



REGULAR CITY COUNCIL MEETING AGENDA

City Hall - Council Chambers
4381 Broadway St., Suite 201, American Canyon
June 4, 2024
6:30 PM

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

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

PUBLIC PARTICIPATION

City Council and other public meetings will be conducted in person. This meeting is also available via Zoom, is broadcast live to residents on Napa Valley TV, on our [website](#) and on [YouTube](#).

Zoom Link: [Click here](#). **Webinar ID:** 862 3299 1024; **Passcode:** 12345. **Phone in to Zoom:** 408-638-0968.

Oral comments, during the meeting: Oral comments can be made in person during Open and Closed Session or through Zoom in Open Session only. On Zoom use the "raise your hand" tool during any public comment period. To avoid confusion, hands raised outside of Public Comment periods will be lowered.

Written comments: Submit written comments by the [eComments link](#), located on the Meetings & Agendas page of our website. eComments are available to council members in real time. To allow for Council review of comments, eComments will close at 3:00 pm on the day of the meeting.

The above identified measures exceed all legal requirements for participation in public comment, including those imposed by the Ralph M. Brown Act. For more information, please call the Office of the City Clerk at (707) 647-4369 or email cityclerk@cityofamericancanyon.org.

AGENDA MATERIALS: City Council agenda materials are published 72 hours prior to the meeting and are available to the public via the City's website at www.cityofamericancanyon.org.

AMERICANS WITH DISABILITIES ACT: The City Council will provide materials in appropriate alternative formats to comply with the Americans with Disabilities Act. Please send a written request to City Clerk at 4381 Broadway, Suite 201, American Canyon, CA 94503 or by email to cityclerk@cityofamericancanyon.org. Include your name, address, phone number and brief description of the requested materials, as well as your preferred alternative format or auxiliary aid, at least three calendar days before the meeting.

4:30 P.M. – CLOSED SESSION

The mayor will call the meeting to order and conduct roll call. Council will immediately convene into Closed Session after hearing any public comment on Closed Session items. At 6:30 p.m. the Council will reconvene into Open Session and then resume Closed Session at the end of the meeting to address outstanding items, if necessary.

CALL TO ORDER - CLOSED SESSION

ROLL CALL - CLOSED SESSION

PUBLIC COMMENTS - CLOSED SESSION ITEMS

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

MEETING RECESS - COUNCIL TO CONVENE IN CLOSED SESSION

4:30 P.M. CLOSED SESSION ITEMS

- 1. Matters Relating to Public Employment: Public Employee Performance Evaluations - Pursuant to Gov. Code Section 54957.
Positions: City Attorney William D. Ross**

- 2. Conference with Legal Counsel - Existing Litigation. Authorized pursuant to Government Code Section 54956.9(d)(1):**
 - a. *City of American Canyon v. City of Vallejo, et al.* (Sacramento Superior Court Case No. 34-2022-00327471).**
 - b. *City of American Canyon v. Leon Dale Schmidt* (Napa County Superior Court Cases No. 22CV001041 and 23PR00161).**
 - c. *City of Vallejo v. City of American Canyon et al.* (Napa County Superior Court Case No. 23CV000510) [Giovannoni Project]**
 - d. *City of Vallejo v. City of American Canyon et al.* (Napa County Superior Court Case No. 23CV001600) [Paoli/Watson Lane Annexation]**
 - e. *City of Vallejo v. City of American Canyon et al.* (Napa County Superior Court Case No. 24CV000544) [Measure K]**

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

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

CALL TO ORDER - COUNCIL TO RECONVENE IN OPEN SESSION

PLEDGE OF ALLEGIANCE

ROLL CALL - OPEN SESSION

REPORT ON CLOSED SESSION/CONFIRMATION OF REPORTABLE ACTION

PROCLAMATIONS AND PRESENTATIONS

4. **Proclamation - PRIDE Month, June 2024**
5. **Proclamation - Juneteenth Independence Day**
6. **Presentation - City of Napa Housing Authority Annual Report**
Recommendation: Receive and File the City of Napa Housing Annual Report.

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

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

AGENDA CHANGES

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

CONSENT CALENDAR

7. **Minutes of May 21, 2024, Special Meeting**
Recommendation: Approve the minutes of the Special Joint City Council/American Canyon Fire Protection District meeting of May 21, 2024.
8. **Minutes of May 21, 2024, Regular City Council Meeting**
Recommendation: Approve the minutes of the Regular City Council meeting of May 21, 2023.
9. **Report Upon Return from Closed Session from May 21, 2024**
Recommendation: Approve the Report Upon Return from Closed Session for the City Council meeting of May 21, 2024.
10. **Design Permit Municipal Code Update**
Recommendation: Waive final reading, read by title only, and adopt an Ordinance amending American Canyon Municipal Code Chapter 19.41 “Design Permits” consistent with State Law and Housing Element Implementation Program C.
11. **Permit Technician Services**
Recommendation: Adopt a Resolution approving Amendment 2 to Agreement 2022-A136 with the BPR Consulting Group to extend the contract for Permit Technician Services to the end of Fiscal Year 2024/25 and increase the total contract amount by \$117,000 not to exceed \$324,500.
12. **Calling the Municipal Election and Consolidating the Election with Napa County**
Recommendation: Adopt a Resolution calling and giving notice of the Municipal Election to be held in the City of American Canyon on November 5, 2024, and requesting the Board of Supervisors of Napa County consolidate the Municipal Election with the Statewide Election.

13. Appropriations Limit for Fiscal Year 2024-25

Recommendation: Adopt a Resolution establishing the Appropriations Limit of \$24,403,653 for Fiscal Year 2024-25.

PUBLIC HEARINGS

14. Fiscal Year 2024-25 Recommended Budget for Adoption

Recommendation: Adopt a Resolution to approve the Final Recommended Budget for Fiscal Year 2024-25 and authorize the City Manager to increase the appropriations for FY 2024-25 expenditures in an amount not to exceed the amount encumbered for expenses that did not occur prior to the end of FY 2023-24 but are expected to be expended in FY 2024-25 consistent with the original purpose.

BUSINESS

15. Five-Year Capital Improvement Program (Fiscal Years 2024/25 - 2028/29)

Recommendation: Adopt a Resolution adopting the Five-Year Capital Improvement Program for Fiscal Years 2024/25 - 2028/29.

16. Presentation - Fair Housing Napa Valley Annual Report

Recommendation: Receive and File Fair Housing Napa Valley Presentation.

MANAGEMENT AND STAFF ORAL REPORTS

MAYOR/COUNCIL COMMENTS AND COMMITTEE REPORTS

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

Council Updates:

NVTA (Garcia/Joseph)

LAFCO (Aboudamous)

CAC (Garcia/Joseph)

TBID (Oro)

FUTURE AGENDA ITEMS

17. Future Agenda Items of Note

ADJOURNMENT

CERTIFICATION

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

Taresa Geilfuss, CMC, City Clerk

CITY OF AMERICAN CANYON PROCLAMATION



June 2024 - PRIDE Month

WHEREAS, the City of American Canyon recognizes and proclaims the month of June 2024 as Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) “PRIDE Month” throughout the City of American Canyon; and

WHEREAS, the City of American Canyon observes PRIDE Month with a flag-raising ceremony to honor the history of the LGBTQ liberation movement and to support the rights of all citizens to experience equality and freedom from discrimination; and

WHEREAS, the rainbow flag is widely recognized as a symbol of pride, inclusion, and support for social movements that advocate for LGBTQ people within our community; and

WHEREAS, all human beings are born free and equal in dignity and rights. LGBTQ individuals have made immeasurable impacts on the cultural, civic, and economic successes of our country; and

WHEREAS, the City of American Canyon is committed to supporting visibility, dignity, and equality for LGBTQ people in our diverse community; and

WHEREAS, while society at large increasingly supports LGBTQ equality, it is essential to acknowledge that the need for education and awareness remains vital to end discrimination and prejudice; and

WHEREAS, celebrating PRIDE Month influences awareness and provides support and advocacy for the American Canyon LGBTQ community, and is an opportunity to act and engage in dialog to strengthen alliances, build acceptance, and advance equal rights; and

WHEREAS, the City of American Canyon encourages everyone to participate in the Pride Pop-Up on June 17, 2023, at Community Park II; and

NOW, THEREFORE, BE IT RESOLVED that I, Leon Garcia, Mayor of the City of American Canyon on behalf of the City Council, do hereby proclaim June 2024 as PRIDE Month and that the rainbow flag will be raised for the entire month of June in support of our LGBTQ community to recognize the influential and lasting contributions they continue to make in our vibrant community in which they live, work, and visit.

Dated: June 6, 2024

Mayor Leon Garcia

CITY OF AMERICAN CANYON PROCLAMATION



Juneteenth Independence Day

WHEREAS, On January 1, 1863, President Lincoln issued the Emancipation Proclamation, declaring that all enslaved people in the rebellious states would be then, thenceforward, forever free; and

WHEREAS, President Lincoln believed slavery to be in violation of the principles of the Declaration of Independence and that its abolition represented a “new birth of freedom” for the United States; and

WHEREAS, although President Lincoln signed the Emancipation Proclamation freeing slaves in January 1863, it was not until June 19th, 1865, that Union soldiers arrived in Galveston, Texas announcing the end of the Civil War and bearing federal orders proclaiming the end of slavery in the South and the Southwestern United States; and

WHEREAS, Juneteenth, or Juneteenth Independence Day, has a special meaning to African Americans which combines the words of June and Nineteenth, commemorating the traditional observance of the end of the slavery in the United States and is observed annually on June 19th; and

WHEREAS, Juneteenth is an important opportunity to honor the principles of the Declaration of Independence and celebrate the achievements and contributions African Americans have made and continue to make in American Canyon and across our Nation; and

WHEREAS, on June 16, 2024, in partnership with the American Canyon Arts Foundation and the City of American Canyon, we will be celebrating Juneteenth at Main Street Park. This is an unforgettable community event that celebrates African American heritage, history, and freedom, through cultural ceremonies and activities that reflect the power of community, family, art, and tradition; and

NOW, THEREFORE, BE IT RESOLVED, that I, Leon Garcia, Mayor of the City of American Canyon on behalf of the City Council, do proclaim June 19th, 2024, as Juneteenth Independence Day. In celebration of this day, I encourage the American Canyon community to attend the Juneteenth celebration on June 16th, 2024, at Main Street Park.

Dated: June 4, 2024

Leon Garcia, Mayor



TITLE

Presentation - City of Napa Housing Authority Annual Report

RECOMMENDATION

Receive and File the City of Napa Housing Annual Report.

CONTACT

Brent Cooper, AICP, Community Development Director

BACKGROUND & ANALYSIS

The City of American Canyon partners with the City of Napa (HACN) for housing related services. HACN provides a variety of specialized technical services on housing policies and programs, such as:

- Prepares Community Development Block Grant and other grant applications,
- Serves as the lead agency for the Countywide Continuum of Care plan for delivery of Homelessness services and projects
- Provides loan servicing for CalHome, HOME, and CDBG homebuyer and rehab loans
- Annual monitoring of federal, state and local regulatory agreements,
- Section 8 housing services
- Ongoing efforts to increase homeownership opportunities including hosting homeownership workshops
- Implements our local preference policy
- Monitors the sale or resale of price restricted homes
- Assists with housing preservation strategies, and many other housing programs.

Jonathen Sakamoto, City of Napa Affordable Housing Representative, will present the 2023 – 2024 Annual Report on housing services activities for the City of American Canyon. The annual report is included as Attachment 1. The presentation is included as Attachment 2.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

Affordable Housing Services provided by the City of Napa are accounted in the Fiscal Year 2023-24 annual budget.

ATTACHMENTS:

1. [City of American Canyon Annual Report 2023-24](#)
2. [American Canyon - Housing Services Presentation 2023-24](#)



Housing Authority

May 30, 2024

Jason Holley, City Manager
City of American Canyon
4381 Broadway, Suite 201
American Canyon, CA 94503

Re: 2023 - 2024 Housing Services Agreement Annual Report

Dear Jason:

Attached please find the annual summary report of services provided under the Housing Services Agreement for the contract period July 1, 2023 through June 30, 2024.

To date during the contract period, the Housing Authority has provided regulatory agreement monitoring on for-sale and rental affordable housing units. The Housing Authority provided rental assistance to 138 very-low income American Canyon households funded through our Section 8 Housing Choice Voucher Program. Twelve percent of all vouchers issued are being used in the city of American Canyon. Sixteen of the 138 households received rental assistance from the Family Unification Program and six households received rental assistance from Non-Elderly Disabled Program. Seven households participate in the Family Self Sufficiency Program to receive services, education, and job training to help them to become more fully employed and independent.

In addition, the Housing staff provided outreach and marketing for the City's HOME Program homeowner rehabilitation program. They received and processed applications, determined program eligibility, performed housing inspections, work write-ups, project management, and prepared loan documents. Four homeowner rehabilitation projects have been completed this fiscal year. Eight applications have been approved in this reporting period with five projects currently in the bid process. It is anticipated that all projects will be completed, and all grant funds fully expended by the grant expiration date.

Housing staff maintained accurate financial accounting records for the CDBG, HOME, BEGIN, and CalHome Program grants and submitted reports to the City's Finance staff.

Housing Authority: 1115 Seminary Street, Napa CA 94559 | Mailing Address: P.O. Box 660, Napa CA 94559 | (707) 257-9543 phone
(707) 257-9239 fax | TTY: 711 (Telecommunication Relay Service) | www.cityofnapa.org/housing



All required quarterly and annual reporting was submitted to HCD on behalf of the City in accordance with the requirements of each grant program.

In the area of affordable housing, Housing staff has provided support in reviewing potential affordable housing regulatory agreement and marketing plans for Lemos Pointe and Napa Cove. Additionally, Housing staff processed subordination/refinance requests from below market rate homeowners who refinanced their first mortgage loans. Additionally, Housing Staff processed BMR, BEGIN, and CDBG payoff demands.

We look forward to working with you and your staff in the coming year. If you have any questions or concerns, please feel free to contact me at 257-9547 or Jonathen Sakamoto at 257-9254.

Sincerely,

Stephanie Gaul

Stephanie Gaul
Housing Manager

**HOUSING AUTHORITY'S
ANNUAL REPORT
HOUSING SERVICES AGREEMENT
JULY 1, 2020 - JUNE 30, 2021**

CITY OF AMERICAN CANYON

WORK PROGRAM ITEM	DESCRIPTION	WORK PRODUCED
A. COUNTYWIDE ACTIVITIES		
1. Section 8 Housing Services	HUD funded very low income rental housing assistance program administer Countywide – 84% City of Napa, 12% American Canyon, & 5% elsewhere in County	The Housing Authority of the City of Napa administers a \$15 million Section 8 Housing Choice Voucher program providing 1170 rental assistance vouchers throughout the County of Napa. There are currently 138 households receiving rental assistance in the City of American Canyon with another 38 households on the Wait List.
		Seven of the 138 American Canyon Voucher holders are participating in the Family Self Sufficiency Program (FSS). The FSS Program is a program of the Housing Authority that helps Section 8 Rental Assistance Program participants receive services, education, and job training to be able to take care of their families. Participants may receive referrals, help with goal-planning, and money for savings to help them become fully employed and independent.
		There are currently 16 households in American Canyon that are receiving rental assistance through the Family Unification Program (FUPS). HACN works in collaboration with the Napa County Child Welfare Services to assist families whose lack of housing places their children outside the home or delays the return of the children to the home. This program also provides transitional housing for the older teens coming out of foster care to secure appropriate and safe housing.
		There are currently 6 American Canyon households that receive assistance under our Non-Elderly Disabled Persons Voucher Program (NEDS). These special vouchers provide rental assistance to non-elderly persons with disabilities and can be used to rent any market rate unit within Napa County.

**HOUSING AUTHORITY'S
ANNUAL REPORT
HOUSING SERVICES AGREEMENT
JULY 1, 2020 - JUNE 30, 2021**

WORK PROGRAM ITEM	DESCRIPTION	WORK PRODUCED
		Each household receiving rental assistance vouchers meets annually with a Housing Technician to re-certify income eligibility and to review program guidelines and regulations. Each housing unit assisted undergoes an annual or biennial Housing Quality Standards inspection by the Housing Inspector.
Section 8 - cont'd		Valley View Senior Homes includes 41 Section 8 vouchers including 34 project-based vouchers. Of these, 17 are VASH vouchers for chronically homeless veterans. The waitlist was opened last May and there are now 80 applicants on the waitlist.
		The Housing Authority was awarded 52 Emergency Housing Vouchers under the American Rescue Act. These vouchers can be used county wide and will be available to assist those who are currently homeless or at risk of becoming homeless or those fleeing domestic violence, sexual assault, or human trafficking. The Housing Authority worked with the County and other local housing agencies to issue these vouchers. There are currently 52 households using the Emergency Housing Vouchers there are 2 households in American Canyon utilizing the program.
2. Continuum of Care	Act as lead agency for the Countywide Continuum of Care plan for delivery of Homelessness services and projects.	Attended monthly Continuum of Care Committee meetings to represent the City of American Canyon to secure funding from the Federal Department of Housing and Urban Development for the purposes of supporting homeless services and housing programs. This past year HUD renewed all current Continuum of Care Grants in the total amount of \$886,310 to assist the homeless population with case management and rental assistance.
B. BASE HOUSING SERVICES		
1. Regulatory Agreement Monitoring	Provide required annual monitoring of regulatory agreement units.	Mailed out annual owner occupancy certifications to homeowners in the Heritage Park, Chesapeake Homes, and Vineyard Crossing subdivisions. Verified fire insurance coverage and property taxes were paid on each property.

**HOUSING AUTHORITY'S
ANNUAL REPORT
HOUSING SERVICES AGREEMENT
JULY 1, 2020 - JUNE 30, 2021**

WORK PROGRAM ITEM	DESCRIPTION	WORK PRODUCED
		Provided annual monitoring on the City's Affordable Housing Agreements on Vineyard Crossing, Canyon Ridge Apartments, Village at Vintage Ranch, and Valley View Apartments. Reviewed tenant income certifications and compliance to affordable housing requirements and local housing preference policy.
		Provided technical assistance with lease up and management of the regulated below market rate rental units.
2. Review development projects	Technical assistance reviewing residential development plans to maximize affordable housing units.	Housing Manager and staff were available to provide technical assistance. When requested, Housing Manager and/or staff have attended City Council meetings to provide technical assistance.
3. Loan Servicing	Provide loan servicing for CalHome, HOME, and CDBG homebuyer and rehab loans.	Annual owner occupancy certification monitoring was conducted on all down payment assistance and rehabilitation loans. Verified insurance coverage and property taxes and/or HCD fees were paid.
		Reviewed and processed subordination requests from below market rate homeowners who were attempting to refinance their first mortgage loans. Processed BMR, BEGIN, and CDBG Payoff Demands.
4. Affordable Housing Regulatory Agreements	Review affordable housing agreements and make recommendations	Housing staff has provided support in reviewing potential affordable housing regulatory agreement and marketing plans for Lemos Pointe and Napa Cove
5. Annual Meeting with Staff and Council	Report on year's activities	Housing staff has reported and discussed various housing topics and issues with the City staff throughout the year.

**HOUSING AUTHORITY'S
ANNUAL REPORT
HOUSING SERVICES AGREEMENT
JULY 1, 2020 - JUNE 30, 2021**

WORK PROGRAM ITEM	DESCRIPTION	WORK PRODUCED
C. ADDITIONAL HOUSING SERVICES		
1. Additional Services	HOME Grant - Homeowner Repair and Down Payment Assistance Programs	Housing staff received and processed applications, determined program eligibility, performed inspections, work write up, project management, and prepared loan documents. Under the current grant five households have been assisted and there are eight approved applicants that will begin construction in the next fiscal year.
Additional Services-cont'd	HOME, CalHome, and CDBG Grant applications	Additionally, Housing staff maintained accurate financial accounting records for the CDBG, HOME, BEGIN, and CalHome Program grants and submitted reports to the City's Finance staff for review. All required quarterly and/or annual reporting was submitted to HCD on behalf of the City consistent with the requirements of each grant program.



HOUSING AUTHORITY REPORT ON
HOUSING SERVICES ACTIVITIES
2023-2024

CITY OF AMERICAN CANYON

- ▶ The City of American Canyon annually contracts with the Housing Authority to provide a variety of housing services.
- ▶ Housing Authority's work program is designed to provide:
 - Countywide Activities: rental assistance and homeless services and projects.
 - Base Housing Services: regulatory agreement monitoring, review development projects, loan servicing, & affordable housing regulatory agreements.
 - Additional Housing Services: housing development financial analysis and other services mutually agreed upon.

CITY OF AMERICAN CANYON

- ▶ **Countywide Activities:**
- ▶ **Section 8 Housing Services**
 - Housing Authority administers \$15 million Section 8 Housing Choice Voucher program
 - 1170 rental assistance vouchers county wide
 - 138 American Canyon households receiving rental assistance a 5% increase from 2022–2023
 - 12% all vouchers issued are being used in American Canyon
 - Includes 34 project-based vouchers for Valley View Senior Apts. Of these 17 are VASH vouchers for chronically homeless veterans.

CITY OF AMERICAN CANYON

- ▶ Section 8 Housing Services–cont'd
 - 7 of the 138 American Canyon Voucher holders participate in the Family Self Sufficiency Program.
 - Participants receive services & counseling to become fully employed and independent.
 - 6 American Canyon households received NEDS vouchers.
 - 16 American Canyon households received FUP vouchers.

CITY OF AMERICAN CANYON

- ▶ Homelessness Services & Projects:
 - Continuum of Care
 - HACN represents the City at monthly committee meetings
 - Through a competitive application HUD renewed all Continuum of Care grants this past year. Napa County's share is \$886,310
 - Funds are used to assist homeless population with case management and rental assistance

CITY OF AMERICAN CANYON

▶ **Base Housing Services:**

- Regulatory Agreement Monitoring:
 - Annual for-sale affordable housing monitoring:
 - Verify owner occupancy, insurance coverage, & property taxes are current.
 - Annual rental project monitoring :
 - Compliance review of City's Affordable Housing Agreements.
 - Tenant income certifications & affordable unit count.
 - Compliance with Local Housing Preference Policy.
 - Provided technical assistance with the lease-up of the Village at Vintage Ranch affordable units.

CITY OF AMERICAN CANYON

▶ **Base Housing Services:**

- Loan Servicing:
 - Conducted annual owner occupancy monitoring of all first-time homebuyer and rehabilitation loans.
 - Verified homeowner insurance coverage and property taxes and/or HCD title fees are paid current.
 - Responded to loan payoff and refinance and subordination requests.

CITY OF AMERICAN CANYON

▶ **Additional Housing Services**

- 2019 HOME grant for \$1 million was awarded to continue the down payment assistance and homeowner repair program.
- Maintained grant financial records for the HOME, CDBG, CalHome, and BEGIN grants. Submitted required quarterly & annual grant reporting to HCD.

CITY OF AMERICAN CANYON
SPECIAL JOINT CITY COUNCIL/FIRE PROTECTION DISTRICT MEETING

ACTION MINUTES

May 21, 2024

4:30 P.M. OPEN SESSION - SPECIAL MEETING

The City Council meeting was called to order at 4:35 p.m.

ROLL CALL

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

Absent: None

Excused: Councilmember Mariam Aboudamous

PUBLIC COMMENT

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

FIRE DISTRICT BUSINESS

There were no Fire District items.

CITY BUSINESS

1. Review appointment of David Garcia-Arreola to the Parks and Community Services Commission.

City Manager Jason Holley summarized the appointment of Parks and Community Services Commissioner David Garcia-Arreola. Although notified, Commissioner Garcia-Arreola was not present. Mayor Garcia called for public comments. Written comments: none. Oral comments: none. The public comment period was closed.

Action: Motion to adopt Minute Order 2024- revising the Parks and Community Services Commission term of David Garcia-Arreola to end today, May 21, 2024, made by Vice Mayor David Oro, seconded by Councilmember Pierre Washington, and CARRIED by roll call vote.

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

Nays: None

Excused: Councilmember Mariam Aboudamous

ADJOURNMENT

The meeting was adjourned to Closed Session at 4:40 p.m.

CLOSED SESSION ITEMS

2. Matters Relating to Public Employment: Public Employee Performance Evaluations - Pursuant to Gov. Code Section 54957.

Positions: City Manager Jason, City Attorney William D. Ross, Fire Chief Geoff Belyea, Fire District Council William D. Ross

The Closed Session concluded at 5:25 p.m. with no reportable action.

