Mayor: Alan Galbraith
Vice Mayor: Peter White
City Council: Sharon Crull
Paul Dohring
Greg Pitts

AMENDED

ST. HELENA CITY COUNCIL

SPECIAL PUBLIC BUDGET WORKSHOP MEETING

MAY 11, 2015

1:30 PM SPECIAL MEETING
VINTAGE HALL BOARD ROOM – SECOND FLOOR
465 MAIN STREET, ST. HELENA

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **Public comments pertaining to the Budget Public Workshop meeting. (Please observe the time limit of three minutes.)**
4. **Discuss and provide direction on the St. Helena Proposed FY 15/16 Budget**
   a. **Budget overview**
   b. **Non-Profits**
   c. **Departments:**
      - **City Council**
      - **City Manager**
      - **Finance**
      - **City Attorney**
      - **Planning/Building**
      - **Non-Departmental**
      - **Library**
      - **Recreation**
      - **Fire**
      - **Police**
      - **Public Works**
      - **Water/Wastewater**
      - **Capital Improvement Projects**

5. Adjournment

This agenda was posted at City Hall, 1480 Main Street, and at Vintage Hall, 465 Main Street, St. Helena, California on May 5, 2015.

Cindy Black

Cindy Black, City Clerk

CHALLENGING DECISIONS OF CITY ENTITIES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City of St. Helena is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing.

If a person wishes to challenge the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of St. Helena, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the City Council regarding any item on this Agenda, after the posting of the Agenda, will be available for public review in the City Clerk's Office located at 1480 Main Street, St. Helena, California, during normal business hours. In addition, such writings or documents will be made available on the City's web site at http://cityofsthelena.org and will be available for public review at the respective meeting.

CITY OF ST. HELENA

FY 15/16 BUDGET

BUDGET WORKSHOP SCHEDULE

Budget Overview
Non-Profit Partnership Opportunities
Department Budget Overviews

- City Administration
- Community Services
- Public Safety
- Public Works General
- Public Works Water and Wastewater
- Capital Improvement Projects

FY 15/16 BUDGET

BUDGET PREPARATION PROCESS

February

- Direction given to departments
- Goal Setting
- Survey

March

- Departments prepare budgets
- Budget priorities
- Community Survey

April

- Financial budget review
- City Manager review

May

- Finalize draft budget documents
- Budget workshop
- Additional workshops to resolve budget gap

June

- Possible additional workshop(s) to resolve budget gap
- Budget Adoption June 23, 2015

STATEWIDE BUDGET CHALLENGES

- State and Federal assistance continues to remain down
- National and CA State economies are still slowly improving
- Concerns over global recession
- Personnel costs are impacting expenses
- Cost of services increasing at or above CPI
- Generally, costs exceed pre-recession levels – staff levels remains 10%-15% below pre-recession and service demands remain high

BUDGET CHALLENGES – CITY OF ST. HELENA

- Revenues show modest increases
- Increasing personnel costs impacting expenses
- Cost of services increasing
- Fund Council priorities
- Invest in operational initiatives
- Balance budget
- Protect General Fund Reserve
- Departmental additional needs could not be funded this year

COUNCIL STRATEGIC OBJECTIVES

- Review Long-term Revenue Options
- Review Fee Changes/Updates
- Conduct Financial Assessment of Water & Wastewater
- Assess Infrastructure Needs
- Update Long Range Financial Forecast
- Hire Project/Economic Manager

BUDGET FOCUS

Achieving Council Strategic Objectives

- Develop a process for City Charter and ballot measure for Real Property Transfer Tax
- Conduct Planning and Building fee study
- Conduct Water and Wastewater rate review
- Develop Facility Assessment Plan
- Projects to Maintain City's Infrastructure
- Project/Economic Manager
- Seek Revenue Enhancements

BUDGET FOCUS

- Add $528,000 payment for State Revolving Loan payment now paid from General Fund
- Grant Manager to seek and obtain funding
- Water Conservation – position and programs
- Organizational Initiatives
  - Community engagement
  - Records management
  - Continued organizational management improvements
  - Seeking opportunities for cost savings and shared services
  - Reviewing service models for Fire Department

BUDGET DOCUMENT FORMAT

- Department Overview
- Budget Summary
  - By Fund
  - By Expense
- Budget Detail
- Expense detail is for selected categories above $1,000 from each department budget that have multiple items

BUDGET PRESENTATION FORMAT

- Reserve Levels
- Updated LRFF
- Revenue Options
- Expenditure Options
- Budget Overview
- Non-Profit Presentations

- By Department
  - Overview
  - Accomplishments
  - Goals
  - Budget Summary
  - Presentations will highlight:
    - changes
    - unfunded additional needs
    - service options

GENERAL FUND RESERVE

- FY 2013-14 Fund Balance (CAFR)
  - Assigned General Fund Reserve — $2.0 million
  - Unassigned General Fund Reserve — $1.3 million
  - $3.3 million

- FY 2014-15 Estimated Fund Balance
  - Assigned General Fund Reserve — $2.0 million
  - Unassigned General Fund Reserve — $0.6 million
  - $2.6 million

GENERAL FUND BUDGET SUMMARY

(Reserves used to balance budget)

Estimated GF Reserves (total) @ 6/30/15		**$2,612,815**
Total Revenues	$9,904,281	
Transfers In	$2,984	
Total GF Revenues and Transfers In		$9,907,265
Total Expenditures	($10,555,384)	
Transfers Out	($328,692)	
Total GF Expenditures and Transfers Out		($10,884,076)
Use of General Fund Reserves	($976,811)	
Estimated Reserves @ 6/30/16		$1,636,004
Estimated Reserve percentage		15%

GENERAL FUND BUDGET SUMMARY

(Expenditure reductions used to balance budget)

Estimated GF Reserves (total) @ 6/30/15		$2,612,815
Total Revenues	$9,904,281	
Transfers In	$2,984	
Total GF Revenues and Transfers In		$9,907,265
Total Expenditures (10% reduction)	($9,500,000)	
Transfers Out	($328,692)	
Total GF Expenditures and Transfers Out		($9,828,692)
Use of General Fund Reserves	$0	
Estimated Reserves @ 6/30/16		$2,691,388
Estimated Reserve percentage		27%

WATER FUND BUDGET SUMMARY

Water Unrestricted Net Position @ 6/30/14		$6,140,160
Estimated Water Unrestricted Net Position@ 6/30/15		$5,250,840
Total Revenues	$4,581,628	
Total Expenses	($4,876,158)	
Revenues less Expenses		-$294,530
Use of Water Cash	($294,530)	
Estimated Water Net Position @ 6/30/16		$4,956,310
Restricted Funds for Water Capital Projects	$3,059,438	
Estimated Water Unrestricted Net Position @ 6/30/16		$1,896,872
Estimated Percentage of Expenses		39%

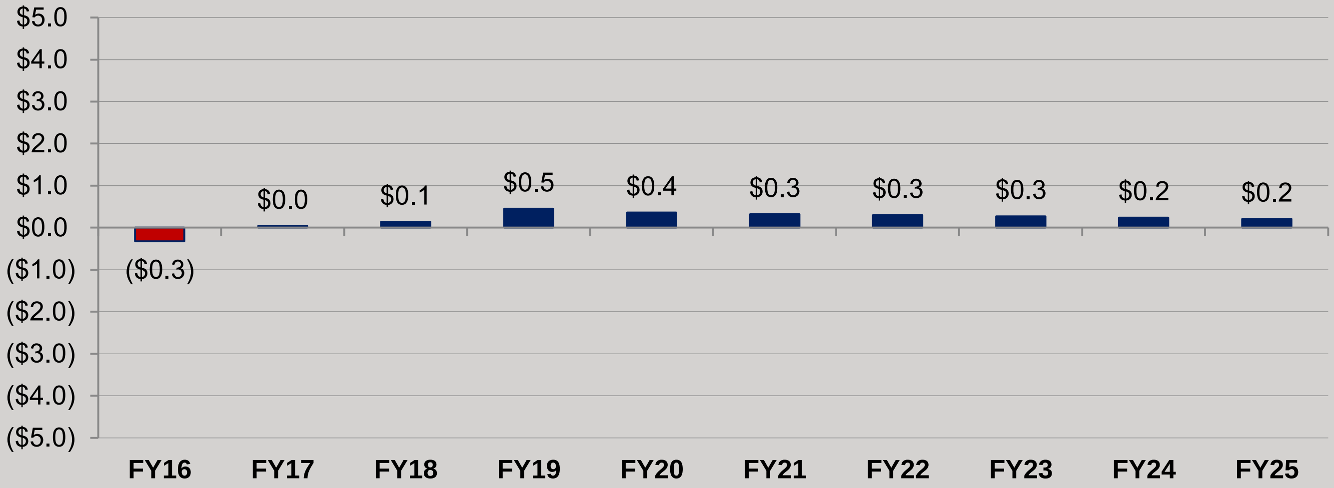
WASTEWATER FUND BUDGET SUMMARY

WW Unrestricted Net Position @ 6/30/14		$1,550,443
Estimated WW Unrestricted Net Position@ 6/30/15		$380,983
Total Revenues	$2,250,991	
Total Expenses	$1,993,719	
Revenues less Expenses		$257,272
Use of WW Cash	$0	
Estimated WW Unrestricted Net Position @ 6/30/16		$638,255
Estimated Percentage of Expenses		32%

UPDATED LONG RANGE FINANCIAL FORECAST GENERAL FUND

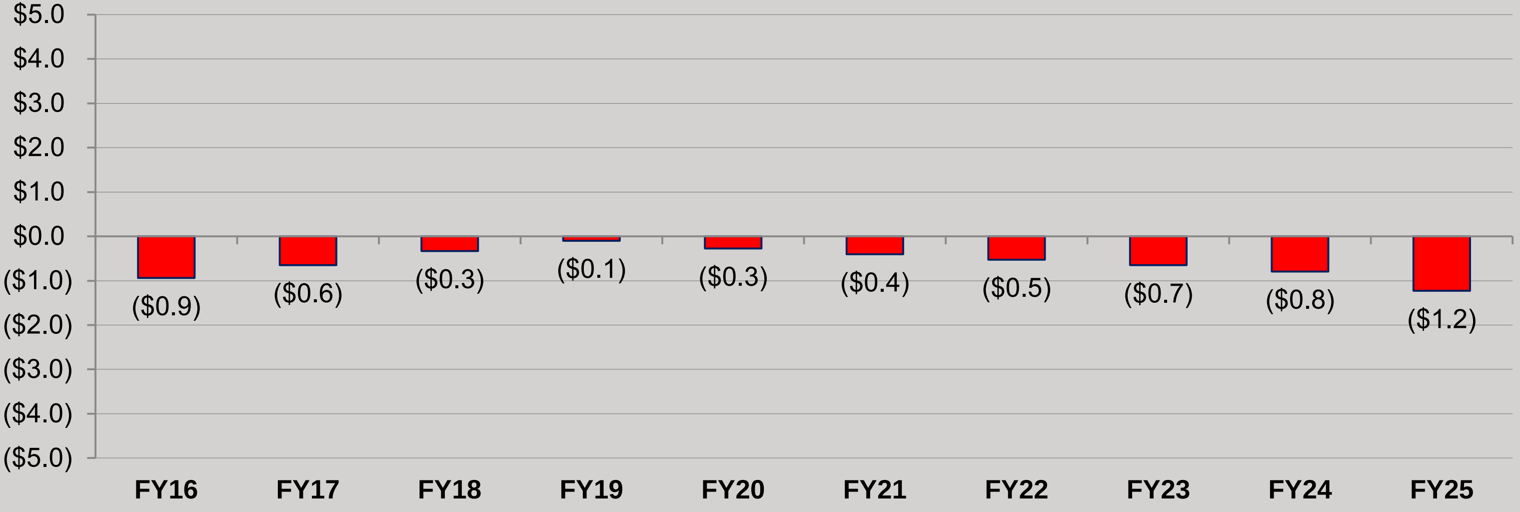
LONG RANGE FINANCIAL FORECAST
FEBRUARY 2015

	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Total Revenues	$9.4	$10.1	$10.9	$11.4	$12.0	$12.4	$12.8	$13.3	$13.7	$14.2	$14.7
Total Expenses	($9.3)	($10.4)	($10.8)	($11.3)	($11.6)	($12.1)	($12.5)	($13.0)	($13.4)	($13.9)	($14.4)
Net Operating Revenues	$0.1	**($0.3)**	$0.0	$0.1	$0.5	$0.4	$0.3	$0.3	$0.3	$0.2	$0.2



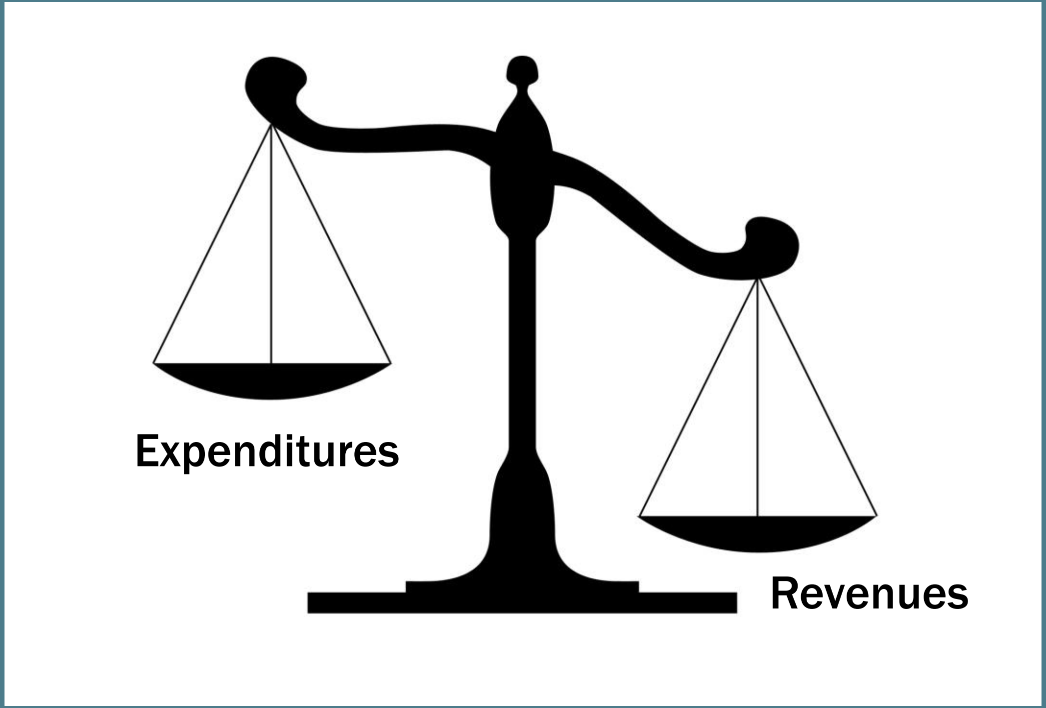
UPDATED FORECAST
MAY 2015 (ESTIMATED 2014/15 & 2015/16)

	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Total Revenues	$9.7	$10.0	$10.8	$11.6	$12.1	$12.4	$12.8	$13.1	$13.5	$13.9	$14.0
Total Expenses	($10.5)	($10.9)	($11.4)	($11.9)	($12.2)	($12.7)	($13.2)	($13.6)	($14.1)	($14.7)	($15.2)
Net Operating Revenues	**($0.7)**	**($0.9)**	**($0.6)**	**($0.3)**	**($0.1)**	**($0.3)**	**($0.4)**	**($0.5)**	**($0.7)**	**($0.8)**	**($1.2)**



Increased TOT revenue by $300,000 over Feb 2015 forecast

OPTIONS



REVENUE OPTIONS

- One-time Options:
  - Draw from General Fund Reserves (all or portion)
  - Pursue using Measure A funds for $528,000 State Revolving Fund payment

REVENUE OPTIONS

- Short-term Options
  - Revisit 2011 water/wastewater rate study
    - Consider FY 2015-16 rate increase
  - Evaluate building, planning and other fees for service
    - (immediate and short-term)
  - 2015 or 2016 ballot measure options
    - Lighting and/or Landscaping Districts
    - Parcel Tax
    - Sales Tax

REVENUE OPTIONS

- Long-term Options:
  - Real Property Transfer Tax (Nov 2016)
  - Annexations
  - Transient Occupancy Tax (TOT)

- Short-term or Long-term Options:
  - Sell City owned Property (one-time revenue)
  - Lease City owned Property (on-going revenue)

EXPENDITURE OPTIONS

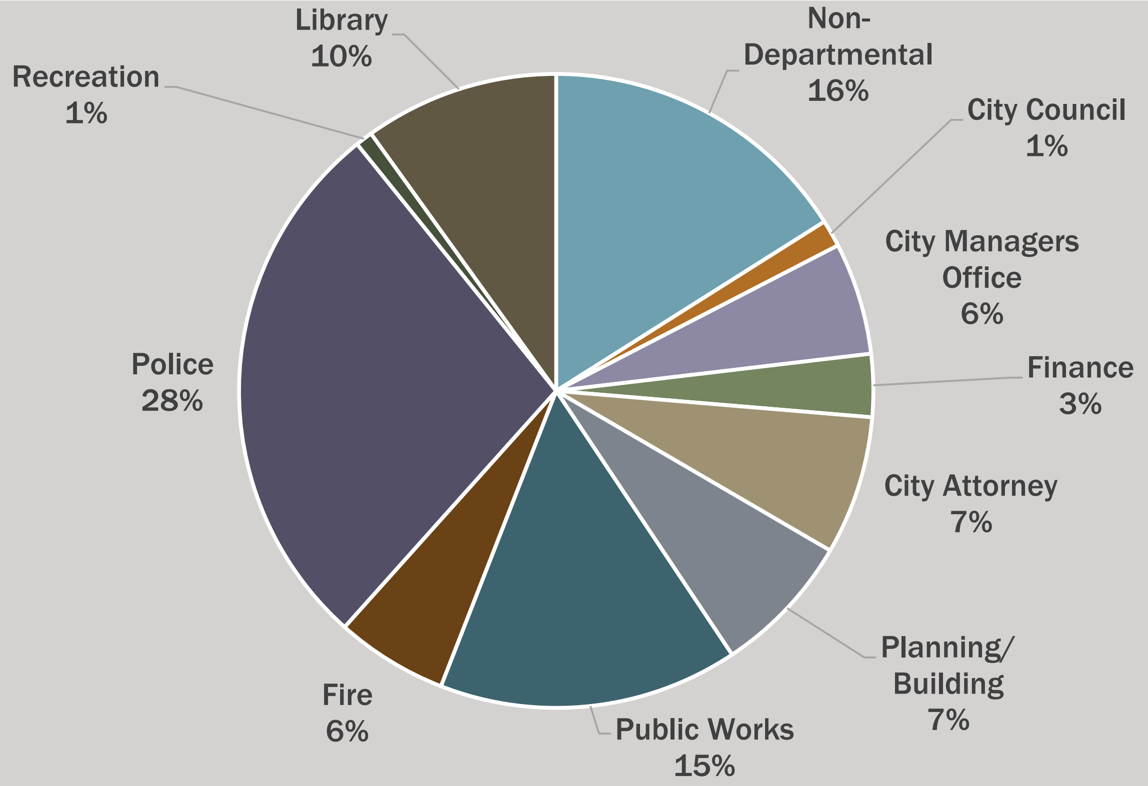
- Department
  - Consider department service options
- Policy
  - Provide direction for staff to develop options
- Citywide
  - Reduce employee expenses
  - Reduce hours of operation for City Hall
- Community
  - Reduce financial support to community groups

