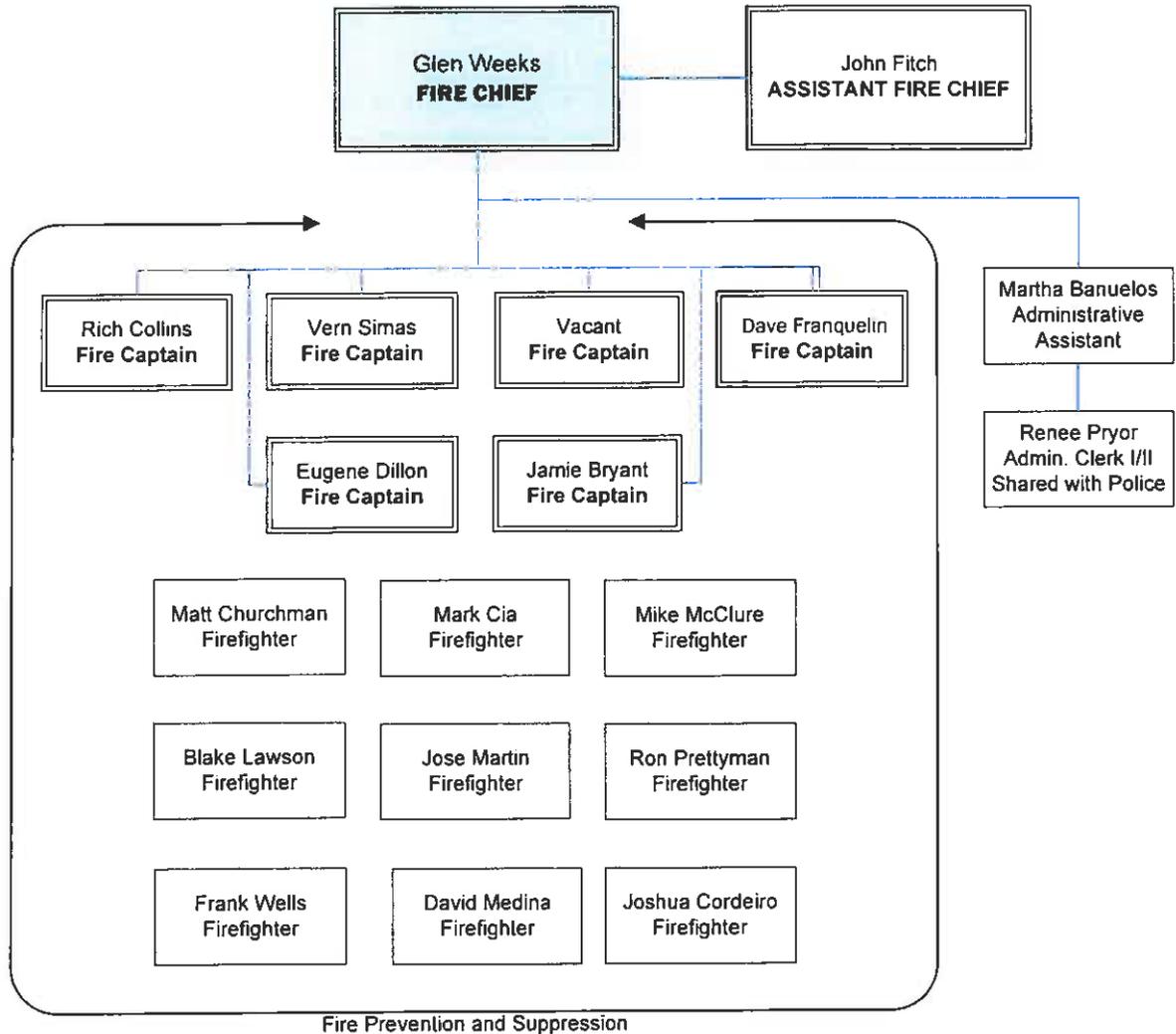
- Complete Strategic Planning Process – *Completed as of 09/03/08*
  - Provision of EMS (BLS vs ALS)
  - Staffing Plan
  - Fire Prevention Plan
  - Vehicle Replacement Plan
  - Vehicle Maintenance Plan
  - Facilities Plan
  - Specialized Rescue
  - Public Education Plan
  