CERTIFICATION

Respectfully Submitted,

Taresa Geilfuss, City Clerk

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

ACTION MINUTES

May 21, 2024

5:30 P.M. – CLOSED SESSION

CALL TO ORDER - CLOSED SESSION

The City Council meeting was called to order at 5:38 p.m.

ROLL CALL - CLOSED SESSION

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

Absent: None

Excused: Councilmember Mariam Aboudamous

PUBLIC COMMENTS - CLOSED SESSION ITEMS

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

MEETING RECESS - COUNCIL TO CONVENE IN CLOSED SESSION

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

5:30 P.M. CLOSED SESSION ITEMS

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

- a) City of American Canyon v. City of Vallejo, et al. (Sacramento Superior Court Case No. 34-2022-00327471).
- b) City of American Canyon v. Leon Dale Schmidt (Napa County Superior Court Cases No. 22CV001041 and 23PR00161).
- c) City of Vallejo v. City of American Canyon et al. (Napa County Superior Court Case No. 23CV000510) [Giovannoni Project]
- d) City of Vallejo v. City of American Canyon et al. (Napa County Superior Court Case No. 23CV001600) [Paoli/Watson Lane Annexation]
- e) City of Vallejo v. City of American Canyon et al. (Napa County Superior Court Case No. 24CV000544)[Measure K]

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

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

CALL TO ORDER - COUNCIL TO RECONVENE IN OPEN SESSION

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL - OPEN SESSION

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

Absent: None

Excused: Councilmember Mariam Aboudamous

REPORT ON CLOSED SESSION/CONFIRMATION OF REPORTABLE ACTION

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

PROCLAMATIONS AND PRESENTATIONS

3. Proclamation - May 27, 2024, as Memorial Day

Mayor Garcia announced the proclamation. It was received by American Canyon Troop Support members Hugh Marquez and Beth Marcus.

4. "Kids Commerce" Business License Fee Waiver

Council received a Kids Commerce presentation from American Canyon Chamber of Commerce President Valerie Zizak-Morais. Kid's Commerce graduates received a certificate and their City of American Canyon business license.

Action: Motion to adopt Adopted Minute Order 2024-xx waiving Business License Fees for youth participants in the 2024 American Canyon Chamber of Commerce's "Kid's Commerce" program. made by Councilmember Mark Joseph, seconded by Councilmember Pierre Washington, and CARRIED by roll call vote.

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

Nays: None

Abstain: None

Excused: Councilmember Mariam Aboudamous

5. Introduction of American Canyon Police Explorers

Police Chief Rick Greenberg introduced the American Canyon Police Explorers and pinned their badges. The new explorers are Julian, Andrew, Issak and Ryan (last names withheld).

6. Proclamation Proclaiming Public Works Week

Mayor Garcia announced the Public Works Week proclamation. It was received by Public Works Director Erica Ahman Smithies and public works staff.

7. Proclamation - May 2024 as Bike Month

Mayor Garcia announced the Bike Month proclamation. It was received by Julie Salvador of American Canyon Bike Shop.

8. Presentation - Vine Trail Update

Council received a Vine Trail Update presentation from Executive Director Shawn Casey-White, Napa Valley Vine Trail.

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

Mayor Garcia called for public comments. Written comments: none. Oral comments: Hugh Marquez was called to speak. The public comments period was closed.

AGENDA CHANGES

CONSENT CALENDAR

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

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

Nays: None

Abstain: None

Excused: Councilmember Mariam Aboudamous

9. Minutes of April May 7, 2024

Action: Approved the minutes of the Regular City Council meeting of May 7, 2024.

10. Report Upon Return from Closed Session

Action: Approved the Report Upon Return from Closed Session for the Regular City Council meeting of May 7, 2024.

11. Projects Funded by SB1/Road Maintenance and Rehabilitation Account (RMRA) for Fiscal Year 2024-25

Action: Adopted Resolution 2024-37 of the City Council of the City of American Canyon approving a list of projects for Fiscal Year 2024-25 funded by SB1: The Road Repair and Accountability Act of 2017.

12. Annual Communications Services Agreement

Action: Adopted Resolution 2024-38 of the City Council of the City of American Canyon authorizing the City Manager to execute Amendment No. 1 (Agreement 2024-70) to Agreement No. 2023-77 with Tripepi Smith, increasing the contract amount by \$25,000 for a total not to exceed amount of \$182,000 and enter into an agreement for Fiscal Year 2024/25 Strategic Communication, Graphic Design, and Marketing Support Services with Tripepi Smith, not to exceed \$209,000, contingent on Budget adoption for FY2024/25.

13. 2023 Annual Napa Airport Corporate Center Development Agreement Review

Action: Adopted Resolution 2024-39 of the City Council of the City of American Canyon, finding that G3 Kelly Devlin LLC demonstrated "Good Faith Efforts" to comply with the Napa Airport Corporate Center Development Agreement obligations during Calendar Year 2023 (PL24-0008).

14. Notice of Completion for the Andrew Road Emergency Sewer Repair Project (WW24-0100)

Action: Adopted Resolution 2024-40 increasing the Project Budget, accepting the contracted work as complete, and authorizing the Public Works Director to file a Notice of Completion (Agreement 2024-06-R in conjunction with the Andrew Road Emergency Sewer Repair Project (WW24-0100)).

15. Citywide Grazing Contract Award

Action: Adopted Resolution 2024-41 of the City Council of the City of American Canyon authorizing the City Manager to enter into an agreement (Agreement 2024-71) with Napa Pasture Protein, for citywide grazing for an amount not to exceed \$118,000.

16. Napa County Animal and Licensing Services Agreement

Action: Adopted Resolution 2024-42 of the City Council of the City of American Canyon, authorizing the City Manager to sign Amendment 8 (Agreement 2024-72), Napa County Agreement No. 170919B with the Napa County Sheriff's Office for animal and licensing services for the period of July 1, 2024, through June 30, 2027.

17. Watson Ranch Lot 8 (Adjusted Parcel B) Final Map

Action: Adopted Resolution 2024-43 of the City Council of the City of American Canyon approving the Watson Ranch Lot 8 (Adjusted Parcel B) Final Map to subdivide the properties (Assessor's Parcel Numbers 059-430-037 and 059-430-012) to create 25 lots and three parcels.

PUBLIC HEARINGS

18. Design Permit Ordinance Update

Council received an ordinance amending American Canyon Municipal Code Chapter 19.41 "Design Permits" consistent with State Law and Housing Element Implementation Program C staff report and presentation from Community Development Director Brent Cooper. Mayor Garcia opened the public hearing and called for public comments. Written comments: none. Oral comments: none. Oral comments: none. Public comments and the public hearing were closed.

Action: Motion to Waive first reading, read by title only, and consider an Ordinance of the City Council of the City of American Canyon amending American Canyon Municipal Code Chapter 19.41 "Design Permits" consistent with State Law and Housing Element Implementation Program C. made by Councilmember Pierre Washington, seconded by Vice Mayor David Oro, and CARRIED by roll call vote.

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

Nays: None

Abstain: None

Excused: Councilmember Mariam Aboudamous

19. Public Hearing for Citywide LLAD Fiscal Year 2024/25

Council received a Citywide LLAD Fiscal Year 2024/25 staff report and presentation from Public Works Director Erica Ahman Smithies with Rick Clark, Harris & Associates, available for questions. Mayor Garcia opened the public hearing and called for public comments. Written comments: none. Oral comments: none. Public comments and the public hearing were closed.

Action: Motion to adopt Resolution 2024-44 of the City Council of the City of American Canyon approving the Fiscal Year 2024/25 Annual Engineer's Report for the American Canyon Landscaping and Lighting Assessment District, approving the budgets within the Engineer's Report, confirming the assessment diagram and the annual assessment amounts, and authorizing the levy and collection of annual assessment for Fiscal Year 2024/25. made by Vice Mayor David Oro, seconded by Councilmember Pierre Washington, and CARRIED by roll call vote.

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

Nays: None

Abstain: None

Excused: Councilmember Mariam Aboudamous

BUSINESS

20. American Canyon Wetlands Restoration Plan

Council received an American Canyon Wetlands Restoration Plan staff report and presentation from ESA consultants Katie Dudney and Michelle Orr. Mayor Garcia called for public comments. Written comments: none. Oral comments: Jenelle Sellick was called to speak. The public comments period was closed.

Action: Motion to adopt Resolution 2024-45 of the City Council of the City of American Canyon approving the American Canyon Wetlands Restoration Plan. made by Councilmember Mark Joseph, seconded by Councilmember Pierre Washington, and CARRIED by roll call vote.

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

Nays: None

Abstain: None

Excused: Councilmember Mariam Aboudamous

21. Corporation Yard Relocation

Council received a Corporation Yard Relocation staff report from Public Works Director Erica Ahman Smithies with Public Works Superintendent Brian Materne available for questions. Mayor Garcia called for public comments. Written comments: none. Oral comments: Jenelle Sellick was called to speak. The public comments period was closed.

Action: Motion to adopt Resolution 2024-46 increasing the Project Budget for the Corporation Yard Relocation and Facility Upgrade Project (CF23-0300) from \$700,000 to \$1,780,000. made by Vice Mayor David Oro, seconded by Councilmember Mark Joseph, and CARRIED by roll call vote.

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

Nays: None

Abstain: None

Excused: Councilmember Mariam Aboudamous

22. Fiscal Year 2024-25 Proposed Budget

Council received a Fiscal Year 2024-25 Proposed Budget staff report and presentation from Finance Director Juan Gomez. Mayor Garcia called for public comments. Written comments: none. Oral comments: Beth Marcus was called to speak. The public comments period was closed.

MANAGEMENT AND STAFF ORAL REPORTS

Council received oral updates from Parks & Recreation Director Alexandra Ikeda and City Manager Jason Holley.

MAYOR/COUNCIL COMMENTS AND COMMITTEE REPORTS

Council members commented on items of interest.

FUTURE AGENDA ITEMS

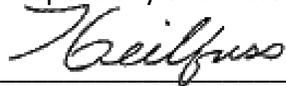
Future agenda items were reviewed.

ADJOURNMENT

The meeting was adjourned at 9:50 p.m.

CERTIFICATION

Respectfully Submitted,



Taresa Geilfuss, City Clerk

MAY 21, 2024 CITY COUNCIL MEETING

Proclamations & Accolades

- **Public Works Week** : Proclamation received by American Canyon's Public Works and Maintenance and Utilities Departments
- **Bike Month**: Proclamation received by Kara Verner of the Napa County Bicycle Coalition
- **Memorial Day**: Proclamation received by community members Hugh Marquez and Beth Marcus



Presentations

- Received presentation on the "Kids Commerce" program
- Introduced the American Canyon Police Explorers
- Received presentation on the Napa Valley Vine Trail

City Action

- Adopted a resolution approving the American Canyon Wetlands Restoration Plan
- Adopted a resolution increasing the Project Budget for the Corporation Yard Relocation and Facility Upgrade Project
- Reviewed proposed budget for FY 2024-25

Next time...

Join our **June 4** meeting to learn more about:

- Special June observances
- Receiving presentations on the Annual Housing Authority Report and Fair Housing Napa Valley
- Final FY 2024-2025 budget
- ...and more!

View presentations, agenda packets and meeting details:



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

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#25532
Los Angeles, CA 90025

File No: 199/6

May 23, 2024

VIA E-MAIL

The Honorable Leon Garcia, Mayor
and Members of the City Council
City of American Canyon
4381 Broadway, Suite 201
American Canyon, CA 94503

Re: Report Upon Return from Closed Session; Regular City Council Closed Session Meeting of the American Canyon City Council of May 21, 2024

Dear Mayor Garcia and Members of the City Council:

This communication sets forth reportable action, if any, of the City Council (“Council”) of the City of American Canyon (“City”), consistent with provisions of the Ralph M. Brown Opening Meeting Act (Government Code Section 54950, *et seq.*) resulting from the Closed Session of the Regular City Council Closed Session Meeting of May 21, 2024, consistent with Government Code Section 54957.1.

At 5:33 p.m. Mayor Garcia convened the Council in Open Session to determine if there were any public comments on the matters agendized for Closed Session, and after concluding that there were none, adjourned to Closed Session at 5:34 p.m. after establishing a quorum with Councilmember Aboudamous being absent.

There were two matters agendized for City Closed Session consideration:

1. Conference with Legal Counsel – Existing Litigation
Authorized Pursuant to Government Code Section 54956.9(d)(1):
 - a. *City of American Canyon v. City of Vallejo, et al.* (Sacramento Superior Court Case No. 34-2022-00327471);
 - b. *City of American Canyon v. Leon Dale Schmidt*, (Napa County Superior Court Case No. 22CV001041 and 23PR00161);

- c. *City of Vallejo v. City of American Canyon et al.* (Napa County Superior Court Case No. 23CV000510) [Giovannoni Project];
- d. *City of Vallejo v. City of American Canyon et al.* (Napa County Superior Court Case No. 23CV001600) [Paoli/Watson Lane Annexation].
- e. *City of Vallejo v. City of American Canyon et al.* (Napa County Superior Court Case No. 24CV000544) [Measure K].

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

With respect to Closed Session Agenda Item No. 1.a., there was no reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(1).

With respect to Closed Session Agenda Item No. 1.b., there was no other reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(1).

With respect to Closed Session Agenda Item No. 1.c. there was reportable action indicating that the trial or hearing on the merits is still scheduled for May 28, 2024 in Department 31 of the Sacramento Superior Court and that the Reply Brief of the City of Vallejo (“Vallejo”) had been filed and served on May 16, 2024 and furnished to Council Members. Except as indicated, there was no other reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(1).

With respect to Closed Session Agenda Item No. 1.d., there was no reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(1).

With respect to Closed Session Agenda Item No. 1.e., there was reportable action indicating that Napa County Superior Court had entered an Order of Transfer of the matter to Marin County Superior Court on May 16, 2024 and that notice of receipt by the Marin County Superior Court is awaited. Except as indicated, there was no other reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(1).

The Honorable Leon Garcia, Mayor
and Members of the City Council
May 23, 2024
Page 3

With respect to the Closed Session Agenda Item No. 2, it was indicated that all documents with respect to Lan Thi Tran Nguyen for the transfer of \$20,000 from the affordable housing fund, had been received and that the transfer to initiate the process would be accomplished within five (5) to seven (7) days. Except as indicated, there was no other reportable action under the provisions of Government Code Section 54956.9(d)(2).

Except as indicated, there was no other reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(2).

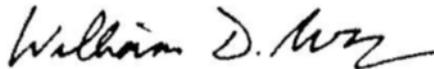
Your Council concluded the Closed Session at 6:21 p.m.

In Open Session, it was indicated that a written report upon return from Closed Session consistent with Government Code Section 54957.1, would be prepared concerning the matters agendaized for Closed Session.

This communication should be reviewed under the Consent portion of the Agenda of your next Regular or Special City Council Meeting.

Should you have questions concerning this Report, it may be taken off the Consent calendar when agendaized in the future, or our office may be contacted in the interim.

Very truly yours,



William D. Ross
City Attorney

WDR:jf

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



TITLE

Design Permit Municipal Code Update

RECOMMENDATION

Waive final reading, read by title only, and adopt an Ordinance amending American Canyon Municipal Code Chapter 19.41 "Design Permits" consistent with State Law and Housing Element Implementation Program C.

CONTACT

Brent Cooper, AICP, Community Development Director

BACKGROUND & ANALYSIS

On May 21, 2024, the City Council approved the first reading of an Ordinance approving Municipal Code Chapter 19.41 "Design Permits" consistent with State Law and Housing Element Implementation Program C.

The municipal code update addresses an issue identified in the Housing Element where it was pointed out that certain Design Permit review criteria could be interpreted to authorize subjectivity in project review process. Subjectivity could lead to decisions that make housing more costly and/or have its basis in discriminatory behavior.

The Design Permit changes will eliminate subjective criteria and focus on documenting decisions that fulfill adopted code and policies. In addition, the municipal code update removes duplication with the Minor and Major Modification process in Chapter 19.45.

If the final reading is approved, the Ordinance will become effective 30 days later on July 5, 2024. A copy of the Ordinance is included as Attachment 1.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

The City is required to Municipal Code updates to reduce constraints to housing production.

Completion of these municipal code amendments will enable the City to remain consistent with State Housing Laws which are increasingly tied to infrastructure and housing-related grant programs.

ENVIRONMENTAL REVIEW

The Housing Element Municipal Code Updates are exempt from environmental review under CEQA because the amendments are consistent with State law that preempt any inconsistent local ordinance. Thus, the City's action is not creating a new land use regulation and it can be seen with certainty that no environmental impacts will result from the City's action. Consequently, the action is exempt in accordance with CEQA Section 21084(a) and both Section 15002(i)(1) – lack of Local Jurisdictional Discretion – and Section 15061(b)(3) – General Rule of Exemption – of the CEQA Guidelines.

ATTACHMENTS:

- [1. Ordinance Design Permit Update Final Reading](#)

ORDINANCE NO. 2024-XX

AN ORDINANCE AMENDING AMERICAN CANYON MUNICIPAL CODE CHAPTER 19.41 “DESIGN PERMITS” CONSISTENT WITH STATE LAW AND HOUSING ELEMENT IMPLEMENTATION PROGRAM C

WHEREAS, on January 31, 2023, the City Council approved the 6th Cycle Housing Element (Housing Element); and;

WHEREAS, on June 30, 2023, the State of California Department of Housing and Community Development (HCD) certified the Housing Element; and

WHEREAS, the Housing Element includes approximately 70 programs to identify and reduce constraints to housing production; and

WHEREAS, Housing Element Implementation Program C requires certain Municipal Code updates to reduce constraints to housing production, including revising Chapter 19.41 (Design Permits) to eliminate subjectivity in review and approval of housing developments protected by the Housing accountability Act under Government Code Section 65589.5; and

WHEREAS, on April 25, 2024, the City of American Canyon Planning Commission conducted a duly noticed public hearing on the on the subject ordinance and recommends City Council approval; and

WHEREAS, on May 21, 2024, the City Council of the City of American Canyon conducted a duly-noticed public hearing on the subject application, at which time all those in attendance were given the opportunity to speak on this proposal and to submit comments.

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of American Canyon, having considered all the evidence, including any submitted by member of the public, hereby adopts Municipal Code amendments as follows:

SECTION 1: Revise Chapter 19.41 (Design Permits) in compliance with Government Code Section 65589.5 and Housing Element Implementation Program C as follows:

Chapter 19.41 DESIGN PERMITS

19.41.010 Purpose.

The purpose of this chapter is to:

Ensure excellence in site planning and architectural design, consistent with the general plan, and applicable local, regional, and state development policies, and municipal code standards.

(Ord. 2001-02 § 1, 2001.)

19.41.020 Applicability.

Design permit approval by the community development director, planning commission, or city council is required for the following:

(A) New structures, except single-family detached dwellings and their attendant accessory structures constructed on a parcel of land. However, when a builder constructs three or more single-family dwellings

in a single subdivision in one year, or on a single block in one year if the lots are not located within a subdivision, the dwelling units shall be subject to approval of a design permit.

(B) Proposed outdoor land use(s).

(C) Alterations of land in commercial or industrial districts, and/or of sites of more than one acre in residential districts that have no prior documented approvals.

(Ord. 2001-02 § 1, 2001; Ord. 2009-10 § 3, 2009.)

19.41.030 Design permit approval.

Except as provided in this chapter, no building or structure may be erected, and no proposed outdoor land use may be permitted until a design permit application has been approved by the community development director, planning commission, or city council as required below. Such review and approval may take place concurrently with the review of any other required approvals.

(A) Community Development Department Director Approvals. The community development director may approve the following design permit applications. No public hearing shall be required unless the design permit is being processed concurrently with other applications for which a hearing is required. In this case, the design permit shall be considered at the same public hearing.

(1) Two-family dwellings and appurtenant accessory structures.

(2) Multifamily projects containing fewer than five units.

(3) Commercial structures containing less than five thousand square feet total, industrial structures containing less than twenty thousand square feet total.

(4) Proposed outdoor land use(s).

(B) Planning Commission Approvals. The planning commission may approve the following design permit applications following a public hearing pursuant to the procedures set forth in Chapter 19.40:

(1) Multifamily dwelling projects containing five or more units.

(2) The construction in one year by a single builder of three or more single-family dwellings in a single subdivision, or on a single block if the lots are not located within a subdivision, except such construction in the PC zone district.

(3) Commercial structures containing five thousand total square feet or more and industrial structures containing twenty thousand square feet or more.

(4) Sign programs requiring commission approval, pursuant to Chapter 19.23.

(5) Small-cell antenna facilities that do not comply with standards described in Chapter 19.53.

(6) Design permit applications referred to the commission by the director because of unique circumstances, potential public controversy, or a need for policy direction.

(C) City Council Approvals. The City Council may approve a design permit following a recommendation by the Planning Commission when the California Environmental Quality Act (CEQA) environmental review requires a statement of overriding considerations pursuant to Section 19.01.060(C).

(Ord. 2001-02 § 1, 2001; Ord. 2009-10 § 3, 2009; Ord. 2018-05 § 7, 2018.)

19.41.040 Scope of design permit review.

The following areas of design shall be considered in reviewing design permits:

(A) Site Planning.

- (1) Setbacks, site coverage, building heights, and outdoor use areas,
- (2) Parking, and vehicular and pedestrian circulation,
- (3) Preservation of natural site amenities,
- (4) Required landscaping, outdoor lighting, and outdoor furniture,
- (5) Usability of required public and private open spaces.

(B) Structural Design.

- (1) Compliance with required scale, mass, bulk, and proportions,
- (2) Compliance with required building materials and detailing for all structures,
- (3) Screening of utility, mechanical facilities, and outdoor storage,
- (4) Compliance with required fence and wall design,
- (5) Compliance with required architectural elements that contribute to visual interest and variety, including variation to wall planes, multiple roof lines and defined entries.

(Ord. 2001-02 § 1, 2001.)

19.41.050 Required findings.

Approval of a design permit application may be granted by the appropriate decision-making authority only if all the following findings are made:

- (A) The project complies with all applicable provisions of this title and any applicable approvals granted for the project by any decision-making authority.
- (B) The project and its design complies with any applicable design guidelines.
- (C) The project and its design complies with all applicable general plan policies, and applicable local, regional, and state development policies, and municipal code standards.
- (D) The project complies with applicable policies of the Napa County Airport land use compatibility plan.
- (E) The proposed design provides for adequate and safe on-site vehicular and pedestrian circulation.

(Ord. 2001-02 § 1, 2001; Ord. 2010-03 § 3, 2010.)

19.41.060 Expiration of approval.

(A) If the project for which a design permit has been approved pursuant to this chapter has not been inaugurated within two years of the granting of the design permit, the approval shall become null and void and of no effect. This provision shall not apply to applications approved in conjunction with another discretionary permit. In such cases, the expiration period shall coincide with that of the associated period.

(B) An extension of time may be granted by the community development director upon the written request by a responsible party before the expiration of the two-year period, provided that:

- (1) There have been no changes in the approved plans; and

(2) There has been no change of circumstances which would prevent any of the required findings of approval from being made.
(Ord. 2001-02 § 1, 2001.)

SECTION 1: CALIFORNIA ENVIRONMENTAL QUALITY ACT The proposed policy amendments are not subject to the California Environmental Quality Act (“CEQA”) pursuant to Section 15060(c)(2) because the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment; and Section 15060(c)(3) because the activity is not a project as defined in Section 15378 of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3 because it has no potential for resulting in physical change to the environment, directly or indirectly. In addition, the policy amendments are not a project under CEQA Regulation Section 15061(b)(3) because it has no potential for causing a significant effect on the environment.

SECTION 2. EFFECTIVE DATE. This ordinance shall become effective effect 30 days after its final passage pursuant to Government Code Section 36937.

SECTION 3. SEVERABILITY. If any section, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and adopted this Ordinance and each section, sentence, clause or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

SECTION 4. CUSTODIAN OF RECORDS. The documents and materials that constitute the record of proceedings on which this Ordinance is based are located at the City Clerk’s office located at 4831 Broadway, Suite 201, American Canyon, CA 94503. The custodian of these records is the City Clerk.

The foregoing Ordinance was introduced at a regular meeting of the City Council of the City of American Canyon, State of California, held on the 21st day of May, 2024 by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

The foregoing Ordinance was adopted at a regular meeting of the City Council of the City of American Canyon, State of California, held on the 4th day of June, 2024 by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Leon Garcia, Mayor

ATTEST:

APPROVED AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney



TITLE

Permit Technician Services

RECOMMENDATION

Adopt a Resolution approving Amendment 2 to Agreement 2022-A136 with the BPR Consulting Group to extend the contract for Permit Technician Services to the end of Fiscal Year 2024/25 and increase the total contract amount by \$117,000 not to exceed \$324,500.