BUDGET OVERVIEW

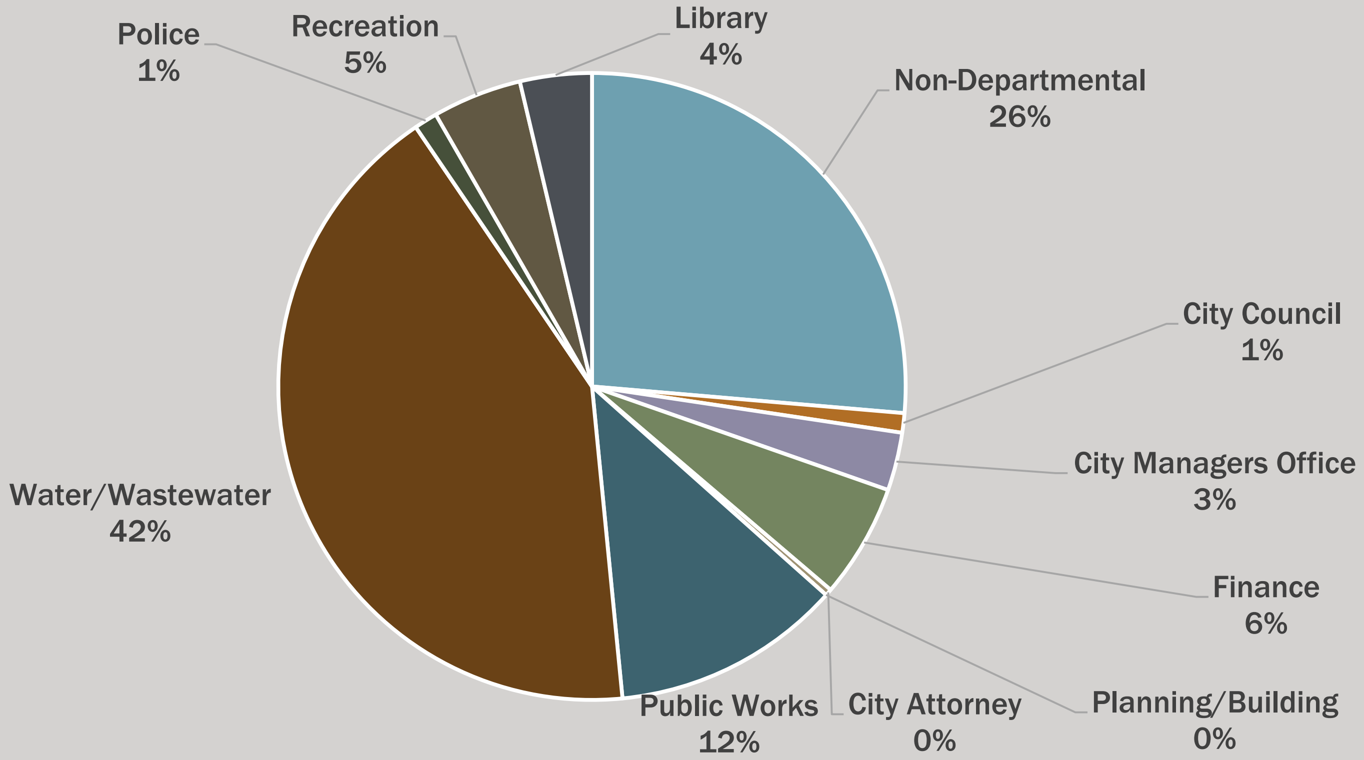
EXPENDITURE BUDGET BY DEPARTMENT (FY 15/16)

Department	General Fund	Other Funds	Total
Non-Departmental	$ 1,745,251	$ 2,267,246	$ 4,012,497
City Council	$ 149,505	$ 86,328	$ 235,833
City Managers Office	$ 622,171	$ 257,566	$ 879,737
Finance	$ 348,588	$ 505,956	$ 854,544
City Attorney	$ 770,000	$ 30,000	$ 800,000
Planning/Building	$ 787,918	$ -	$ 787,918
Public Works	$ 1,662,849	$ 1,020,188	$ 2,683,037
Water/Waste Water	$ -	$ 3,617,609	$ 3,617,609
Fire	$ 620,702	$ -	$ 620,702
Police	$ 3,001,920	$ 103,000	$ 3,104,920
Recreation	$ 95,211	$ 395,554	$ 490,765
Library	$ 1,079,961	$ 317,990	$ 1,397,951

EXPENDITURES BY DEPARTMENT (FY 15/16) GENERAL FUND



EXPENDITURES BY DEPARTMENT (FY 15/16) OTHER FUND TYPES



REVENUE ASSUMPTIONS

- Property Tax Increase: 2%
- Sales Tax Increase: 3%
- Transient Occupancy Tax Increase 3%

EXPENDITURES BY FUND TYPE (FY 15/16)

Fund Type	14/15 Adopted Budget	14/15 Estimated Year End	15/16 Proposed Budget	$ Change	% Change
General Fund	$10,519,866	$10,456,584	$10,884,076	$364,210	3%
Water Fund	$5,447,977	$5,343,038	$4,876,158	($571,819)	-12%
Wastewater Fund	$3,440,130	$3,368,433	$1,993,719	($1,446,411)	-73%
Other	$2,157,373	$2,181,569	$1,731,560	($425,813)	-25%

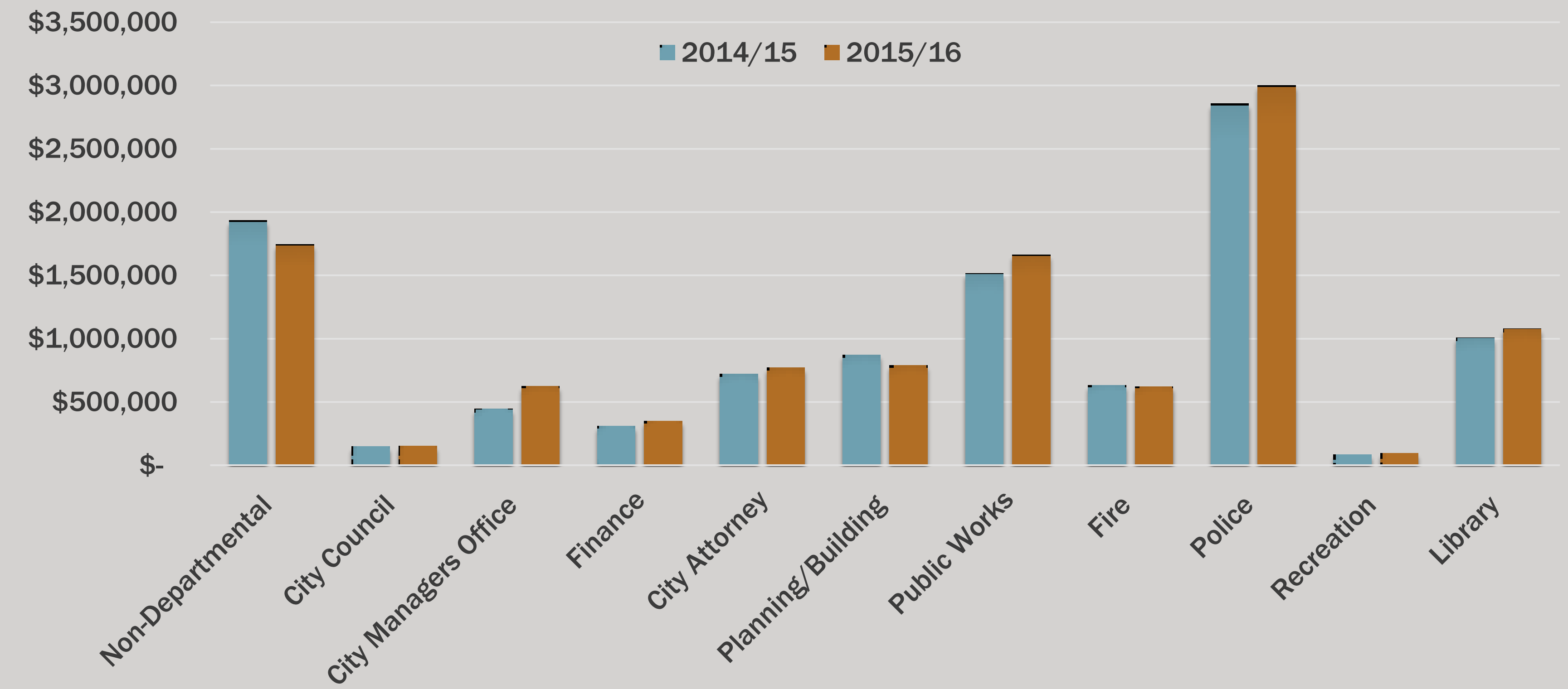
REVENUES BY FUND TYPE (FY 15/16)

Fund Type	14/15 Adopted Budget	14/15 Estimated Year End	15/16 Proposed Budget	$ Change	% Change
General Fund	$9,454,092	$9,733,327	$9,907,265	$453,173	5%
Water Fund	$4,807,826	$4,453,718	$4,581,628	($226,198)	-5%
Waste Water Fund	$2,152,615	$2,198,972	$2,250,991	$98,376	4%
Other Funds	$1,522,044	$2,857,191	$2,263,997	$741,943	33%

GENERAL FUND EXPENDITURE COMPARISON BY DEPARTMENT

Department	14/15 Adopted Budget	14/15 Estimated Year End	15/16 Proposed Budget	$ Change	% Change
Non-Dept.	$1,932,081	$1,988,345	$1,745,251	($186,830)	-9%
City Council	$147,695	$142,445	$149,505	$1,810	1%
CMO	$443,106	$343,414	$622,171	$179,065	40%
Finance	$307,336	$266,980	$348,588	($84,209)	-13%
City Attorney	$720,000	$800,283	$770,000	$50,000	7%
Planning/Building	$873,127	$737,420	$787,918	($84,209)	-10%
Public Works	$1,516,651	$1,478,251	$1,662,849	$146,198	10%
Fire	$631,243	$690,164	$620,702	($10,541)	-1.2%
Police	$2,855,866	$2,920,759	$3,001,920	$146,054	5%
Recreation	$84,795	$87,190	$95,211	$10,416	12%
Library	$1,007,966	$1,001,333	$1,079,961	$71,995	7%

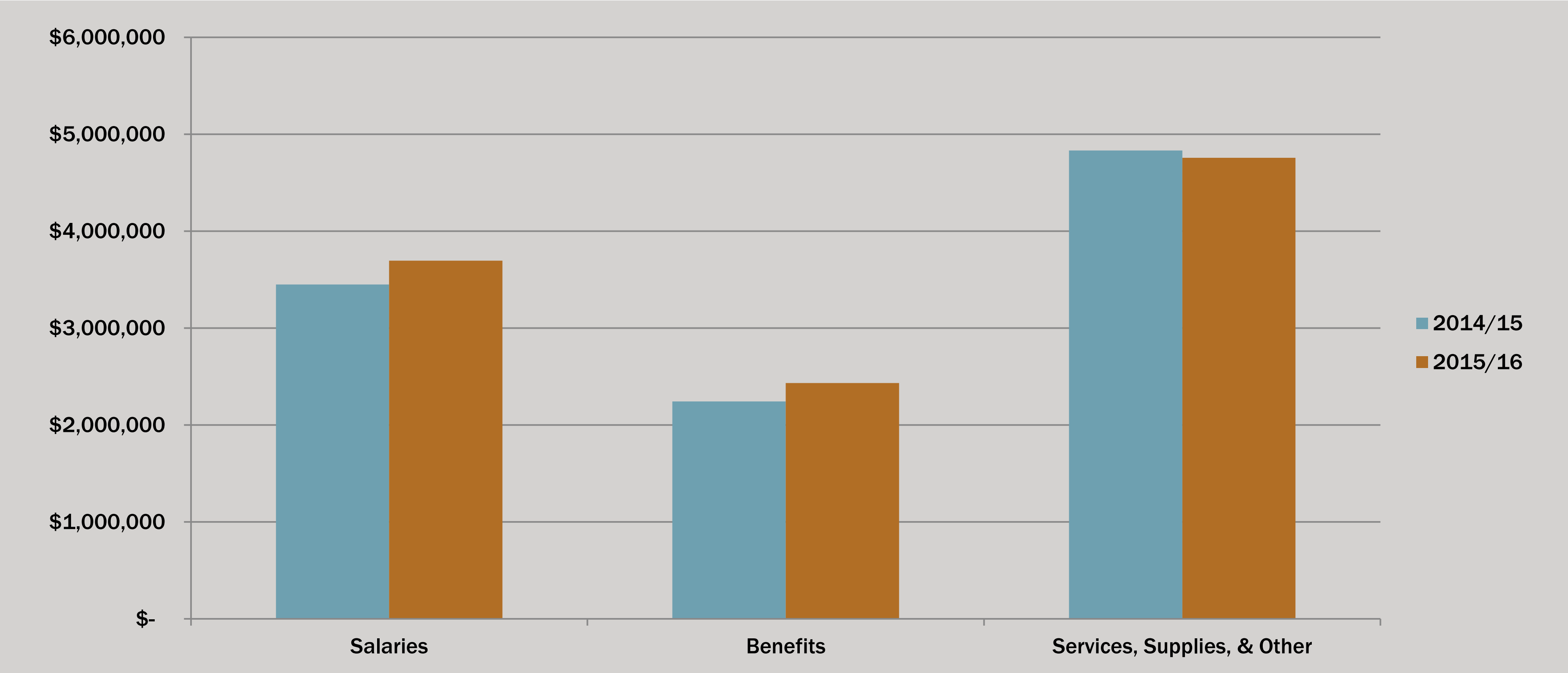
GENERAL FUND EXPENDITURES YEAR TO YEAR COMPARISON BY DEPARTMENT



GENERAL FUND EXPENDITURES YEAR TO YEAR COMPARISON BY CATEGORY

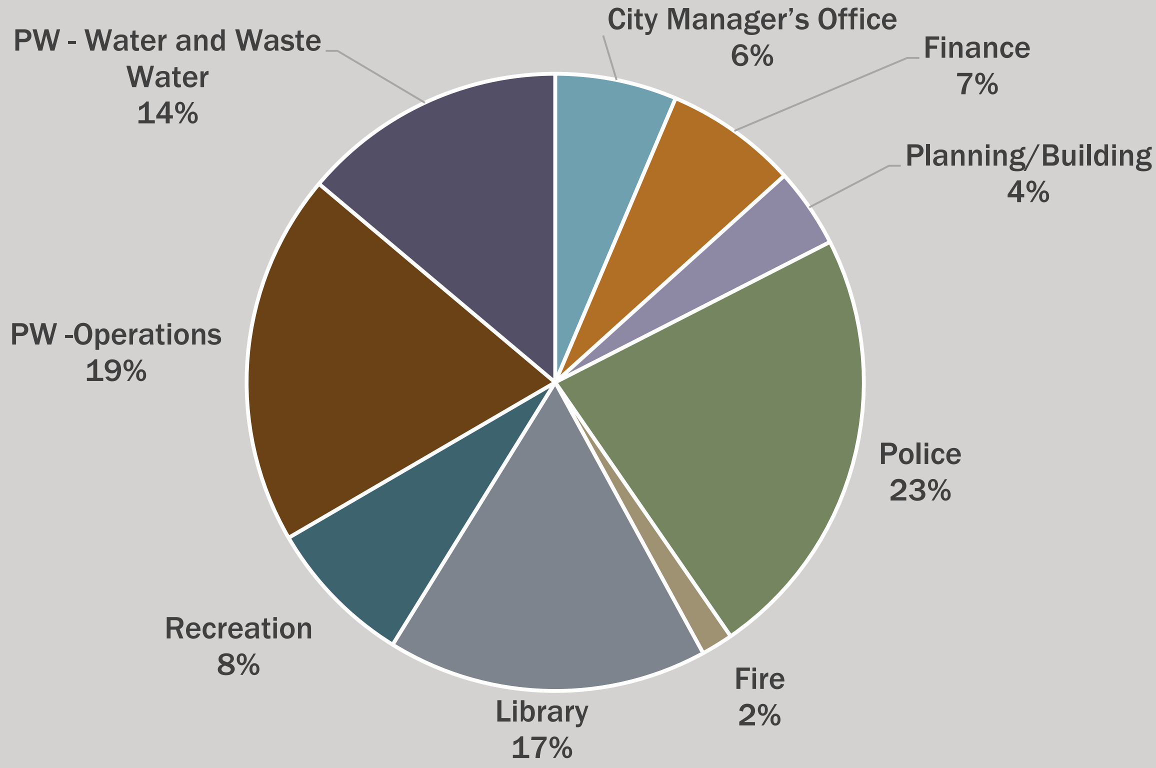
Category	14/15 Adopted Budget	14/15 Estimated Year End	15/16 Proposed Budget	$ Change	% Change
Salaries	$3,448,000	$3,252,259	$3,694,591	$246,591	7%
Benefits	$2,240,826	$2,155,841	$2,432,229	$191,403	8%
Services, Supplies, and Other	$4,831,040	$5,048,484	$4,757,256	($73,784)	-2%

GENERAL FUND EXPENDITURES YEAR TO YEAR COMPARISON BY CATEGORY



STAFFING SUMMARY

STAFFING SUMMARY



STAFFING CHANGES

Department	Position	FTE
CMO	Project/Economic Manager – approved (vacant)	1
Finance	Grants Manager – approved (filled)	1
Public Works	Water Conservation Coordinator – approved (vacant)	1
Library	Library Assistant (funded by Tweed Trust) – requested	1

NON-PROFIT PARTNERSHIP OPPORTUNITIES

DEPARTMENT PRESENTATIONS

CITY ADMINISTRATION

CITY COUNCIL

PURPOSE

- Governing body of the City of St. Helena
- Make and enforce laws related to municipal affairs
- Subject to the limitations of the City Code and the State Constitution
- Responsible for the formulation of policy, enactment of legislation, control of revenues, and the appropriation of funds

ACHIEVEMENTS

- Adopted the 2014/15 operating and capital budget
- Continued work on the General Plan Update and Housing Element
- Identified Council Priorities and Strategic Objectives
- Represented the City on a variety of collaborative boards and committees
- Adopted urgency drought ordinance
- Hired a new City Manager
- Adopted updated zoning ordinance regulation for affordable housing
- Approved Solar Power Agreement

GOALS

- Review Long-term Revenue Options
- Review Fee Changes/Updates
- Conduct Financial Assessment of Water & Wastewater
- Assess Infrastructure Needs
- Update Long Range Financial Forecast
- Hire Project/Economic Manager

GOALS

- Complete the General Plan Update
- Protect St. Helena's small town rural character and quality of life in St. Helena
- Work closely with the Chamber of Commerce and City staff to improve economic vitality
- Adopt annual balanced budget

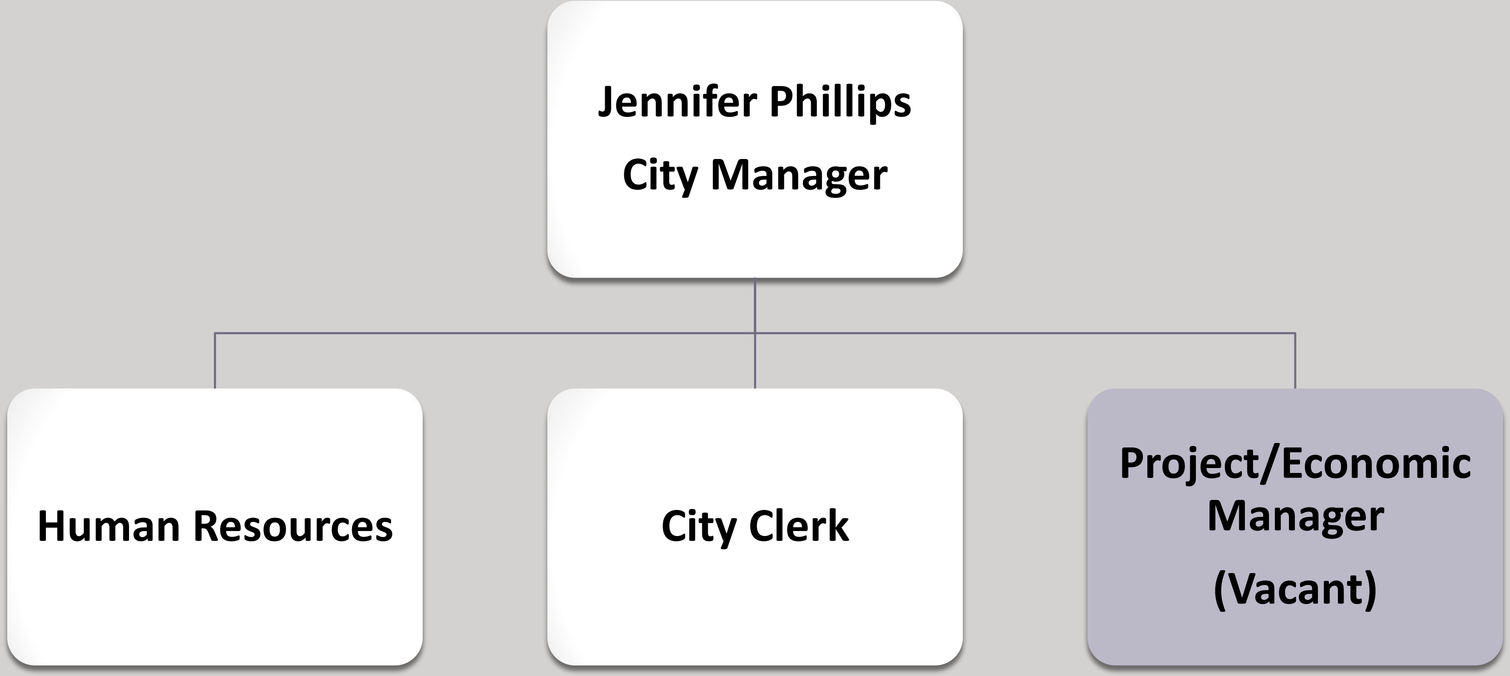
CITY COUNCIL - 4100
BUDGET SUMMARY

City Council Expense Summary	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	18,000	18,000	18,000	18,000
Benefits	94,064	133,024	109,723	138,960
Capital Equipment	-	-	-	-
Communications	1,337	1,300	1,872	1,900
Computer Equipment	3,011	2,551	3,545	2,500
Contracts	8,119	17,000	19,650	17,000
Contributions	35,333	46,833	46,833	46,833
Dept supplies/services	7,865	9,050	7,615	7,250
Training/Conference	-	3,000	3,100	3,390
Total Expenses	$ 167,729	$ 230,758	$ 210,338	$ 235,833

BUDGET

QUESTIONS?