- Continue with updates of Standard Operating Guidelines and Rules & Regs
  
- Disaster Preparedness
  - Finalize Disaster Operations Plan
  - EOC Development
  - NIMS Compliance
  - Priority Prophylaxis and Mass Medication Plans
  - Pandemic Flu Plan
  
- Reconvene Labor Negotiations and accomplish long term contract
  
- Fill open firefighter positions
  
- Re-establish a quality Fire Explorer Program
  
- Fill open Admin Clerk II position
  
- Compliance CalPERS payroll reporting

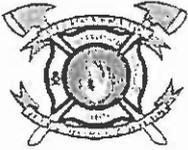
Respectfully submitted,



**Glen E. Weeks,**  
Fire Chief

# FIRE DISTRICT





## **American Canyon Fire Protection District Funds Fiscal Year 2008-09**

### **General Fund – Fund No. 810**

This is the main fund which accounts for District operations. This fund accounts for operating expenditures and revenues of the Fire District not accounted for in another fund. During FY 2006-07, a loan of \$1.4 million was made to the Fire mitigation fund to help pay for the new public safety facility.

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### **Retiree Health Care – Fund No. 812**

This fund accounts for the District's retiree health care resources. Monies have been set aside for a few years to save for the future expenses. Until fiscal year 2007-08, these funds have not been utilized due to the small number of retirees. The goal is to accumulate sufficient funds while employees are working to pay the cost of their benefits when retired. The total OPEB liability, computed in accordance with GASB Statement No. 45 will be known once when the actuarial analysis is received from the consultant. The District will be able to make more specific funding plans at that time.

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### **Fire Mitigation – Fund No. 830**

Accounts for a special voter approved new development tax for the purchase of fire apparatus and facilities. This was approved by voters (reference Resolution 86-05). During FY 2006-07, a loan of \$1.4 million was received was the fire district general fund to help pay for the new public safety building. The Board could, by Resolution, forgive some or all of the loan back to the general fund, if desired.

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### **Fire Equipment Replacement – Fund 860**

This fund accounts for contributions from the general fund to replace existing fire apparatus. Transfers have been made only when there is a sufficient surplus in the general fund. The goal is to make transfers each year to accumulate sufficient resources so that when an apparatus needs to be replaced, there is sufficient cash available for the purchase without borrowing. This fund also accounts for aerial mitigation fees which are collected on new development exceeding thirty feet in height. Proceeds from the sale of surplus equipment are deposited here.

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### **State and Federal Grants – Fund No. 880**

This fund accounts for State and Federal Grants. There were no grants during fiscal year 2007-08. In fiscal year 2008-09, grants will be applied for and budgets will be established upon grant approval.

**AMERICAN CANYON FIRE PROTECTION DISTRICT**  
**Adopted Operating Budget - All Funds**  
**For Fiscal Year 2008-2009**

Fund	Description	Est Fund Balance at 7/1/08	InterFund Loan *	Estimated Revenue	Interfund Transfers In	Operating Appropriations	Debt Service	Interfund Transfers Out	Estimated Balance 6/30/2009
810	Fire District General Fund	(2,459,583)	1,446,065	(3,996,150)	(18,000)	3,794,150		220,000	(1,013,518)
812	Retiree Health Benefits	(150,000)			(50,000)	50,000			(150,000)
830	Fire Mitigation Fee	1,486,199	(1,446,065)	(389,000)					(348,866)
860	Fire Equipment Replacement	(95,184)		(15,000)	(150,000)	40,000	180,000		(40,184)
880	State & Federal Grants	(3,858)		-	-	-			(3,858)
		\$ (1,222,426)		(4,400,150)	(218,000)	3,884,150	180,000	220,000	\$ (1,556,426)