CONTACT

Brent Cooper, AICP, Community Development Director

BACKGROUND & ANALYSIS

Due to the significant increase in building permit workload that accelerated in 2022, BPR Consulting Group began to provide contract Permit Technician services to augment our Full-Time Permit Technician. The contract is funded from building permit fees on an hourly basis.

Stacy Barker, BPR employee, provides a very responsible and accurate level of service for the City. As a backup and augment to our full-time staff, working an equivalent of 0.7 Full Time Equivalent (FTE), Ms. Barker is able to provide our community with seamless Permit Technician services. For this reason, staff recommends extending the contract for one additional fiscal year.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

The proposed \$117,000 annual services cost and associated building permit revenue is included in the upcoming Fiscal Year 2024/25 budget.

ENVIRONMENTAL REVIEW

N/A

ATTACHMENTS:

[1. Resolution - BPR 2nd Amendment](#)

2. BPR Agreement

3. Permit Technician Scope of Services and Fee Schedule

RESOLUTION NO. 2024-_____

A RESOLUTION APPROVING AMENDMENT 2 TO AGREEMENT 2022-A136 WITH BPR CONSULTING GROUP TO EXTEND THE CONTRACT FOR PERMIT TECHNICIAN SERVICES TO THE END OF FISCAL YEAR 2024/25 AND INCREASE THE TOTAL CONTRACT AMOUNT BY \$117,000 TO AN AMOUNT NOT TO EXCEED \$324,500

WHEREAS, the City has a longstanding practice of providing Building & Safety Services through a combination of in-house and contract staff; and

WHEREAS, because of the volatility of development, contracting specialized Building and Safety staff helps the City remain flexible with resources in response to market conditions and demands; and

WHEREAS, City lacks the qualified personnel to adequately provide the specified work product; and

WHEREAS, consistent with the “A/B/C Test” stipulated by the *Dynamex Operations West Inc. v. Superior Court* (Case No. S222732), the BPR Consulting Group is an independent contractor free from the control and direction of the City in connection with the performance of the work, who performs work that is outside the usual course of the City’s business and is customarily engaged in an independently established trade, occupation, or business of the same nature as the work performed for the City; and

WHEREAS, on September 7, 2022, the City Manager approved the BPR Consulting Group Permit Technician services contract (Agreement 2022-A136) in the amount not to exceed \$50,000 with a term that expires June 30, 2023; and

WHEREAS, on April 18, 2023, the City Council approved the BPR Consulting Group Permit Technician services contract amendment #1 (Agreement 2023-37) by \$157,000 in the amount not to exceed \$207,500 with a term that expires June 30, 2024; and

WHEREAS, the BPR Consulting Group Permit Technician services are funded with building permit issuance, building permit and plan check fee user fee revenue; and

WHEREAS, the 2024/25 Fiscal Year budget sufficient revenues (Building Permit Account 100-60-640-32110), and funds for the proposed BPR Consulting Group Permit Technician services (Miscellaneous Contractual Services Account 100-60-640-42190); and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby determines that the BPR Consulting Group is free from the control and direction of the City in connection with the performance of the work, both under the contract for the performance of such work and in fact.

SECTION 1: The City Council of the City of American Canyon hereby determines that the BPR Consulting Group performs work that is outside the usual course of the City’s business.

SECTION 2: The City Council of the City of American Canyon hereby determines that the BPR Consulting Group is customarily engaged in an independently established trade, occupation, or business of the same nature as the work performed for the City.

SECTION 3: The City Council of the City of American Canyon hereby approves Amendment 2 to Agreement 2022-A136 with BPR Consulting Group increasing the total contract amount by \$117,000 to an amount not to exceed \$324,500 for Building and Safety Permit Technician services and extends the contract term to June 30, 2025, as incorporated by reference as Exhibit A to this Resolution.

PASSED, APPROVED, and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 4th day of June 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Leon Garcia, Mayor

ATTEST:

APPROVED AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney

Exhibit A – 2nd Amendment to Agreement 2022-A136

CITY OF AMERICAN CANYON AGREEMENT NO. 2024-xx

AMENDMENT #2 TO AGREEMENT NO. 2022-A136 TO THE CITY OF AMERICAN CANYON STANDARD AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES WITH BPR CONSULTING GROUP

RECITALS

1. The City of American Canyon ("CITY") and BPR Consulting Group entered into an Agreement (Agreement No. 2022-A136) dated September 7, 2022, with a First Amendment on April 27, 2023.
2. The Agreement provides for amendments to perform specific tasks under a specific scope of services that may arise during the term of the agreement.

NOW, THEREFORE, CITY and BPR Consulting Group agree as follows:

1.00 SERVICES AND COMPENSATION

BPR Consulting Group agrees to provide services as listed in Attachment "A" to Agreement 2022-A136 and increase the contract amount for additional services in the amount of \$117,000 for a total not to exceed contract amount of \$324,500.

2.00 TIME OF PERFORMANCE

The services covered by this Amendment shall be performed or provided by June 30, 2025.

3.00 REMAINING PROVISIONS

All other terms of the September 7, 2022, Agreement remain in full force and effect.

Executed on _____, 2024, at American Canyon, California.

CITY:

CONSULTANT/CONTRACTOR:

By: _____
Jason B. Holley
City Manager

By: _____
Ron Beehler, SE, CBO
Director of Client Services

Scope of Services

BPR Consulting Group has the experience and a proven track record of seamlessly integrating permit technician services as-needed in a cost-effective manner.

PERMIT TECHNICIAN SERVICES

Permit technician services are crucial to the success of the entire building safety process and is the first impression the public gets of your building department. Contact with the public either in-person or virtually at this initial point sets the tone for any additional interaction through the life of a project whether engaging the homeowner, architect, developer or contractor or other community member.

Our Permit Technicians will welcome and work closely with the customers virtually and/or at the public counter answering questions and providing other requested services. Our Permit Technicians will provide information about permit applications, plan review and inspection requirements, will be excellent at organizing and maintaining filing systems necessary for tracking in-progress applications, permits issued, plan checks in progress, approved plans and any other information required by your jurisdiction. Additionally, our Permit Technicians will assist with downloading digital permit files, scheduling of plan reviews and inspections, assisting internal and external customers and other necessary permit center functions.

Schedule of Hourly Billing Rates

SCHEDULE OF HOURLY BILLING RATES

PERSONNEL	HOURLY RATES
Building Permit Technician	\$75



TITLE

Calling the Municipal Election and Consolidating the Election with Napa County

RECOMMENDATION

Adopt a Resolution calling and giving notice of the Municipal Election to be held in the City of American Canyon on November 5, 2024, and requesting the Board of Supervisors of Napa County consolidate the Municipal Election with the Statewide Election.

CONTACT

Taresa Geilfuss, City Clerk

BACKGROUND & ANALYSIS

The American Canyon Municipal Code requires that the City's Municipal Elections be held on the first Tuesday following the first Monday in November of even-numbered years. It also requires the City Clerk to petition Napa County to consolidate the election with Statewide Elections being held on that date.

The terms of Mayor Leon Garcia, and Councilmembers Pierre Washington and Mariam Aboudamous expire in 2024. A Municipal Election must be held on November 5, 2024 to fill these seats.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Not applicable.

FISCAL IMPACT

The cost of a consolidated election is split between the number of entities on the ballot, number of positions, and number of ballot measures. The proposed FY2024-25 Budget is anticipated to include \$80,000 for the City's November 2024 Municipal Election based on an estimate provided by the Napa County Elections Division.

ENVIRONMENTAL REVIEW

15378(b) - The action is not a "Project" subject to the California Environmental Quality Act ("CEQA") because it does not qualify as a "Project" under Public Resources Code Sections 21065 and 21080 and in Section 15378(b) of Title 14 of the California Code of Regulations.

ATTACHMENTS:

1. Resolution - Municipal Election

RESOLUTION NO. 2024-

A RESOLUTION CALLING AND GIVING NOTICE OF A MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 5, 2024, AND REQUESTING CONSOLIDATION OF THIS ELECTION WITH THE STATEWIDE GENERAL ELECTION

WHEREAS, under the provisions of the laws relating to general law cities in the State of California and the City of American Canyon's Municipal Code, a Municipal Election shall be held on November 5, 2024, for the election of certain municipal officers; and

WHEREAS, pursuant to the California Elections Code, the City Council of the City of American Canyon calls and gives notice of the Municipal Election; and

WHEREAS, it is desirable that the Municipal Election be consolidated with the Statewide Election to be held on the same date, and that within the city, the precincts, polling places, and election officers of the two elections be the same, and that the Napa County Elections Division of Napa County canvass the returns of the Municipal Election and that this election be held in all respects as if there were only one election.

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. Pursuant to the requirements of the laws of the State of California relating to general law cities, there is called and ordered to be held in the City of American Canyon on Tuesday, November 5, 2024, a Municipal Election for the purpose of electing two members of the City Council for full four-year terms and one Mayor for a full four-year term.

Section 2. The ballots to be used at the election shall be in the form and content as required by law.

Section 3. That pursuant to the provisions of Section 10002 of the Elections Code of the State of California, the City Council of the City of American Canyon does hereby request the Napa County Board of Supervisors permit the County Elections Official to prepare and perform certain services for the City of American Canyon in relation to said Consolidated Election:

- a) Provide vote centers and vote center workers for said Vote-By-Mail Election and set compensation for such services;
- b) Provide processing of vote-by-mail ballots;
- c) Furnish indices, precinct supplies, appoint vote center workers, train vote center workers, and designate vote centers and official ballot drop boxes for all precincts;
- d) Procure and furnish any and all official ballots, notices, printed matter and all supplies and equipment and other necessary items in order to properly and lawfully conduct the Election;
- d) Hold central counting, count write-in votes and conduct official canvass of the ballots for the City of American Canyon for said Election;
- e) Certify the ballots received, used, spoiled or destroyed;

- f) All other necessary actions required for holding of the Election as may be requested by the city; and,
- g) Provide an itemized bill for services performed subsequent to the Election.

Section 4. Notice of the time and place of holding the Election is given and the City Clerk is authorized, instructed, and directed to give further or additional notice of the Election, in time, form and manner as required by law.

Section 5. Pursuant to the requirement of Elections Code Section 10403, the Board of Supervisors of the County of Napa is hereby requested to consent and agree to the consolidation of the City of American Canyon’s Municipal Election with the Statewide Election to be held on November 5, 2024.

Section 6. That the County Election Division is authorized to canvass the returns of the Election. The Election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. The election will be held and conducted in accordance with the provisions of law regulating the Statewide General Election.

Section 7. That the City of American Canyon recognizes that additional cost will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs that are not reimbursed by the State.

Section 8. That the City Clerk is hereby directed to file a certified copy of this Resolution with the Board of Supervisors and the County Elections Division of Napa County.

PASSED, APPROVED and ADOPTED at a Regular Meeting of the City Council of the City of American Canyon held on the 4th day of June 2024, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Leon Garcia, Mayor

ATTEST:

APPROVED AS TO FORM:

Taresa Geilfuss, City Clerk

William D. Ross, City Attorney



TITLE

Appropriations Limit for Fiscal Year 2024-25

RECOMMENDATION

Adopt a Resolution establishing the Appropriations Limit of \$24,403,653 for Fiscal Year 2024-25.

CONTACT

Juan Gomez, Finance Director

BACKGROUND & ANALYSIS

State law requires local agencies to set an appropriation limit each fiscal year. Only certain annual budget appropriations from proceeds of taxes, as defined by the law and accepted statewide guidelines, are subject to the limit. The appropriations limit is revised annually, usually upward, by a formula that uses a combination of percent changes in Statewide Per Capita Income (PCI) or Non-residential assessed valuation, if available, and City or County Population.

In November 1979, the people of California added Article XIII B to the State Constitution, which placed limitations on the appropriations of State and local governments. The Article was implemented by State Legislation that defined the process to calculate the appropriations limit and required that cities adopt a resolution setting an annual appropriations limit. The base year was set as fiscal year 1978-1979 and the first appropriations limit was applied to qualifying public agencies budgets for fiscal year 1980-1981.

In June 1990, the people approved Proposition 111, which, among other things, amended Article XIII-B. The amendment made significant changes to how the limit was calculated, what appropriations were subject to the limit, and added City Council resolution and independent audit requirements. One of the significant changes was to allow the City to make two choices when computing the appropriations limit:

- Inflation factor - choose between per capita income or increase in non-residential assessed valuation due to new construction
- Population factor – choose between City population growth and County population growth.

There are no penalties under Article XIII B for failure to adopt a limit. Compliance with the law is intended to be locally enforced by citizens. The State Government Code limits challenges in civil court to the appropriations limit calculation to a 45-day period after adoption.

If the portion of the City Budget that is subject to the appropriations limit exceeds the limit, the City can carry over the excess amount one year. If, after the second year, the City still exceeds the limit, the voters can approve a temporary override or the City would need to refund the excess amount to the people by lowering taxes or fees.

Updated Appropriations Limit

The change in the appropriations limit is calculated annually by staff from the information provided by the State Department of Finance each May. Consistent formulas are used to ensure an accurate calculation.

Proceeds of Taxes and Appropriations Subject to Limit

After the annual appropriations limit is calculated, the appropriations that are subject to the limit are determined. The appropriations limit only applies to appropriations that are funded from proceeds of taxes. Proceeds of taxes are fairly well defined in the statewide guidelines; however, the method to determine which appropriations are from proceeds of taxes can be complicated.

FY 2024-25 Appropriation Limit

The Fiscal Year 2024-25 appropriations limit was calculated using the Statewide Per Capita Personal Income increase of 3.62% and the City population increase of 1.77%. When applying these factors, the prior year limit increased by 5.45%.

City Limit

The appropriations limit increased \$1,261,260 to \$24,403,653 (Resolution in Attachment 1). Appropriations that are subject to the limit are \$21,532,074 so the City is under the appropriation limit by \$2,871,579. The detail computations are presented in the Appropriations Spending Limit Worksheet (Attachment 2).

Public Notice

As required by State Law, detailed worksheets supporting the appropriation limit calculations have been available for review by the public in the City Clerk's Office. Also, as required, a public notice has been published for this meeting to adopt the appropriations resolution.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Not applicable.

FISCAL IMPACT

None

ENVIRONMENTAL REVIEW

None.

ATTACHMENTS:

1. Resolution City Appropriations Limit
2. Appropriations Limit FY 2024-25

RESOLUTION NO. 2024-_____

A RESOLUTION ESTABLISHING THE APPROPRIATIONS LIMIT
FOR FISCAL YEAR 2024-25

PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION

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

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

WHEREAS, the City Manager has conducted the necessary analysis and calculations to determine the appropriations limit for fiscal year 2024-25, relying on the permanent fiscal year 1993-1994 limit approved by the voters on November 3, 1994, and the following two adjustment factors: *Change in Population*; and *Change in Per Capita Income*; and

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

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

1. The annual adjustment factors used to calculate the Fiscal Year 2024-25 appropriations limit shall be the change in State Per Capita Income 3.62% and January 2024 City population change of 1.77%.
2. The new Appropriation Limit for Fiscal Year 2024-25 shall be and is hereby set in the amount of \$24,403,653.
3. The Fiscal Year 2024-25 Adopted Budget appropriations subject to the appropriation limit is \$21,532,074.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on 4th day of June, 2024, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Leon Garcia, Mayor

ATTEST:

APPROVE AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney

APPROPRIATIONS SPENDING LIMIT (Prop. 4 "Gann Limit")

City of American Canyon

FY 2024-2025

Calculation of Spending Limit

Last Year's Limit (FY 2023-24) \$ 23,142,393

Adjustment Factors:

Change in Population/City 1.0177

**Change in Non-residential
Assessed Valuation N/A**

Change in Per Capita Income 1.0362

1.0545

Total Adjustment (Percent) 5.45%

Total Adjustment (Dollars) 1,261,260

NEW APPROPRIATION LIMIT FOR FISCAL YEAR 2024-25 \$ 24,403,653

Appropriations in Fiscal Year 2024-25 Compared to Limit

Proceeds from Taxes 21,532,074

Less Exclusions: -

Appropriations Subject to Limitation 21,532,074

Appropriations Limit for FY 2024-25 24,403,653

Amount Under Limit \$ 2,871,579

Determination of Proceeds of Taxes

(Source: Adopted Budget for FY 2024-25)

REVENUE	PROCEEDS OF TAXES	NON- PROCEEDS	TOTAL
Taxes			
Property Tax	12,271,000		12,271,000
Prop Tax In Lieu of Veh Lic Fees	2,320,300		2,320,300
Transfer Tax	120,000		120,000
Sales Tax	3,850,000		3,850,000
Transient Occupancy Tax	2,059,000		2,059,000
Tourist Business Imp District Tax	3,464		3,464
Card Room Admission Tax	340,000		340,000
Business License	260,000		260,000
Other Revenues:			
Franchise Fees		1,167,000	1,167,000
Vehicle Code Fines		121,000	121,000
Public Work Fees		13,600	13,600
Building Permits/Plan Check Fees		907,600	907,600
Planning Fees		19,800	19,800
Transfers In		4,841,991	4,841,991
Miscellaneous		3,304,199	3,304,199
SUBTOTAL	21,223,764	10,375,190	31,598,954
Allocation of Interest			
Subtotals Percent of Total	67.17%	32.83%	100.00%
Interest Allocation	308,310	150,690	459,000
Total with Interest	\$ 21,532,074	10,525,880	\$ 32,057,954



TITLE

Fiscal Year 2024-25 Recommended Budget for Adoption

RECOMMENDATION

Adopt a Resolution to approve the Final Recommended Budget for Fiscal Year 2024-25 and authorize the City Manager to increase the appropriations for FY 2024-25 expenditures in an amount not to exceed the amount encumbered for expenses that did not occur prior to the end of FY 2023-24 but are expected to be expended in FY 2024-25 consistent with the original purpose.

CONTACT

Juan Gomez - Finance Director

BACKGROUND & ANALYSIS

The Fiscal Year (FY) 2024-25 Budget process kicked off in February. Finance Department staff has developed the Final Recommended Budget in collaboration with other City departments, the Assistant City Manager and the City Manager. The "Proposed Budget" was presented to the Finance Subcommittee on May 9, 2024, and the City Council on May 21, 2024. This "Final Recommended Budget" is being brought forth for adoption, incorporating final estimates and updated information.

Changes from Proposed Budget

Significant revisions since the proposed budget that was presented on May 21, 2024, includes a decrease in Other Post Employment Benefits (OPEB) expense in the amount of \$226,271, resulting from a new actuarial valuation report that was recently completed. The General Fund portion is a decrease in OPEB expenses of \$146,498. General Fund revenues were also adjusted downward by \$53,700, primarily property tax revenues. The net was re-appropriated across various departments, including the addition of fourth seasonal worker in the General Fund, staff training in the finance department and an appropriation for new building security equipment citywide.

All Funds

The FY 2024-25 Proposed Budget for All Funds is approximately \$128.5M. This amount represents an increase of approximately \$900,000 (or less than 1%) from the FY 2023-24 Adopted Mid-Year Budget.

General Fund

The FY 2024-25 General Fund (GF) Proposed Budget is "balanced", with no projected deficit or surplus.

General Fund appropriations are approximately \$31.6M. This amount represents a decrease of \$2.8M (or 8.0%) from the FY 2023-24 Adopted Midyear GF Budget. Of note, last year's budget includes one-time fund balance transfers in the amount of \$5.0M to establish new "renovation and replacement funds". (These funds will be used to replace/replace aging infrastructure in the future).

To create a more useful comparison to the FY 2023-24 Midyear Adopted Budget, those one-time transfers are subtracted from the analysis. Then, the FY 2024-25 Proposed GF Budget represents an increase of approximately \$2.3M (or 7.7%).

Overall budget categories at their aggregate levels are shown in Attachment 2 - Summary of Proposed Revenues and Expenses. Estimated revenues and expenses (by fund) and projected ending fund balances are shown in Attachment 3.

General Fund Revenue

The FY 2024-25 Proposed GF Revenues total approximately \$31.6M. Of that amount, property taxes are expected to increase 4.4% (to \$14.7M). This increase reflects continued development activity and the sale of new homes in 2023. There is lag between a home sale and realization of new property tax. For example, home sales in 2023 are placed on the "January 2024 Property Tax Roll", and then become property tax revenue in FY 2024-25.

Sales tax revenues are estimated to decrease by \$550k to \$3.9M. This reduction reflects the expected closure of a top sales tax producer in February 2025. Other sales tax generated from existing taxpayers are expected to remain flat, however new businesses opening later this year will add to these revenues.

Transient Occupancy Taxes (TOT) revenues are projected to increase by \$309k to \$2.1M. This increase reflects the opening of a new hotel (Home to Suites) in Fall 2024. TOT revenues from the existing three properties are projected to remain flat. Additional hotels (Hampton Inn and Watson Ranch Hotel) are expected to increase TOT revenues in outlying fiscal years.

Other taxes, such Franchise Fees (\$1.2M), will continue to increase as American Canyon grows. Most of these estimates are based on consultant analysis of economic performance.

Transfers-in for support services are projected to increase by \$1.1M to \$3.5M. This increase reflects updated methodology for allocating certain costs not previously recovered from the Enterprise Funds. For example, the cost of the City Manager's office, City Clerk or Communications were not previously included in the calculation for reimbursement from the Enterprise Funds.

The remainder of the operational revenues are budgeted conservatively but continue to grow moderately. Most of these estimates are based on consultant analysis of economic performance and will be reassessed as more information becomes available.

General Fund Expenditures

The FY 2024-25 Proposed GF Expenditures total approximately \$31.6M. Of that amount, personnel expenditures - including cost-of-living-adjustments for employees, step increases and re-classifications for eligible employees, costs for employee retirement benefits, and Other Post-Employment Benefits - are proposed to increase by \$1M (or 11.2%) to \$10.4M.

Of note, investment returns of the CalPERS pension system and CERBT trust fell short of expectations, resulting in increased retirement and OPEB costs in FY2024-25. As mentioned above a new valuation report was received from the City's consultant in late May and is incorporated in the final budget. The new valuation report includes updated employee and retiree census information, assumption changes and value of assets in the City's OPEB trust, which resulted in lower OPEB expenses across various funds.

The Proposed Budget includes the addition of (1) Management Analyst and (1) Capital Projects Coordinator in the Public Works Department. These new positions were identified in a recent organizational study and are vital to the delivery of projects in the Capital Improvement Program (CIP). An organizational chart and description of the proposed Public Works Department structure will be provided as part of the Final Budget.

The Proposed Budget also includes filling three (3) currently vacant full-time Maintenance Worker positions and the addition of seven (7) seasonal Maintenance Workers. Of the seasonal workers, four (4) are allocated to the General Fund and the other are allocated to the Enterprise Funds. Regardless of whether these employees work in an office or in the field, these new "boots on the ground" will aid in the delivery of new projects and services to the community.

Non-personnel expenditures include a \$0.9M increase to the Sheriff Contract for Police Services, totaling \$9.4M. The increase reflects costs salaries, benefits and insurance, but does not include any increased staffing.

Contributions to the Internal Service Fund (ISF) for Fleet and Information Technology (IT) are proposed to increase 7.4%, resulting from continued replacement of the City's vehicle fleet with leased vehicles. The majority of the City's fleet is now under three years old and under the Enterprise lease program.

Increases to the IT ISF are attributed to technological upgrades (financial system upgrade, new permitting software) and increases to the contract with the third-party IT provider.

Fund Balance

GF Fund Balance is proposed to be \$10.5M. Fund Balance will be comprised of \$1.6M in restricted funds, \$1.0M in undesignated reserve, with \$7.9M reserved for contingency. The GF Contingency Reserve represents 25% of the proposed FY24-25 expenditures and will remain fully funded under the proposed budget.

Capital Improvement Program

The Capital Improvement Program (CIP) is primarily funded from restricted sources (such as Gas Tax, etc.), as well as Enterprise Funds, where appropriate.

Proposed CIP expenses total \$35.2M. Notable expenses include \$13.2M for Green Island Rd Reconstruction/Utility Undergrounding Project and \$6.2M for Rancho Del Mar Paving and Utility Improvements.

The CIP includes prior appropriations of \$4.7M American Rescue Plan Act (ARPA) funding that will also be combined with other sources to provide previously approved improvements. The Proposed Budget includes allocating the remainder of the \$0.2M ARPA funds to the Corporation Yard Relocation Project.

Water Fund

The FY 2024-25 Water Fund Proposed Budget is balanced, with no projected deficit or surplus.