CITY MANAGER’S OFFICE



City Manager’s Office – 4 FTE

PURPOSE

- City Manager's Office
  - General administrative management
  - Liaison between the City Council and Staff
  - Carry out City Council's policies, rules, regulations and laws
  - Overseeing the delivery of public service
  - Reviewing, preparing and approving staff reports for Council meetings

PURPOSE

- City Clerk
  - Preparation of Council Agendas
  - Reporting requirements and records management
  - Assistance to the City Council
- Human Resources
  - All personnel functions
  - Risk Management
  - Information Technology

ACHIEVEMENTS

- City Manager's Office
  - Hired eight new managers
  - Directed staff to focus on improving customer service, efficiency, effectiveness and proper public administration
  - Developed and presented City's first Long Range Financial Forecast
  - Facilitated City Council strategic planning and identified Council Priorities and Strategic Objectives
  - Participated in refinance of Stonebridge Apartments
  - Actively pursuing affordable housing projects (Pope St. & McCorkle)

- City Clerk
  - Implemented electronic filing for Form 700s
  - Organized records clean-up and contracted with consultant to update records and information management policy and retention schedule
  - Selection of software to ensure digital and paper files are safeguarded and digitized
- Human Resources
  - Moved to City Manager's Office to streamline Human Resources and Risk Management functions
  - 50 new hires including 11 full-time and 39 part-time
  - Updated phone system
  - Modernizing safety program

ACHIEVEMENTS

GOALS

- City Manager's Office
  - Implement Council Strategic Objectives
  - Develop strategy for long term financial stability
  - Effectively lead organization and focus on continual improvement in the delivery of programs and services to the community
  - Continue to make organizational changes to improve efficiency and public administration

GOALS

- City Clerk
  - Implementation of software to digitize and streamline regular business including, Council Packet Preparation and Government Transparency
  - Create transparency portal on City Website Selection of software to ensure digital and paper files are safeguarded and digitized
  - Continue development of document retention program
  - Implement electronic agenda management system
- Human Resources
  - Implement Employee Self-Serve portal
  - Update all safety and human resources policies

CITY MANAGER'S OFFICE - 4200
BUDGET SUMMARY

City Manager/Clerk/HR Expense Summary	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	260,486	322,050	302,289	571,288
Benefits	115,680	108,495	115,274	232,391
Capital Equipment	-	-	-	-
Communications	2,111	1,920	3,250	2,500
Computer Equipment	1,262	-	-	-
Contracts	38,046	27,900	32,439	51,450
Dept supplies/services	7,388	6,650	9,152	9,445
Election Expense	141	10,000	10,970	-
Equipment/Software Maintenance	-	-	-	4,248
Training/Conference	3,561	3,500	3,528	8,415
Total Expenses	$ 428,675	$ 480,515	$ 476,903	$ 879,737

BUDGET

CHANGES

- Added funding for charter city and property transfer tax initiatives to conduct feasibility study - $25,000
- Added $20,000 for contract services
- Moved Administrative Services Manager to CMO
- Added EVD/ACM position

UNFUNDED ADDITIONAL NEEDS

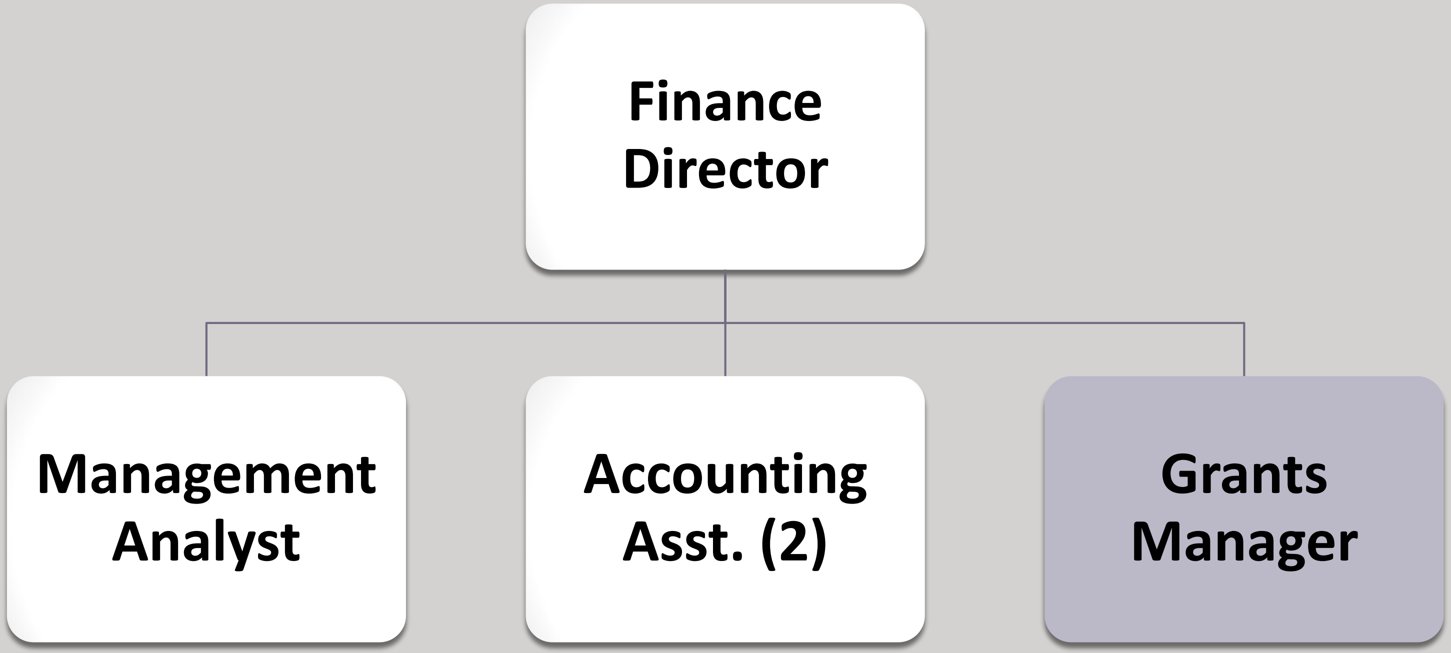
- Additional support positions for both the City Clerk and Administrative Services Managers

SERVICE OPTIONS

Postpone filling Economic Vitality Director/Assistant City Manager - $210,000 savings

QUESTIONS?

FINANCE



Finance – 5 FTE

PURPOSE

- Provides financial management of all City funds
- Administers internal service functions for all departments
- Maintain City's investment program with City Manager/Treasurer
- Develops annual budget
- Administers Business Licenses
- Administers billing and collection services for City water and sewer utilities
- Payroll administration
- Purchasing services

ACHIEVEMENTS

- Upgraded financial software to improve efficiencies
- Developed end of year close out process and procedures
- Adopted capitalization and depreciation policy
- Developed and presented Certified Annual Financial Report

GOALS

- Continue to increase the level of efficiency and effectiveness by:
  - Establish additional internal controls/processes
  - Expand accounting software
  - Training
- Initiate cross training program for departments
- Integration of planning and building software
- Prepare balanced budget and monitor revenue and expenses

GOALS

- Update purchasing policy
- Create grant management program
- Complete fee and rate studies
- Pursue $1.9 Million FEMA reimbursement

FINANCE - 4300
BUDGET SUMMARY

Finance Expense Summary	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	316,518	359,898	340,405	361,147
Benefits	195,823	227,594	210,184	208,456
Communications	565	885	685	885
Computer Equipment	2,120	400	400	300
Contracts	37,294	61,450	83,313	164,041
Dept supplies/services	104,854	73,275	78,210	86,270
Software/Equipment Maintenance	22,313	24,700	28,113	25,343
Training/Conference	968	3,300	3,145	8,102
Total Expenses	$ 680,554	$ 751,502	$ 744,456	$ 854,544

BUDGET

Addition of Grant Manager Position

Request for two studies

- User Fees
- Utility Rates (Water and Wastewater)
  - $50,000 each

CHANGES

Hire Muniservices to conduct a TOT audit for short term rentals (legal and illegal) – Cost is $2,000 for travel + 45% of the additional revenue collected

UNFUNDED ADDITIONAL NEEDS

QUESTIONS?

PLANNING AND COMMUNITY IMPROVEMENT

Planning & Community Improvement Director

- **Senior Planner**
- **Permit Tech**
- **PT Contract:** **Building Official & Plan Check**

Planning & Community Improvement - 3 FTE

PURPOSE

- Implementation, enforcement and updates to the City's General Plan, City Zoning and Building Codes
- Maintain and improve the quality of the community and environment
- Oversee project plans for consistency with local, state, and federal laws as wells as actions taken by the City Council and Planning Commission
- Provides plan check, product and code compliance, and field inspection

ACHIEVEMENTS

- Continued work on the General Plan Update and House Element Update
- Reviewed and processed over 90 planning applications
- Established a water management plan
- Participated in the Napa County SubRHNA process
- Promotion of practices that create a more fair and balanced approach to affordable housing
- Successfully secured a $50,000 CDBG planning grant
- Issued over 426 building permits and conducted over 550 on-site building inspections
- Plan checked, inspected and finaled permits for a variety of projects

GOALS

- Increase the level of efficiency and effectiveness by:
  - Evaluate and improve internal processes
  - Expand permit software
  - Training
- Meet business demands
- Ordinance review and update
- Continue to seek affordable housing opportunities

GOALS

- Certify General Plan Update EIR and Adopt General Plan Update
- Commence Zoning Ordinance updates for consistency with approved General Plan Update
- Provide efficient plan check and building inspections
- Review short-term rental ordinance
- Fee study and cost recovery plan
- Economic Vitality/Development

PLANNING AND COMMUNITY IMPROVEMENT - 4500
BUDGET SUMMARY

Planning/Community Improvement Expense Summary	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	175,772	197,633	146,865	305,329
Benefits	91,881	122,687	54,085	128,777
Capital Equipment	-	-	-	-
Communications	444	716	1,951	716
Computer Equipment	64	500	1,578	500
Contracts	249,352	318,028	410,547	303,000
Dept supplies/services	17,858	15,926	12,247	16,912
Equipment/Software Maintenance	36,718	21,500	18,500	18,500
Programs	-	190,500	85,500	-
Training/Conference	(16)	2,000	2,510	8,650
Vehicle Maintenance	3,164	3,637	3,637	5,534
Total Expenses	$ 575,237	$ 873,127	$ 737,420	$ 787,918

CHANGES

- Full funding of two positions in the fiscal year: Permit Tech and Planner

UNFUNDED ADDITIONAL NEEDS

- Additional administrative support position for entire department

QUESTIONS?

CITY ATTORNEY

PURPOSE

- The City of St. Helena contracts with the law firm of Burke, Williams & Sorensen LLP for its City Attorney services.

- The City Attorney, is responsible for:
  - Providing legal advice to the City Council and Staff in carrying out the duties of City government
  - Framing and reviewing City ordinances, resolutions and agreements
  - Advising on all areas of law affecting the City’s operations, and
  - Representing the City in litigation and in the enforcement of City ordinances and State laws affecting the City.

- Drafted memoranda and advised with respect to elections issues, Brown Act, Public Records Act, conflicts of interest, new groundwater and drought legislation, and regulation of food trucks
- Provided ongoing support in labor and employment matters
- Worked with staff on processing various development projects
- Assisted in updating the Housing Element and General Plan
- Assist in the review and development of environmental and approval documents for the York Creek Dam removal project

ACHIEVEMENTS

ACHIEVEMENTS

- Provided written and oral legal advice
- Drafted or assisted in the development of numerous ordinances
- Managed litigation matters, including negotiation of settlement agreements related to Calderon, Magnolia Oaks, Vineyard Valley and Tweed Trust
- Representing the City in the Davies Winery, Kaye and Upper Valley/Pond 1A matters
- Assisted in the complex agreements for the Stonebridge Apartments refinancing

GOALS

- St. Helena Council Goal: Continue and improve efforts from 2014-2015, with focus on investigation/ remedies related to the $1.9 Million FEMA reimbursement
- St. Helena Council Goal: Assist in the City's consideration of a Charter and Transfer Tax Ordinance
- Assist in the implementation of the Calderon settlement and the approval of affordable housing opportunities
- Successfully defend and/or implement the upcoming lawsuit(s) and Settlement Agreements
- Assist in the successful updates to the Housing Element and General Plan

BUDGET

CITY ATTORNEY - 4400 BUDGET SUMMARY				
City Attorney Expense Summary	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Billable Services	74,301	35,000	43,510	35,000
Contracts	331,828	415,000	575,045	465,000
Dept Supplies/Services	-	-	73	-
Litigation	140,649	300,000	300,000	300,000
Training/Conference	-	-	-	-
Total Expenses	$ 546,778	$ 750,000	$ 918,628	$ 800,000

QUESTIONS?

NON-DEPARTMENTAL

PURPOSE

- Costs not easily associated with a particular department or cost center and includes:
  - Insurance
  - Debt service
  - Community partnerships
  - City-wide fees or costs

- Managed insurance and risk management programs
- Implementing new self funded health insurance program
- Supported Chamber of Commerce
- Participated in Tourist Improvement District (TID)
- Supported Community Partners
- Provided animal care and sheltering services

ACHIEVEMENTS

- Upgrade aging IT equipment
- Continue support for Chamber of Commerce
- Implement new self-funded health insurance program
- Continue Participation in TID
- Continue Supporting Community Partners

GOALS

NON-DEPARTMENTAL - 4000
BUDGET SUMMARY

Non-Departmental Expense Summary	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	-	-	-	-
Benefits	19,714	-	-	-
Capital Equipment	6,455	15,000	15,000	55,402
Chamber of Commerce	196,941	163,548	163,548	210,000
Communications	6,942	3,740	6,668	6,400
Computer Equipment	7,998	12,000	10,675	16,927
Contracts	99,114	91,815	81,815	150,465
Contributions & County Partnerships	105,328	69,888	102,761	125,095
Debt Payments	1,356,650	2,209,664	2,209,664	2,209,385
Dept supplies/services	299,148	298,504	322,625	326,794
Equipment Lease	16,810	21,438	16,930	21,438
Equipment/Software Maintenance	11,704	5,800	17,808	9,500
Facility Rental	10,000	10,000	10,000	10,000
Litigation Settlements	-	410,000	428,171	-
Property/Liability Insurance	252,826	377,160	377,160	382,257
Restitution Account	-	10,000	15,149	10,000
Training/Conference	705	500	500	500
Transfer to other funds	5,248,616	3,448,572	3,433,572	469,799
Vehicle Maintenance	3,164	3,637	3,637	5,534
Web Support	-	3,000	-	3,000
Total Expenses	$ 7,642,112	$ 7,154,266	$ 7,215,684	$ 4,012,496

Chamber of Commerce funding request $210,000

- Funding to upgrade computer hardware/servers

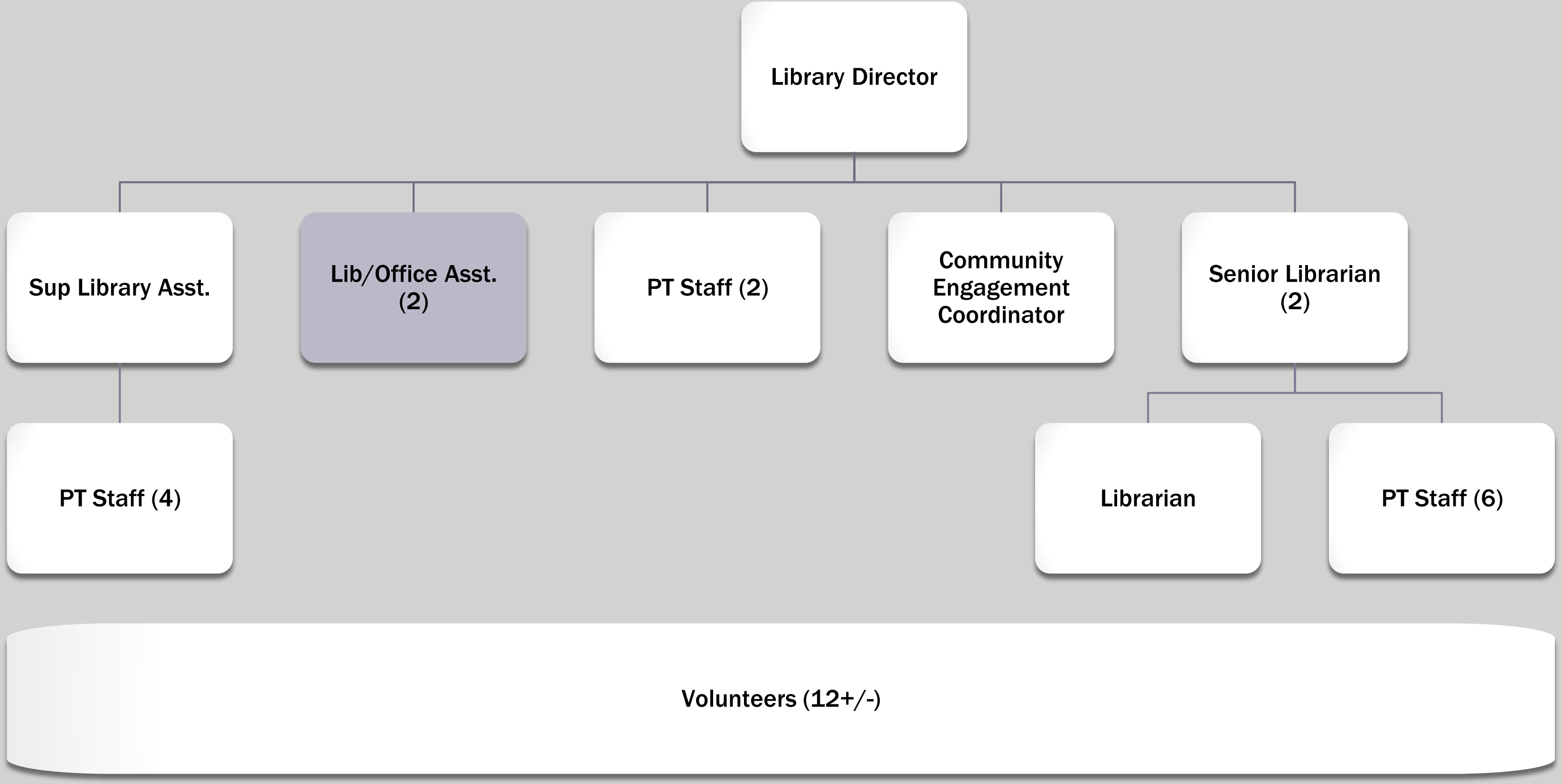
CHANGES

QUESTIONS?