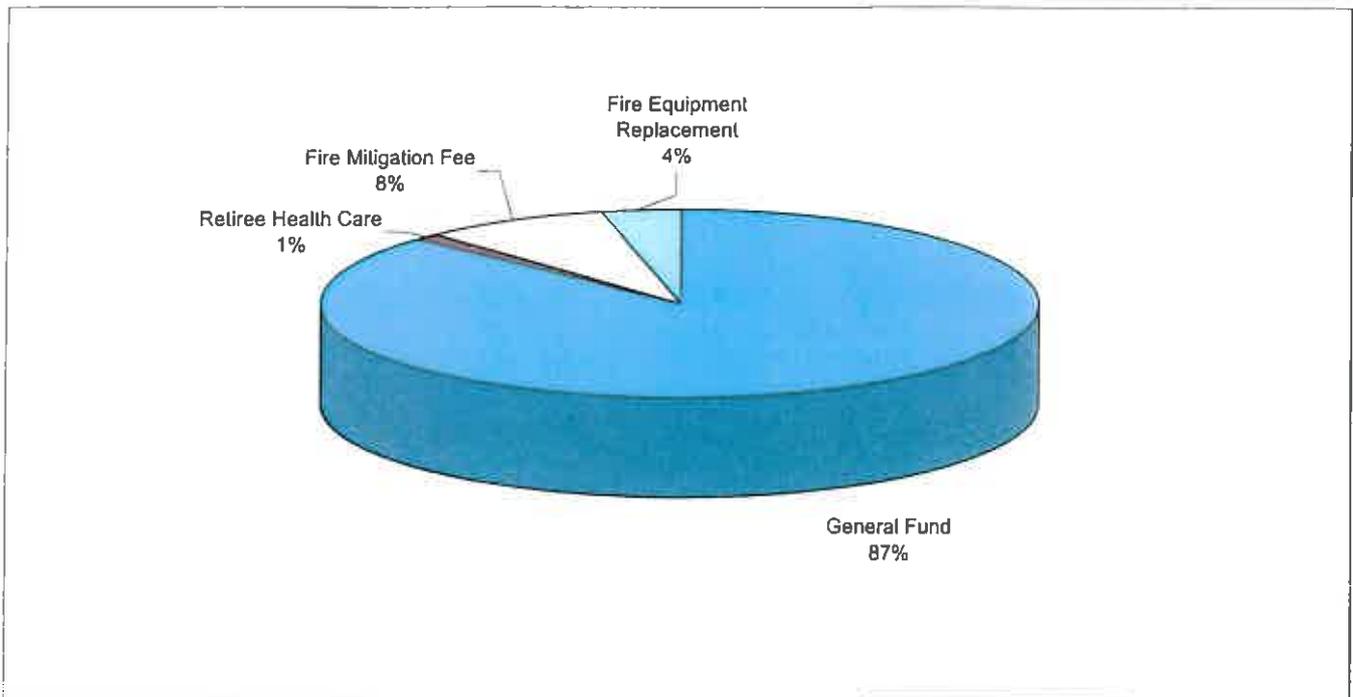
\* The general fund lent \$1.446 million to the fire mitigation fee fund to pay for the public safety building construction costs.