Water Fund revenues are projected to be \$16.3M, with operations revenues projected to increase by \$0.5M to \$10.5M as a result of anticipated increases to service rates in January 2025.

Water Fund expenditures are projected to be \$16.2M. Water Operation expenses are projected to increase \$0.1M to \$14.7M primarily due to a major membrane replacement project at the treatment plant offset by decreased costs for water purchases. The recently completed rate study provides for upfront cash funding for the \$1.2M membrane filters instead of financing.

Capacity fee revenues are projected at \$4.7M. Of note, many of the revenues projected in the Midyear 2023-24 Budget are not yet received and are now projected to be collected in FY2024-25. These revenues are collected from development projects and funds will be utilized as the water system is expanded.

Wastewater Fund

The FY 2024-25 Wastewater Fund Proposed Budget is projected to have a deficit of \$3.0M.

Wastewater Fund revenues are projected to increase by \$0.2M to \$11.3M, with operations revenues projected to increase \$0.1M to \$5.3M.

Wastewater Fund expenditures are projected to be \$14.3M. Wastewater operations expenses are projected to increase by \$1.9M to \$9.4M, primarily to fund capital projects, as the contribution to the CIP is \$2.5M.

Also, as intended in the recently completed rate study, rates were not increased as much as needed in anticipation of drawing down reserves to the minimum target.

Capacity Fee revenues are projected at \$2.5M, expenses are projected at \$0.6M and include a \$0.5M transfer to the CIP for a pump station replacement.

Recycled Water Fund

This newly created fund is now reported as a separate enterprise in our financial statements. Recycled Water is a key aspect of our water supply system – and as such – it was appropriate to create a separate enterprise fund separate from the Water and Wastewater Enterprise Funds. The proposed fund revenue totals \$0.3M and proposed expenditures total \$1.2M.

FY 2023-24 was the first year that employees will be partially allocated to this fund which is reflected in the operational costs for the fund. A rate study was recently completed, increasing the rates for recycled water to fund operational costs, and as more customers join the system, more revenue will be available to help this enterprise become self-sufficient.

Internal Services Funds

The City has historically maintained four (4) internal service funds (ISF) to support city services: Building Maintenance, Fleet, Information Technology, and Legal Services. The FY 2023-24 Budget created four (4) new "Renovation and Replacement Funds", as well as a new Pension Stabilization Fund, bringing the total internal service funds to nine (9).

The goal of any ISF is to breakeven over time. Fund balances are allowable if there is a plan to use those resources to fulfill the objective of the fund, such as information technology replacement, fleet replacements or other asset replacements such as playground equipment, streets, or civic facilities.

Total ISF revenues are projected to increase \$0.5M to \$4.4M. Total ISF expenditures are projected to increase by \$0.2M to \$5.0M.

Fund Balance in the Fleet ISF has been built to pay for the outfitting of three (3) police interceptor vehicles. Fund Balance in the Parks Renovation and Repair ISF is to be drawn down for the Veteran's Park Playground replacement. (Of note, renovations of other playgrounds are included in the LLAD budget, and was approved by Council on May 21, 2024)

Debt Service

The City maintains total debt of \$10.9M as of June 30, 2023. This amount represents 8% of the City's

All Funds amount. Annual debt service payments total \$1.0M in FY 2024-25 across a number of funding sources, excluding non-financed long-term liabilities such as compensated absences, claims and judgments, net pension liability, and other post-employment benefits.

Looking Towards the Future

Projected growth in American Canyon will increase our property tax base, which accounts for over half of the City's discretionary income. New residential, industrial and commercial development will also likely increase sales tax revenues to help pay for City services as more residents shop and dine in town and more businesses open up. There are also three (3) proposed new hotels, with one currently under construction, that would supplement TOT revenues and a new fast casual restaurant, which is expected to open in Summer 2024.

The City has fully recovered from the pandemic lows and with new developments underway the city has a mix of healthy future revenue growth projections. Our projections for Fiscal Year 2024-25 continue to evolve with continued inflationary pressures in mind, we have begun to see minimal to no growth in many sales tax categories and a slowdown in existing home sales as inventory continues to be limited. New homes continue to sell and add to the City's property tax base, although persistently high interest rates have tempered demand somewhat as American Canyon continues to be a desirable place to live and remains the most affordable area in the County.

Staff has also developed a 5-Year forecast providing analysis on projected revenues, employee benefits, pension costs and non-personnel expense trends (attachment 4).

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

The Recommended Action adopts the Annual Operating Budget for Fiscal Year 2024-25.

The draft online budget book is located at the following link: [Budget Book](#)

ENVIRONMENTAL REVIEW

15378(b) - The action is not a "Project" subject to the California Environmental Quality Act ("CEQA") because it does not qualify as a "Project" under Public Resources Code Sections 21065 and 21080 and in Section 15378(b) of Title 14 of the California Code of Regulations.

ATTACHMENTS:

- [1. Resolution to Adopt FY 2024-25 Budget](#)
- [2. Summary of Proposed Revenues, and Expenses FY 2024-25](#)
- [3. Summary of Projected Fund Balances FY 2024-25](#)

4. 5-Year General Fund Forecast

5. Key Performance Indicators

RESOLUTION NO. 2024-_____

**RESOLUTION APPROVING ADOPTION OF THE RECOMMENDED OPERATING BUDGET
FOR FISCAL YEAR 2024-25**

WHEREAS, the Finance Subcommittee and City Council reviewed the Fiscal Year 2024-25 Citywide Proposed Operating Budget on May 9th and May 21st, 2024, respectively, and provided direction for the Recommended Operating Budget; and

WHEREAS, the Recommend Operating Budget proposes a balanced General Fund budget for Fiscal Year 2024-25 when including Developer Projects; and

WHEREAS, the City Manager has prepared a Recommended Fiscal Year 2024-25 Operating Budget that incorporates the Council requested changes and provides for organizational adjustments and allocations of resources in a manner which aligns with available resources; and

WHEREAS, the Summary of Proposed Revenues and Expenses attached hereto, reflects the Fiscal Year 2024-25 Budget for Governmental and Proprietary Funds for the City of American Canyon; and

WHEREAS, the City Council is required to adopt a Fiscal Year 2024-25 Budget before July 1, 2024

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby adopts the Recommended Citywide Operating Budget for Fiscal Year 2024-25, as shown generally attached hereto and incorporated herein as attachments 2 and 3

BE IT FURTHER RESOLVED that the City Council of the City of American Canyon authorize the City Manager to increase the appropriations for Fiscal Year 2024-25 expenditures in an amount not to exceed the amount encumbered for expenses that did not occur prior to the end of Fiscal Year 2023-24 but are expected to be expended in Fiscal Year 2024-25 consistent with the original purpose.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 4th day of June, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Leon Garcia, Mayor

ATTEST:

Taresa Geilfuss, City Clerk

Proposed Budget General Fund Revenues and Expenditures

REVENUES	2018-19 Actuals	2019-20 Actuals	2020-21 Actuals	2021-22 Actuals	2022-23 Actuals	2023-24 Midyear Adopted Budget	2024-25 Budget (Proposed)	% of Budget
PROPERTY TAX	10,552,090.00	11,140,203.00	11,348,827.00	12,194,040.00	12,469,791.00	14,085,402.00	14,711,300.00	46.6%
SALES TAX	2,710,944.00	2,463,610.00	2,848,230.00	3,095,329.00	5,901,732.00	4,400,000.00	3,850,000.00	12.2%
TRANSIENT OCCUPANCY TAX	1,548,920.00	1,140,969.00	885,394.00	1,643,934.00	1,573,877.00	1,750,000.00	2,059,000.00	6.5%
OTHER TAXES	688,897.00	382,440.00	319,570.00	561,532.00	601,576.00	621,800.00	603,464.00	1.9%
TOTAL TAX REVENUES	15,500,851.00	15,127,222.00	15,402,021.00	17,494,835.00	20,546,976.00	20,857,202.00	21,223,764.00	67.2%
FRANCHISE FEES	750,990.00	784,698.00	814,696.00	839,555.00	1,031,184.00	1,133,520.00	1,167,000.00	3.7%
LICENSES AND PERMITS	218,405.00	308,107.00	362,504.00	505,802.00	805,052.00	890,779.00	941,000.00	3.0%
FINES, FORFEITURES, AND PENALTIES	139,272.00	60,068.00	70,242.00	102,326.00	147,502.00	110,867.00	136,500.00	0.4%
INTERGOVERNMENTAL	290,984.00	61,093.00	82,743.00	61,789.00	46,737.00	94,100.00	105,500.00	0.3%
CHARGES FOR SERVICES	1,825,774.00	944,836.00	1,164,863.00	1,651,732.00	2,134,359.00	2,088,836.00	1,875,945.00	5.9%
INVESTMENT EARNINGS (INTEREST AND RENTS)	987,814.00	1,070,610.00	92,279.00	(831,019.00)	340,808.00	440,529.00	792,129.00	2.5%
MISCELLANEOUS	715,515.00	480,117.00	371,170.00	515,850.00	645,735.00	450,486.00	515,125.00	1.6%
TOTAL OPERATING REVENUES	4,928,754.00	3,709,529.00	2,958,497.00	2,846,035.00	5,151,377.00	5,209,117.00	5,533,199.00	17.5%
TRANSFERS IN - INTERFUND FOR SUPPORT SERVICES	1,313,800.00	1,385,500.00	1,486,362.00	1,529,924.00	1,949,627.00	2,386,393.00	3,484,841.00	11.0%
TRANSFERS IN - GASOLINE TAX	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	300,000.00	400,000.00	1.3%
TRANSFERS IN - CAPITAL PROJECTS	520,292.00	371,030.00	416,398.00	163,491.00	-	-	-	0.0%
TRANSFERS IN - OTHER	300,800.00	183,654.00	429,752.00	440,326.00	932,098.00	894,150.00	957,150.00	3.0%
TOTAL TRANSFERS IN	2,434,892.00	2,240,184.00	2,632,512.00	2,433,741.00	3,181,725.00	3,580,543.00	4,841,991.00	15.3%
TOTAL REVENUES	22,864,497.00	21,076,935.00	20,993,030.00	22,774,611.00	28,880,078.00	29,646,862.00	31,598,954.00	100.0%
EXPENDITURES								
SALARIES	4,680,995.00	5,090,516.00	4,392,433.00	4,975,258.00	5,514,643.00	6,334,965.00	7,010,943.00	22.2%
BENEFITS	1,231,393.00	1,204,813.00	1,292,298.00	1,284,293.00	1,402,693.00	1,569,458.00	1,734,492.00	5.5%
RETIREMENT (CalPERS)	659,567.00	731,134.00	730,520.00	851,515.00	937,812.00	908,594.00	1,098,918.00	3.5%
RETIREE MEDICAL (OPEB)	312,405.00	287,655.00	476,347.00	519,659.00	496,679.00	526,342.00	543,802.00	1.7%
TOTAL PERSONNEL	6,884,360.00	7,314,118.00	6,891,598.00	7,630,725.00	8,351,827.00	9,339,359.00	10,388,155.00	32.9%
SUPPLIES AND SERVICES	5,578,997.00	4,620,694.00	3,658,525.00	5,243,955.00	7,500,869.00	8,461,197.00	8,638,629.00	27.4%
INTERNAL SERVICE FEES	1,230,500.00	363,500.00	1,443,200.00	1,602,995.00	1,444,689.00	2,124,398.00	2,283,128.00	7.2%
DEBT SERVICE	792,769.00	473,159.00	54,670.00	135,380.00	115,985.00	505,588.00	507,098.00	1.6%
SHERIFF CONTRACT	6,210,313.00	6,751,165.00	6,778,700.00	7,227,151.00	7,681,635.00	8,502,293.00	9,419,409.00	29.8%
UTILITES	441,740.00	492,072.00	469,878.00	425,258.00	403,539.00	501,500.00	455,300.00	1.4%
CAPITAL OUTLAY	23,712.00	103,432.00	29,107.00	183,764.00	31,733.00	20,000.00	55,500.00	0.2%
MISCELLANEOUS	(236,059.00)	(36,680.00)	(45,807.00)	(56,549.00)	(64,135.00)	(96,051.00)	(178,738.00)	
TOTAL NON-PERSONNEL	14,041,972.00	12,767,342.00	12,388,273.00	14,761,954.00	17,114,315.00	20,018,925.00	21,180,326.00	67.0%
TRANSFERS OUT - CAPITAL PROJECTS	136,057.00	524,912.00	-	-	700,000.00	-	-	
TRANSFERS OUT - OTHER	-	38,666.00	299,646.00	-	-	5,067,473.00	30,473.00	
TOTAL TRANSFERS OUT	136,057.00	563,578.00	299,646.00	-	700,000.00	5,067,473.00	30,473.00	0.1%
TOTAL EXPENDITURES	21,062,389.00	20,645,038.00	19,579,517.00	22,392,679.00	26,166,142.00	34,425,757.00	31,598,954.00	100.0%
Revenues Less Expenditures	1,802,108.00	431,897.00	1,413,513.00	381,932.00	2,713,936.00	(4,778,895.00)	-	
Total Fund Balance	10,359,214.00	10,791,111.00	12,204,624.00	12,586,556.00	15,300,492.00	10,521,597.00	10,521,597.00	

Proposed Budget Special Revenue Funds Revenues and Expenditures

REVENUES	2018-19 Actuals	2019-20 Actuals	2020-21 Actuals	2021-22 Actuals	2022-23 Actuals	2023-24 Midyear Adopted Budget	2024-25 Budget (Proposed)
PROPERTY TAX	581,237.00	637,547.00	668,114.00	665,443.00	651,971.00	703,750.00	722,750.00
SALES TAX	9,434,516.00	1,731,038.00	1,218,056.00	1,885,379.00	1,986,982.00	1,760,000.00	1,800,000.00
<i>TOTAL TAX REVENUES</i>	10,015,753.00	2,368,585.00	1,886,170.00	2,550,822.00	2,638,953.00	2,463,750.00	2,522,750.00
LICENSES AND PERMITS	-	-	-	-	-	-	-
INTERGOVERNMENTAL	2,830,048.00	1,744,147.00	4,544,174.00	5,041,915.00	2,364,007.00	20,130,004.00	13,766,021.00
CHARGES FOR SERVICES	-	100,000.00	2,342.00	6,913.00	4,495.00	30,124.00	24,400.00
INVESTMENT EARNINGS (INTEREST AND RENTS)	192,943.00	242,413.00	72,179.00	(79,054.00)	320,385.00	289,955.00	755,650.00
MISCELLANEOUS	37,823.00	12,540.00	494,094.00	37,083.00	598,729.00	107,575.00	166,307.00
<i>TOTAL OPERATING REVENUES</i>	3,060,814.00	2,099,100.00	5,112,789.00	5,006,857.00	3,287,616.00	20,557,658.00	14,712,378.00
TRANSFERS IN - OTHER	-	-	232,146.00	-	-	30,473.00	30,473.00
TOTAL REVENUES	13,076,567.00	4,467,685.00	7,231,105.00	7,557,679.00	5,926,569.00	23,051,881.00	17,265,601.00
EXPENDITURES							
SUPPLIES AND SERVICES	1,081,227.00	480,590.00	455,710.00	733,575.00	867,002.00	1,391,287.00	2,175,420.00
DEBT SERVICE	-	-	-	-	-	-	-
UTILITES	116,794.00	102,788.00	115,704.00	97,122.00	116,303.00	152,300.00	152,000.00
<i>TOTAL NON-PERSONNEL</i>	1,198,021.00	583,378.00	571,414.00	830,697.00	983,305.00	1,543,587.00	2,327,420.00
TRANSFERS OUT - CAPITAL PROJECTS	1,268,375.00	1,484,049.00	4,705,952.00	4,109,291.00	4,119,981.00	23,440,414.00	16,552,266.00
TRANSFERS OUT - OTHER	984,739.00	642,630.00	832,321.00	844,229.00	881,487.00	918,250.00	1,154,650.00
<i>TOTAL TRANSFERS OUT</i>	2,253,114.00	2,126,679.00	5,538,273.00	4,953,520.00	5,001,468.00	24,358,664.00	17,706,916.00
TOTAL EXPENDITURES	3,451,135.00	2,710,057.00	6,109,687.00	5,784,217.00	5,984,773.00	25,902,251.00	20,034,336.00
Revenues Less Expenditures	9,625,432.00	1,757,628.00	1,121,418.00	1,773,462.00	(58,204.00)	(2,850,370.00)	(2,768,735.00)
Total Fund Balance	10,435,252.00	12,192,880.00	13,314,298.00	15,087,760.00	15,029,556.00	12,179,186.00	9,410,451.00

Proposed Budget Capital Projects Funds Revenues and Expenditures

REVENUES	2018-19 Actuals	2019-20 Actuals	2020-21 Actuals	2021-22 Actuals	2022-23 Actuals	2023-24 Midyear Adopted Budget	2024-25 Budget (Proposed)
CHARGES FOR SERVICES	681,838.00	2,702,106.00	1,666,282.00	2,108,046.00	2,717,169.00	6,923,799.00	5,674,200.00
INVESTMENT EARNINGS (INTEREST AND RENTS)	166,629.00	160,035.00	41,200.00	(44,459.00)	139,754.00	124,600.00	381,900.00
INTERGOVERNMENTAL							6,532,828.00
MISCELLANEOUS	159,685.00	91,898.00	11,059.00	29,138.00	-	6,000.00	6,000.00
<i>TOTAL OPERATING REVENUES</i>	1,008,152.00	2,954,039.00	1,718,541.00	2,092,725.00	2,856,923.00	7,054,399.00	12,594,928.00
TRANSFERS IN - GASOLINE TAX	142,887.00	(33,531.00)	-	-	-	-	-
TRANSFERS IN - CAPITAL PROJECTS	1,538,534.00	2,132,940.00	6,419,788.00	4,537,661.00	5,692,033.00	25,412,038.00	30,223,033.00
TRANSFERS IN - OTHER	161,419.00	542,959.00		-	-	-	-
<i>TOTAL TRANSFERS IN</i>	1,842,840.00	2,642,368.00	6,419,788.00	4,537,661.00	5,692,033.00	25,412,038.00	30,223,033.00
<i>TOTAL REVENUES</i>	2,850,992.00	5,596,407.00	8,138,329.00	6,630,386.00	8,548,956.00	32,466,437.00	42,817,961.00
EXPENDITURES							
SUPPLIES AND SERVICES	119,360.00	1,373,121.00	132,000.00	389,287.00	1,969,439.00	291,670.00	238,000.00
DEBT SERVICE	-	286,977.00	284,024.00	2,072,431.00	-	-	-
CAPITAL OUTLAY	1,837,531.00	2,642,367.00	6,181,988.00	4,681,249.00	3,737,939.00	27,177,715.00	30,716,237.00
<i>TOTAL NON-PERSONNEL</i>	1,956,891.00	4,302,465.00	6,598,012.00	7,142,967.00	5,707,378.00	27,469,385.00	30,954,237.00
TRANSFERS OUT - CAPITAL PROJECTS	1,075,117.00	633,406.00	487,409.00	25,510.00	481,716.00	2,701,498.00	8,610,212.00
TRANSFERS OUT - OTHER	212,500.00	162,500.00	237,800.00	-	-	-	62,500.00
<i>TOTAL TRANSFERS OUT</i>	1,287,617.00	795,906.00	725,209.00	25,510.00	481,716.00	2,701,498.00	8,672,712.00
<i>TOTAL EXPENDITURES</i>	3,244,508.00	5,098,371.00	7,323,221.00	7,168,477.00	6,189,094.00	30,170,883.00	39,626,949.00
Revenues Less Expenditures	(393,516.00)	498,036.00	815,108.00	(538,091.00)	2,359,862.00	2,295,554.00	3,191,012.00
Total Fund Balance	7,065,650.00	7,563,686.00	8,378,794.00	7,840,703.00	10,200,565.00	12,496,119.00	15,687,131.00

Proposed Budget Debt Service Funds Revenues and Expenditures

REVENUES	2018-19 Actuals	2019-20 Actuals	2020-21 Actuals	2021-22 Actuals	2022-23 Actuals	2023-24 Midyear Adopted Budget	2024-25 Budget (Proposed)
INVESTMENT EARNINGS (INTEREST AND RENTS)	3,335.00	(1,128.00)	(172.00)	-	-	-	-
MISCELLANEOUS	-	-	5,100,924.00	-	-	-	-
<i>TOTAL OPERATING REVENUES</i>	3,335.00	(1,128.00)	5,100,752.00	-	-	-	-
TRANSFERS IN - INTERFUND FOR SUPPORT SERVICES	792,769.00	760,136.00	338,694.00	-	-	-	-
TRANSFERS IN - OTHER	-	-	-	288,815.00	133,736.00	505,588.00	507,098.00
<i>TOTAL TRANSFERS IN</i>	792,769.00	760,136.00	338,694.00	288,815.00	133,736.00	505,588.00	507,098.00
<i>TOTAL REVENUES</i>	796,104.00	759,008.00	5,439,446.00	288,815.00	133,736.00	505,588.00	507,098.00
EXPENDITURES							
DEBT SERVICE	825,784.00	760,136.00	4,910,490.00	135,381.00	133,735.00	505,588.00	507,098.00
TRANSFERS OUT - OTHER	-	-	463,231.00	64,597.00	153,435.00	-	-
<i>TOTAL EXPENDITURES</i>	825,784.00	760,136.00	5,373,721.00	199,978.00	287,170.00	505,588.00	507,098.00
Revenues Less Expenditures	(29,680.00)	(1,128.00)	65,725.00	88,837.00	(153,434.00)	-	-
Total Fund Balance	-	(1,128.00)	64,597.00	153,434.00	-	-	-

Proposed Budget Water Enterprises Funds Revenues and Expenditures

REVENUES	2018-19 Actuals	2019-20 Actuals	2020-21 Actuals	2021-22 Actuals	2022-23 Actuals	2023-24 Midyear Adopted Budget	2024-25 Budget (Proposed)
FINES, FORFEITURES, AND PENALTIES	81,256.00	69,102.00	-	93,977.00	128,486.00	114,300.00	120,000.00
INTERGOVERNMENTAL	-	3,676.00	3,636.00	-	-	-	-
CHARGES FOR SERVICES	7,087,957.00	7,675,161.00	9,404,079.00	9,664,894.00	8,877,138.00	14,806,297.00	13,961,500.00
INVESTMENT EARNINGS (INTEREST AND RENTS)	326,813.00	311,733.00	1,272,103.00	(314,687.00)	302,496.00	136,378.00	844,238.00
MISCELLANEOUS	210,200.00	198,341.00	604,979.00	240,304.00	319,827.00	422,900.00	330,000.00
<i>TOTAL OPERATING REVENUES</i>	7,706,226.00	8,258,013.00	11,284,797.00	9,684,488.00	9,627,947.00	15,479,875.00	15,255,738.00
TRANSFERS IN - CAPITAL PROJECTS	1,291,469.00	534,237.00	5,686,595.00	-	-	-	-
INTRA-FUND TRANSFERS IN	-	-	587,591.00	89,641.00	85,674.00	2,127,356.00	1,017,813.00
<i>TOTAL TRANSFERS IN</i>	1,291,469.00	534,237.00	6,274,186.00	89,641.00	85,674.00	2,127,356.00	1,017,813.00
TOTAL REVENUES	8,997,695.00	8,792,250.00	17,558,983.00	9,774,129.00	9,713,621.00	17,607,231.00	16,273,551.00
EXPENSES							
SALARIES	861,510.00	1,017,524.00	922,624.00	995,678.00	1,154,909.00	1,343,755.00	1,495,911.00
BENEFITS	292,312.00	345,149.00	446,617.00	357,309.00	427,095.00	442,516.00	493,757.00
RETIREMENT (CalPERS)	134,315.00	142,735.00	160,516.00	159,730.00	184,244.00	156,258.00	180,346.00
RETIREE MEDICAL (OPEB)	53,911.00	65,897.00	146,654.00	80,835.00	(173,286.00)	122,517.00	128,656.00
<i>TOTAL PERSONNEL</i>	1,342,048.00	1,571,305.00	1,676,411.00	1,593,552.00	1,592,962.00	2,065,046.00	2,298,670.00
SUPPLIES AND SERVICES	2,773,451.00	3,089,647.00	3,094,249.00	4,566,223.00	5,611,516.00	6,235,051.00	6,090,500.00
INTERNAL SERVICE FEES	191,200.00	97,500.00	178,300.00	363,150.00	463,970.00	830,683.00	1,097,992.00
DEBT SERVICE	431,124.00	427,373.00	275,989.00	438,906.00	192,349.00	191,013.00	217,209.00
UTILITIES	139,116.00	135,096.00	175,716.00	73,194.00	75,433.00	85,400.00	100,700.00
CAPITAL OUTLAY	1,291,469.00	539,440.00	586,549.00	30,000.00	140,666.00	2,188,785.00	925,000.00
MISCELLANEOUS	(32,245.00)	684,332.00	805,496.00	1,279,768.00	851,093.00	-	(149,378.00)
<i>TOTAL NON-PERSONNEL</i>	4,794,115.00	4,973,388.00	5,116,299.00	6,751,241.00	7,335,027.00	9,530,932.00	8,282,023.00
TRANSFERS OUT - CAPITAL PROJECTS	469,278.00	534,237.00	536,601.00	716,989.00	415,250.00	1,763,509.00	2,794,000.00
TRANSFERS OUT - OTHER	622,156.00	672,993.00	4,504,054.00	823,607.00	1,032,672.00	1,032,672.00	1,807,030.00
INTRA-FUND TRANSFERS OUT	-	-	587,590.00	89,641.00	85,674.00	2,127,356.00	1,017,813.00
<i>TOTAL TRANSFERS OUT</i>	1,091,434.00	1,207,230.00	5,628,245.00	1,630,237.00	1,533,596.00	4,923,537.00	5,618,843.00
TOTAL EXPENSES	7,227,597.00	7,751,923.00	12,420,955.00	9,975,030.00	10,461,585.00	16,519,515.00	16,199,536.00
Revenues Less Expenses	1,770,098.00	1,040,327.00	5,138,028.00	(200,901.00)	(747,964.00)	1,087,716.00	74,015.00
Total Net Position	34,008,771.00	35,049,098.00	40,187,126.00	39,986,225.00	39,238,261.00	40,325,977.00	40,399,992.00