LIBRARY
RECREATION

COMMUNITY SERVICES

LIBRARY



Library - 8 FTE & 12 PT (4.15 FTE)

(1 FTE Lib Asst.–funded by Tweed & 2 PT (.83 FTE)–funded by Friends & Foundation)

PURPOSE

- Serves over 10,000 people monthly
- Circulates over a quarter million items annually
- Supports every stage of life and personal development
- Provides space and opportunities for civic engagement, education, learning experiences, and enrichment
- Our goal is to maintain and continue to achieve the best in library services by managing our resources wisely, preparing for the future, and being responsive to the changing landscape of the community we serve

ACHIEVEMENTS

- Promoted and increased usage of library's electronic resources by more than 100%
- Created online self-service video series
- Introduced Community Engagement Initiative
- Received federal Book to Action Grant
- Launched the Bee Aware Initiative

ACHIEVEMENTS

- Worked with Napa Valley Wine Library Association to identify and prioritize records and artifact items to increase accessibility
- Introduced new Spanish language programs to support English learners
- Changed library operational hours to meet user demand
- Optimized library website
- Named a National Star-Library by Library Journal for 7th year in a row

GOALS

- Explore new ways to incorporate volunteers into daily operations
- Achieve greater efficiencies to extend resources
- Collaborate with other departments and outside groups to focus resources on the delivery of services to specific population segments
- Continue the Bee Aware Initiative
- Complete formal needs assessment and create library 5-year Strategic Plan
- Complete digitization of St. Helena Star archives

LIBRARY - 4600
BUDGET SUMMARY

Library Expense Summary	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	584,372	623,901	602,416	688,536
Benefits	288,505	289,920	313,061	345,064
Capital Equipment	-	-	-	-
Communications	13,338	13,500	9,841	18,668
Computer Equipment	6,423	-	-	7,000
Contracts	132,738	135,023	134,523	106,540
Dept supplies/services	47,090	35,350	28,842	38,430
Equipment/Software Maintenance	11,371	11,062	16,048	5,750
Library Materials	153,485	138,000	147,516	138,000
Training/Conference	11,734	11,463	11,538	9,963
Utilities	37,240	40,000	37,600	40,000
Total Expenses	$ 1,286,297	$ 1,298,219	$ 1,301,385	$ 1,397,951

- Changed a part-time position to a full-time position to address ongoing service needs—funded by Tweed

CHANGES

UNFUNDED ADDITIONAL NEEDS

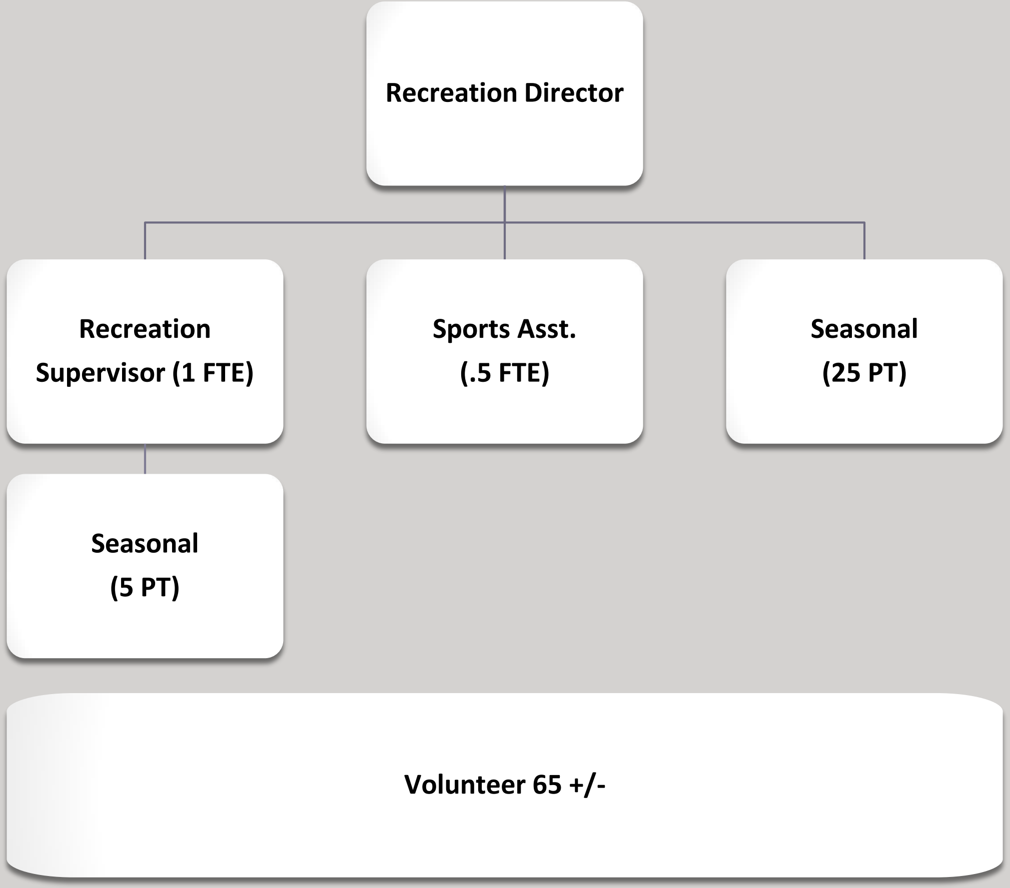
- The library is fully funded at this time
- One or two non-essential projects are on hold
- Dependent on the completion of the strategic plan

SERVICE OPTIONS

- Contract with Napa County Library for all library services
- Contract out for select processes
- Service reductions
- Consolidate with Recreation to provide "Community Services"

QUESTIONS?

RECREATION



Recreation – 2.5 FTE & 30+/- Seasonal

PURPOSE

- Provides community services and enrichment programs
- Provide programs to include:
  - Adult and youth sports
  - Arts, crafts, drama and music
  - Vocational skills
  - Educational classes
  - Teen Center (The Spot)
  - Summer camps
  - Day camps

ACHIEVEMENTS

- More than 2,000 adults participated in St. Helena Adult Leagues such as Bocce, Softball, and Tennis
- Over 400 youths participated in Youth Sports Leagues and 480 youths participated in summer camps
- Created Bocce Wars fundraiser
- Partnered with the St. Helena School District to enhance the After-School Enrichment program for the Primary and Elementary Schools
- Partnered with the Rianda House to add senior exercise classes
- Merged soccer leagues with Napa United
- Added club level teams

ACHIEVEMENTS

- **Created new Teen Center Logo**

GOALS

- Establish a joint use agreement to utilize School District facilities (gyms, fields, classrooms) for community recreation programs
- Enhance scholarship program and improve the ability to provide recreation programs for all
- The department has taken on two major events; Harvest Festival and 4^{th} of July Fireworks
- Working together with USTA in organizing One-Day Adult tournaments as well as Orange/Green Ball tournaments for youth
- Installation of light pole on Carpy Field
- Expand community events

RECREATION - 4728
BUDGET SUMMARY

Recreation Expense Summary	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	171,931	231,600	224,187	250,114
Benefits	72,011	113,334	107,379	112,521
Communications	6,514	5,300	5,079	5,400
Computer Equipment	1,523	200	200	1,000
Contracts	42,245	42,400	41,965	42,950
Dept supplies/services	45,023	62,280	61,604	62,620
Training/Conference	405	3,837	2,170	5,834
Utilities	493	450	250	450
Tennis Court Maintenance	1,983	4,000	4,000	4,000
Total Expenses	$ 342,127	$ 463,401	$ 446,834	$ 490,765

BUDGET

UNFUNDED ADDITIONAL NEEDS

- Increase part-time sports assistant to full-time recreation coordinator

SERVICE OPTIONS

- Consolidate with Library to provide “Community Services”

QUESTIONS?

PUBLIC SAFETY

POLICE
FIRE

FIRE

- Fire Chief (.2 FTE)
  - Fire Marshall
  - 1st Asst. Chief
    - Captain (3)
      - Crew (15+/-)
    - Training
      - Records
        - Safety
          - Equipment
  - Admin Asst. (1 FTE)
  - 2nd Asst. Chief
    - Board of Review
    - Maintenance
    - Captain (3)

Fire – 1.2 FTE

- Responsible for:
  - protecting life and property from the hazards of fire
  - hazardous materials incidents
  - assisting in emergency medical incidents
- Provides the City with an effective fire suppression force and prevention organization
- All members of the Department are paid a nominal fee on a per-response basis

PURPOSE

ACHIEVEMENTS

- Purchased a new utility vehicle, replacing the aging Suburban in use
- Raised $200,000 from the recent 2015 Lobster Feed Fundraiser
- New radio room, and better support for the Emergency Operations Center (EOC) for the City
- Responded to 741 calls in 2014:
  - 4% fire-related
  - 60% EMS/Rescue related
  - 36% relating to weather emergencies, hazardous conditions, and public assistance

ACHIEVEMENTS

GOALS

- Purchase 26 Self Contained Breathing Apparatus (SCBA)paid for by the 2015 Lobster Feed Fundraiser
- Fire Marshal increasing hours from one day per week to two days per week
- Conduct EOC trainings
- Review service models for fire department

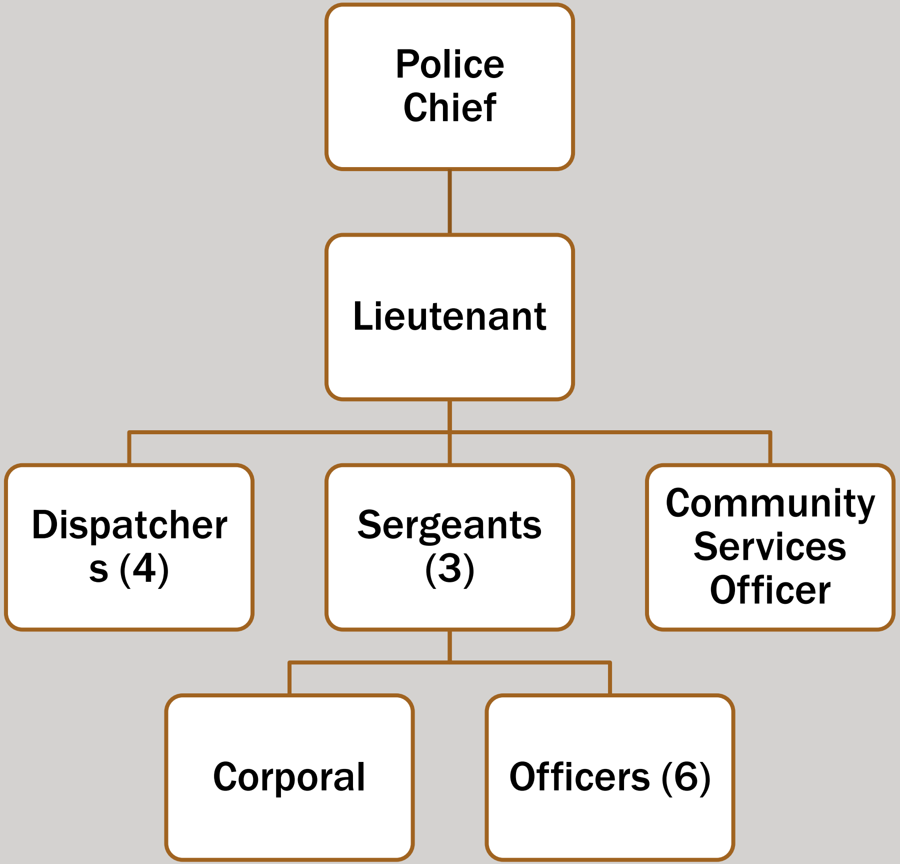
FIRE - 4800
BUDGET SUMMARY

Fire Expense Summary	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	75,463	90,606	84,253	82,169
Benefits	39,200	36,346	32,936	66,273
Capital Equipment	-	-	-	-
Communications	29,020	19,016	19,750	19,016
Computer Equipment	779	4,000	4,000	4,000
Contracts	212,065	253,054	243,231	267,294
Debt Payments	-	-	-	-
Dept supplies/services	99,015	98,367	99,021	86,700
Fire Inspection Professional Fees	-	10,000	-	-
Software Maintenance	1,481	750	750	750
Strike Team	64,220	24,604	94,993	-
Training/Conference	11,793	14,000	14,000	14,000
Utilities	22,200	21,500	21,500	21,500
Vehicle/Equipment Maintenance	40,535	59,000	75,729	59,000
Total Expenses	$ 595,771	$ 631,243	$ 690,164	$ 620,702

BUDGET

QUESTIONS?

POLICE



Police – 17 FTE

PURPOSE

- Responsible for protection of life and property, the maintenance of order, the control and prevention of crime, and the enforcement of vehicle laws and regulations
- Responsibilities shall be carried out in a prudent and fair manner respecting individual dignity regardless of age, sex, social status, ethnic group or creed

ACHIEVEMENTS

- Completed installation of new 911 dispatch system and new radio system
- Completed two team building exercises
- Participated in the Special Olympics Torch Run and Tip-A-Cop programs
- Created employee recognition awards and monthly bulletin
- First D.A.R.E. graduation at the Elementary School in over a decade
- Began firearms and equipment replacement program
- Completed lead removal from shooting range
- Installed bullet trap at shooting range

ACHIEVEMENTS

- Create a Volunteer Program
- Update/upgrade interview room and equipment
- Completed an evidence audit
- Conduct a Department Inspection
- Install cameras at various locations
- Continue to evaluate Citizen priorities
  - Traffic/parking enforcement
  - Enforcement of drunk driving and drug/narcotics
  - Walking beat downtown
  - Increased Police presence in schools

GOALS

POLICE - 4900
BUDGET SUMMARY

Police Expense Summary	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	1,420,488	1,532,500	1,551,847	1,618,909
Benefits	1,171,925	1,195,239	1,247,148	1,243,201
Capital Equipment	16,108	-	(29)	-
Communications	27,080	18,600	16,800	17,000
Computer Equipment	14,047	10,000	10,000	5,000
Contracts	115,677	102,000	134,855	106,800
Dept Supplies/Services	35,209	44,699	50,418	52,200
Equipment/Software Maintenance	1,389	-	2,895	-
Training/Conference	22,772	16,000	22,202	11,000
Utilities	10,570	9,000	-	-
Vehicle Maintenance	34,807	33,392	33,392	50,810
Total Expenses	$ 2,870,072	$ 2,961,430	$ 3,069,529	$ 3,104,920

ADDITIONAL NEEDS

- Five replacement vehicles @ $50,000 each
- New server to accommodate body camera footage – legislation pending
- New air filtration system for the evidence room

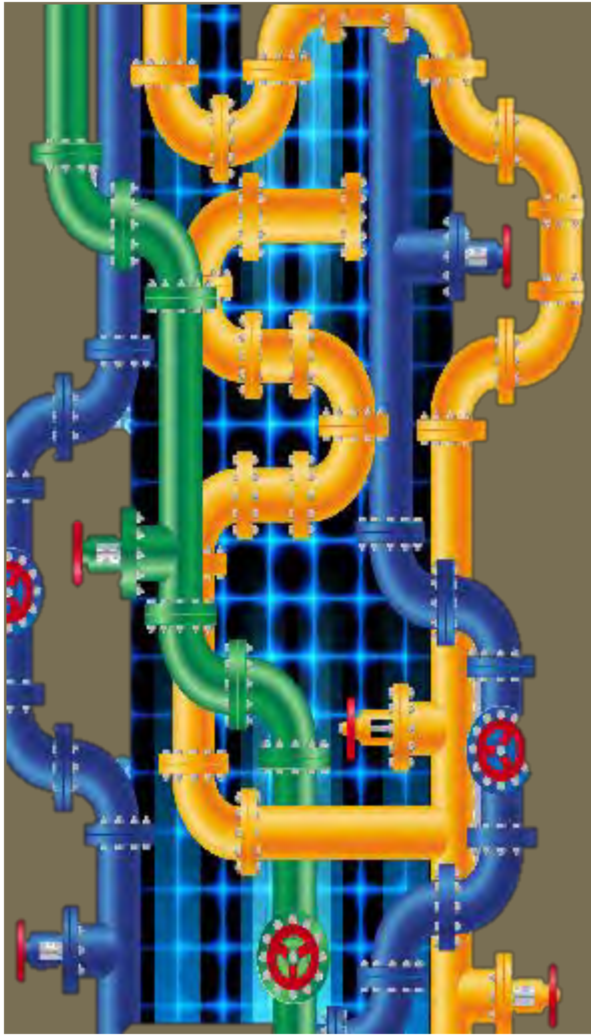
AGENCY COMPARISON

	ST. HELENA	CALISTOGA	YOUNTVILLE
# of Positions	17	14	4
Total Budget	$3,119,810	$2,211,115	$898,757
Cost per Position	$183,518	$157,165	$224,689
Salary/Benefits Only	$2,882,000	$1,806,000	$898,757
Cost per Position	$169,529	$129,000	$224,689

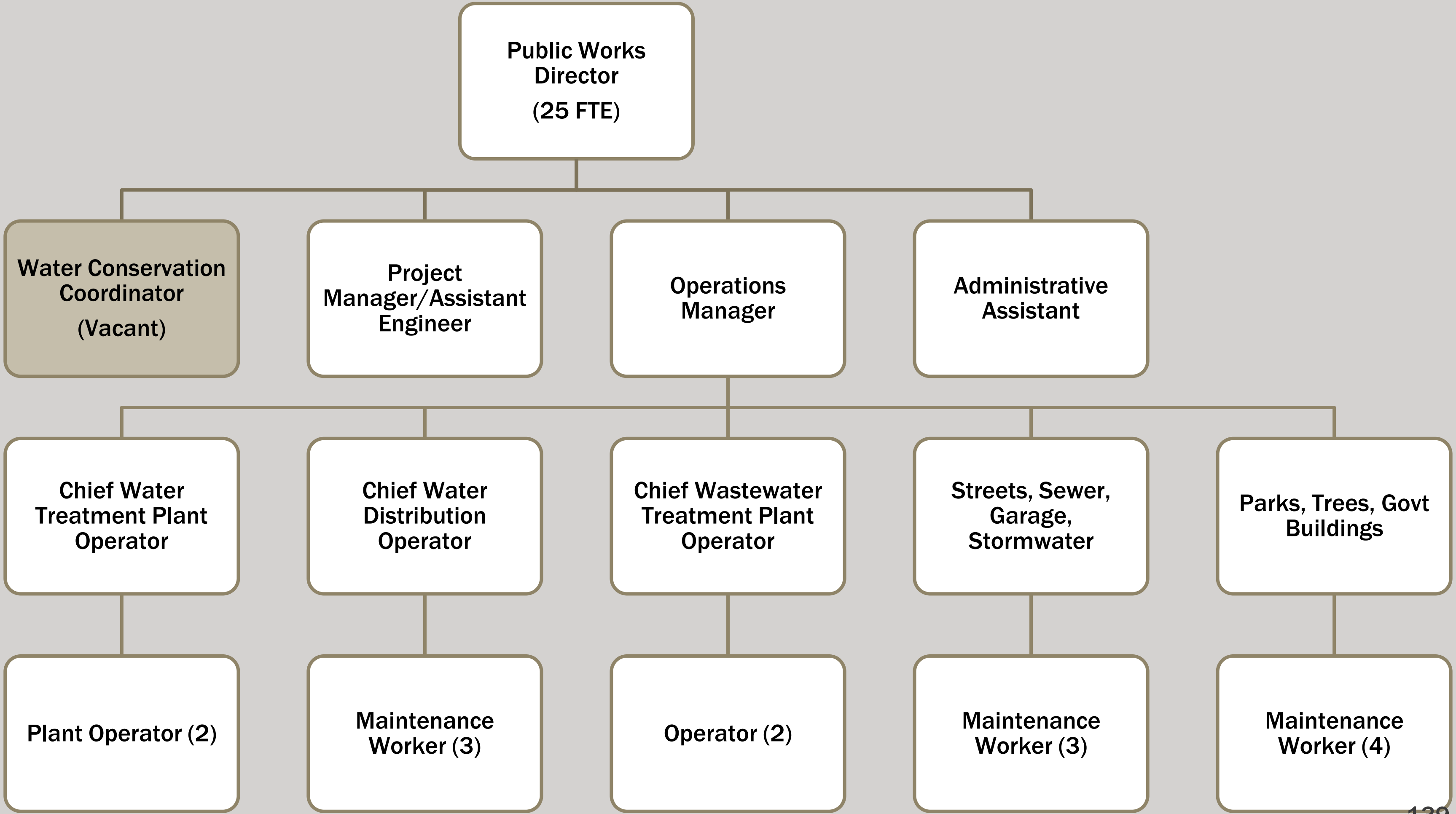
SERVICE OPTIONS

- Consolidate dispatch with Cities of Calistoga or Napa
- Consolidate PD with City of Calistoga
- Contract with Napa County Sheriff as a contract City
- Service reductions

QUESTIONS?



PUBLIC WORKS


Public Works Director
(25 FTE)
Water Conservation Coordinator
(Vacant)
Project Manager/Assistant Engineer
Operations Manager
Administrative Assistant
Chief Water Treatment Plant Operator
Chief Water Distribution Operator
Chief Wastewater Treatment Plant Operator
Streets, Sewer, Garage, Stormwater
Parks, Trees, Govt Buildings
Plant Operator (2)
Maintenance Worker (3)
Operator (2)
Maintenance Worker (3)
Maintenance Worker (4)

PUBLIC WORKS OPERATIONS

ADMINISTRATION
GOVERNMENT BUILDINGS
STORM DRAINS
STREETS
TREES
PARKS
CITY GARAGE

PURPOSE

- Public Works Operations includes the following divisions:
  - Streets
  - Storm Drains
  - Parks
  - City Garage
  - Government Buildings & Grounds
  - Flood Control
  - Administration

ACHIEVEMENTS

- Additional funding for Upper York Creek Ecosystem Restoration Project
- Final EIR for Upper York Creek Ecosystem Restoration Project
- SCADA upgrades at water treatment plant
- Completed Tank 1A construction
- Completed Wastewater Treatment Pond 1A rehabilitation
- Library HVAC installation
- Completed video inspection of remaining one-third of wastewater collection system
- Produced a Storm Drain Facilities Map

- Maintained irrigation system at flood projection project mitigation area
- Updated No Parking Signs in downtown
- Planted five trees for Arbor Day at Big Oak Park with The Young School
- Planted a Maple in Crane Park with St. Helena Elementary fifth grade class
- Assisted in design and installation of new playground at McCullagh Park.
- Replace Progressive Design Play Structure at Meily Park.