## American Canyon Fire Protection District

### Revenue Summary by Fund

Fiscal Year 2008 - 09

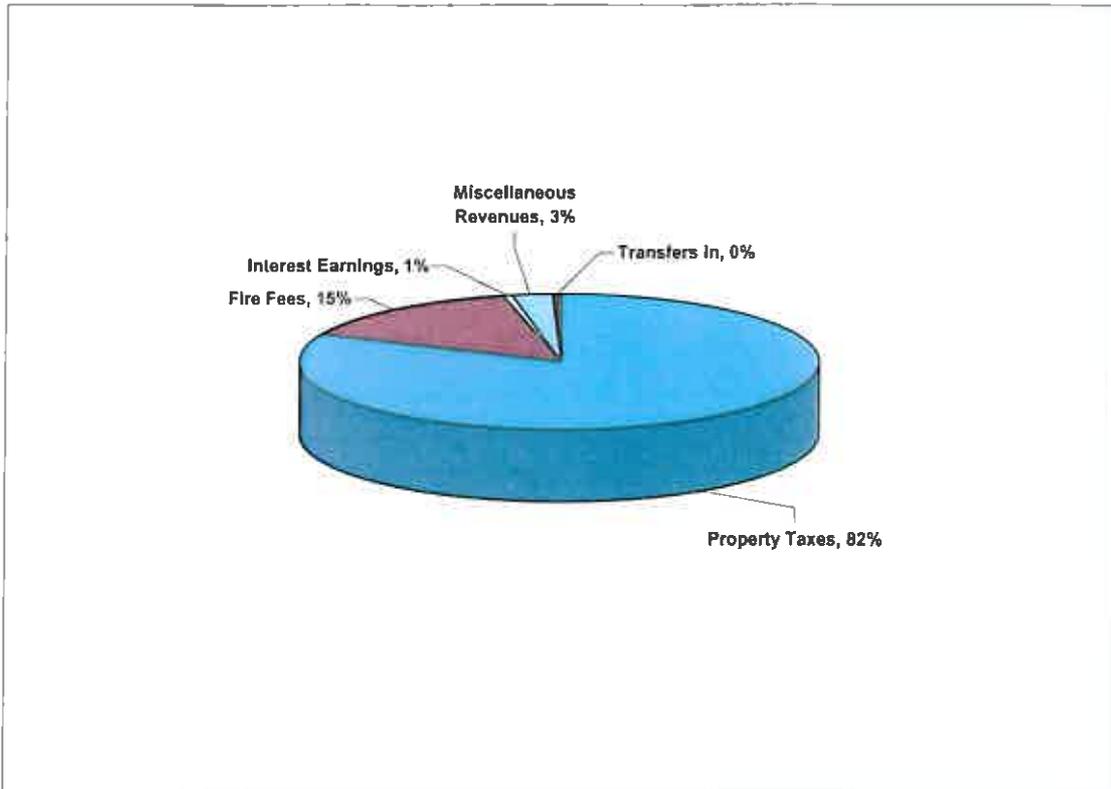
<b>Fund</b>		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Est Actual</b>	<b>Variance</b>	<b>Budget</b>	<b>Adopted</b>
<b>Dept</b>	<b>Fund / Dept Name</b>	<b>FY 05-06</b>	<b>FY 06-07</b>	<b>FY 07-08</b>	<b>FY 07-08</b>	<b>FY 07-08</b>	<b>%%Variance</b>	<b>FY08-09</b>
810	General Fund	3,274,978	3,779,111	5,976,215	4,293,449	-1,682,766	-28%	4,014,150
812	Retiree Health Care	0	50,000	150,000	50,000	-100,000	-67%	50,000
830	Fire Miligation Fee	476,776	100,216	327,227	3,237	-323,990	-99%	389,000
860	Fire Equipment Replacement	24,678	381,349	373,202	150,000	-223,202	-60%	165,000
880	State & Fed Grants	44,000	56,037	211,858	3,000	-208,858	-99%	0
	<b>Total Revenues</b>	<b>3,820,433</b>	<b>4,366,713</b>	<b>7,038,502</b>	<b>4,499,686</b>	<b>-2,538,816</b>	<b>-352%</b>	<b>4,618,150</b>



## American Canyon Fire Protection District General Fund Revenues

Fiscal Year 2008 - 09

Description	Percent of Total Revenue	Adopted Budget
Property Taxes	82%	3,277,650
Fire Fees	15%	593,000
Interest Earnings	1%	21,000
Miscellaneous Revenues	3%	104,500
Transfers In	0%	18,000
<b>Total General Fund Revenue</b>	<b>100%</b>	<b>\$4,014,150</b>