Proposed Budget Wastewater Enterprises Funds Revenues and Expenditures

REVENUES	2018-19 Actuals	2019-20 Actuals	2020-21 Actuals	2021-22 Actuals	2022-23 Actuals	2023-24 Midyear Adopted Budget	2024-25 Budget (Proposed)
FINES, FORFEITURES, AND PENALTIES	64,802.00	44,943.00	-	64,931.00	81,785.00	90,000.00	90,000.00
INTERGOVERNMENTAL	5,430.00	5,393.00	-	36,189.00	-	-	-
CHARGES FOR SERVICES	4,489,068.00	4,546,339.00	5,070,156.00	5,398,272.00	5,176,056.00	8,133,010.00	7,449,600.00
INVESTMENT EARNINGS (INTEREST AND RENTS)	334,159.00	305,318.00	192,391.00	56,053.00	336,057.00	264,186.00	362,749.00
MISCELLANEOUS	9,249.00	22,878.00	52,451.00	17,936.00	89,761.00	20,000.00	10,000.00
<i>TOTAL OPERATING REVENUES</i>	4,902,708.00	4,924,871.00	5,314,998.00	5,573,381.00	5,683,659.00	8,507,196.00	7,912,349.00
TRANSFERS IN - INTERFUND FOR SUPPORT SERVICES	389,500.00	389,444.00	-	-	-	75,000.00	-
TRANSFERS IN - CAPITAL PROJECTS	724,229.00	659.00	57,125.00	64,597.00	180,888.00	250,000.00	300,000.00
TRANSFERS IN - OTHER	81,991.00	-	-	-	-	-	-
INTRA-FUND TRANSFERS IN	-	-	3,140,382.00	1,273,515.00	369,225.00	2,131,752.00	3,062,517.00
<i>TOTAL TRANSFERS IN</i>	1,195,720.00	390,103.00	3,197,507.00	1,338,112.00	550,113.00	2,456,752.00	3,362,517.00
<i>TOTAL REVENUES</i>	6,098,428.00	5,314,974.00	8,512,505.00	6,911,493.00	6,233,772.00	10,963,948.00	11,274,866.00
EXPENSES							
SALARIES	1,029,837.00	1,085,841.00	1,037,860.00	1,076,335.00	1,116,550.00	1,275,346.00	1,462,914.00
BENEFITS	303,780.00	270,735.00	376,555.00	120,978.00	307,291.00	368,842.00	408,954.00
RETIREMENT (CalPERS)	168,410.00	173,543.00	179,676.00	196,820.00	274,529.00	225,502.00	279,203.00
RETIREE MEDICAL (OPEB)	69,641.00	77,958.00	74,459.00	105,082.00	205,807.00	128,160.00	132,513.00
<i>TOTAL PERSONNEL</i>	1,571,668.00	1,608,077.00	1,668,550.00	1,499,215.00	1,904,177.00	1,997,850.00	2,283,584.00
SUPPLIES AND SERVICES	717,351.00	647,897.00	689,418.00	614,884.00	612,788.00	1,519,022.00	1,219,780.00
INTERNAL SERVICE FEES	230,600.00	115,100.00	249,100.00	321,050.00	501,825.00	762,351.00	867,867.00
DEBT SERVICE	994,911.00	1,007,461.00	2,258,905.00	1,239,548.00	960,102.00	530,103.00	277,186.00
UTILITIES	378,339.00	323,049.00	475,771.00	360,531.00	335,012.00	518,700.00	616,800.00
CAPITAL OUTLAY	876,023.00	4,269.00	4,822,678.00	1,617,717.00	834,215.00	2,204,878.00	3,088,662.00
MISCELLANEOUS	(251,812.00)	637,736.00	(4,210,761.00)	(662,144.00)	413,670.00	-	(177,478.00)
<i>TOTAL NON-PERSONNEL</i>	2,945,412.00	2,735,512.00	4,285,111.00	3,491,586.00	3,657,612.00	5,535,054.00	5,892,817.00
TRANSFERS OUT - CAPITAL PROJECTS	833,477.00	659.00	7,637.00	20,449.00	149,364.00	95,550.00	1,567,000.00
TRANSFERS OUT - OTHER	1,086,988.00	1,112,839.00	1,739,155.00	765,906.00	1,002,721.00	1,123,854.00	1,513,455.00
INTRA-FUND TRANSFERS OUT	-	-	3,140,382.00	1,273,515.00	369,225.00	1,916,678.00	3,062,519.00
<i>TOTAL TRANSFERS OUT</i>	1,920,465.00	1,113,498.00	4,887,174.00	2,059,870.00	1,521,310.00	3,136,082.00	6,142,974.00
<i>TOTAL EXPENSES</i>	6,437,545.00	5,457,087.00	10,840,835.00	7,050,671.00	7,083,099.00	10,668,986.00	14,319,375.00
Revenues Less Expenses	(339,117.00)	(142,113.00)	(2,328,330.00)	(139,178.00)	(849,327.00)	294,962.00	(3,044,509.00)
Total Net Position	34,101,610.00	33,959,497.00	31,631,167.00	31,491,989.00	30,642,662.00	30,937,624.00	27,893,115.00

Proposed Budget Recycled Water Enterprises Funds Revenues and Expenditures

REVENUES	2020-21 Actuals	2021-22 Actuals	2022-23 Actuals	2023-24 Midyear Adopted Budget	2024-25 Budget (Proposed)
CHARGES FOR SERVICES	113,591.00	478,916.00	226,361.00	207,000.00	225,000.00
INVESTMENT EARNINGS (INTEREST AND RENTS)	263.00	4,101.00	12,392.00	8,000.00	-
MISCELLANEOUS	55,358.00	-	-	-	-
<i>TOTAL OPERATING REVENUES</i>	169,212.00	483,017.00	238,753.00	215,000.00	225,000.00
TRANSFERS IN - CAPITAL PROJECTS	4,700,294.00	368.00	15,191.00	3,223,628.00	-
INTRA-FUND TRANSFERS IN			886,987.00	120,000.00	120,000.00
<i>TOTAL TRANSFERS IN</i>	4,700,294.00	368.00	902,178.00	3,343,628.00	120,000.00
TOTAL REVENUES	4,869,506.00	483,385.00	1,140,931.00	3,558,628.00	345,000.00
EXPENSES					
SALARIES	-	-	217.00	209,285.00	242,196.00
BENEFITS	-	-	6,114.00	74,125.00	86,601.00
RETIREMENT (CalPERS)	-	-	1,246.00	26,843.00	33,102.00
RETIREE MEDICAL (OPEB)	-	-	6,726.00	3,224.00	3,386.00
<i>TOTAL PERSONNEL</i>	-	-	14,303.00	313,477.00	365,285.00
SUPPLIES AND SERVICES	139.00	49,871.00	188,152.00	204,500.00	179,850.00
INTERNAL SERVICE FEES	-	-	27,358.00	63,578.00	59,810.00
DEBT SERVICE	717.00	21,246.00	130,911.00	121,813.00	68,764.00
CAPITAL OUTLAY	53,500.00	368.00	902,127.00	3,413,628.00	120,000.00
MISCELLANEOUS	(35,053.00)	222,773.00	(707,230.00)	-	-
<i>TOTAL NON-PERSONNEL</i>	19,303.00	294,258.00	541,318.00	3,803,519.00	428,424.00
TRANSFERS OUT - CAPITAL PROJECTS	5,519,721.00	-	278,482.00	-	-
TRANSFERS OUT - OTHER	202,916.00	-	52,980.00	188,336.00	304,358.00
INTRA-FUND TRANSFERS OUT	-	-	886,987.00	120,000.00	120,000.00
<i>TOTAL TRANSFERS OUT</i>	5,722,637.00	-	1,218,449.00	308,336.00	424,358.00
TOTAL EXPENSES	5,741,940.00	294,258.00	1,774,070.00	4,425,332.00	1,218,067.00
Revenues Less Expenses	(872,434.00)	189,127.00	(633,139.00)	(866,704.00)	(873,067.00)
Total Net Position	(872,434.00)	(683,307.00)	(1,316,446.00)	(2,183,150.00)	(3,056,217.00)

Proposed Budget Internal Service Funds Revenues and Expenditures

REVENUES	2018-19 Actuals	2019-20 Actuals	2020-21 Actuals	2021-22 Actuals	2022-23 Actuals	2023-24 Midyear Adopted Budget	2024-25 Budget (Proposed)
CHARGES FOR SERVICES	1,652,300.00	576,100.00	1,870,600.00	2,282,600.00	2,437,842.00	3,765,687.00	4,311,007.00
INVESTMENT EARNINGS (INTEREST AND RENTS)	23,469.00	18,362.00	1,483.00	2,339.00	21,580.00	11,270.00	38,400.00
MISCELLANEOUS	61,189.00	212,201.00	-	84,281.00	13,918.00	121,000.00	55,000.00
<i>TOTAL OPERATING REVENUES</i>	1,736,958.00	806,663.00	1,872,083.00	2,369,220.00	2,473,340.00	3,897,957.00	4,404,407.00
TRANSFERS IN - CAPITAL PROJECTS	-	-	67,500.00	-	-	-	-
TRANSFERS IN - OTHER	-	-	-	-	-	5,037,000.00	-
TOTAL REVENUES	1,736,958.00	806,663.00	1,939,583.00	2,369,220.00	2,473,340.00	8,934,957.00	4,404,407.00
EXPENSES							
SALARIES	171,786.00	202,530.00	173,333.00	187,366.00	160,475.00	313,811.00	341,535.00
BENEFITS	75,699.00	93,239.00	93,998.00	47,265.00	31,964.00	92,349.00	109,825.00
RETIREMENT (CalPERS)	27,867.00	32,587.00	34,050.00	40,069.00	40,958.00	56,252.00	69,405.00
RETIREE MEDICAL (OPEB)	10,607.00	12,326.00	21,284.00	26,915.00	14,509.00	25,793.00	26,873.00
<i>TOTAL PERSONNEL</i>	285,959.00	340,682.00	322,665.00	301,615.00	247,906.00	488,205.00	547,638.00
SUPPLIES AND SERVICES	722,476.00	802,230.00	1,102,707.00	1,394,598.00	1,554,704.00	2,309,232.00	2,601,192.00
DEBT SERVICE	36,757.00	106,601.00	117,072.00	45,807.00	373,253.00	516,572.00	509,000.00
UTILITIES	44,469.00	50,282.00	62,939.00	68,377.00	138,978.00	139,550.00	211,600.00
CAPITAL OUTLAY	245,210.00	62,971.00	474,382.00	23,743.00	274,366.00	390,577.00	90,000.00
MISCELLANEOUS	(32,304.00)	160,691.00	(319,504.00)	157,833.00	37,065.00	-	-
TRANSFERS OUT - CAPITAL PROJECTS	-	-	-	-	-	886,693.00	999,555.00
<i>TOTAL NON-PERSONNEL</i>	1,016,608.00	1,182,775.00	1,437,596.00	1,690,358.00	2,378,366.00	4,242,624.00	4,411,347.00
TOTAL EXPENSES	1,302,567.00	1,523,457.00	1,760,261.00	1,991,973.00	2,626,272.00	4,730,829.00	4,958,985.00
Revenues Less Expenses	434,391.00	(716,794.00)	179,322.00	377,247.00	(152,932.00)	4,204,128.00	(554,578.00)
Total Net Position	1,493,079.00	776,285.00	955,607.00	1,332,854.00	1,179,922.00	5,384,050.00	4,829,472.00

FY 2024/25 Recommended Budget Fund Balance Projections

Fund Number and Description	June 30, 2023 Fund Balance	FY 2023-24 Estimated Revenues	FY 2023-24 Estimated Expenses	FY 2023-24 Estimated Fund Balance	FY 2024-25 Proposed Revenues	FY 2024-25 Proposed Expenses	FY 2024-25 Budgeted Fund Balance
100 GENERAL FUND	14,362,194.17	28,291,980.00	33,221,732.96	9,432,441.21	30,439,129.00	30,560,454.00	9,311,116.21
105 DEVELOPER PROJECTS	938,299.00	1,354,882.00	1,204,024.00	1,089,157.00	1,159,825.00	1,038,500.00	1,210,482.00
210 STORM DRAIN/MEASURE A	5,814,902.91	99,000.00	604,098.00	5,309,804.91	220,500.00	1,268,507.00	4,261,797.91
211 MEASURE T	4,583,290.99	1,817,000.00	752,507.00	5,647,783.99	1,967,100.00	3,170,000.00	4,444,883.99
212 GAS TAX/ROAD MAINTENANCE	351,812.09	611,700.00	310,625.78	652,886.31	596,819.00	530,750.00	718,955.31
213 GAS TAX RMRA	1,338,800.58	555,391.00	1,081,840.00	812,351.58	571,562.00	800,000.00	583,913.58
215 CALHOME PROGRAM	12,332.27	60,230.00	35,199.00	37,363.27	42,341.00	11,841.00	67,863.27
216 CDBG - REHAB LOAN PROGRAM	78,753.71	1,478.00	80,751.00	(519.29)	4,100.00	92,483.00	(88,902.29)
217 HOME PROGRAM	24,816.87	76,275.00	48,949.00	52,142.87	903,596.00	873,596.00	82,142.87
218 STATE SUPP LAW ENF (COPS)	4,649.78	174,450.00	173,250.00	5,849.78	173,950.00	180,550.00	(750.22)
220 BEGIN PROGRAM	107,882.71	34,700.00	-	142,582.71	110,007.00	105,107.00	147,482.71
226 TFCA GRANT					230,526.00	230,526.00	-
230 STATE GRANTS	226,995.41	2,606,087.00	2,160,171.09	672,911.32	1,106,087.00	637,032.00	1,141,966.32
240 FEDERAL GRANTS	(145,039.08)	2,165,920.00	2,165,920.00	(145,039.08)	10,367,940.00	10,504,044.00	(281,143.08)
252 NEWELL OPEN SPACE PRESERVE	249,860.77	16,650.00	41,750.00	224,760.77	21,550.00	58,000.00	188,310.77
254 LAVIGNE OPEN SPACE MAINTEN	178,224.20	3,285.00	8,000.00	173,509.20	6,200.00	11,400.00	168,309.20
261 LLAD Zone 1, LaVigne	627,235.52	207,200.00	431,167.00	403,268.52	227,200.00	367,900.00	262,568.52
262 LLAD Zone 2, Vintage Ranch	1,150,417.40	324,623.00	442,964.00	1,032,076.40	368,998.00	522,555.00	878,519.40
263 LLAD Zone 3, Napa Junction	1,431,227.00	195,120.00	147,147.00	1,479,200.00	232,075.00	145,600.00	1,565,675.00
275 GP UPDATE FEE FUND	(162,210.51)	180,724.00	193,244.00	(174,730.51)	25,400.00	20,015.00	(169,345.51)
280 CANNABIS FUND	(14,631.87)	-	3,000.00	(17,631.87)	-	1,000.00	(18,631.87)
281 COMM FACILITIES DIST FUND	655,338.10	56,792.00	6,630.00	705,500.10	56,750.00	16,000.00	746,250.10
282 LEGAL SETTLEMENT	919,114.29	15,000.00	-	934,114.29	31,900.00	484,930.00	481,084.29
283 NATIONAL OPIOID SETTLEMENT	-	16,600.00		16,600.00	1,000.00	2,500.00	15,100.00
310 PARKS IMPACT FEE FUND	1,694,129.20	551,897.00	761,690.74	1,484,335.46	1,630,400.00	1,339,932.00	1,774,803.46
320 TRAFFIC IMPACT FEE FUND	4,263,815.45	453,468.00	128,395.85	4,588,887.60	2,575,900.00	111,356.00	7,053,431.60
330 CIVIC IMPACT FEE FUND	1,508,115.83	160,186.00	-	1,668,301.83	515,000.00	864,096.00	1,319,205.83
340 AFFORDABLE HOUSING	310,073.64	435,056.00	-	745,129.64	1,154,300.00	-	1,899,429.64
350 CAPITAL PROJECTS	1,290,386.08	5,302,657.00	4,078,446.51	2,514,596.57	30,283,533.00	30,778,737.00	2,019,392.57
360 AMCAN RD E ASSMT DIST	332,239.24	4,000.00	-	336,239.24	1,200.00	-	337,439.24
370 ZERO WATER FOOTPRINT	561,595.36	122,566.00	710,017.00	(25,855.64)	114,100.00	-	88,244.36
380 UTILITY UNDERGROUND FUND	307,693.66	2,600.00	160,000.00	150,293.66	10,700.00	-	160,993.66
381 COMM FACILITIES DIST CIP FUND	(2,403,880.78)	3,489,119.32	1,085,238.54	-	6,532,828.00	6,532,828.00	-
420 CABERNET VILLAGE LSE DS	-	468,639.00	468,639.00	-	468,639.00	468,639.00	-
440 ENGIE EQUIP/LEASE DEBT SVC	(17,750.23)	36,949.40	36,949.40	(17,750.23)	38,459.00	38,459.00	(17,750.23)

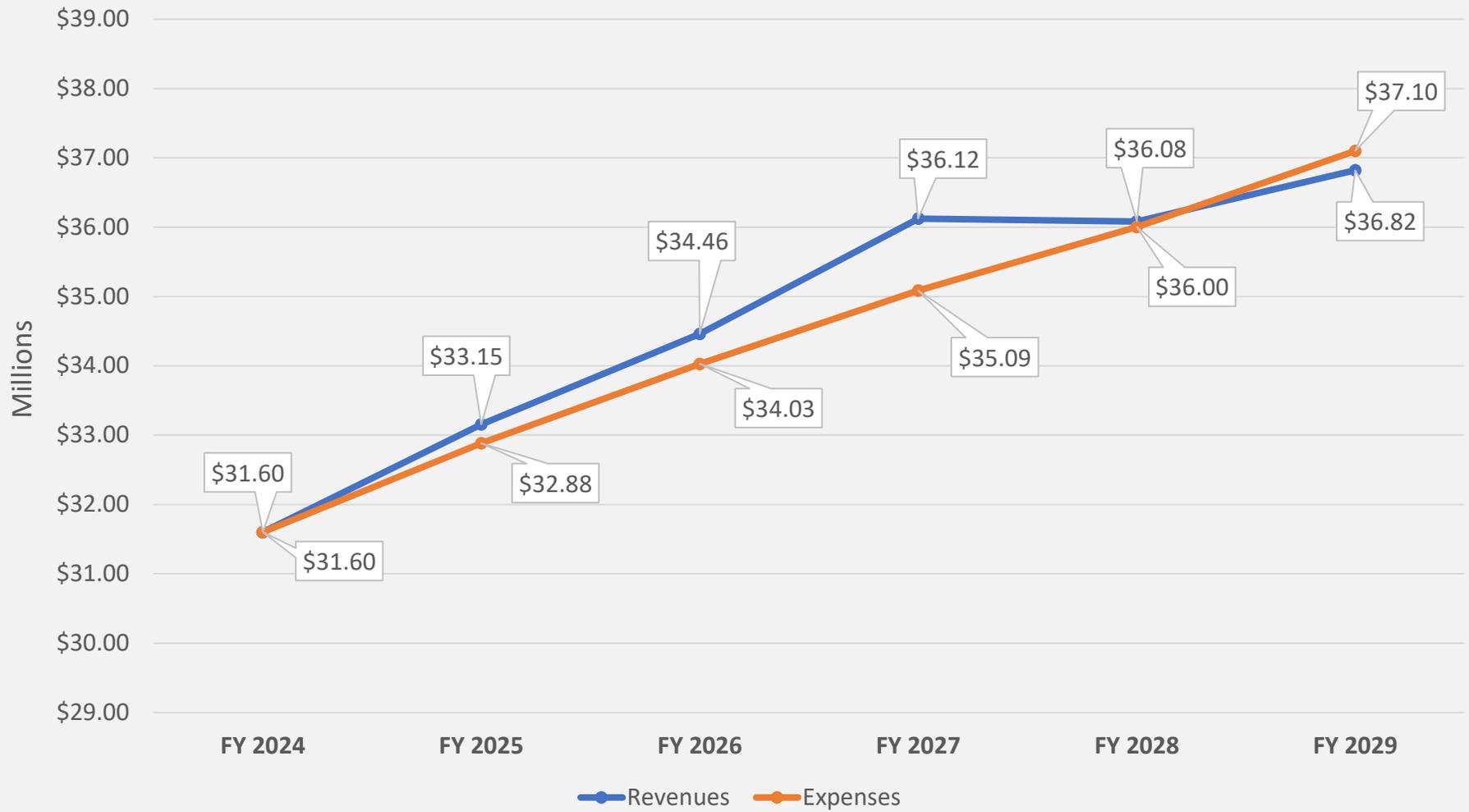
FY 2024/25 Recommended Budget Fund Balance Projections

Fund Number and Description	June 30, 2023 Fund Balance	FY 2023-24 Estimated Revenues	FY 2023-24 Estimated Expenses	FY 2023-24 Estimated Fund Balance	FY 2024-25 Proposed Revenues	FY 2024-25 Proposed Expenses	FY 2024-25 Budgeted Fund Balance
510 WATER OPERATIONS	33,044,673.47	10,016,718.00	10,811,401.42	32,249,990.05	10,533,438.00	14,692,913.00	28,090,515.05
515 WTR DEBT SERVICE FUND	(1,176,517.92)	89,171.00	89,170.73	(1,176,517.65)	92,813.00	19,229.00	(1,102,933.65)
520 WATER CAPACITY FEE FUND	5,292,978.50	1,318,693.00	19,795.85	6,591,875.65	4,722,300.00	562,394.00	10,751,781.65
530 WATER CIP	2,077,129.16	-	-	2,077,129.16	925,000.00	925,000.00	2,077,129.16
540 WASTEWATER OPERATIONS	27,052,735.88	5,272,690.00	6,253,974.66	26,071,451.22	5,343,300.00	9,388,514.00	22,026,237.22
545 WW DEBT SERVICE FUND	(2,997,850.06)	215,074.00	215,073.72	(2,997,849.78)	223,857.00	46,379.00	(2,820,371.78)
550 WASTEWATER CAPACITY FEE	6,197,773.42	748,256.00	-	6,946,029.42	2,548,649.00	1,820,820.00	7,673,858.42
560 WW CIP	(160,335.78)	880,613.00	880,613.00	(160,335.78)	3,063,662.00	3,063,662.00	(160,335.78)
570 WW CAPITAL RESERVE	550,339.46	83,000.00	-	633,339.46	95,398.00		728,737.46
580 RECYCLED WATER FUND	(2,218,677.97)	215,000.00	961,704.68	(2,965,382.65)	225,000.00	1,098,067.00	(3,838,449.65)
590 RECYCLED WATER CIP	902,229.19	2,617,322.87	3,519,552.06	-	120,000.00	120,000.00	-
601 LAVIGNE SAD REASSMT REV BO	1,351,039.56	252,006.69	9,141.78	1,593,904.47	-		1,593,904.47
602 AMCAN RD E INF REV BOND	1,331,973.72	585,616.08	694,757.51	1,222,832.29	-		1,222,832.29
603 COMM FACILITIES DISTRICT	5,778,671.03	663,195.95	2,531,080.22	3,910,786.76	-		3,910,786.76
610 TOURISM IMPROVEMENT DIST	96,481.61	302,541.72	165,913.35	233,109.98	-		233,109.98
651 ISF - BLDG MAINTENANCE	321,429.95	994,001.00	934,618.98	380,811.97	1,217,200.00	1,132,606.00	465,405.97
652 ISF - FLEET	817,093.68	1,173,021.00	1,317,111.40	673,003.28	1,214,998.00	1,248,700.00	639,301.28
653 ISF - INFO TECHNOLOGY	349,663.67	1,118,769.00	1,205,906.65	262,526.02	1,568,999.00	1,318,124.00	513,401.02
654 ISF - LEGAL SERVICES	(308,268.28)	612,166.00	386,500.00	(82,602.28)	403,210.00	360,000.00	(39,392.28)
655 ISF - PARKS RENO & REPL	-	2,737,000.00	202,000.00	2,535,000.00	-	849,555.00	1,685,445.00
656 ISF - STREETS RENO & REPL	-	1,500,000.00	-	1,500,000.00	-		1,500,000.00
657 ISF - CIVIC FACILITIES RENO & REPL	-	500,000.00	50,000.00	450,000.00	-	-	450,000.00
658 ISF - PUBLIC SAFETY BUILDING RENO & REPL	-	200,000.00	-	200,000.00	-	50,000.00	150,000.00
659 ISF - PENSION STABILIZATION	-	100,000.00	-	100,000.00	-	-	100,000.00
Total	\$ 118,883,246	\$ 82,087,080	\$ 80,790,663	\$ 120,179,663	\$ 124,487,438	\$ 128,463,300	\$ 116,203,801