ACHIEVEMENTS

ACHIEVEMENTS

ACHIEVEMENTS

ACHIEVEMENTS

ACHIEVEMENTS

ACHIEVEMENTS

GOALS

- Close funding gap for Upper York Creek Ecosystem Restoration Project
- Complete repairs at Lower York Creek Reservoir
- Develop Facilities Master Plan
- Initiate asset management system
- Complete and update utility base maps
- Analyze staffing levels for government buildings and parks

- Clean and inspect storm drain facilities as required for maintenance and permit compliance
- Sidewalk repair program
- Sewer repairs as identified by recent video inspections
- Evaluate the potential of providing garage services to other local jurisdictions

GOALS

PUBLIC WORKS OPERATIONS
BUDGET SUMMARY

Public Works Operations Expense Summary	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	716,054	804,416	756,263	986,700
Benefits	430,878	493,051	404,754	532,861
Capital Equipment	6,312	17,764	16,857	58,501
Communications	18,599	20,899	25,926	17,499
Computer Equipment	406	2,185	1,726	2,185
Contracts	139,717	187,661	177,698	307,800
Dept supplies/services	176,052	156,352	177,155	164,919
Programs	15,360	11,078	5,000	15,000
Software Maintenance	394	-	269	200
Training/Conference	3,524	8,519	6,287	8,484
Tree Expenses	6,983	15,083	4,730	18,183
Utilities	258,712	278,215	271,248	285,457
Vehicle/Equipment Maintenance	227,223	256,761	244,084	285,248
Total Expenses	**$ 2,000,212**	**$ 2,251,984**	**$ 2,091,997**	**$ 2,683,037**

BUDGET

CHANGES

- Added Water Conservation Coordinator
- Purchase of wood chipper
- Contracts:
  - Base Mapping
  - ADA Improvement Plan
  - Facilities Master Plan

ADDITIONAL NEEDS UNFUNDED

- Assistant Engineer to assist with CIP projects and building related activities/plan checking

- Privatization/Shared Services
  - Park Maintenance
  - Street Sweeping
  - Garage
- Service reductions
- Postpone filling Water Conservation Coordinator

SERVICE OPTIONS

WATER & WASTE WATER ENTERPRISE FUNDS

WASTEWATER COLLECTION
WASTEWATER TREATMENT
WATER DISTRIBUTION
STONEBRIDGE WELLS
WATER TREATMENT

WATER – ENTERPRISE FUND

- Production and distribution of clean, safe water
  - Bell Canyon Reservoir
  - Louis Stralla Water Treatment Plant
  - Stonebridge Wells
  - Rutherford Pump Station
- Meter reading, fire hydrant maintenance, water leak repairs
- State Health Compliance

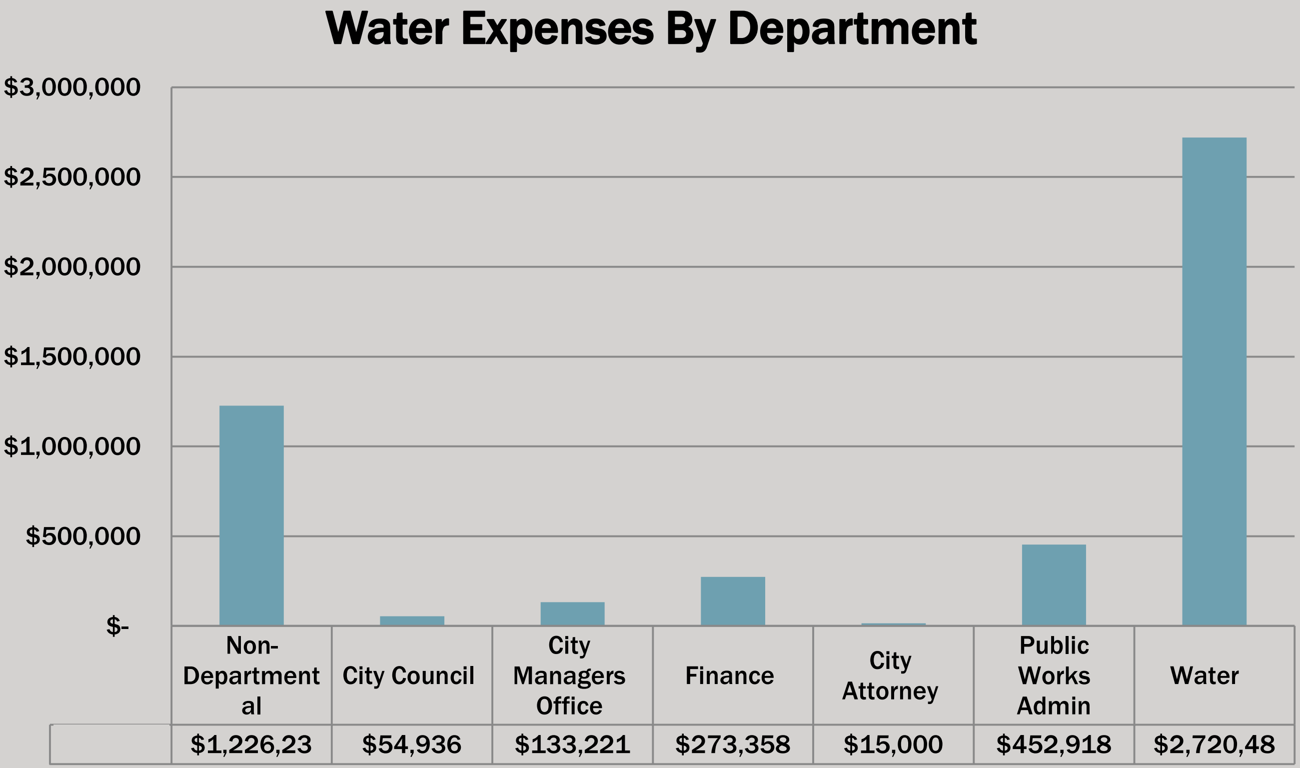
PURPOSE

ACHIEVEMENTS

- Replaced failed drain valve in sedimentation basin
- Optimized coagulation to reduce chemical costs and improve treatment.
- Backflow program
- Water system flushing and fire flow testing

GOALS

- Complete Bell Canyon mid-valve replacement
- Repair and maintain tanks
- Maintain water system
- Complete water leak survey
- Upgrade Holmes tank
  - Madrone Knoll pump station communications
  - Upgrade SCADA system



$4,876,158 Total Water Department Budget

WATER PUBLIC WORKS BUDGET SUMMARY				
	2014	2015	2015	2016
Water Public Works Expense Summary	Actual	Budget	Estimated Year End	Proposed
Salary	442,051	512,467	532,358	564,666
Benefits	275,009	320,652	301,300	335,212
Capital Equipment	11,772	29,228	29,880	47,275
Chemicals	37,350	52,700	46,670	52,700
Communications	8,804	9,760	10,079	10,760
Computer Equipment	1,444	450	450	1,950
Contracts	36,537	45,825	49,318	54,320
Dept supplies/services	71,510	115,127	109,831	106,112
Equipment Maintenance	14,861	76,310	67,890	87,225
Penalties and Fines	-	50,000	-	-
Purchased Water	1,327,251	1,234,839	1,234,839	1,234,839
Training/Conference	3,745	8,400	5,112	11,900
Utilities	170,384	171,000	157,380	171,315
Vehicle Maintenance	25,888	28,070	28,070	42,212
Total Expenses	**$ 2,426,605**	**$ 2,654,828**	**$ 2,573,176**	**$ 2,720,486**

BUDGET

UNFUNDED ADDITIONAL NEEDS

- Deferred maintenance
- Capital Improvements

WASTEWATER – ENTERPRISE FUND

PURPOSE

- Collection and treatment of wastewater
  - Wastewater Treatment and Reclamation Facility
  - Lift Station
  - Collection System
- Sewer maintenance
- Water Board Compliance

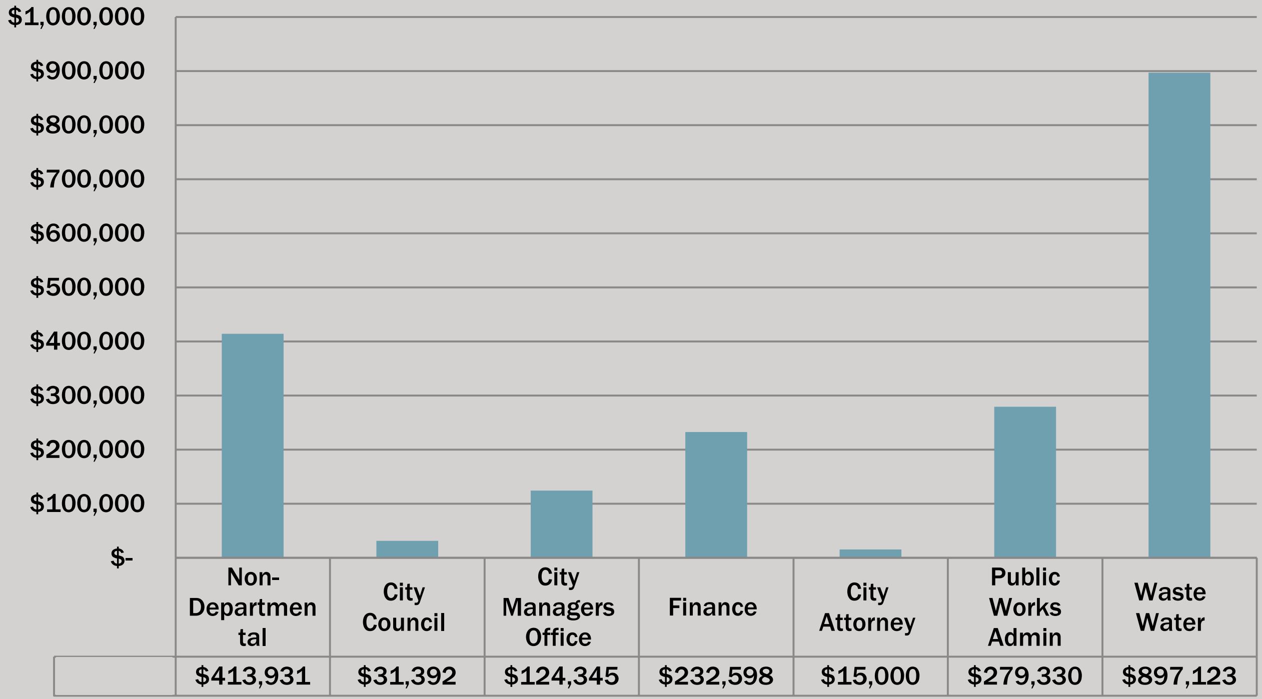
ACHIEVEMENTS

- Cleaned ten miles of sewer mains
- Division operated fully staffed
- Slip-lined several sewer laterals
- Updated the Sewer System Management Plan

GOALS

- Implement wastewater facilities evaluation
- Reclamation field irrigation improvement
- Continue sewer repairs
- Enhance staff certifications

Wastewater Expenses By Department



$1,993,719 Total Wastewater Department Budget

WASTEWATER

WASTEWATER PUBLIC WORKS BUDGET SUMMARY				
	2014	2015	2015	2016
Wastewater Expense Summary	Actual	Budget	Estimated Year End	Proposed
Salary	355,283	360,529	362,318	324,883
Benefits	155,119	208,917	176,126	172,646
Capital Equipment	58,911	10,658	5,000	47,658
Communications	2,580	3,097	3,189	3,097
Computer Equipment	1,653	2,000	2,000	2,000
Contracts	35,768	51,000	78,015	51,000
Dept supplies/services	55,734	46,151	40,290	46,151
Equipment Maintenance	42,084	74,164	74,080	74,164
Training/Conference	1,418	4,145	3,457	4,145
Penalties and Fines	15,439	156,000	-	-
Chemicals	29,571	50,779	30,000	50,779
Utilities	85,755	76,940	77,668	91,940
Vehicle Maintenance	17,019	19,692	20,972	28,660
Total Expenses	**$ 856,335**	**$ 1,064,072**	**$ 873,112**	**$ 897,123**

BUDGET

UNFUNDED ADDITIONAL NEEDS

- Deferred maintenance
  - Streets
  - Buildings
  - Parks
- Capital Improvements

CAPITAL IMPROVEMENT PROGRAM

PRINCIPLES

- Five-year period
  - FY15/16 through FY19/20
- Annual updates
- Implement General Plan
- Funding availability
- City Council direction

STREETS

- Funding
  - Gas Tax
  - Development Impact Fee
  - Measure T
  - Grants

- Projects – FY 2015-16
  - 2015 Pavement Rehabilitation
  - Crane Avenue Bike Lanes
  - Mitchell Street Sidewalk
  - Pope Street Bike Lanes
  - Main Street/Grayson Traffic Signal
  - Access Ramp Upgrades
  - Curb, Gutter, Sidewalk Repair

STREETS

- Additional Needs
  - Reliable pavement maintenance funding

STREETS

- Funding
  - General Fund
  - Bocce Fund
  - Ryan Library Trust

CIVIC

- Projects – FY 2015-16
  - Downtown Restrooms
  - Library HVAC
  - Library Roof Repairs
  - Softball Lights
  - Shooting Range Cleanup
  - Annual Building Maintenance

CIVIC

- Additional Needs
  - City Hall
  - Police Facility
  - Corporation Yard
  - Wastewater Facility Building

CIVIC

WASTEWATER

- Funding
  - Wastewater rates
  - Development Impact Fees
  - Grants

WASTEWATER

- Projects – FY 2015-16
  - Annual Maintenance
  - Regulatory Compliance
  - Pond 2 & 3 Levee Repairs
  - Reclamation Field Improvements
  - Improve Solids Management
  - Construct Solids Pond
  - Split Pond 3
  - Disinfection Automation
  - New Well
  - Sludge Removal

- Additional Needs
  - Algae removal
  - Wastewater Reclamation
  - Reclaimed water transmission
  - Wastewater facility building

WASTEWATER

- Funding
  - Water rates
  - Bonds
  - Development Impact Fees
  - Grants

WATER

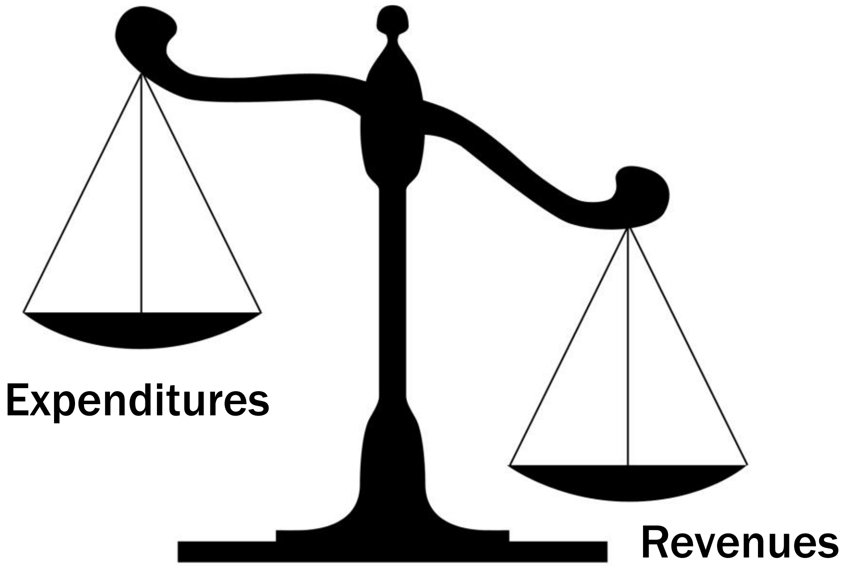
WATER

- Projects
  - Water Rights & Permitting
  - Bell Canyon Mid-Valve Replacement
  - Well Filter Rehabilitation
  - Lower York Creek Reservoir Rehabilitation
  - Pump Station Upgrades
  - Tank 2 Rehabilitation
  - Upper York Creek Ecosystem Restoration
  - Holmes Tank Upgrade
  - Meadowood Tank Upgrade
  - Bell Canyon Creek Inflow
  - Dwyer Road Pump Station
  - Sludge Handling

UNFUNDED ADDITIONAL NEEDS

- Bell Canyon Intake Tower Replacement
- Bell Canyon Valve House Improvement
- Bell Canyon Reservoir Dredging
- Replace 12-inch Transmission Main

OPTIONS



REVENUE OPTIONS

- One-time Options:
  - Draw from General Fund Reserves (all or portion)
  - Pursue using Measure A funds for $528,000 State Revolving Fund payment

REVENUE OPTIONS

- Short-term Options
  - Revisit 2011 water/wastewater rate study
    - Consider FY 2015-16 rate increase
  - Evaluate building, planning and other fees for service
    - (immediate and short-term)
  - 2015 or 2016 ballot measure options
    - Lighting and/or Landscaping Districts
    - Parcel Tax
    - Sales Tax

REVENUE OPTIONS

- Long-term Options:
  - Real Property Transfer Tax (Nov 2016)
  - Annexations
  - Transient Occupancy Tax (TOT)

- Short-term or Long-term Options:
  - Sell City owned Property (one-time revenue)
  - Lease City owned Property (on-going revenue)

EXPENDITURE OPTIONS

- Department
  - Consider department service options
- Policy
  - Provide direction for staff to develop options
- Citywide
  - Reduce employee expenses
  - Reduce hours of operation for City Hall
- Community
  - Reduce financial support to community groups

NEXT STEPS

- Direction to staff to pursue various revenue and expenditure options
- Identify need for additional budget workshop(s)

1480 Main Street
St. Helena, CA 94574
Phone: (707) 967-2792
Fax: (707) 963-7748

www.cityofsthelena.org

May 11, 2015

Mayor Galbraith, City Council Members and Residents of St. Helena,

I am submitting the draft proposed Fiscal Year (FY) 2015-16 Operations and Maintenance Budget for the City of St. Helena.

The past few years have been filled with financial and operational challenges for the City and despite an increase in General Fund revenues, the cost of delivering programs and service to our community continues to outpace revenues. This draft proposed budget is not balanced in two funds, the General Fund and Water Fund. The budget as presented shows General Fund expenses exceeding General Fund revenues by approximately $1 million. The Water Fund shows expenses exceeding revenues by approximately $300,000.

As part of the May 11, 2015 Budget Workshop, I am asking the Council to provide direction regarding both short-term General Fund revenue options as well as various service options in an effort to seek guidance on how to close the General Fund budget gap. I am recommending drawing again from the Water "Reserves" to close the FY 2015-16 projected shortfall as the fund has revenue available, however this is not a sustainable strategy. Options for proceeding with water and wastewater rate increases have been included in the budget presentation as well.

The past year, the City focused on operational stabilization with the hiring of a new city manager and eight managers and executive staff, all of whom are focused on delivery of exceptional customer service and strong public administration practices. In addition, staff efforts were also focused on better understanding the City's long range financial future and developing strategies for securing the City's financial future. Finally, staff has focused on records management, improved transparency and community engagement to assist the public in accessing all public records and feeling connected to the decision making and governance of the City.

In February 2015, the City Council conducted a goal setting session that resulting in the following six strategic objectives, which were adopted by Council on March 25, 2015.

1. Long-term Revenue Options:
   Explore the adoption of a Property Transfer Tax, coupled with identifying the process to become a Charter City.

2. Fee Changes:
   Direct staff to review all current City fee schedules, then identify options and areas where changes, increases or addition of new fees can help to close funding gaps. These options will be brought back and presented to Council for consideration.

3. Financial Assessment of Water & Waste Water:
   Conduct a financial assessment of the Water & Waste Water Enterprise Fund (similar to the Long Range Financial Forecast) and review options that may help to close funding gaps. These options will be brought back and presented to Council for consideration.

4. Infrastructure Needs:
   Identify infrastructure needs for all City facilities and assets, set priorities and identify the funding needs to make improvements and options for funding and implementation. These options will be brought back and presented to Council for consideration.

5. Long Range Financial Forecast (LRFF)
   Implement a standard practice of reviewing the LRFF annually, and more often if applicable. This annual review should include updates on the hotel completion and inclusion of new and proposed projects.

6. Project/Economic Manager
   Identify ongoing revenue to hire a Manager focused on economic development and special projects including revenue enhancements such as TOT, cost sharing and exploring annexation options. This position could also be structured as an Assistant City Manager.

With the Council's priorities and strategic objectives in place, staff is focused on the Council's goal of securing the City's financial future. To clearly identify department goals directly related to the Council's Strategic Objective, staff has designed the logo to the left which used through this document.

The City also conducted its first community budget survey which garnered over 800 responses and provided staff with another tool for understanding community priorities. These survey results were one of many sources of information and feedback the City used in preparing the FY 2015-16 Proposed Budget

FY 2015-16 Budget Overview

Overall, as the economy improves, revenues are slowing increasing but operating costs are far outpacing revenue increases. The City's three main revenue sources; property, sales and transient occupancy taxes are projected to increase by 3% for FY 2015-16. Although the City's first new hotel to be constructed in years is projected to open in late Spring 2016, no additional transient occupancy tax has been included in this budget to allow for construction and other possible delays.