# American Canyon Fire Protection District

## Expenditure Summary by Fund

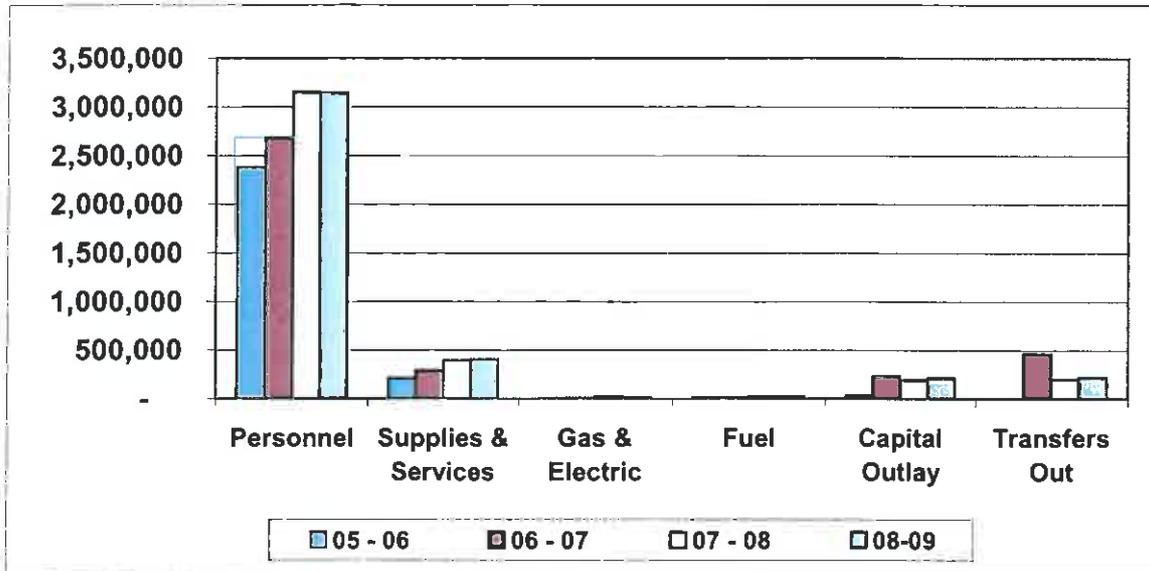
Fiscal Year 2008 - 09

	Actual FY 05-06	Actual FY 06-07	Budget FY 07-08	Est Actual FY 07-08	Variance FY 07-08	Budget %Variance	Adopted FY08-09
<b>GENERAL FUND</b>							
Personnel	2,377,710	2,680,133	3,146,850	2,751,181	(395,669)	-13%	3,142,650
Supplies	207,704	286,076	392,250	314,660	(77,590)	-20%	401,000
Gas & Electric	6,889	9,499	23,150	22,917	(233)	-1%	15,000
Fuel	13,739	16,512	21,500	21,193	(307)	-1%	25,000
Capital Outlay	34,104	231,471	186,000	88,499	(97,501)	-52%	210,500
Transfers Out	-	460,876	200,000	200,000	-	100%	220,000
General Fund Total	2,640,146	3,684,567	3,969,750	3,398,451	(571,299)	200%	4,014,150
<b>RETIREE HEALTH CARE</b>							
Supplies and Services	-	-	50,000	54,373	4,373	9%	50,000
Retiree Health Care Fund Total	-	-	150,000	54,373	(95,627)	-64%	50,000
<b>FIRE MITIGATION FEE</b>							
Supplies and Services	73,443	136,228	-	-	-	-	-
Capital Outlay	872,347	3,449,314	-	-	-	100%	-
Fire Mitigation Fee Fund Total	945,789	3,585,542	-	-	-	200%	-
<b>FIRE EQUIPMENT REPLACEMENT</b>							
Capital Outlay	-	29,268	-	-	-	0%	40,000
Principal and Interest	184,399	184,399	180,000	184,399	4,399	2%	180,000
Fire Equip Repl Fund Total	184,399	213,667	180,000	184,399	4,399	2%	220,000
<b>STATE &amp; FED GRANTS</b>							
Supplies and Services	44,000	-	-	-	-	100%	-
Capital Outlay	-	56,037	135,800	-	(135,800)	-100%	-
State & Fed Grants Fund Total	44,000	56,037	211,858	-	(211,858)	-100%	-

## Fire District - General Fund

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

### Expenditures



Category	Actual 05 - 06	Actual 06 - 07	Budget 07 - 08	Est Actual 07 - 08	Adopted 08-09
Personnel	2,377,710	2,680,133	3,146,850	2,751,181	3,142,650
Supplies & Services	207,704	286,076	392,250	314,660	401,000
Gas & Electric	6,889	9,499	23,150	22,917	15,000
Fuel	13,739	16,512	21,500	21,193	25,000
Capital Outlay	34,104	231,471	186,000	88,499	210,500
Transfers Out	-	460,876	200,000	200,000	220,000
<b>Total</b>	<b>\$ 2,640,146</b>	<b>\$ 3,684,567</b>	<b>3,969,750</b>	<b>\$ 3,398,451</b>	<b>\$ 4,014,150</b>

### Funding Sources

General	2,640,146	3,684,567	3,969,750	\$ 4,014,150
<b>Total</b>	<b>2,640,146</b>	<b>3,684,567</b>	<b>3,969,750</b>	