General Fund 5-Year Forecast

	<u>2024-25 Budget</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>2029-30</u>
REVENUES						
PROPERTY TAX	12,391,000	13,112,700	13,867,830	14,922,993	15,361,588	15,813,159
IN-LIEU OF VLF	2,320,300	2,433,795	2,579,823	2,708,814	2,762,990	2,818,250
TOTAL PROPERTY TAX	14,711,300	15,546,495	16,447,653	17,631,807	18,124,578	18,631,409
SALES TAX	3,850,000	3,700,000	3,811,000	3,991,000	4,110,730	4,234,052
TRANSIENT OCCUPANCY TAX	2,059,000	2,350,000	2,700,000	3,175,000	3,425,000	3,493,500
OTHER TAXES	603,464	625,649	644,903	663,834	683,324	703,391
FRANCHISE FEES	1,167,000	1,219,690	1,276,130	1,332,503	1,387,149	1,422,715
LICENSES AND PERMITS	941,000	1,159,880	1,161,440	932,772	841,383	718,763
FINES, FORFEITURES, AND PENALTIES	136,500	143,325	151,925	151,925	151,925	151,925
INTERGOVERNMENTAL	105,500	64,440	66,478	68,587	69,149	71,342
CHARGES FOR SERVICES	1,875,945	2,105,312	2,095,690	1,975,535	1,630,401	1,593,638
INVESTMENT EARNINGS (INTEREST AND RENTS)	792,129	764,334	679,010	630,507	605,970	621,143
MISCELLANEOUS	515,125	464,660	421,953	432,502	432,502	432,502
TRANSFERS IN - INTERFUND FOR SUPPORT SERVICES	3,484,841	3,589,388	3,697,070	3,807,982	3,922,221	4,039,888
TRANSFERS IN - GASOLINE TAX	400,000	400,000	400,000	400,000	400,000	400,000
TRANSFERS IN - OTHER	957,150	1,021,465	905,734	930,731	299,251	306,354
TOTAL REVENUES	31,598,954	33,154,638	34,458,986	36,124,685	36,083,583	36,820,622
EXPENSES						
SALARIES	7,010,943	7,340,195	7,560,400	7,787,215	8,020,833	8,261,459
BENEFITS	1,734,492	1,781,815	1,835,271	1,890,331	1,947,040	2,005,454
RETIREMENT (CalPERS)	1,098,918	1,153,855	1,188,470	1,224,125	1,260,852	1,298,681
RETIREE MEDICAL (OPEB)	543,802	559,470	578,044	597,546	613,592	630,082
SUPPLIES AND SERVICES	8,638,629	8,408,888	8,336,493	8,522,691	8,545,456	8,715,107
INTERNAL SERVICE FEES	2,283,128	2,398,777	2,470,741	2,544,866	2,621,218	2,699,856
SHERIFF CONTRACT	9,419,409	10,399,409	11,209,409	11,657,785	12,124,096	12,609,060
UTILITIES	455,300	488,669	504,562	521,796	539,629	558,082
CAPITAL OUTLAY	55,500					
MISCELLANEOUS	-178,738	-186,042	-193,646	-199,455	-207,433	-215,731
TRANSFERS OUT - OTHER	30,473	32,000	32,000	32,000	32,000	32,000
TRANSFER OUT - DEBT SERVICE	507,098	507,098	507,098	507,098	507,098	507,098
TOTAL EXPENSES	31,598,954	32,884,134	34,028,842	35,085,998	36,004,381	37,101,148
REVENUES LESS EXPENSES	0	270,504	430,144	1,038,687	79,202	-280,526
Fund Balance	10,521,597	10,792,101	11,222,245	12,260,932	12,340,134	12,059,608

GF 5-Year Forecast Revenues vs. Expenses



City of American Canyon - Key Performance Indicators

Public Safety – Ensure American Canyon remains a safe community					
	2018-2019	2019-2020	2020-2021	2021-2022	2022-23
Clearance Rate-Violent Crime vs. State (41%)		81.10%	73.10%	88.53%	76.00%
Clearance Rate-Property Crime vs. State (7.2%)		43.20%	39.00%	50.50%	43.00%
Percent in Property Crime Recovery		38%	23%	26%	25%
Uniform Crime Reporting (UCR) Statistics (5 year average is 557)		549	523	551	N/A
Fire Response Time (Code 3 response under 5 minutes)		84%	79%	78%	71%
Fire Plan Review Completion in 30 days		398	119	258	164
Number of Code Enforcement cases opened	401	186	146	166	239
Number of Code Enforcement cases closed with voluntary compliance	386	247	142	155	160
Number of Code Enforcement cases closed with enforcement required	41	31	44	6	14

Economic Development and Vitality – Attract and expand diverse business and employment opportunities					
	2018-2019	2019-2020	2020-2021	2021-2022	2022-23
Number of business development inquiries - CD	n/a	n/a	24	42	40
Number of permits issued – CD	397	590	592	521	888
Total permit valuation issued – CD	\$62 million	\$61 million	\$64 million	\$39 million	\$52 million
Total permit valuation of building permits finalized - CD		\$ 15,241,000	\$ 10,110,000	\$ 61,791,179	\$ 91,724,507
Number of dwelling units finalized - CD	1	73	1	161	54
Average number of days for first project/plan review - CD	18	16	22	19	22
Business license history – Finance	1,103	1,578	1,750	1,436	1,517
Number of new businesses – Finance	387	349	294	347	135

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

	2018-2019	2019-2020	2020-2021	2021-2022	2022-23
Event participation – participants at 4 th of July and Magic of the Season	3,950	5,200	-	6,200	7,200
Number of enrollees in Senior, Children, Kids/Youth, Adult Recreation programs	5,212	3,502	463	3,802	9,001
Number of co-sponsored community events per year *City hosted events only	36	14	-	1	35
Number of reservations by park site	233	140	20	317	268
Number of Recreation Scholarships awarded	26	38	9	40	40
Park Maintenance Costs by facility per year	\$ 1,192,059	\$ 1,112,696	\$ 1,236,286	\$ 1,122,766	\$ 1,083,955
Parks CIP Costs/Investments – Finance	\$ 111,121	\$ 334,473	\$ -	\$ 62,932	\$ 316,755
Trail system miles & miles maintained – MUD			16	16	16

Transportation – Improve the transportation network within the City to alleviate congestion and enhance the quality of life the community

	2018-2019	2019-2020	2020-2021	2021-2022	2022-23
Pavement Condition Index	64	63	62	60	59

Infrastructure – Develop and maintain infrastructure resources to support sustainable growth

	2018-2019	2019-2020	2020-2021	2021-2022	2022-23
Household water use (cubic feet) – UB	83,787,704	95,537,554	65,942,700	48,548,300	56,732,900
City properties water use (potable) – UB	4,059,508	5,593,332	3,596,071	2,186,000	1,884,300
Business recycled water use – UB	7,313,080	8,029,250	9,176,200	10,955,700	17,767,987
City recycled water use – UB	1,518,950	1,251,830	1,551,300	746,200	5,435,527
Consumer Confidence Report Data - MUD			Located on Website	Located on Website	Located on Website
Non-revenue water – WTP		391 AF (acre-feet)	635 AF (acre-feet)	419 AF (acre-feet)	214 AF (acre-feet)

Quality services and Organizational Effectiveness-Deliver exemplary government services

	2018-2019	2019-2020	2020-2021	2021-2022	2022-23
Number of help desk tickets - IT	1,186	1,713	1,352	1,424	1,284
Number of Public Records Act responsive documents provided within 10 days – Cclerk	45	64	53	57	29
Number of Public Records Act responsive documents provided after 10 days – Cclerk	15	16	17	10	13
Number of contracts processed - CCLerk	221	295	323	203	217
Number of public hearing notices issued - CCLerk	88	54	52	52	53
Number of electronic forms processed online		6,455	4,398		
Number of city emails delivered and percent engaged		1,008,115 – 68%	999,280 - 64%	896,396 - 70.5%	1,199,481 - 68.5%
Number of visitors to website	196,600	149,540	415,555	438,969	265,954
Aggregate number of agenda subscribers	89	2,544	3,335	4,758	6,238
Number of nixle subscribers	16,609	17,973	18,484	18,687	n/a
City Manager’s Update subscribers	11,895	13,277	13,347	13,695	13,837
Number of Full-Time Employees per capita - HR			3.9 per 1,000	3.7 per 1,000	3.8 per 1,000
Rate of new full-time employees completing probationary period	81%	100%	83%	100%	82%
Number of total sick leave hours used / absence rate	4,156 / 2.4%	2,929 / 2.7%	2,819 / 1.7	3,850 / 2.3%	4,676 / 2.7%
Number of days lost to workers compensation injuries	233	-	2	7	-



TITLE

Five-Year Capital Improvement Program (Fiscal Years 2024/25 - 2028/29)

RECOMMENDATION

Adopt a Resolution adopting the Five-Year Capital Improvement Program for Fiscal Years 2024/25 - 2028/29.

CONTACT

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

Juan Gomez, Finance Director

BACKGROUND & ANALYSIS

The proposed Capital Improvement Program (CIP) is a five-year planning tool that identifies anticipated capital improvements and their funding sources. The CIP does not appropriate funds, but rather functions as a forecasting tool which supports appropriations made through the annual budget adoption process.

The attachments to this report summarize a five-year funding strategy for capital improvements. The expenditures forecast for the first year of the CIP are consistent with the proposed Fiscal Year 2024/25 Capital Budget. The subsequent forecasts are subject to change due to more detailed engineering analysis becoming available, City Council direction on project priorities, updates to revenues including grant opportunities, and changes in project costs. The Five-Year CIP will be updated annually.

CIP programs and projects are dedicated to maintaining and improving City infrastructure in several divisions: Civic, Parks, Recycled Water, Transportation, Wastewater, and Water. The following table summarizes the project funding by fund for the Five-Year CIP:

Project Category	Proposed Budget FY 2024/25	Projected FY 2025/26	Projected FY 2026/27	Projected FY 2027/28	Projected FY 2028/29	Total of Projects
Civic Facilities	\$2,680,747					\$2,680,747

Parks	2,495,136	1,205,000	1,010,000	350,000		5,060,136
Recycled Water	120,000					120,000
Transportation	25,948,290	945,000				26,893,290
Wastewater	3,063,662					3,063,662
Water	925,000	1,645,000	650,000			3,220,000
Other		335,730				335,730
TOTAL	\$35,232,835	\$4,130,730	\$1,660,000	\$350,000	\$0	\$41,373,565

Government Code Sections 65401 and 65402 requires the CIP be consistent with (Section 65401) and be in conformance with the General Plan. On May 23, 2024, the Planning Commission found the Fiscal Year 2024/25 CIP consistent with the General Plan.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

The FY 2024/25 CIP consists of 34 projects totaling approximately \$35.2 million. The fiscal impact of the CIP by fund is identified in the FY 2024/25 Budget approved earlier tonight. The 5-Year Capital Improvement Plan can be found here: [Capital Improvement Program FY2024/25 - FY2028/29](#)

ENVIRONMENTAL REVIEW

Approval of a 5-Year CIP and Capital Fund Budgets do not qualify as "Project(s)" as defined by the California Environmental Quality Act. Therefore, the Recommended Actions are exempt from environmental review. However, each of the projects listed in the 5-Year CIP will be subject to environmental review (when applicable to changes to the physical environment) at the earliest opportunity.

ATTACHMENTS:

1. [Resolution Capital Improvement Program FY2024/25-2028/29](#)
2. [CIP Summaries and Project Details FY 2024/25](#)
3. [5-Year CIP Presentation](#)

RESOLUTION NO. 2024-_____

ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2024/25 TO 2028/29

WHEREAS, the City of American Canyon has prepared a Five-Year Capital Improvement Program (CIP) which sets forth a funding strategy for proposed capital projects; and

WHEREAS, the CIP is a planning tool that identifies anticipated capital improvements for fiscal years 2024/25 to 2028/29; and

WHEREAS, the CIP also identifies the funding sources to finance the capital improvements proposed to be undertaken in the next five fiscal years and includes recommended time schedules and cost estimates of the various capital improvement projects; and

WHEREAS, the expenditures shown for the first year of the CIP comprise the Capital Budget starting in fiscal year 2024/25. Subsequent years are also included in the CIP, although these “future years” are subject to change due to more detailed engineering analysis becoming available, possible changes in project priorities, updates or revisions to anticipated revenues, and/or changes in cost and funding projections; and

WHEREAS, the CIP is anticipated to be updated annually, as a whole, and amendments can be considered by the City Council at any time; and

WHEREAS, City Council of the City of American Canyon has designated the City Planning Commission as the planning agency for the City of American Canyon; and

WHEREAS, State Law requires that designated planning agencies review their agency’s capital improvement plan to ensure compliance with the adopted General Plan; and

WHEREAS, on May 23, 2024 the Planning Commission, during a regularly scheduled meeting, considered the projects and programs for FY 2024/25 in the City’s Capital Improvement Program and their conformity to the adopted City General Plan.

WHEREAS, project funds have been identified in the proposed operating budget for Fiscal Year 2024/2025.

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

1. The Five-Year Capital Improvement Program for Fiscal Years 2024/25 to 2028/29 is hereby adopted.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 4th day of June, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Leon Garcia, Mayor

ATTEST:

APPROVED AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney

General Government CIP Fund 350

City of American Canyon FY 2024-25 CAPITAL BUDGET

Project Number		Project Description	Total Project Budget	Anticipated for FY 2024-25	CIP Fund	FUNDING SOURCES
1	CF23-0100	City Hall Building Roof Improvement	\$ 100,000	\$ 100,000	350	Building Maintenance ISF 651
2	CF23-0300	Corp Yard Relocation and Fac Upgrade	\$ 1,780,000	\$ 1,300,221	350	Capital Projects Fund 350 \$220,221; American Rescue Plan Act (ARPA) Grant Fund 240 \$215,904; Civic Impact 330 \$864,096
3	CF24-0100*	EV Charging Station	\$ 230,526	\$ 230,526	350	TFCA State Grant Fund 226
4	CF24-0200*	Napa River Ecology Center Site Improvements	\$ 1,000,000	\$ 1,000,000	350	Measure A Fund 210 \$515,070; Legal Settlement Fund 282 \$484,930
5	CF25-0100*	PD Parking Lot	\$ 50,000	\$ 50,000	350	Public Safety R&R 658
6	PR13-0200	Newell Open Space (Parking Lot/Trail Construction)	\$ 603,350	\$ 354,235	350	Habitat Conservation Grant Fund 230 \$86,350 and Parks Impact Fee Fund 310 \$282,000; CIP Fund 350 \$235,000 (Developer Contributions)
7	PR19-0100	Wetlands Edge Environmental Educational Enhancement Project	\$ 450,000	\$ 436,791	350	Environmental Educational Facilities Grant Fund 230 \$246,000; Parks Impact Fee Fund 310 \$200,000
8	PR23-0100	Melvin Park Improvements	\$ 270,000	\$ 50,000	350	Park Impact Fee Fund 310

9	PR23-0200	Melvin Tennis Court Improvements	\$ 250,000	\$ 250,000	350	Park Impact Fee Fund 310
10	PR23-0300	Aquatic Facility Improvement	\$ 720,000	\$ 60,000	350	Park Impact Fee Fund 310 \$60,000; Parks R&R 655 \$660,000
11	PR23-0400	Northampton Shade Canopy	\$ 120,000	\$ 119,555	350	Parks Renovation & Replacement Fund 655
12	PR23-0500	Northampton Park Restroom	\$ 165,000	\$ 165,000	350	Parks Renovation & Replacement Fund 655
13	PR23-0600	Comm Park I Improvements	\$ 300,000	\$ 300,000	350	Parks Renovation & Replacement Fund 655
14	PR23-0700	Silver Oak Restroom	\$ 165,000	\$ 164,555	350	LLAD Zone 2 Fund 262
15	PR24-0100	Linwood Park Improvements	\$ 350,000	\$ 50,000	350	Parks Impact Fee Fund 310
16	PR25-0400*	Veterans Park Playground Replacement & Resurface	\$ 515,000	\$ 515,000	350	Park Impact Fee Fund 310 \$250,000; Parks R&R 655 \$265,000
17	PR25-0600*	Main Street Park Improvements	\$ 150,000	\$ 30,000	350	LLAD Zone 3 Fund 263
18	TR16-0700	Green Island Rd Reconstruction/Widening	\$ 18,202,933	\$ 13,791,725	350	EDA Grant 240 \$5,500,000; OBAG Grant 240 \$1,000,000; Traffic Impact Fund 320 \$1,380,048; Comm Fac Dist Fund 381 \$9,500,000; Underground 380 \$160,000; Water Ops 510 \$550,000

19	TR16-0703	Green Island Rd Rule 20 A/B Utility Undergrounding	\$ 2,570,000	\$ 427,459	350	Comm Fac Dist Fund 381 \$2,338,000; Traffic Impact Fund 320 \$72,000; Utility Underground 380 \$160,000
20	TR22-0400	Benton Way Pavement Rehabilitation & Crosswalk Enhancement	\$ 1,800,000	\$ 1,800,000	350	American Rescue Plan Act (ARPA) Grant Fund 240 \$75,920; Measure T 211 \$764,080; RMRA Fund 213 \$800,000; Water Os 510 \$127,000; WW Ops 540 \$33,000
21	TR23-0100	ARPA5 Knightsbridge Reconstruction & Water Main Improvements	\$ 1,850,000	\$ 1,712,538	350	Measure T Fund 211 \$385,000; American Rescue Plan Act (ARPA) Grant Fund 240 \$960,000; Water Ops 510 \$505,000
22	TR23-0200	South Kelly - Hwy 29 Intersection	\$ 1,145,000	\$ 200,000	350	Revenue from Development Fund 350
23	TR23-0300	East American Canyon Road Guardrail	\$ 280,000	\$ 280,000	350	HSIP Grant Fund 230 \$252,450; Gax Tax Fund 212 \$27,550
24	TR24-0200	ARPA4 Melvin Sidewalk	\$ 1,050,000	\$ 986,230	350	Measure T Fund 211 \$550,000; American Rescur Plan Act (ARPA) Grant Fund 240 \$500,000
25	TR24-0300	ARPA6 Rancho Del Mar Paving and Utility Improvements	\$ 6,321,000	\$ 6,150,372	350	Measure T Fund 211 \$1,201,000; American Rescue Plan Act (ARPA) Grand Fund 240 \$2,624,000; Water Operations 510 \$1,162,000; Wastewater Operations 540 \$1,334,000
26	TR25-0100*	Rancho Phase II	\$ 600,000	\$ 600,000	350	Measure T Fund 211 \$200,000; Water Operations Fund 510 \$200,000; Wastewater Operations Fund 540 \$200,000
Total Fund 350			\$ 41,037,809	\$ 31,124,207		

Water CIP Fund 530

City of American Canyon
FY 2024-25 CAPITAL BUDGET

Project Number		Project Description	Total Project Budget	Anticipated for FY 2024-25	CIP Fund	FUNDING SOURCES
27	WA23-0100	Water Treatment Plant Shop	\$ 75,000	\$ 75,000	530	Water Operations Fund 510
28	WA23-0200	Water Treatment Plant Filter Media Replacement & Underdrain Repair	\$ 350,000	\$ 350,000	530	Water Operations Fund 510
29	WA25-0200*	Zone 5 Water Pump Station	\$ 2,000,000	\$ 500,000	530	Water Capacity Fund 520
Total Fund 530			\$ 2,425,000	\$ 925,000		

Wastewater CIP Fund 560

City of American Canyon
FY 2024-25 CAPITAL BUDGET

Project Number		Project Description	Total Project Budget	Anticipated for FY 2024-25	CIP Fund	FUNDING SOURCES
30	WW16-0300	SCADA	\$ 564,380	\$ 500,000	560	Water Operations 510 \$278,570 & Wastewater Operations 540 \$285,810
31	WW20-0100	SS4 Broadway Sewer Rehab, Crawford to Donaldson	\$ 1,850,000	\$ 1,810,820	560	Wastewater Capacity Fee Fund 550 \$1,100,000 Developer Contribution in Lieu 560 \$750,000
32	WW24-0100*	Andrew Road Sewer Repair	\$ 675,000	\$ 652,842	560	Wastewater Operations 540
33	WW25-0100*	Cartagena Manhole Rehab	\$ 100,000	\$ 100,000	560	Gas Tax Fund 212 \$50,000; Wastewater Operations Fund 540 \$50,000
Total Fund 560			\$ 3,189,380	\$ 3,063,662		

Recycled Water CIP Fund 590

City of American Canyon
FY 2024-25 CAPITAL BUDGET

Project Number		Project Description	Total Project Budget	Anticipated for FY 2024-25	CIP Fund	FUNDING SOURCES
34	RW23-0100	Recycled Water Fill Stations	\$ 120,000	\$ 120,000	590	Recycled Water Operations Fund 580
Total Fund 590			\$ 120,000	\$ 120,000		

Total for FY 2024-25

City of American Canyon
FY 2024-25 CAPITAL BUDGET

Project Number	Project Description	Total Project Budget	Anticipated for FY 2024-25	CIP Fund	FUNDING SOURCES
		TOTAL \$ 46,772,189	\$ 35,232,869		



Civic Projects

Civic Project List

	2024 - 25 Budget	2025 - 26 Budget	2026 - 27 Budget	2027 - 28 Budget	2028 - 29 Budget
(CF23-0100) CITY HALL ROOF REPLACEMENT	\$100,000	\$0	\$0	\$0	\$0
(CF23-0300) CORP YARD RELOCATION AND FAC UPGRADE	\$1,300,221	\$0	\$0	\$0	\$0
(CF24-0100) EV CHARGING STATION	\$230,526	\$0	\$0	\$0	\$0
(CF24-0200) NAPA RIVER ECOLOGY CENTER SITE IMPROVEMENTS	\$1,000,000	\$0	\$0	\$0	\$0
(CF25-0100) PD PARKING LOT	\$50,000	\$0	\$0	\$0	\$0
TOTAL	\$2,680,747	\$0	\$0	\$0	\$0