It is vitally important that the City continue to seek operational efficiencies in conjunction with enhancing revenues. The Proposed FY 2015-16 General Fund budget totals $10,884,076 in expenses. Funds have been included for a planning and building fee study, a water and wastewater rate review, a facility assessment plan, development of a process for the City to explore the concepts of becoming a charter city and ballot measure for a real property transfer tax, and upgrades to the City's aged information technology equipment. Funding also continues to the Chamber of Commerce, as well as several other community partners such as Napa County Transportation and Planning Authority, Napa Housing Authority, and LAFCO. Finally, the General Fund has assumed the $528,000 State Revolving Loan payment, which was formally paid for through Measure A funds.

This budget includes the addition of a three new positions all of which were approved in late FY 2014-15. The Project/Economic Manager position is one of the Council's strategic priorities. In the coming year, once the position is created and filled, work could begin on creating a vibrant and interactive community process to the envision the City's future related to economic development, business attraction and retention, tourism, locally serving retail and other matters important to the community that will shape our future, preserve our local character and build a plan to ensure that St. Helena has a long and prosperous future. In addition, in line with Council's Strategic Objectives, this position will seek revenue enhancements in transient occupancy taxes and exploring annexation options.

The other position approved at the end of FY 2014-15 is the Grants Manager. With limited revenue sources, grants are important revenue that can provide one-time funding for key areas such as emergency preparedness, public safety, streets, roads, pedestrian and bicycle routes, sidewalks, and parks just to name a few. With the passage of Proposition 1A by California voters in 2014, $1.2 billion in water related grant funds will be made available to California jurisdictions, the grant manager will assess the availability of applicable grants for St Helena with the goal of receiving grant funds for the City's water and wastewater operations. The funding of this position was divided between the General Fund, Water Fund and Wastewater Fund.

Finally, the Water Conservation Coordinator position was approved and already had a dedicated funding source from the water rates. This position will provide assistance to residents and businesses on water conservation techniques and strategies, implement mandatory drought restrictions, manage the City's water neutral policy, and participate in regional and local efforts related to ground water supply and management to ensure we protect and properly manage this precious resource.

Operational initiatives for FY 2015-16 include:

1) Establishing a grants administration program that includes proper grant management as well as seeking and applying for grants in a wide variety of areas;
2) Assessment of each vacant position to ensure the level and assigned duties are appropriate and necessary;
3) Seeking opportunities for sharing services with neighboring communities;
4) Enhancing the Community Engagement and Records Management programs to offer our community more access to public records and involvement in the City's governance;
5) Assessing all fees and rates and present options to Council for consideration;
6) Identifying infrastructure needs for all City facilities and assets and begin to identify funding strategies; and
7) Continue delivering high quality programs and services that meet the interests and needs of our diverse and active community.

The City staff remains deeply committed to delivering quality programs and services to our community and we are all proud to serve our residents, businesses and visitors. I want to thank Finance Director April Mitts for leading the organization through this budget process and not only delivering a more accurate budget but one with an improved format designed to be more transparent and informative. Also, my appreciation to Mandy Kellogg, Management Analyst and Dawn Marshall, Administrative Services Manager, for their excellent work on preparing the all the data necessary for the budget to come together. Budget preparation is a true team effort and I appreciate the department heads due diligence in preparing their budgets and working together to present a budget that provides detailed information and options to help the Council provide direction on the next steps towards adopting a balanced budget.

Sincerely,

Jennifer Phillips
City Manager

City of St. Helena, *California*

CITY COUNCIL

Alan Galbraith

Mayor

Peter White

Vice Mayor

Sharon Crull

Council Member

Greg Pitts

Council Member

Paul Dohring

Council Member

Jennifer Phillips – City Manger/Treasurer

Thomas Brown – City Attorney

Cindy Black – City Clerk

ADMINISTRATIVE TEAM

Noah Housh – Planning Director

Jennifer Baker – Library Director

Jacqueline Rubin – Police Chief

Steve Palmer – Public Works Director

April Mitts – Finance Director

John Sorensen – Fire Chief

BOARDS/COMMISSIONS/COMMITTEES

Library Board of Directors

Parks and Recreation Commission

Planning Commission

Tree Committee

Bocce Committee

Multicultural Committee

Climate Protection Task Force

CITY OF ST. HELENA
FUND BUDGET SUMMARY
Fiscal Year 2015/2016

	BUDGET 2016 REVENUES	BUDGET 2016 EXPENDITURES
FUND 101, GENERAL FUND	$9,907,265	
Non-Departmental		$1,745,251
City Council		$149,505
City Manager/Clerk/Human Resources		$622,171
Finance		$348,588
City Attorney		$770,000
Planning/Building		$787,918
Library		$1,079,961
Recreation		$95,211
Fire		$620,702
Police		$3,001,920
Public Works Administration		$254,018
Government Buildings		$243,094
Storm Drains		$149,038
Streets		$254,345
Parks		$762,354
TOTAL GENERAL FUND	**$9,907,265**	**$10,884,076**
Fund 216, Public Safety Impact Fees	30,500	-
Fund 218, Public Library Foundation	-	-
Fund 219, CLSA Library Restoration	-	10,353
Fund 220, Napa Valley Now	11,000	11,000
Fund 224, Public Safety (COPS)	100,350	100,000
Fund 225, State Gas Tax 2105	34,569	34,569
Fund 226, State Gas Tax 2106	22,644	22,644
Fund 227, State Gas Tax 2107	51,387	51,387
Fund 228, State Gas Tax 2107.5	2,001	2,001
Fund 229, State Gas Tax 2103	27,463	27,463
Fund 235, Measure A	-	-
Fund 238, Training Development	7,000	2,000
Fund 279, Asset Forfeiture	5,000	1,000
Fund 280, Community Activities	171,731	171,731
Fund 283, Tree City USA	73,120	73,120
Fund 286, Bocce Ball	48,000	36,982

	BUDGET 2016 REVENUES	BUDGET 2016 EXPENDITURES
Fund 289, Recreation Programs	186,841	186,841
Fund 290, Tourism Improvement District	304,324	304,324
Fund 295, N.O.A.A.	-	-
Fund 329, Stabo Trust	-	-
Fund 375, Murray Ex Trust	1,300	-
Fund 380, Friends and Foundation	103,901	103,901
Fund 381, Ryan Library Trust	425	10,983
Fund 382, Martin Library Trust	315	-
Fund 384, Tweed Trust	46,700	181,753
Fund 420, Fire Station GO Bonds	205,291	184,688
Fund 443, South SH Drainage Assessment District	-	-
Fund 561, Water Enterprise	4,581,628	4,876,158
Fund 571, Sewer Enterprise	2,250,991	1,993,719
Fund 582, Garage	214,883	214,820
TOTAL	18,388,629	19,485,513
		$19,485,513

CITY OF ST HELENA

S C H E D U L E O F T R A N S F E R S

Fiscal Year 2015/2016

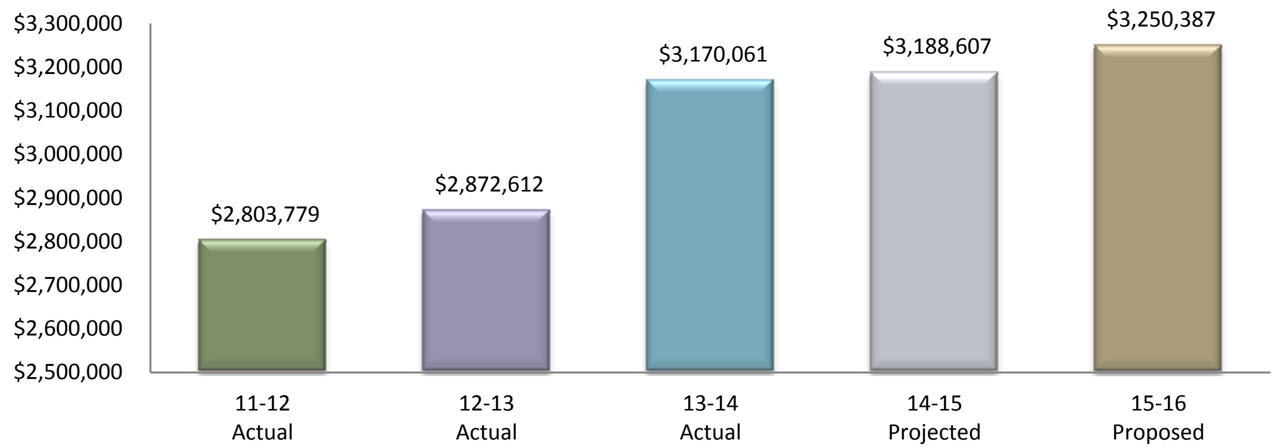
	FROM:		TO:					
#	FUND #	AMOUNT	101 GENERAL FUND		561 WATER	571 SEWER	OTHER FUND #	AMOUNT
	TRANSFER FUNDS FOR TEEN CENTER OPERATION							
1	101	171,731					280	171,731
			**Teen Center does not have a revenue source and is 100% General Funded*					
	TRANSFER FUNDS FOR TREE CITY USA EXPENSES							
2	101	73,120					283	73,120
			**Tree City does not have a revenue source and is 100% General Funded*					
	TRANSFER FUNDS FOR RECREATION							
3	101	83,841					289	83,841
			**Recreation Program is supplemented by the General Fund*					
	TRANSFER FUNDS FOR STREET IMPROVEMENTS							
	225	35,514						
	226	22,594						
	227	47,187					741	134,658
	228	2,000						
4	229	27,363						
	Total Transfer	***134,658***	**Gas taxes are received from the state and are used for streets and road maintenace*					
	TRANSFER FUNDS FOR TID ASSESSMENT							
5	290	3,043					101	3,043
			**A designated portion of the 2% TID Assessment is transferred to the General Fund for administrative costs*					
	TRANSFER FUNDS FOR CAPITAL PROJECTS							
6	740	3,266					741	3,266
			**Impact fees collected are assigned to capital projects for expenses per the Impact Fee Study*					
	TRANSFER FUNDS FOR CAPITAL PROJECTS							
7	764	629,093					763	629,093
			**Impact fees collected are assigned to capital projects for expenses per the Impact Fee Study*					
	TRANSFER FUNDS FOR CAPITAL PROJECTS							
7	774	132,167					773	132,167
			**Impact fees collected are assigned to capital projects for expenses per the Impact Fee Study*					
TOTALS		**$ 1,230,920**						**$ 1,230,920**

SUMMARY TRANSFERS OUT:		
OPERATIONAL		
General Fund	101 =	328,692
Tourist Improvement	290 =	3,043
Subtotal Operational		$ 331,735
CAPITAL		
Gas Tax 2105	225 =	35,514
Gas Tax 2106	226 =	22,594
Gas Tax 2107	227 =	47,187
Gas Tax 2107.5	228 =	2,000
Gas Tax 2103	229 =	27,363
Street Impact	740 =	3,266
Water Impact	764 =	629,093
Sewer Impact	774 =	132,167
Subtotal Capital		$ 899,185
TOTALS		**$ 1,230,920**

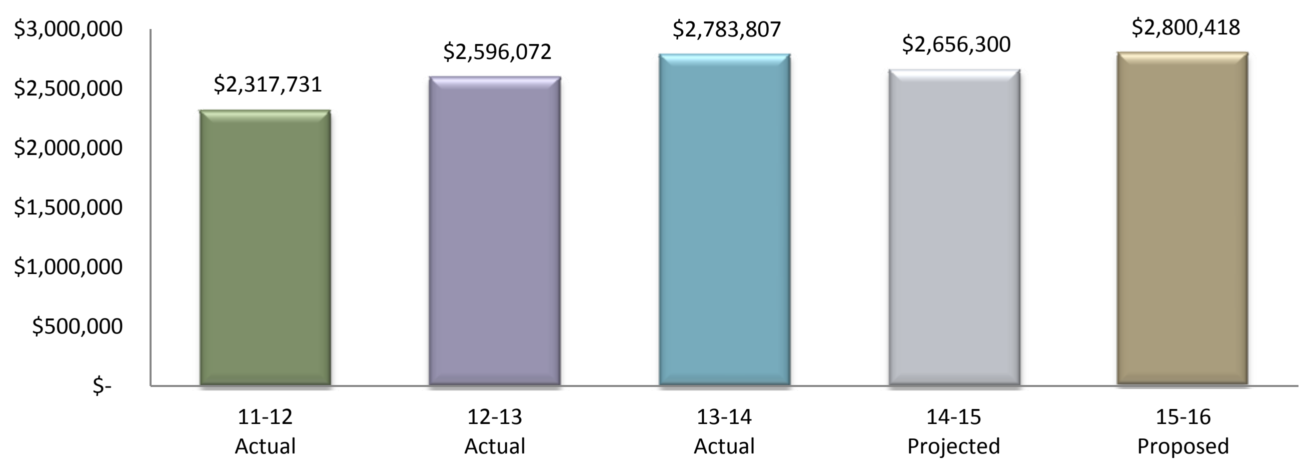
SUMMARY TRANSFERS IN:		
OPERATIONAL		
General Fund	101 =	3,043
Teen Center	280 =	171,731
Tree City	283 =	73,120
Recreation	289 =	83,841
Subtotal Operational		$ 331,735
CAPITAL		
Streets Improvement	741 =	137,924
Water Capital	763 =	629,093
Sewer Capital	773 =	132,167
Subtotal Capital		$ 899,185
TOTALS		**$ 1,230,920**

GENERAL FUND

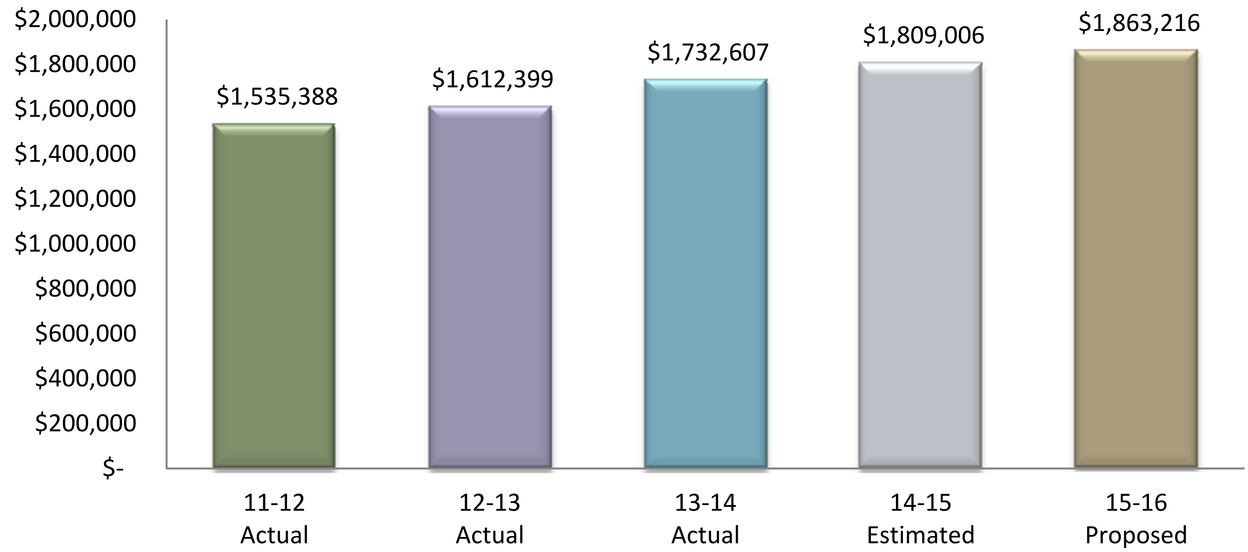
Property Taxes ($3,250,387) - Real property within the City is taxed at 1% of assessed value as determined by the County Assessor. The City's share of this tax is approximately 16%. For fiscal year 2015-2016 a growth factor of 2% has been applied per the County Assessor. Napa County is using the Teeter Plan for collections that provides the City with 100% of the taxes assessed with the County in turn keeping all delinquent penalties and interest collected. This category includes revenues for Property Tax Secured, Property Tax Unsecured, Prior Year Property Tax, Homeowner Property Tax and Real Property Transfer Tax.



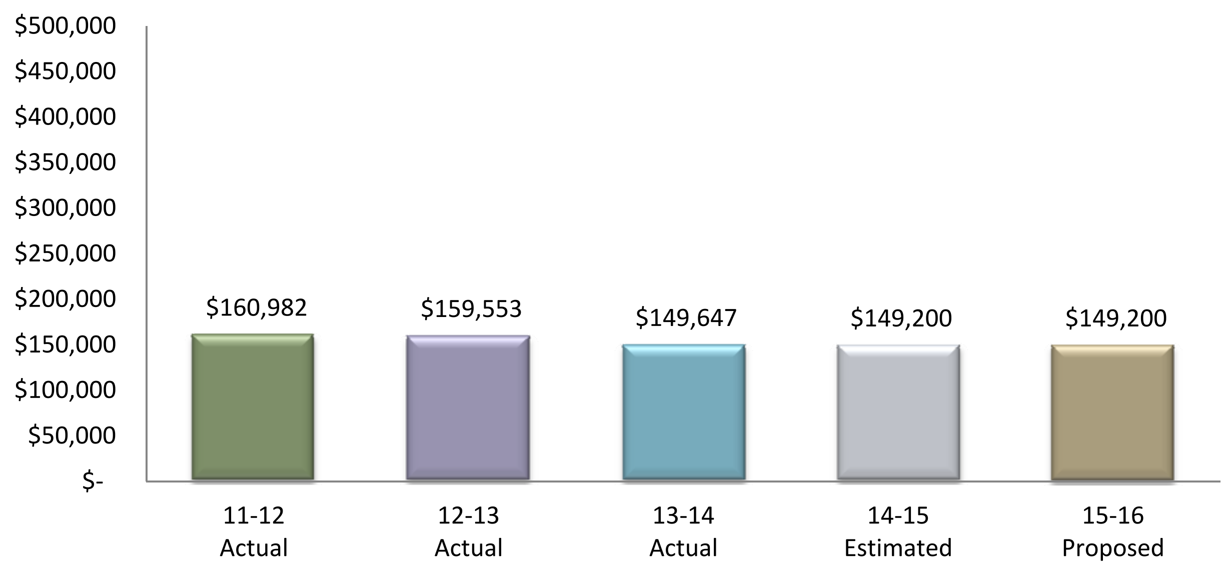
Sales Tax and Sales Tax in Lieu ($2,800,418) - The City receives 1% of retail sales made within the City limits. The diversity of commercial operations such as retail shops, restaurants, building supply, and car dealers insure a constant level of income from this source. Sales Tax for the City is estimated to grow by about 3% per our sales tax consultant, due to a slow recovering economy.



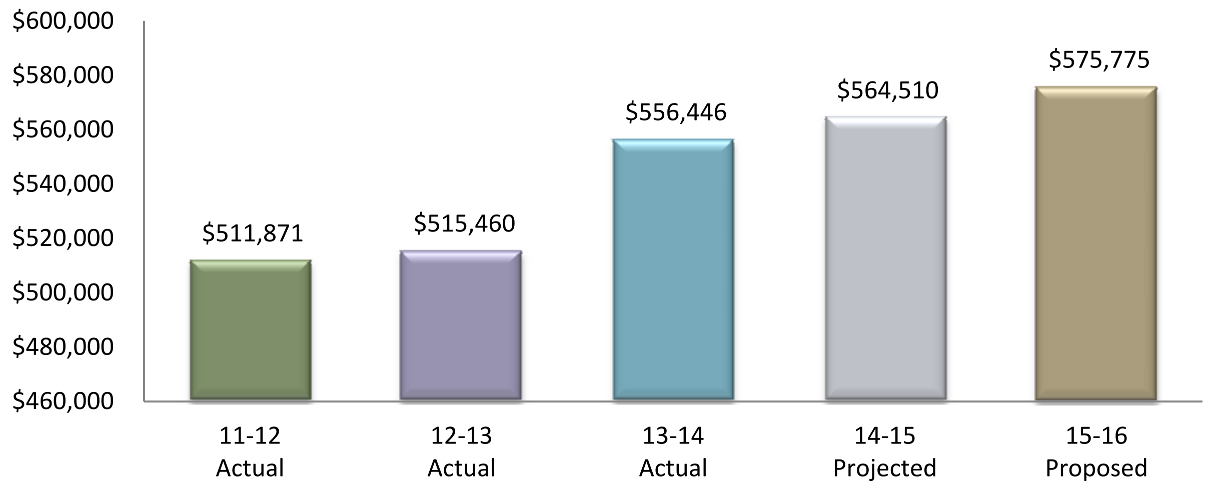
__Transient Tax ($1,863,950)__ - The City has a tax rate of 12% on all revenues paid to Hotels and Bed and Breakfast Inns. The tax is paid by the guests staying at these accommodations. This revenue is estimated to increase at a rate of 3% or $54,210 for the next fiscal year based on estimated year end revenues. In fiscal year 2011-2012 the City adopted a short-term rental ordinance allowing twenty-five residential units to participate in short-term rentals.