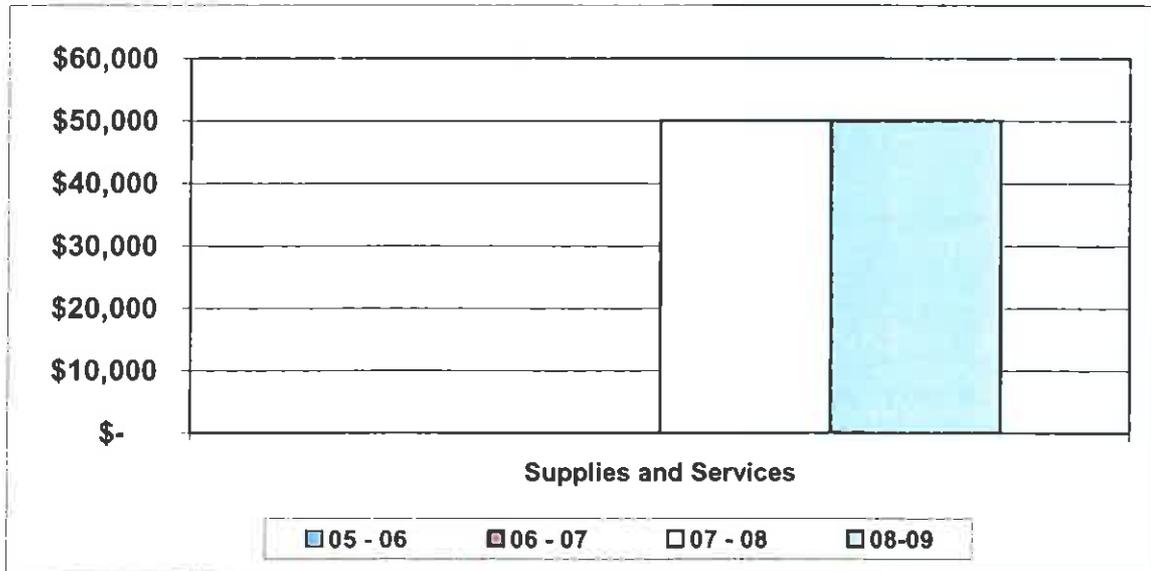
### Staffing

Position	Fiscal Years		Additional
	07-08	08-09	
Fire Chief	1	1	
Assistant Chief	1	1	
Fire Captain	3	3	
Engineer	3	3	
Firefighters	9	9	
Administrative Assistant	1	1	
Reserves	20	20	
<b>Total Staffing</b>	<b>38</b>	<b>38</b>	

## Retiree Health Care

Mission: To manage district's retiree health care resources.

### Expenditures



Category	Actual 05 - 06	Actual 06 - 07	Budget 07 - 08	Est Actual 07 - 08	Adopeted 08-09
Supplies and Services	\$ -	\$ -	\$ 50,000	\$ 54,373	\$ 50,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 54,373</b>	<b>\$ 50,000</b>

Funding Sources				
General	\$ -	-	50,000	\$ 50,000
<b>Total</b>	<b>\$ -</b>	<b>-</b>	<b>50,000</b>	