Civic Projects by Fund Source

	2024 - 25 Budget	2025 - 26 Budget	2026 - 27 Budget	2027 - 28 Budget	2028 - 29 Budget
GOVERNMENTAL FUNDS (MODIFIED ACCRUAL)					
CAPITAL PROJECT FUND					
(330) CIVIC IMPACT FEE FUND	\$864,096	\$0	\$0	\$0	\$0
(350) CAPITAL PROJECTS	\$220,221	\$0	\$0	\$0	\$0
CAPITAL PROJECT FUND TOTAL	\$1,084,317	\$0	\$0	\$0	\$0
SPECIAL REVENUE FUND	\$1,215,904	\$0	\$0	\$0	\$0
GOVERNMENTAL FUNDS (MODIFIED ACCRUAL) TOTAL	\$2,300,221	\$0	\$0	\$0	\$0
PROPRIETARY FUNDS (FULL ACCRUAL)					
INTERNAL SERVICE FUND					
(651) ISF - BLDG MAINTENANCE	\$100,000	\$0	\$0	\$0	\$0
(657) ISF - CIVIC FACILITIES RENOVATION & REPLACEMENT	\$230,526	\$0	\$0	\$0	\$0
(658) ISF - PUBLIC SAFETY BUILDING RENOVATION & REPLACEMENT	\$50,000	\$0	\$0	\$0	\$0
INTERNAL SERVICE FUND TOTAL	\$380,526	\$0	\$0	\$0	\$0
PROPRIETARY FUNDS (FULL ACCRUAL) TOTAL	\$380,526	\$0	\$0	\$0	\$0
TOTAL	\$2,680,747	\$0	\$0	\$0	\$0

Parks Projects

Parks & Recreation Project List

	2024 - 25 Budget	2025 - 26 Budget	2026 - 27 Budget	2027 - 28 Budget	2028 - 29 Budget
(PR13-0200) NEWELL OPEN SPACE	\$354,235	\$0	\$0	\$0	\$0
(PR19-0100) WETLANDS EDGE ENVIRONMENTAL ED	\$436,791	\$0	\$0	\$0	\$0
(PR23-0100) MELVIN PARK IMPROVEMENTS	\$50,000	\$220,000	\$0	\$0	\$0
(PR23-0200) MELVIN TENNIS COURT IMPROVEMENTS	\$250,000	\$0	\$0	\$0	\$0
(PR23-0300) AQUATIC FACILITY IMPROVEMENTS	\$60,000	\$0	\$660,000	\$0	\$0
(PR23-0400) NORTHAMPTON SHADE CANOPY	\$119,555	\$0	\$0	\$0	\$0
(PR23-0500) NORTHAMPTON PARK RESTROOM	\$165,000	\$0	\$0	\$0	\$0
(PR23-0600) COMMUNITY PARK I IMPROVEMENTS	\$300,000	\$0	\$0	\$0	\$0
(PR23-0700) SILVER OAK PARK RESTROOM	\$164,555	\$0	\$0	\$0	\$0
(PR24-0100) LINWOOD PARK IMPROVEMENTS	\$50,000	\$300,000	\$0	\$0	\$0
(PR24-0200) RECREATION CENTER UPGRADES	\$0	\$50,000	\$300,000	\$0	\$0
(PR25-0100) NEWELL OPEN SPACE BATHROOM	\$0	\$0	\$25,000	\$230,000	\$0
(PR25-0300) COMM PARK 1 TRAIL IMPROVEMENTS	\$0	\$0	\$25,000	\$120,000	\$0
(PR25-0400) VETERANS PARK PLAYGROUND R&R	\$515,000	\$0	\$0	\$0	\$0
(PR25-0500) COMM PARK I PLAYGROUND R&R	\$0	\$515,000	\$0	\$0	\$0
(PR25-0600) MAIN STREET PARK IMPROVEMENTS	\$30,000	\$120,000	\$0	\$0	\$0
TOTAL	\$2,495,136	\$1,205,000	\$1,010,000	\$350,000	\$0

Parks & Recreation Projects by Fund Source

	2024 - 25 Budget	2025 - 26 Budget	2026 - 27 Budget	2027 - 28 Budget	2028 - 29 Budget
GOVERNMENTAL FUNDS (MODIFIED ACCRUAL)					
CAPITAL PROJECT FUND					
(000) UNFUNDED CIP	\$0	\$50,000	\$350,000	\$350,000	\$0
(310) PARKS IMPACT FEE FUND	\$1,126,932	\$770,000	\$0	\$0	\$0
(350) CAPITAL PROJECTS	\$1,336	\$0	\$0	\$0	\$0
CAPITAL PROJECT FUND TOTAL	\$1,128,268	\$820,000	\$350,000	\$350,000	\$0
SPECIAL REVENUE FUND					
(230) STATE GRANTS	\$322,758	\$0	\$0	\$0	\$0
(262) LLAD Zone 2, Vintage Ranch	\$164,555	\$0	\$0	\$0	\$0
(263) LLAD Zone 3, Napa Junction	\$30,000	\$120,000	\$0	\$0	\$0
SPECIAL REVENUE FUND TOTAL	\$517,313	\$120,000	\$0	\$0	\$0
GOVERNMENTAL FUNDS (MODIFIED ACCRUAL) TOTAL	\$1,645,581	\$940,000	\$350,000	\$350,000	\$0
PROPRIETARY FUNDS (FULL ACCRUAL)					
INTERNAL SERVICE FUND					
(655) ISF - PARKS RENOVATION & REPLACEMENT	\$849,555	\$265,000	\$660,000	\$0	\$0
INTERNAL SERVICE FUND TOTAL	\$849,555	\$265,000	\$660,000	\$0	\$0
PROPRIETARY FUNDS (FULL ACCRUAL) TOTAL	\$849,555	\$265,000	\$660,000	\$0	\$0
TOTAL	\$2,495,136	\$1,205,000	\$1,010,000	\$350,000	\$0

Transportation and Public Works Projects

Transportation and Public Works Project List

	2024 - 25 Budget	2025 - 26 Budget	2026 - 27 Budget	2027 - 28 Budget	2028 - 29 Budget
(TR16-0700) GREEN ISLAND RD RECON&WIDENING	\$13,791,725	\$0	\$0	\$0	\$0
(TR24-0300) RANCHO DEL MAR PAVING AND UTILITY IMPROVEMENTS	\$6,150,338	\$0	\$0	\$0	\$0
(TR22-0400) BENTON WAY ENHANCED CROSSWALK	\$1,800,000	\$0	\$0	\$0	\$0
(TR23-0100) KNIGHTSBRIDGE RECONSTRUCTION AND WATER MAIN IMPROVEMENT	\$1,712,538	\$0	\$0	\$0	\$0
(TR23-0200) SOUTH KELLY-HWY 29 INTERSECTION	\$200,000	\$945,000	\$0	\$0	\$0
(TR24-0200) MELVIN SIDEWALK	\$986,230	\$0	\$0	\$0	\$0
(TR25-0100) RANCHO PHASE II	\$600,000	\$0	\$0	\$0	\$0
(TR16-0703) GREEN ISLAND ROAD RULE 20A/B UTILITY UNDERGROUND	\$427,459	\$0	\$0	\$0	\$0
(TR23-0300) EAST AMERICAN CANYON ROAD GUARDRAIL	\$280,000	\$0	\$0	\$0	\$0
TOTAL	\$25,948,290	\$945,000	\$0	\$0	\$0

Transportation and Public Works Projects by Fund Source

	2024 - 25 Budget	2025 - 26 Budget	2026 - 27 Budget	2027 - 28 Budget	2028 - 29 Budget
GOVERNMENTAL FUNDS (MODIFIED ACCRUAL)					
SPECIAL REVENUE FUND					
(240) FEDERAL GRANTS	\$10,288,026	\$0	\$0	\$0	\$0
(211) MEASURE T	\$3,160,080	\$0	\$0	\$0	\$0
(213) GAS TAX RMRA	\$800,000	\$0	\$0	\$0	\$0
(230) STATE GRANTS	\$252,450	\$0	\$0	\$0	\$0
(210) STORM DRAIN/MEASURE A	\$100,000	\$0	\$0	\$0	\$0
(212) GAS TAX/ROAD MAINTENANCE	\$27,550	\$0	\$0	\$0	\$0
SPECIAL REVENUE FUND TOTAL	\$14,628,106	\$0	\$0	\$0	\$0
CAPITAL PROJECT FUND					
(381) COMM FACILITIES DIST - CIP	\$7,010,828	\$0	\$0	\$0	\$0
(350) CAPITAL PROJECTS	\$200,000	\$945,000	\$0	\$0	\$0
(320) TRAFFIC IMPACT FEE FUND	\$158,356	\$0	\$0	\$0	\$0
CAPITAL PROJECT FUND TOTAL	\$7,369,184	\$945,000	\$0	\$0	\$0
GOVERNMENTAL FUNDS (MODIFIED ACCRUAL) TOTAL	\$21,997,290	\$945,000	\$0	\$0	\$0
PROPRIETARY FUNDS (FULL ACCRUAL)					
ENTERPRISE FUND					
(510) WATER OPERATIONS	\$2,417,000	\$0	\$0	\$0	\$0
(540) WASTEWATER OPERATIONS	\$1,534,000	\$0	\$0	\$0	\$0
ENTERPRISE FUND TOTAL	\$3,951,000	\$0	\$0	\$0	\$0
PROPRIETARY FUNDS (FULL ACCRUAL) TOTAL	\$3,951,000	\$0	\$0	\$0	\$0
TOTAL	\$25,948,290	\$945,000	\$0	\$0	\$0

Recycled Water Projects

Recycled Water Project List

	2024 - 25 Budget	2025 - 26 Budget	2026 - 27 Budget	2027 - 28 Budget	2028 - 29 Budget
(RW23-0100) RECYCLED WATER REFILL STATION	\$120,000	\$0	\$0	\$0	\$0
TOTAL	\$120,000	\$0	\$0	\$0	\$0

Recycled Water Projects by Fund Source

	2024 - 25 Budget	2025 - 26 Budget	2026 - 27 Budget	2027 - 28 Budget	2028 - 29 Budget
PROPRIETARY FUNDS (FULL ACCRUAL)					
ENTERPRISE FUND					
(580) RECYCLED WATER OPERATIONS	\$120,000	\$0	\$0	\$0	\$0
ENTERPRISE FUND TOTAL	\$120,000	\$0	\$0	\$0	\$0
PROPRIETARY FUNDS (FULL ACCRUAL) TOTAL	\$120,000	\$0	\$0	\$0	\$0
TOTAL	\$120,000	\$0	\$0	\$0	\$0

Water Projects

Water Project List

	2024 - 25 Budget	2025 - 26 Budget	2026 - 27 Budget	2027 - 28 Budget	2028 - 29 Budget
(WA25-0200) ZONE 5 PUMP STATION	\$500,000	\$1,500,000	\$0	\$0	\$0
(WA26-0100) NORTHAMPTON WATER MAIN REPLACEMENT	\$0	\$0	\$650,000	\$0	\$0
(WA23-0200) WATER TREATMENT FILTER MEDIA REPL & UNDERDRAIN REPAIR	\$350,000	\$0	\$0	\$0	\$0
(WA24-0200) NORTH KELLY ROAD WATER MAIN UPGRADE	\$0	\$145,000	\$0	\$0	\$0
(WA23-0100) WATER TREATMENT PLANT SHOP	\$75,000	\$0	\$0	\$0	\$0
TOTAL	\$925,000	\$1,645,000	\$650,000	\$0	\$0

Water Projects by Fund Source

	2024 - 25 Budget	2025 - 26 Budget	2026 - 27 Budget	2027 - 28 Budget	2028 - 29 Budget
PROPRIETARY FUNDS (FULL ACCRUAL)					
ENTERPRISE FUND					
(520) WATER CAPACITY FEE FUND	\$500,000	\$1,500,000	\$0	\$0	\$0
(510) WATER OPERATIONS	\$425,000	\$145,000	\$650,000	\$0	\$0
ENTERPRISE FUND TOTAL	\$925,000	\$1,645,000	\$650,000	\$0	\$0
PROPRIETARY FUNDS (FULL ACCRUAL) TOTAL	\$925,000	\$1,645,000	\$650,000	\$0	\$0
TOTAL	\$925,000	\$1,645,000	\$650,000	\$0	\$0

Wastewater Projects

Wastewater Project List

	2024 - 25 Budget	2025 - 26 Budget	2026 - 27 Budget	2027 - 28 Budget	2028 - 29 Budget
(WW16-0300) SCADA	\$500,000	\$0	\$0	\$0	\$0
(WW20-0100) SS4 BROADWAY SEWER REHAB, CRAWFORD TO DONALDSON	\$1,810,820	\$0	\$0	\$0	\$0
(WW24-0100) ANDREW ROAD SEWER REPAIR	\$652,842	\$0	\$0	\$0	\$0
(WW25-0100) CARTAGENA MANHOLE REHAB	\$100,000	\$0	\$0	\$0	\$0
TOTAL	\$3,063,662	\$0	\$0	\$0	\$0

Wastewater Projects by Fund Source

	2024 - 25 Budget	2025 - 26 Budget	2026 - 27 Budget	2027 - 28 Budget	2028 - 29 Budget
GOVERNMENTAL FUNDS (MODIFIED ACCRUAL)	\$50,000	\$0	\$0	\$0	\$0
PROPRIETARY FUNDS (FULL ACCRUAL)					
ENTERPRISE FUND					
(510) WATER OPERATIONS	\$250,000	\$0	\$0	\$0	\$0
(540) WASTEWATER OPERATIONS	\$952,842	\$0	\$0	\$0	\$0
(550) WASTEWATER CAPACITY FEES	\$1,060,820	\$0	\$0	\$0	\$0
(560) WW CIP	\$750,000	\$0	\$0	\$0	\$0
ENTERPRISE FUND TOTAL	\$3,013,662	\$0	\$0	\$0	\$0
PROPRIETARY FUNDS (FULL ACCRUAL) TOTAL	\$3,013,662	\$0	\$0	\$0	\$0
TOTAL	\$3,063,662	\$0	\$0	\$0	\$0

CITY OF
AMERICAN
CANYON



Capital Improvement Program Fiscal Year 2024/25

June 4, 2024

Capital Improvement Program

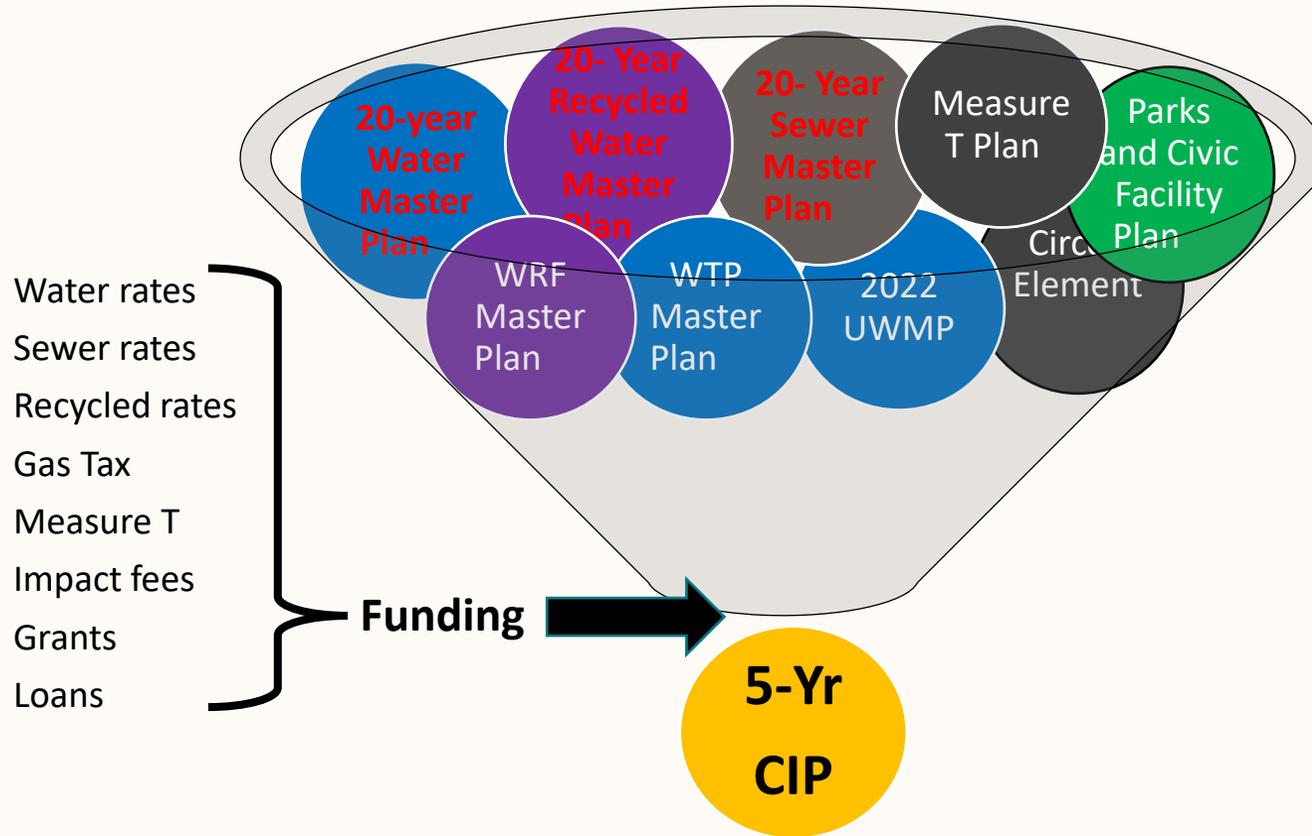
City-Wide List of Projects

- Long-term plan (6 to 20 years)
- Short-term (5-year CIP Program)
- Current (FY2024/25)

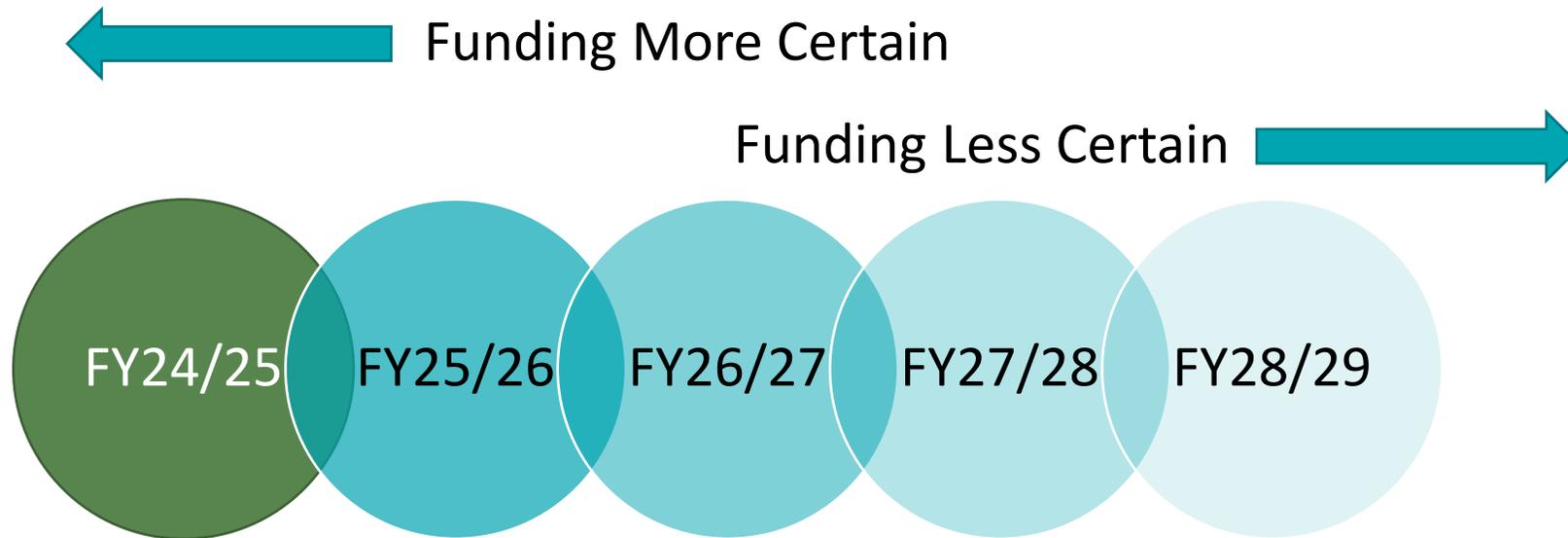
Status of Funding

- Undetermined
- 5-year forecast
- Funding available (FY 2024/25 Appropriation)

Long Term CIP vs. 5-Year CIP



5-Year CIP Phasing

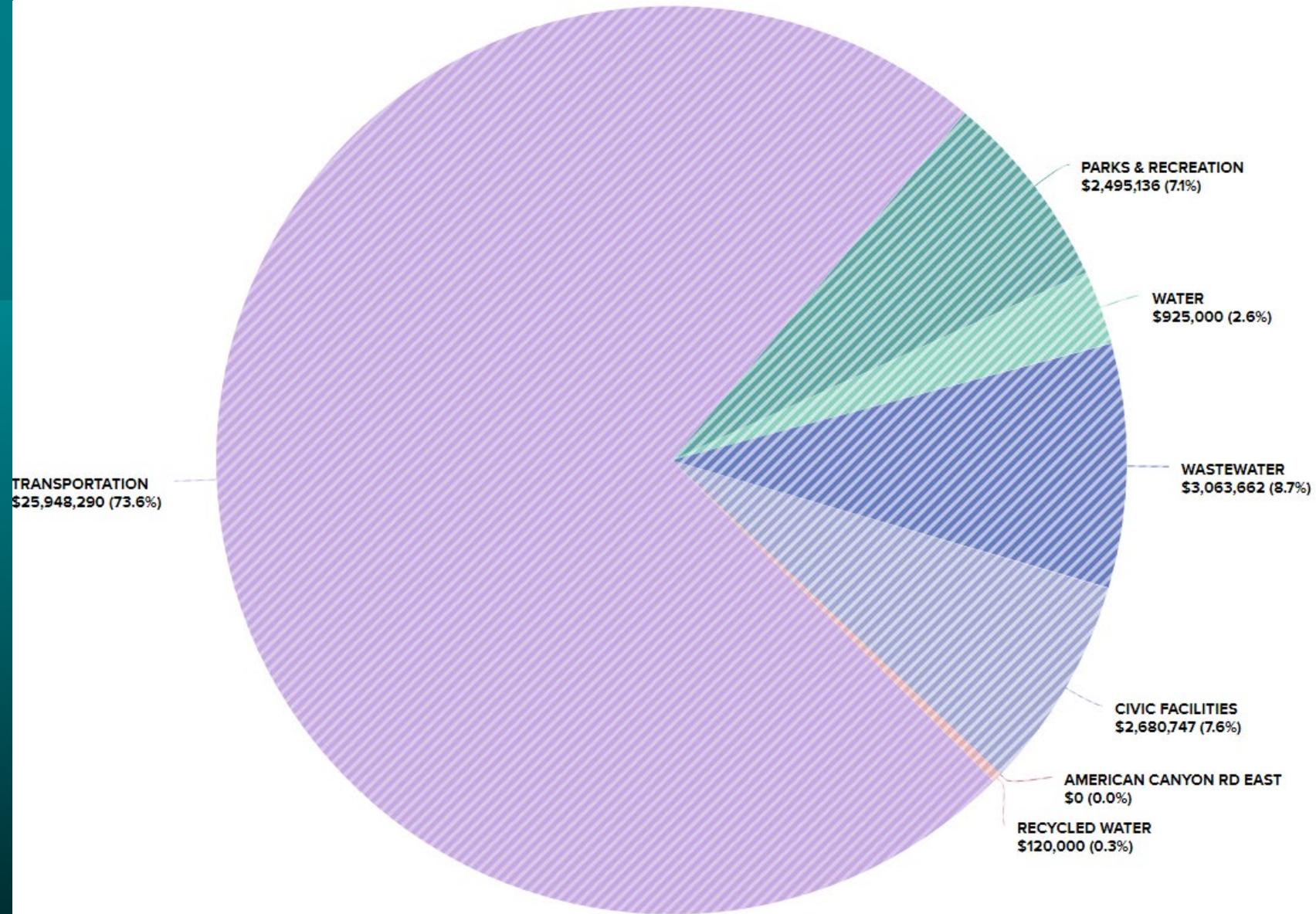


5-Year CIP Budget Summary

Total 5-Year CIP : \$41,373,565

Project Category	Proposed Budget FY 2024/25	Projected FY 2025/26	Projected FY 2026/27	Projected FY 2027/28	Projected FY 2028/29	Total of Projects
TRANSPORTATION	\$ 25,948,290	\$ 945,000	\$ -	\$ -	\$ -	\$ 26,893,290
PARKS & RECREATION	2,495,136	1,205,000	1,010,000	350,000	-	5,060,136
WATER	925,000	1,645,000	650,000	-	-	3,220,000
WASTEWATER	3,063,662	-	-	-	-	3,063,662
CIVIC FACILITIES	2,680,747	-	-	-	-	2,680,747
OTHER	-	335,730	-	-	-	335,730
RECYCLED WATER	120,000	-	-	-	-	120,000
TOTAL	\$ 35,232,835	\$ 4,130,730	\$ 1,660,000	\$ 350,000	\$ -	\$ 41,373,565

FY 24/25 CIP Budget



FY24/25 CIP Projects

Division	Number
Civic	4
Parks and Recreation	12
Transportation	10
Water	3
Wastewater	4
Recycled Water	1
Total Number of CIP Projects	34

FY 24/25 CIP Program Summary

- 27 projects are currently budgeted
- 7 new projects proposed in FY 24/25
 - 1 Civic Maintenance
 - 2 Park Maintenance and Improvements
 - 2 Transportation
 - 2 Utilities

FY 2024/25 Projects – Civic

City Hall Re-roof	CF23-0100
Corp Yard Relocation and Facility Upgrade	CF23-0300
EV Charging Stations	CF24-0100
Police Department Parking Lot	CF25-0100

FY 2024/25 Projects – Parks

Newell Open Space	PR13-0200
Wetlands Edge Environmental Educational Enhancement	PR19-0100
Melvin Road Park Improvements	PR23-0100
Melvin Tennis Court Improvements	PR23-0200
Aquatic Facility Improvement	PR23-0300
Northampton Shade Canopy	PR23-0400
Northampton Park Restroom	PR23-0500
Comm Park I Improvements	PR23-0600
Silver Oak Restroom	PR23-0700
Linwood Park Improvements	PR24-0100
Veterans Park Playground Replacement and Resurface	PR25-0400
Main Street Park Improvements	PR25-0600

FY 2024/25 Projects – Streets

Green Island Road Reconstruction & Widening Project	TR16-0700
Green Island Road Rule 20A/B Utility Undergrounding	TR16-0703
Benton Way Pavement Rehab and Crosswalk Enhancement	TR22-0400
Melvin Sidewalk and Drainage Improvements	TR24-0200
Knightsbridge Reconstruction and Water Main Improvements	TR23-0100
South Kelly – Highway 29 Intersection	TR23-0200
East American Canyon Road Guardrail	TR23-0300
Rancho Del Mar Paving and Utility Improvements Project	TR24-0300
Rancho Del Mar Phase II	TR25-0100
Citywide Pavement Rejuvenation Project	TBD

FY 2024/25 Projects – Utilities

Recycled Water Fill Stations	RW23-0100
Water Treatment Plan Shop	WA23-0100
Water Treatment Plant Filter Media Replacement & Drain Repair	WA23-0200
Zone 5 Water Pump Station	WA25-0100
Water and Wastewater System SCADA	WW16-0300
SS4 Broadway Sewer Rehab (Crawford to Donaldson)	WW20-0100
Andrew Sewer Repair	WW24-0100
Cartagena Manhole Rehabilitation	WW25-0100



Questions?