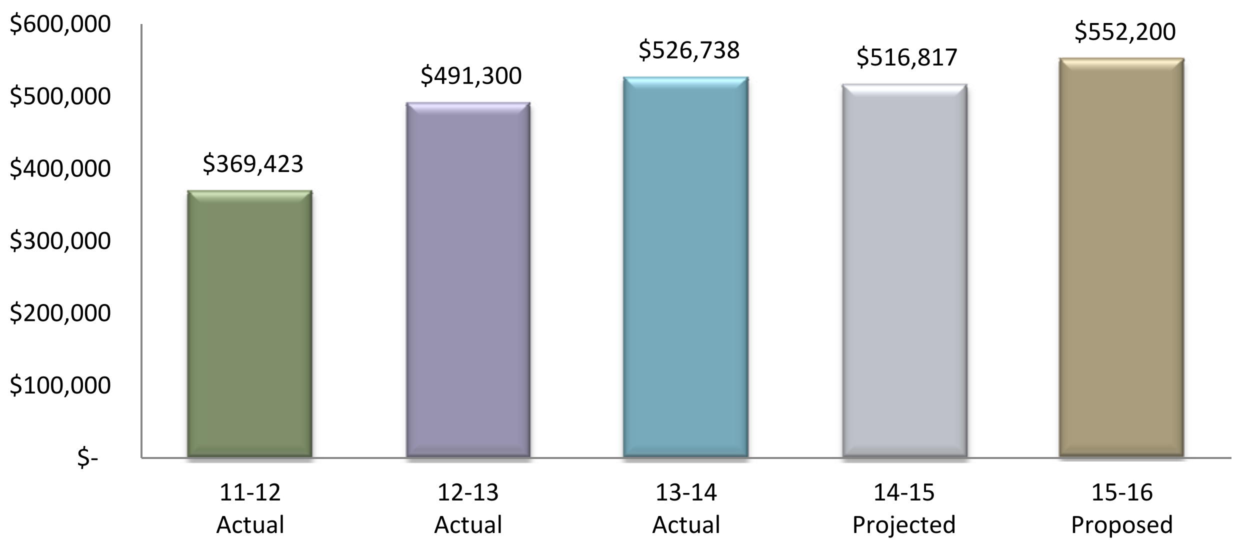
__Business License Tax ($149,200)__ - This revenue is generated by a license tax paid by all businesses operating within the City. Considering prior year actual and the current state of the economy, it is projected that revenues will remain constant.



Motor Vehicle License Fees and in Lieu ($575,775) – Established in 1935 as a uniform statewide tax, vehicle license fee tax is a tax on ownership of a registered vehicle in place of taxing vehicle as personal property. Effective July 1, 2011 Vehicle License Fee revenue allocated to cities shifted all city vehicle license fee revenues to fund law enforcement grants. Monthly allocations have been reduced to zero. In 2004 the state "swapped" a portion of the vehicle license fee revenues. The city now receives revenues based on property tax growth instead of the original allocation based on population. The in lieu revenues remaining are paid with Property Taxes. This change occurred when the VLF swap was implemented by the State and remain at risk. This revenue is reported under "Intergovernmental Revenues" in the General Fund.

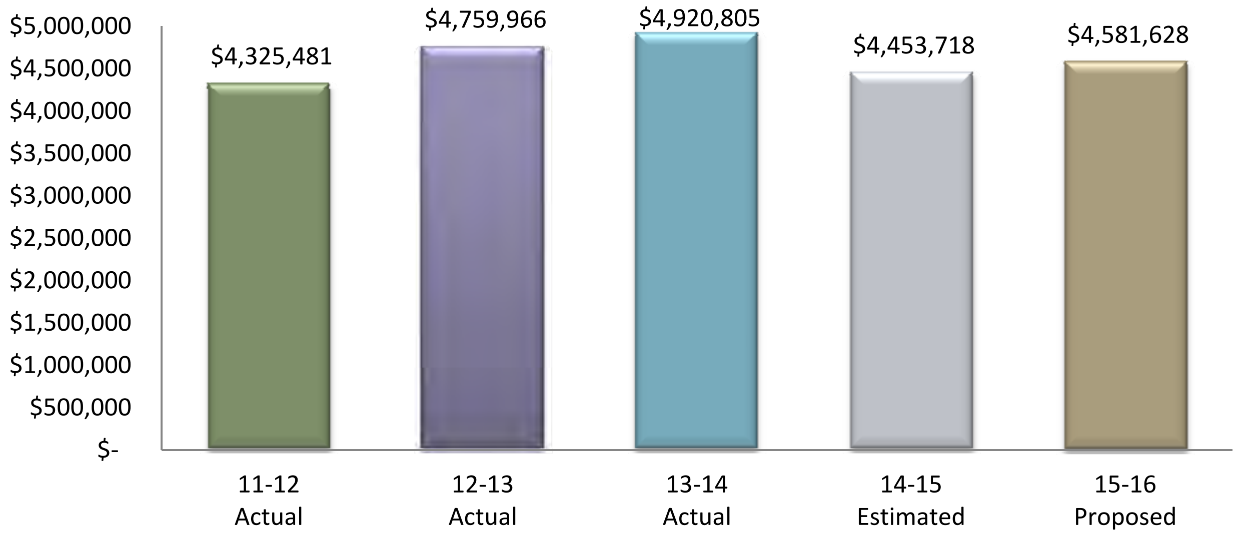


Building & Planning Revenue ($552,200) - This category includes revenues for Building Permits, Building Inspection and Administrative fees, Planning Application and Permit Fees, and Short Term Rental Permit Fees.

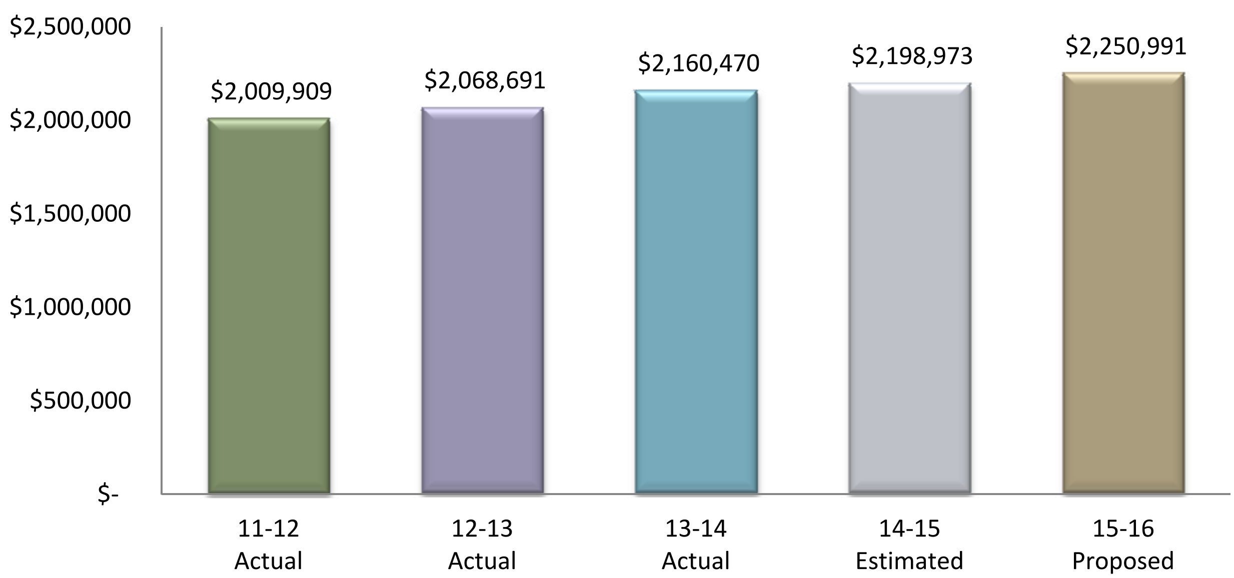


ENTERPRISE FUNDS

<u>Water Enterprise Service Charges ($4,581,628)</u> - Revenues charged to users of the municipal water system. A long-range financial plan and multi-year rate increase was approved by Council in April 2011. The most recent rate increase was effective with the January 2014 billing cycle. The last increase occurred in January 2013. Funds are used to pay for debt service payments, operations and maintenance, and capital projects. Rates increased by about 3% in accordance with the financial plan.

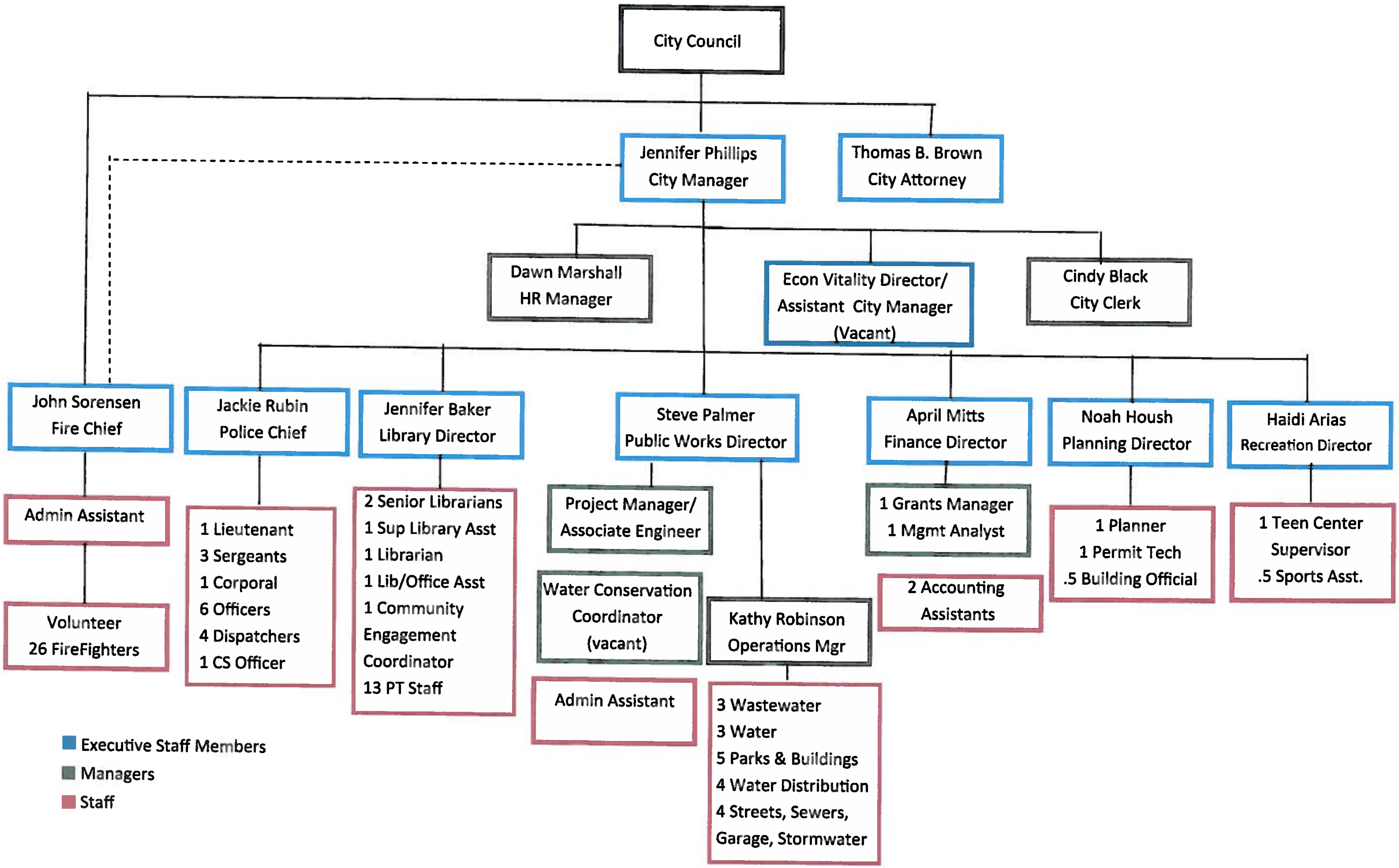


<u>Waste Water (Sewer) Enterprise Service Charges ($2,250,991)</u> - Revenues charged to users of the municipal sewer system. A long-range financial plan and multi-year rate increase was approved by Council in April 2011. The most recent rate increase was effective with the January 2014 billing cycle. The last increase occurred in January 2013. Funds are used to pay for debt service payments, operations and maintenance, and capital projects. Rates increased by about 3% in accordance with the financial plan.



City of St. Helena

Organization Chart - May 2015

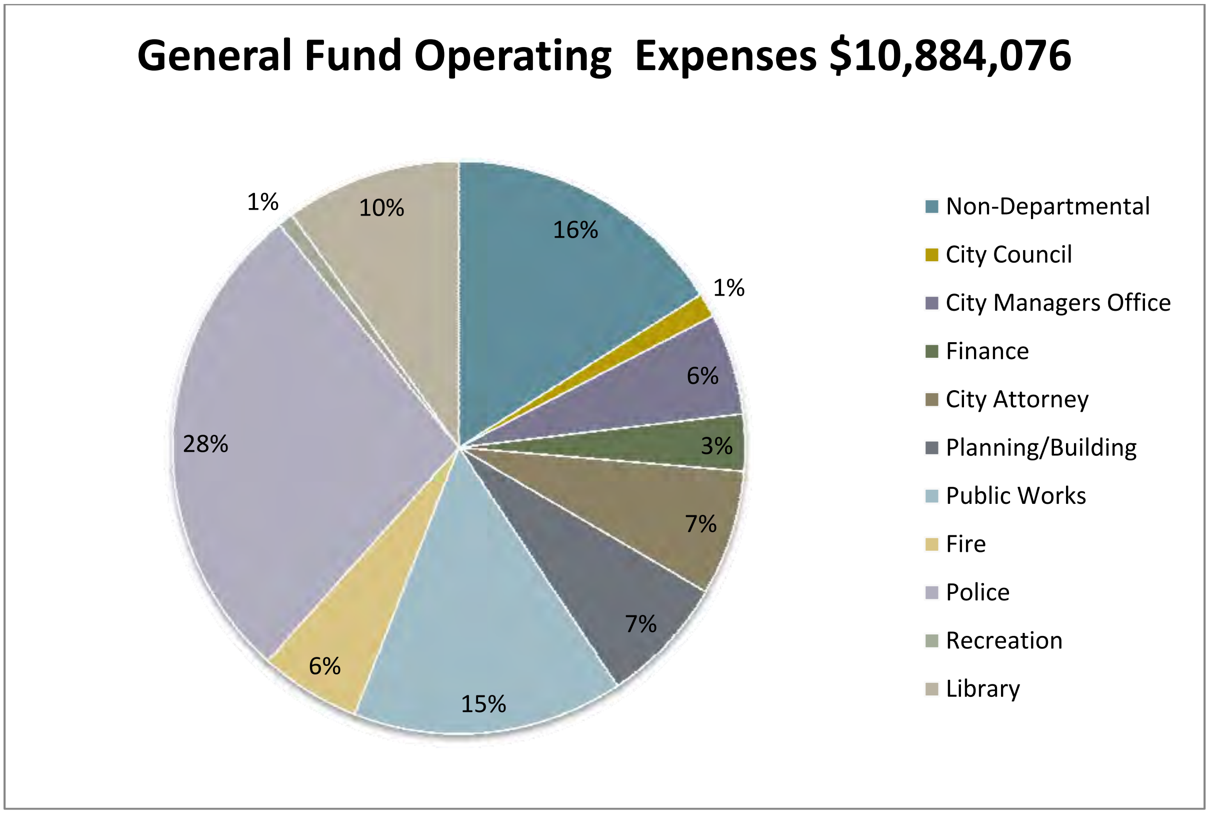


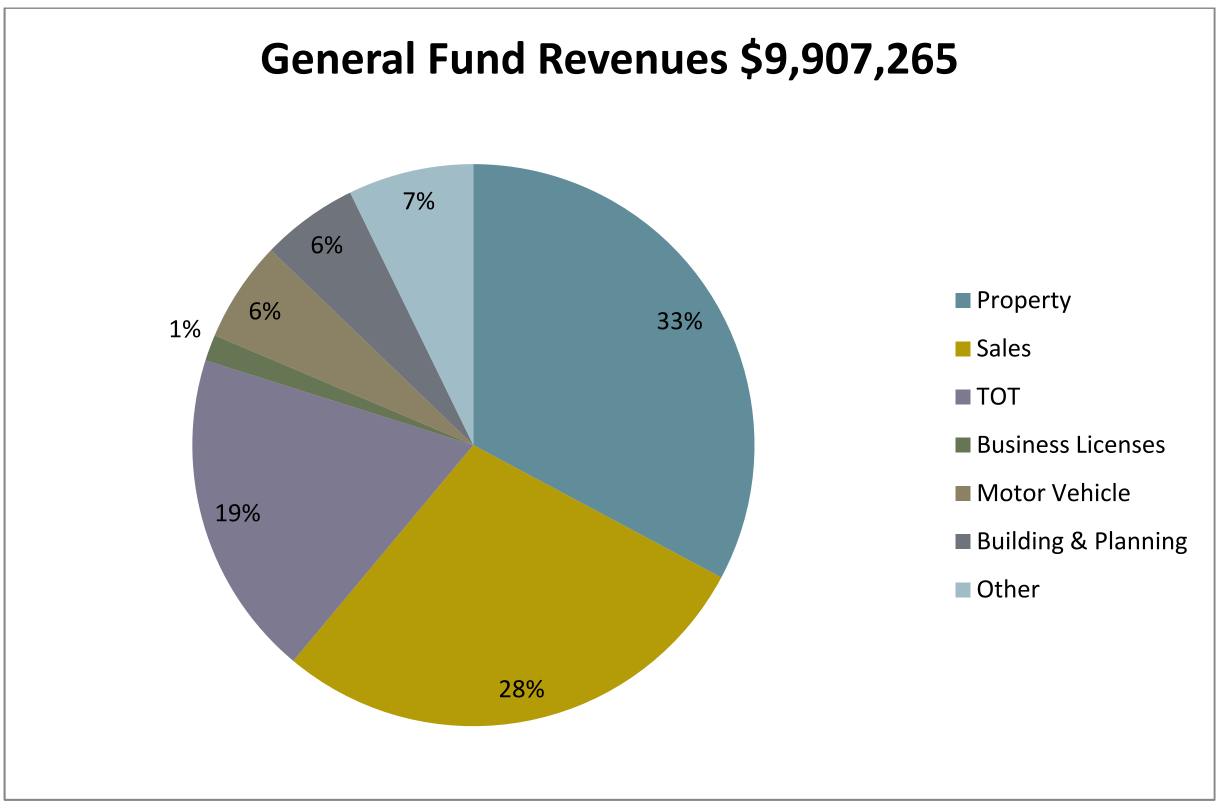
GENERAL FUND

The General Fund is used to account for resources traditionally associated with government, which are not required legally or by sound financial management to be accounted for in another fund.