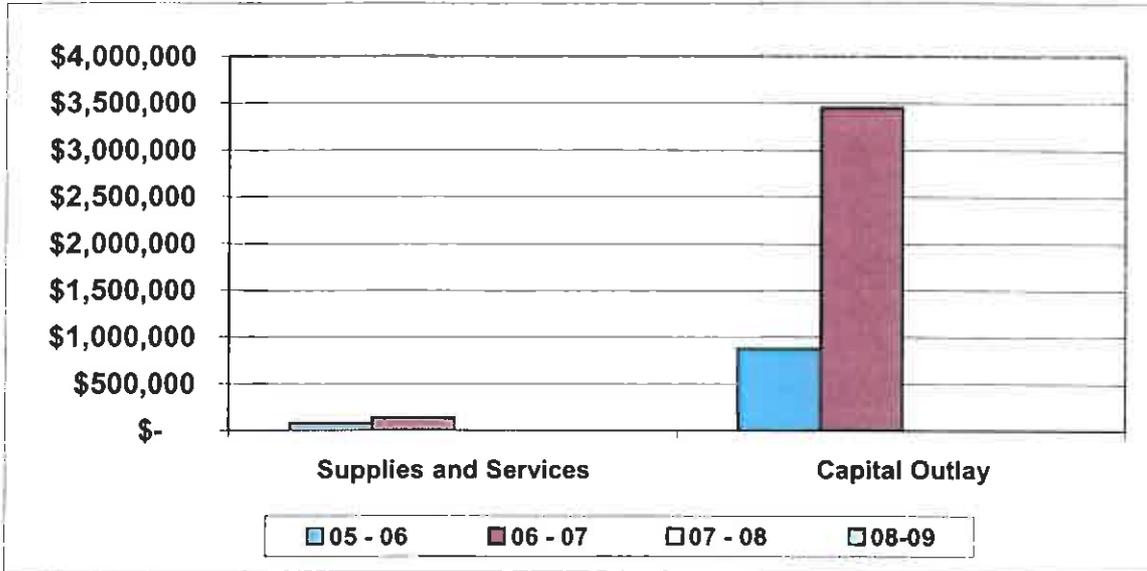
### Staffing

No Staff have been charged to the Retiree Health Fund

## Fire Mitigation Fund

Mission: To Manage Development Fees for Fire District Infrastructure

### Expenditures



Category	Actual 05 - 06	Actual 06 - 07	Budget 07 - 08	Est Actual 07 - 08	Adopeted 08-09
Supplies and Services	\$ 73,443	\$ 136,228	\$ -	\$ -	\$ -
Capital Outlay	872,347	3,449,314	-	-	-
<b>Total</b>	<b>\$ 945,789</b>	<b>3,585,542</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>

Funding Sources				
General	\$ 945,789	3,585,542	-	\$ -
<b>Total</b>	<b>\$ 945,789</b>	<b>3,585,542</b>	<b>-</b>	

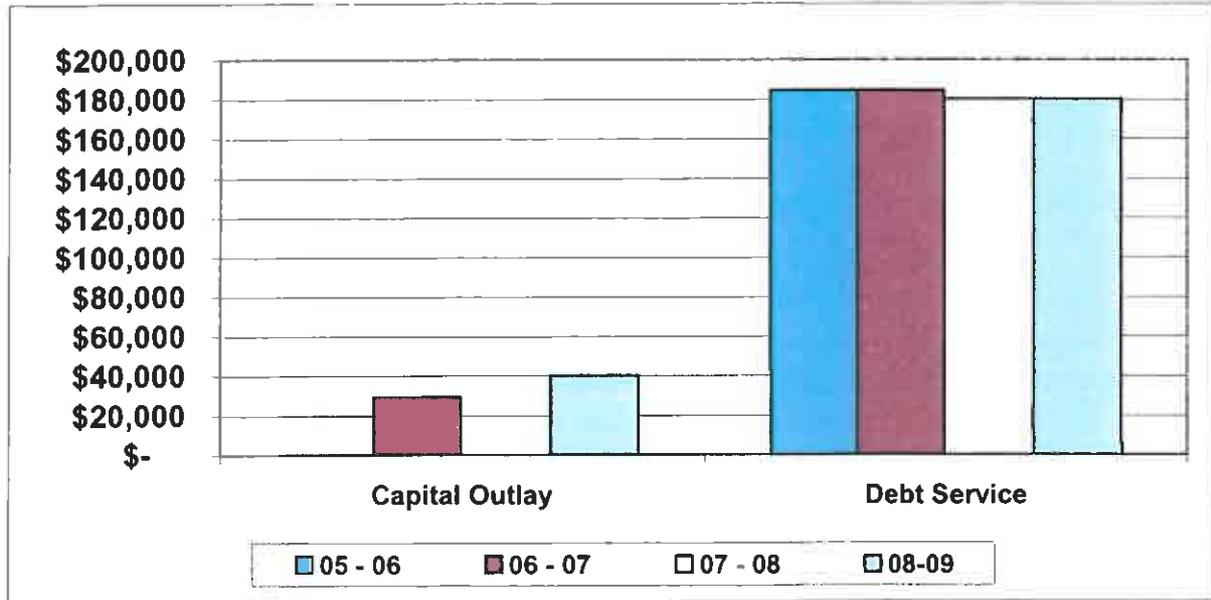
### Staffing

No Staff have been charged to the Fire Mitigation Fund

## Fire Equipment Replacement Fund

Mission: To account for Debt Service Expenses Incurred to Pay for Replacement Equipment