TITLE

Presentation - Fair Housing Napa Valley Annual Report

RECOMMENDATION

Receive and File Fair Housing Napa Valley Presentation.

CONTACT

Brent Cooper, AICP, Community Development Director

BACKGROUND & ANALYSIS

The Fair Housing Act prohibits discrimination on the basis of race, color, religion, gender, disability, familial status, and national origin. The Act applies to private housing, housing that receives federal financial assistance, and state and local government housing.

The City of American Canyon partners with Fair Housing of Napa Valley (FHNV) for housing related services. Fair Housing Napa Valley ("FHNV") is a private 501 (c)(3) non-profit corporation dedicated to promoting and developing fairness and equal housing opportunity for all people. FHNV works to eliminate housing discrimination and ensure equal housing opportunity through leadership, education, outreach, training, advocacy, and enforcement. For several years, the City has successfully partnered with FHNV to provide these services to American Canyon residents and property owners. Pablo Zatarain, FHNV Executive Director will provide a summary of fair housing activities in American Canyon for Fiscal Year 2023/24. The annual report is included as Attachment 1.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

Fair Housing Napa Valley funding contributions are included in the current and upcoming fiscal year budgets.

ENVIRONMENTAL REVIEW

15378(b) - The action is not a "Project" subject to the California Environmental Quality Act ("CEQA")

because it does not qualify as a "Project" under Public Resources Code Sections 21065 and 21080 and in Section 15378(b) of Title 14 of the California Code of Regulations.

ATTACHMENTS:

1. [FHNV- 2023-24 American Canyon Report](#)



May 30, 2024

Sent via Email

Brent Cooper, Community Development Director
Jason B. Holley, City Manager
City of American Canyon
4381 Broadway Street, Suite 201
American Canyon, CA 94503
jholley@cityofamericancanyon.org
bcooper@cityofamericancanyon.org

City of American Canyon Narrative Report- FY 2023-24

Dear American Canyon City Council and Staff,

Fair Housing Napa Valley (FHNV) is grateful to submit the enclosed report, reflecting cases opened and resolved within the City of American Canyon during FY 2023-2024. The cases selected reflect the diversity and complexity of the various intakes that the agency receives and illustrate FHNV's ability to resolve various housing issues to the benefit of the client, as well as educate landlords and tenants of their rights and responsibilities. In the aftermath of the Covid-19 pandemic, the diversity and dynamics of cases have changed. Specifically, the pitfalls and risks around housing insecurity are more precarious now due to a shortage of rental/ alternate housing stock, increasing housing costs, and a collectively increased susceptibility to housing insecurity due to lingering challenges borne out of the pandemic, particularly among vulnerable populations. For this reason, FHNV prioritizes addressing/ preserving housing security when assisting all clients. Not all cases have the desired outcome that the agency seeks, sometimes due to a landlord's unwillingness to mediate or resolve the conflict, or due to a client's non-responsiveness or lack of forthrightness.

American Canyon Demographics

From July 2023 to present, Fair Housing Napa Valley served 54 American Canyon households, totaling 157 individuals (61 of which were children). 59 individuals (38%) of those assisted were White, 58 (37%) were Latinx, 32 (20%) African American, and 8 (5%) were Asian/ API. 31 of the 54 households assisted had Extremely Low income- less than 30% of the Average Median Income (AMI); 10 had Very Low income (< 50% AMI); six had Low income (< 80% AMI); and three households assisted had Moderate income. Four cases had unreported income, partially accounted for by the two landlord-initiated cases with which FHNV assisted; landlord income is not requested during the intake process. 31 of the 54 cases opened in American Canyon regarded Landlord/Tenant inquiries, while 23 were Fair Housing (discriminatory) allegations.



Landlord/Tenant cases can be initiated by a tenant or a landlord and consist of rental housing questions or complaints pertaining to their legal rights and responsibilities regarding any number of issues, including notices to vacate, lease questions, and repair/ maintenance requests. In these cases, discrimination is not alleged at the time of intake. Fair Housing cases can also have Landlord/Tenant components but involve a specific allegation of housing discrimination based on a state or federally protected class (i.e. Race, Disability, Familial Status, etc.). While FHNV educates and assists all clients with their housing concerns/ inquiries, the agency's primary mission is to identify and eliminate discriminatory housing practices in Napa County. Because housing discrimination is often subtle, careful consideration is required of all cases, so that any illegal housing practices may be identified and addressed.

American Canyon Landlord/ Tenant Cases

Landlord/Tenant: Lease Issues

“Lease Issues” refer to a variety of general housing concerns/ inquiries that do not otherwise apply to more specific case descriptions, such as a notice to vacate, eviction, or repair/ maintenance request. This description is deliberately broad to capture all general/ miscellaneous housing inquiries.

2023-24073- A senior mobile home park resident called Fair Housing Napa Valley for assistance with a dispute with her park's manager regarding maintenance of a tree on her park space. As mobile home park residents own their homes but typically rent the space on which it sits, these types of disputes occur relatively frequently. FHNV relies on both Mobile Home Residency Law (MRL) and the resident's lease for guidance when addressing these kinds of disputes. In this case, the client's lease stated that space tree maintenance was the resident's responsibility; when the lease does not clearly determine responsibility regarding a specific dispute/ question, MRL's are relied upon for guidance. The client was counseled and referred to appropriate local programs that could provide financial assistance for the tree maintenance, which cost nearly \$1,000.

This case was especially notable as the resident lived on a fixed income and the cost of maintaining the tree nearly equaled her monthly rent amount and created a significant financial strain on this client. This dynamic is unfortunately common in American Canyon and Napa County, as many households- especially mobile home park residents- are one financial crisis away from housing insecurity and possible displacement. For seniors on a fixed income, increases in their cost of living can have a particularly adverse impact on their housing security.

Mobile Home Residency Law is enforced by the California Dept. of Housing and Community Development, and not traditional landlord-tenant laws/ ordinances. However, fair housing protections apply in all mobile home related matters, and MRL's also rely on the utilization of tenancy related notices to initiate specific actions, particularly by the housing provider.



2024-24321- A property owner contacted FHNV seeking guidance as a first-time housing provider. The client sought assistance regarding how to properly (and legally) advertise their unit, tenancy/ lease questions, and considering potential tenants. FHNV counseled the client regarding fair housing protections, illegal/ discriminatory housing practices, state and federal protected classes, relevant lease topics, and recent changes to tenant protections. This included materials, information, and resources regarding a variety of housing topics, both landlord-tenant and fair housing related. Over the course of nearly three months, FHNV worked with this client until she felt her questions had been answered and immediate concerns had been addressed.

Being a housing provider is a significant responsibility, one which can require extensive research/ diligence to remain legally compliant. FHNV is proud to assist Napa's housing providers, which is one of the programs/ services that sets the agency apart from similar Fair Housing organizations. Working with this group has resulted in FHNV's building a positive rapport and relationships, particularly with some of the county's larger housing providers. Such relationships can be beneficial when seeking housing provider cooperation, and/ or attempting to address more complex matters. FHNV is grateful for the opportunity to work with and educate Napa's housing providers, and to be able to serve both sides of Napa's rental housing market.

Landlord/Tenant: Maintenance and Repairs

These cases frequently involve tenants with repair requests and needs that aren't being met after multiple verbal requests. From mold, pests, or a multitude of other issues, FHNV educates and empowers both tenants and landlords regarding the process of the written requests, record keeping or creating a "paper trail," taking photos, and sometimes involving Code Enforcement agencies if necessary. Because of the lack of vacant rental housing stock in Napa County, illegal housing units are a continuing concern, as are unreported repair requests; vulnerable clients sometimes will not report a repair need out of fear of possible eviction or rent increase in response. There are laws to protect both the landlord and the tenant in this context, and FHNV works to ensure housing remains safe and compliant with local ordinances.

2023-23568- A senior resident contacted FHNV after finding a severe case of mold in the apartment she shared with her son, and wanted to confirm her housing provider was complying with their responsibilities regarding the matter. During the intake process, the client was found to have already taken constructive steps to document the mold and begin addressing the matter with her housing provider. Indeed, the client reported that her housing provider had already inspected the unit, and had verbally approved their transfer to a comparable unit. The client wanted to confirm that their housing provider was complying with all related responsibilities. FHNV counseled the client regarding adequate documentation of the mold/ damage for insurance and (if necessary) legal reasons, should her housing provider renege on the offer to transfer her unit. Through continued correspondence with both parties,



FHNV ensured that the tenant's transfer was completed successfully. FHNV staff also worked with the housing provider to ensure they understood/ complied with their obligations regarding this matter.

Landlord/Tenant: Notice to Vacate

When Fair Housing Napa Valley receives an inquiry regarding a notice to vacate, there are a variety of questions the agency must take into consideration. Tenants can have several concerns, and FHNV staff review all documents and correspondence between the tenant and landlord- including the lease and the notice to vacate- to determine possible discrimination as the basis for the notice. Napa County does not have rent control laws and while there are limited just cause protections under California's Tenant Protection Act (TPA; among other protections, a landlord or property manager is required to provide a valid "cause" to issue a notice to vacate), options can be limited once a tenant receives a notice. Given the lack of housing options in Napa County currently, FHNV prioritizes preserving clients' housing where possible/ appropriate. As a precursor to the legal eviction process, FHNV also encourages tenants to contact the agency as soon as possible upon receiving a notice to vacate to ensure sufficient time to investigate and address the matter. When a client contacts the agency with little time left to vacate, his/ her options are often even more limited.

2023-23651- A tenant household contacted FHNV after receiving a 60-day notice to vacate their home. The clients sought additional time to vacate, as they had been unable to find alternate housing. In reviewing their notice, FHNV staff found it to be invalid due to non-compliance with conditions set forth by the Tenant Protection Act (TPA; AB 1482). The TPA, since strengthened by SB 567, provides tenant protections through rent increase caps, just cause thresholds regarding notices to vacate, and relocation assistance in certain cases of displacement. Among those protections, notices to vacate must list valid reason(s) [just cause] for a tenant household's need to vacate, among other terms. In this case, the housing provider did not serve an adequate notice listing all needed terms, rendering the notice invalid and requiring that they start the notice process over. The housing provider was counseled regarding their obligations under the TPA, and the invalid notice was rescinded. Though the client household ultimately received a valid notice to vacate (and moved out), FHNV assistance allowed the clients to avoid potential legal action and provided sufficient time to secure alternate housing.

2024-24092- A disabled resident, and mother of two children, contacted FHNV after receiving a verbal notice to vacate. The client was extremely concerned, stating she could not afford the costs of moving, nor felt she could maintain a job due to her disabilities. After conducting her intake, FHNV counseled the client regarding the legal requirements of a valid notice to vacate. Notably, all tenancy-related notices must be in writing (among other requirements, per TPA), rendering the verbal notice she received as invalid and unenforceable. The client was relieved and asked that FHNV not contact her housing provider, as she and her partner hoped to resolve the matter directly with them. The client was encouraged to contact FHNV for additional assistance if she received a written notice to vacate, though fortunately she has not contacted FHNV since then.



Educating all clients regarding their rights and responsibilities in any given context is at the core of FHNV's counseling approach. The tenant/ landlord relationship is dependent on both parties upholding their part of the lease and housing laws/ ordinances; educating clients to this effect helps prevent future disputes and potential illegal practices, preventing potential risks to housing security for American Canyon and Napa County residents.

Landlord/Tenant: Eviction

Eviction cases vary in type and can be a result of non-payment of rent, or non-compliance with a previously received notice to the tenant, such as a 3-day notice to pay or quit or a 30 day notice to vacate. Tenants must receive an Unlawful Detainer (UD) order- the lawsuit filed in court by the housing provider- to start the eviction process. As a legal order, UD's and evictions are reflected on a tenant's background report, adversely affecting their ability to secure future housing for years in a similar manner to a negative credit history (perhaps more so because an eviction indicates a failure to pay rent, and/ or non-compliance with a lease notice).

Due to the extremely competitive rental housing market in Napa County and the Bay Area generally, as well as the overall lack of supply to meet current demand, clients with an eviction in their background are at a substantial disadvantage in securing alternate housing. As mentioned above, FHNV prioritizes preserving a client's current housing when appropriate, especially in cases where they are at risk for a UD/ eviction. While FHNV strives for a successful outcome whenever a client is at risk of displacement, when their tenancy is not salvageable the agency ensures that client/ household has access to the appropriate partners and resources to address their legal needs. FHNV works closely with staff of the Napa County Superior Court's Self Help Desk, and legal services partners, to ensure referred clients receive the appropriate assistance in filing responses and complying with their order.

2024-25378- A single mother of two children contacted FHNV seeking assistance with finding housing. The client stated she lost her home after losing her job recently, and that her family was currently living in a hotel. She expressed extreme concern that she would be unable to afford her hotel room in the near future. FHNV referred the client to the appropriate community and local government partner organizations to address her housing and family needs. The client received resources to better support her children/ household in the near term, and also received housing navigation related services to assist her in finding alternate housing.

Housing-related assistance does not always come in the form of counseling. Education and outreach to all Napa County residents is an essential component of FHNV's services and a desired outcome for every case resolution. This includes informing clients about the broad range of resources available to both tenants and housing providers. Though FHNV does not provide assistance with finding new/ alternate housing, FHNV is grateful to be a part of a robust and diverse referral network in American Canyon and Napa County, including a variety of local government and community partners who provide



vital services that our clients rely on. These networks collectively form a diverse and comprehensive safety net for all Napa County and American Canyon residents that is vital to their housing security and household health/ well-being.

Landlord/Tenant: Security Deposit Return

Security-deposit related complaints are one of the most common issues seen by Fair Housing Napa Valley. These cases are generally addressed in the same manner, with the exception being a discriminatory allegation by the client during the process of recouping their security deposit. Given case similarities, FHNV will list general advice given to clients in lieu of specific case anecdotes:

Tenants should document their pre-move in inspection with photos and a checklist of noted deficiencies where possible, making the move-out inspection more reliable. It is the landlord's responsibility to initiate the move-out walk-through at least two weeks before the move-out date in order to give the tenant time to fix anything noted during the inspection. (If the landlord doesn't initiate the walk-through as is their responsibility, the tenant should insist on one). The tenant should also take pictures and utilize a detailed move-in checklist (when possible) to verify any prior damage while conducting the move-out inspection. Taking pictures at both move-in and move-out inspections, as well as documenting any other related damage or concerns through dated checklists, is vital.

California law allows the landlord twenty-one days to provide an itemized list of deductions made from the security deposit and must be accompanied by receipts and/or estimates made by professionals. If this has not been provided within twenty-one days, the tenant is entitled to their entire security deposit, which is addressed via the Small Claims process. FHNV provides tenants with a Demand for Deposit form when appropriate, and an instruction sheet explaining the process of submitting the Demand for Deposit form. If the tenant receives no/ an unfavorable response, the client is referred to the Self-Help Desk at the Napa County Courthouse to proceed with their complaint.

American Canyon Fair Housing Cases Fair Housing and Protected Classes

Fair Housing Napa Valley is dedicated to promoting and developing fairness and equality of housing opportunities for all people. While FHNV offers tenant/landlord services to all of Napa County, the agency's primary mission is to investigate and eliminate housing discrimination in Napa County. Landlord/ tenant cases provide the agency the opportunity to investigate additional complaints where housing discrimination may be present. Fair Housing Napa Valley strives to ensure equal housing opportunity through leadership, education, facilitation, outreach, training, advocacy, and enforcement.



Both State and Federal laws prohibit discrimination in the rental or sale of residential housing on any of the following basis: National Origin, Ancestry, Race, Color, Religion, Age, Disability, Medical Condition, Marital Status, Sex, Sexual Orientation, Source of Income, Arbitrary Reasons, or Familial Status (the presence of children under 18); these are known as “protected classes.” A fair housing allegation occurs anytime a resident contacts Fair Housing Napa Valley and claims they feel discriminated against based on a protected class. A fair housing case can concurrently be a landlord/tenant case; however, the fair housing component of a case always takes precedence as the agency’s primary mission is to eradicate discriminatory practices.

Some examples of discriminatory practices are: falsely stating that housing is unavailable (or otherwise making housing unavailable); having different terms, conditions, rules, or service because of membership in a protected class; “steering” a buyer or renter to a different neighborhood or portion of a complex (children in a ground floor unit); making discriminatory statements during the course of business; and threatening, coercing, intimidating, or interfering with anyone who is exercising their fair housing rights. These are only a few examples, and discriminatory practices have manifested themselves in evolving ways with changes to housing policy/ ordinance, as well as regional market dynamics.

FHNV opened 23 fair housing-related cases in American Canyon during the current FY 2023-24 reporting period. Three are pending investigation, 11 cases were closed with a referral, and two cases were closed due to no response from the client. This is an unfortunate reality for some of FHNV’s cases, as tenants fear retaliation from their landlords, or- in the case of the substantial Latinx population in Napa County- may also face immigration-related retaliation/ consequences as a result of pursuing a housing complaint. Additionally, seven cases were closed as mediated, meaning the resolution was to the benefit of the client. This is the most ideal resolution; FHNV conciliated the matter to the satisfaction of all parties involved, minimizing the risk of further dispute and violation of our client’s housing rights.

Reasonable Accommodations & Reasonable Modifications

Under federal fair housing law, persons with disabilities are entitled to additional protections to increase the accessibility of their unit, or to accommodate their disability as it relates to existing housing/ lease policies. FHNV may submit a Reasonable **Accommodation** (RA) or a Reasonable **Modification** (RM) request on the client’s behalf for a variety of disability-related reasons. RA or RM requests cannot pose an undue financial or administrative burden to the housing provider and may be amended or revised through ongoing dialogue with the housing provider regarding the request/ specific tenant need.

A **Reasonable Accommodation** (RA) is generally defined as a request to make an exception or revision to an existing housing policy or condition to better accommodate the individual. A physician’s recommendation is typically required to support the request. For example, Service Animal exemptions



may be requested in housing with “no pet” policies; similarly, a tenant may ask to have an assigned parking spot moved closer to their unit for ease of access.

A **Reasonable Modification** (RM) is a physical change to a disabled tenant’s home to improve accessibility, such as bathroom grab bars or a wheelchair ramp. Like the RA process, a request is made to the resident’s housing provider regarding the needed modification. Once approved, the modification requested is the tenant’s financial responsibility, unless the tenant resides in a federally subsidized property (landlord’s obligation in those cases). Although modifications sometimes involve a substantial financial investment, there are a number of agencies and other resources that can assist low-income residents with costs and installation. Unless otherwise allowed by the housing provider, modifications must be removed by the tenant prior to moving out.

Disability: Reasonable Modification

2024-24243- This case involved a disabled senior resident with mobility related challenges. She lived on a low, fixed income and sought funding for accessibility modifications to her bathroom. Among the modifications, she requested an accessible shower stall (low threshold), grab bars, and a widened doorway to the bathroom. Through its participation/ membership in regional and national housing coalitions, FHNV has access to this type of funding through various partners, and secured a \$10,000 grant from the National Fair Housing Alliance (NFHA) to cover the resident’s modification costs. The modifications were completed and the client now has a fully accessible bathroom.

In Closing

The rental housing market in Napa County is extremely limited and presents a litany of obstacles to equal housing choice for many households. The vacancy rate for rental housing stock is between 1- 2%, and the high demand gives a significant advantage to housing providers and the most qualified applicants for available housing. This particularly affects Napa County’s low income and vulnerable populations, including Latinx households, families with children, seniors, and disabled individuals. Though additional tenant protections have been implemented in recent years, particularly the Tenant Protection Act, these protections are not enough to bridge many of the existing inequities that prevent equal access to rental housing.

FHNV’s mission to eradicate housing discrimination in Napa County begins with ensuring equal housing choice for the region’s most vulnerable populations. The agency has an obligation to those residents, and all residents in Napa County, to maximize exposure and awareness of its services by engaging the general public and community partners through increased workshops and presentations. To this end, FHNV will focus additional educational efforts in South Napa County for the next year. This will include additional outreach to the Spanish and Tagalog speaking communities of American Canyon to identify households in need of assistance.



By increasing awareness of the services FHNV provides and how staff can specifically assist clients, residents will be better prepared to recognize discriminatory housing practices or other illegal action(s) by their housing provider/ tenant. These presentations will also provide attendees with a better understanding of possible actions- and preparations- an individual can take to assist FHNV staff in corroborating their complaints and resolving them to the client's benefit. Through increased awareness, engagement and collaborative efforts with the agency's community partners and the public, FHNV will continue to further its mission and expand its footprint within American Canyon and the diverse communities our agency serves.

Please contact me should you have any questions regarding this report. Thank you for your continued support of Fair Housing Napa Valley, and the services the agency provides. Our staff looks forward to assisting the residents of American Canyon and Napa County for years to come.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to be "Pablo Zatarain", with a long horizontal line extending to the right.

Pablo Zatarain
Executive Director
Fair Housing Napa Valley
pablo@napafairhousing.org



Future Agenda Items of Note:

June 18, 2024; 6:30 p.m.

Presentation – AC Community Cats
Proclamation – Jay Atkinson
Salary Schedule – FY 24/25

June 18, 2024; 7:00 p.m.

Special Joint City Council Meeting with Parks and Community Services Commission

June 18, 2024; 8:00 p.m.

Special Joint City Council Meeting with Open Space, Active Transportation and Sustainability Commission

July 2, 2024; 6:30 p.m. City Council Meeting Canceled

July 16, 2024; 6:00 p.m.

Proclamation - Parks and Recreation Month
GIR Project (TR16-0700) Authority to Issue Bonds, etc.

August 6, 2024; 4:30 p.m.

Consent Items Only – National Night Out

August 20, 2024; 6:30 p.m.

League of California Cities Voting Delegate (Annual)
GIR Project (TR16-0700) Phase 2 Contract Award

September 3, 2024

Proclamation - National Hispanic Heritage Month (September 15 – October 15)