### Expenditures



Category	Actual 05 - 06	Actual 06 - 07	Budget 07 - 08	Est Actual 07 - 08	Adopted 08-09
Capital Outlay	\$ -	\$ 29,268	\$ -	\$ -	\$ 40,000
Debt Service	184,399	184,399	180,000	184,399	180,000
<b>Total</b>	<b>\$ 184,399</b>	<b>\$ 213,667</b>	<b>\$ 180,000</b>	<b>\$ 184,399</b>	<b>\$ 220,000</b>

#### Funding Sources

General	\$ 184,399	213,667	180,000	\$ 220,000
<b>Total</b>	<b>\$ 184,399</b>	<b>213,667</b>	<b>180,000</b>	

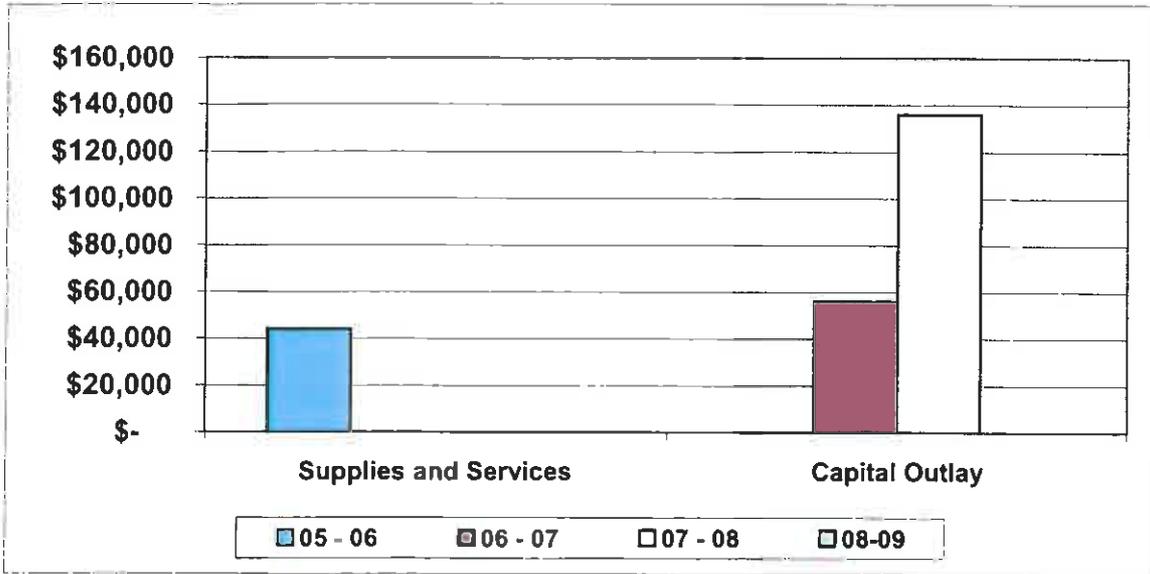
#### Staffing

No Staff have been charged to the Replacement Equipment Fund

## State and Federal Grants

**Mission:** To Account for State and Federal Grants

### Expenditures



Category	Actual 05 - 06	Actual 06 - 07	Budget 07 - 08	Est Actual 07 - 08	Adopeted 08-09
Supplies and Services	\$ 44,000	\$ -	\$ -	\$ -	\$ -
Capital Outlay	-	56,037	135,800	-	-
<b>Total</b>	<b>\$ 44,000</b>	<b>56,037</b>	<b>135,800</b>	<b>\$ -</b>	<b>\$ -</b>

Funding Sources	Actual 05 - 06	Actual 06 - 07	Budget 07 - 08	Est Actual 07 - 08	Adopeted 08-09
General	\$ 44,000	56,037	135,800	-	\$ -
<b>Total</b>	<b>\$ 44,000</b>	<b>56,037</b>	<b>135,800</b>	<b>-</b>	<b>\$ -</b>

### Staffing

No Staff have been charged to Grants.