CITY OF ST. HELENA
GENERAL FUND REVENUES AND EXPENDITURES

FISCAL YEAR 2015/2016



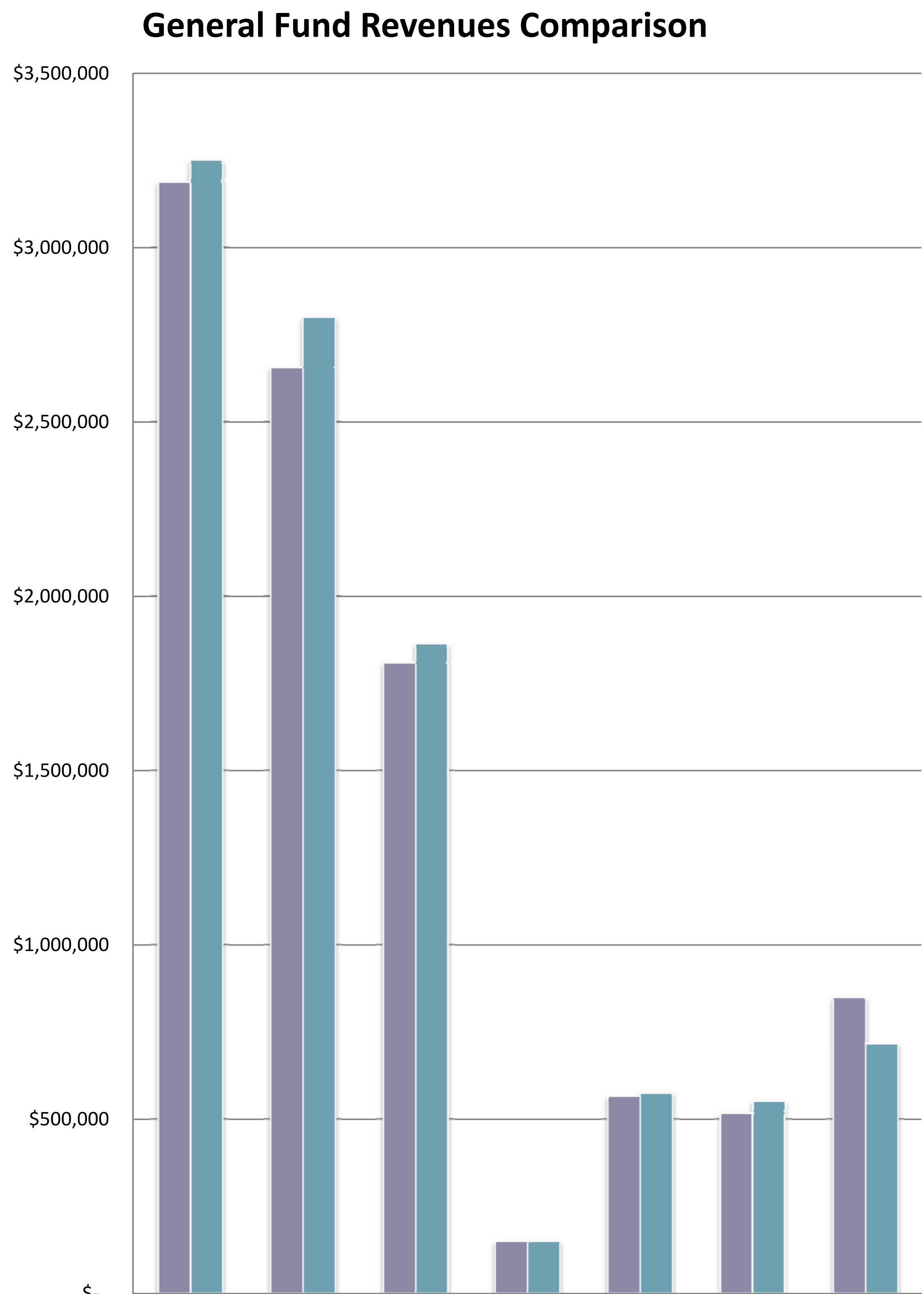


CITY OF ST. HELENA
GENERAL FUND REVENUES, EXPENDITURES, FUND BALANCE

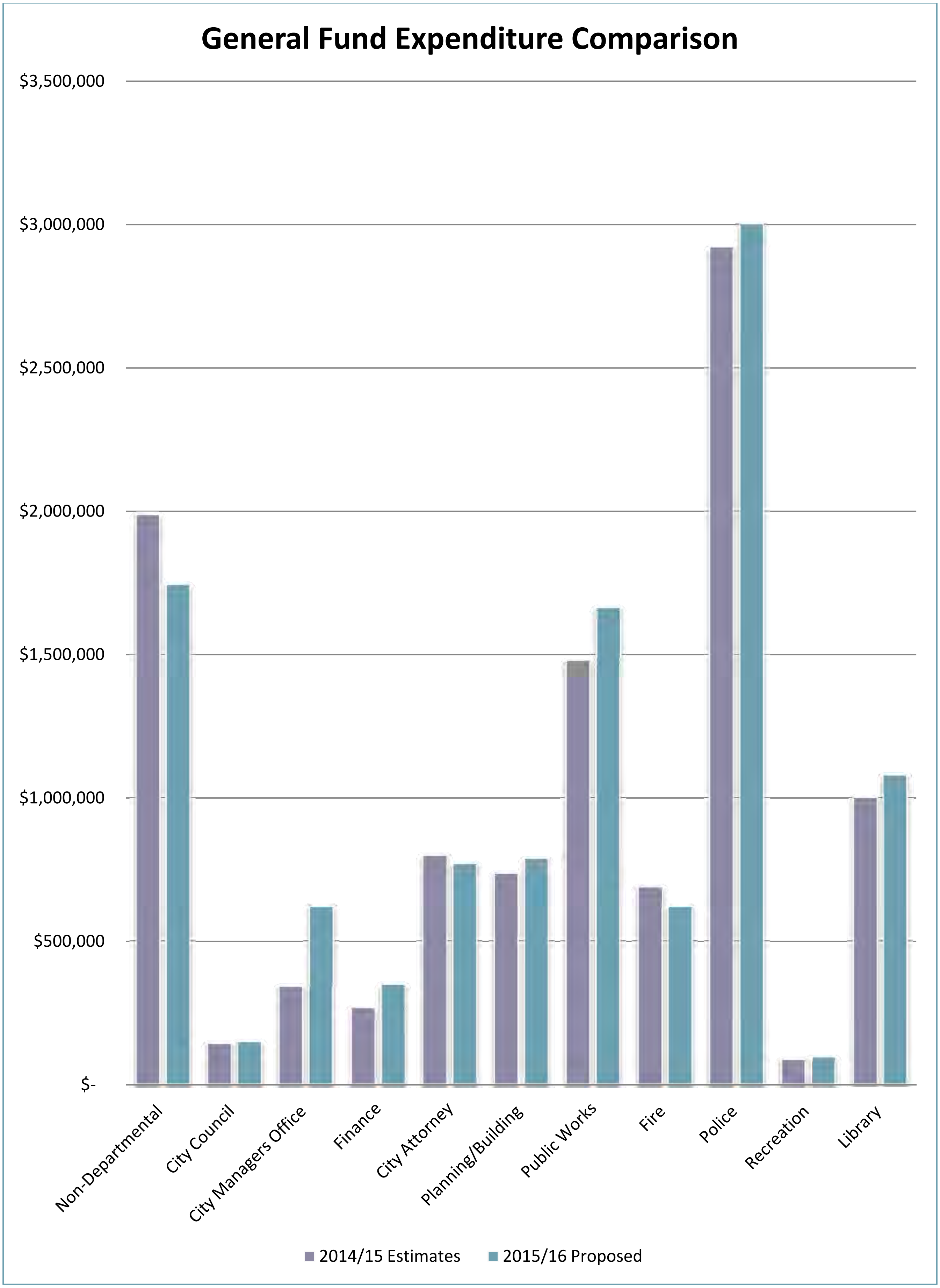
FISCAL YEAR 2015-2016

	Revenues	Expenditures	Total Fund Balance
			$ 2,612,815
REVENUES			
Property Taxes	3,250,387		
Sales Taxes	2,800,418		
Transient Occupancy Tax	1,863,216		
Business License	149,200		
Motor Vehicle	575,775		
Planning & Building Fees	552,200		
Other	716,069		
TOTAL REVENUES	**$ 9,907,265**		
			$ 12,520,080
EXPENDITURES BY DEPARTMENT			
Non-Departmental		(1,745,251)	
City Council		(149,505)	
City Manager		(622,171)	
Finance		(348,588)	
City Attorney		(770,000)	
Planning/Building		(787,918)	
Public Works		(1,662,849)	
Fire		(620,702)	
Police		(3,001,920)	
Library		(95,211)	
Recreation		(1,079,961)	
TOTAL EXPENDITURES		**($ 10,884,076)**	
General Fund Balance*			**$ 1,636,004**
Estimated Reserve %			**15%**

*General Fund Balance: In FY 15/16 Expenditures exceed Revenues by $976,811, to show a balanced budget staff has included $976,811 to offset this deficit from General Fund assigned.



	Property	Sales	TOT	Business Licenses	Motor Vehicle	Building & Planning	Other
2014/15 Estimated	$3,188,607	$2,656,300	$1,809,006	$149,200	$564,510	$516,817	$848,887
2015/16 Proposed	$3,250,387	$2,800,418	$1,863,216	$149,200	$575,775	$552,200	$716,069


General Fund Expenditure Comparison
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$-
Non-Departmental
City Council
City Managers Office
Finance
City Attorney
Planning/Building
Public Works
Fire
Police
Recreation
Library
2014/15 Estimates
2015/16 Proposed

CITY COUNCIL (4100)

PURPOSE

The City Council is the governing body of the City of St. Helena and has the power to make and enforce all laws related to municipal affairs, subject only to the limitations of the City Code and the State Constitution. The Council is responsible for the formulation of policy, enactment of legislation, control of revenues, and the appropriation of funds.

ACHIEVEMENTS

- Adopted the 2014-2015 operating and capital budgets
- Continued work on the General Plan Update and Housing Element
- Identified Council Priorities and Strategic Objectives
- Adopted revised Boards, Committees and Commissions protocol
- Represented City of St. Helena on a variety of collaborative boards and committees
- Adopted urgency drought ordinance in compliance with State law with the goal of reducing the City's water usage
- Hired new City Manager
- Adopted updated zoning ordinance regulation for affordable housing
- Approved Solar Power Agreement

2015-16 GOALS AND OBJECTIVES

- Create and promote new revenues
- Complete the General Plan Update
- Protect St. Helena's small town rural character and quality of life in St. Helena
- Work closely with the Chamber of Commerce and City staff to improve economic viability
- Identify additional goals for the fiscal year

CITY COUNCIL

Alan Galbraith – Mayor
Peter White – Vice Mayor
Sharon Crull – Council Member
Paul Dohring – Council Member
Greg Pitts – Council Member

CITY COUNCIL - 4100
BUDGET SUMMARY

City Council Expenses By Fund			2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
FUND	**DEPT**							
101	4100	General Fund	199,711	200,159	106,586	147,695	142,445	149,505
235	4100	Measure A	975	729	-	-	-	-
561	4100	Water Enterprise	34,136	36,737	38,908	52,858	43,204	54,936
571	4100	Wastewater Enterprise	19,507	21,017	22,234	30,205	24,689	31,392
		Total Expenses	**$ 254,329**	**$ 258,642**	**$ 167,729**	**$ 230,758**	**$ 210,338**	**$ 235,833**

City Council Expense Summary	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	14,400	16,200	18,000	18,000	18,000	18,000
Benefits	107,363	99,912	94,064	133,024	109,723	138,960
Capital Equipment*	-	-	-	-	-	-
Communications	1,255	1,307	1,337	1,300	1,872	1,900
Computer Equipment*	3,890	892	3,011	2,551	3,545	2,500
Contracts**	7,427	8,119	8,119	17,000	19,650	17,000
Contributions	107,018	115,610	35,333	46,833	46,833	46,833
Dept supplies/services***	7,858	8,470	7,865	9,050	7,615	7,250
Training/Conference	5,118	8,133	-	3,000	3,100	3,390
Total Expenses	**$ 254,329**	**$ 258,642**	**$ 167,729**	**$ 230,758**	**$ 210,338**	**$ 235,833**

**For FY 15/16, Per the Capital Asset and Depreciation, Policy Computer Equipment has been moved from Capital Equipment into the Computer Equipment Section*

*** For FY 15/16 Contracts section now includes Other Contract Services and Professional Fees in addition to Professional Contracts*

**** For FY 15/16 Other Contract Services and Professional Fees have been moved to the Contracts Section, discrepancies are due to reallocation of expenses within sections*

CITY COUNCIL - 4100
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
101	**General Fund**						
101-41-00-20-20	Temp/Part Time	6,480	7,290	8,100	8,100	8,100	8,100
101-41-00-20-40	FICA/Medicare	723	790	847	620	878	826
101-41-00-20-45	Employer PERS	983	1,093	1,055	1,203	1,114	1,386
101-41-00-20-50	Employee PERS	353	412	385	593	420	593
101-41-00-20-55	Health Insurance	54,797	45,250	36,379	54,522	45,720	56,804
101-41-00-20-61	Workers Comp	1,536	221	961	-	-	-
101-41-00-20-65	SDI	-	-	-	-	-	-
101-41-00-20-75	Deferred Comp	3,248	3,303	3,193	2,923	3,598	2,923
20	*Salaries & Benefits*	*68,121*	*58,358*	*50,921*	*67,961*	*59,830*	*70,632*
101-41-00-21-10	Communications	1,255	1,307	1,337	1,300	1,872	1,900
101-41-00-21-15	Postage	678	4	3	50	15	50
101-41-00-21-27	Equipment Lease Exp	-	-	-	-	-	-
101-41-00-21-40	Professional Fees	-	-	-	8,000	-	8,000
101-41-00-21-45	Other Contract Services	7,427	8,119	8,119	9,000	19,650	9,000
101-41-00-21-52	Facility Rental	-	-	4,368	-	-	-
101-41-00-21-53	Memberships & Publications	5,874	6,198	2,928	6,200	6,200	6,200
101-41-00-21-55	Training & Conference	4,143	7,404	-	3,000	3,100	3,390
101-41-00-21-60	Other Travel	-	-	-	-	-	-
21	*Services*	*19,377*	*23,032*	*16,754*	*27,550*	*30,837*	*28,540*
101-41-00-22-07	Copies	514	-	-	-	-	-
101-41-00-22-12	Computer Equipment	3,890	892	3,011	2,551	3,545	2,500
101-41-00-22-13	Office Supplies	94	461	434	500	400	500
101-41-00-22-15	Special Department Supplies	698	1,807	133	2,300	1,000	500
22	*Supplies*	*5,195*	*3,160*	*3,578*	*5,351*	*4,945*	*3,500*
101-41-00-24-05	Contributions	107,018	115,610	35,333	46,833	46,833	46,833
101-41-00-24-25	Taxes & Other Charges	-	-	-	-	-	-
24	*Taxes, Insurances & Contributi*	*107,018*	*115,610*	*35,333*	*46,833*	*46,833*	*46,833*
Grand Total		**199,711**	**200,159**	**106,586**	**147,695**	**142,445**	**149,505**
101	**General Fund**	**199,711**	**200,159**	**106,586**	**147,695**	**142,445**	**149,505**
235	**Measure A**						
235-41-00-21-25	Equipment Rental	-	-	-	-	-	-
235-41-00-21-55	Training & Conference	975	729	-	-	-	-
21	*Services*	*975*	*729*	-	-	-	-
235-41-00-22-15	Special Department Supplies	-	-	-	-	-	-
22	*Supplies*	-	-	-	-	-	-
Grand Total		**975**	**729**	**-**	**-**	**-**	-
235	**Measure A**	**975**	**729**	**-**	**-**	**-**	-
561	**Water Entreprise**						
561-41-00-20-20	Temp/Part Time	5,040	5,670	6,300	6,300	6,300	6,300
561-41-00-20-40	FICA/Medicare	562	614	658	482	683	643
561-41-00-20-45	Employer PERS	765	863	893	936	866	1,078
561-41-00-20-50	Employee PERS	274	299	299	461	326	461
561-41-00-20-55	Health Insurance	25,046	26,789	28,274	42,406	32,231	44,181
561-41-00-20-75	Deferred Comp	2,448	2,501	2,483	2,273	2,798	2,273

CITY COUNCIL - 4100
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
20	*Salaries & Benefits*	*34,136*	*36,737*	*38,908*	*52,858*	*43,204*	*54,936*
Grand Total		**34,136**	**36,737**	**38,908**	**52,858**	**43,204**	54,936
561	**Water Entreprise**	**34,136**	**36,737**	**38,908**	**52,858**	**43,204**	54,936
571	**Sewer Enterprise**						
571-41-00-20-20	Temp/Part Time	2,880	3,240	3,600	3,600	3,600	3,600
571-41-00-20-40	FICA/Medicare	321	351	377	275	390	367
571-41-00-20-45	Employer PERS	437	517	511	535	495	616
571-41-00-20-50	Employee PERS	157	171	172	264	187	264
571-41-00-20-55	Health Insurance	14,312	15,308	16,157	24,232	18,418	25,246
571-41-00-20-75	Deferred Comp	1,399	1,429	1,419	1,299	1,599	1,299
20	*Salaries & Benefits*	*19,507*	*21,017*	*22,234*	*30,205*	*24,689*	*31,392*
Grand Total		**19,507**	**21,017**	**22,234**	**30,205**	**24,689**	31,392
571	**Sewer Enterprise**	**19,507**	**21,017**	**22,234**	**30,205**	**24,689**	31,392
Grand Total		**254,329**	**258,642**	**167,729**	**230,758**	**210,338**	235,833

CITY COUNCIL - 4100
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Professional Fees	*2140*	*101*	
Strategic Planning		6,000	6,000
Miscellaneous Services		2,000	2,000
TOTAL - Professional Fees	***2140***	***$ 6,000***	***$ 8,000***
Other Contract Services	*2145*	*101*	
Granicus (Council Meetings)		*8,000*	8,000
Fair Political Practices		*1,000*	1,000
TOTAL - Other Contract Services	***2145***	***$ 9,000***	***$ 9,000***
Memberships & Publications	*2153*	*101*	
IIMC		200	200
League of California Cities		4,800	4,800
NCLOG		200	200
Miscellaneous		1,000	1,000
TOTAL - Memberships & Publications	***2153***	***$ 6,200***	***$ 6,200***
Training and Conferences	*2155*	*101*	
NLOG Meetings		520	520
League of California Cities		1,170	1,170
Miscellaneous Council Training/Meetings		1,700	1,700
TOTAL - Training and Conferences	***2155***	***$ 3,390***	***$ 3,390***
Contributions	*2405*	*101*	
		$ -	$ -
TOTAL - Contributions	***2405***	***$ 46,833***	***$ 46,833***

CITY MANAGER'S OFFICE (4200)

PURPOSE

The City Manager is responsible for providing general administrative management of the City; acting as a liaison between the City Council and Staff; carrying out, on behalf of the City Council, its policies, rules, regulations and laws; overseeing the delivery of public service; reviewing and approving staff reports for Council meetings.

The City Clerk is responsible for the preparation of Council Agendas, Brown Act compliance, records management, FPPC reporting requirements, and assistance to the City Council.

The Administrative Services Manager is responsible the recruitment of new employees, benefits, training, retirement, information technology, risk management and phone systems.

STAFFING

The City Manager's Office currently has 4 full-time staff members. Consisting of:

City Manager (1)
Economic Vitality/ACM (1) ***vacant***
City Clerk (1)
Administrative Services Mgr (1)

2014-15 ACHIEVEMENTS

CITY MANAGER

- Hired eight new managers and executive staff with focus on improving customer service, efficiency, effectiveness and proper public administration
- Developed and presented City's first Long Range Financial Forecast
- Facilitated City Council strategic planning to identify Council Priorities and Strategic Objectives
- Created Community Engagement Program. Initiated two community surveys
- Initiated update of all Council, administration and employee policies
- Participated in refinance of Stonebridge Apartments
- Actively pursuing affordable housing projects at Pope Street and McCorkle

CITY CLERK

- Implemented electronic filing for Form 700s
- Organized records clean-up and contracted with consultant to update records and information management policy and retention schedule
- Selection of software to ensure digital and paper files are safeguarded and digitized

HUMAN RESOURCES

- Moved to City Manager's Office to streamline Human Resources and Risk Management functions
- 50 new hires including 11 full-time and 39 part-time

2015-16 GOALS AND OBJECTIVES

CITY MANAGER

- Implement Council Priorities and Strategic Objectives
- Continue to make organizational changes to improve efficiency and public administration
- Oversee completion of the General Plan Update
- Effectively lead organization and focus on continual improvement in the delivery of programs and services to the community
- Update Policy Book

CITY CLERK

- Implementation of software to digitize and streamline regular business including, Council packet preparation and government transparency
- Create transparency portal on City Website
- Efforts to develop a document retention program

HUMAN RESOURCES

- Implement Employee Self-Serve portal and intranet
- Update all safety policies

CITY MANAGER'S OFFICE - 4200
BUDGET SUMMARY

City Manager/Clerk/HR Expenses By Fund			2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
FUND	**DEPT**							
101	4200	General Fund	208,146	340,335	406,832	443,106	343,414	622,171
561	4200	Water Enterprise	111,330	8,675	11,991	30,953	55,958	133,221
571	4200	Wastewater Enterprise	59,833	7,572	9,852	6,456	77,530	124,345
		Total Expenses	**$ 379,310**	**$ 356,581**	**$ 428,675**	**$ 480,515**	**$ 476,903**	**$ 879,737**

City Manager/Clerk/HR Expense Summary	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	199,757	207,107	260,486	322,050	302,130	571,288
Benefits	144,001	132,447	115,680	108,495	115,274	232,391
Capital Equipment*	-	-	-	-	-	-
Communications	1,618	1,956	2,111	1,920	3,250	2,500
Computer Equipment*	2,491	15	1,262	-	-	-
Contracts**	290	-	38,046	27,900	32,439	51,450
Dept supplies/services***	26,629	3,651	7,388	6,650	9,152	9,445
Election Expense	-	7,078	141	10,000	10,970	-
Equipment/Software Maintenance	210	-	-	-	-	4,248
Training/Conference	4,313	4,328	3,561	3,500	3,528	8,415
Total Expenses	**$ 379,310**	**$ 356,581**	**$ 428,675**	**$ 480,515**	**$ 476,903**	**$ 879,737**

**For FY 15/16, Per the Capital Asset and Depreciation, Policy Computer Equipment has been moved from Capital Equipment into the Computer Equipment Section*

*** For FY 15/16 Contracts section now includes Other Contract Services and Professional Fees in addition to Professional Contracts*

**** For FY 15/16 Other Contract Services and Professional Fees have been moved to the Contracts Section, discrepancies are due to reallocation of expenses within sections*

CITY MANAGER'S OFFICE - 4200
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
101	**General Fund**						
101-42-00-20-10	Salary-Regular	89,891	198,021	244,750	225,000	183,227	370,057
101-42-00-20-20	Temp/Part-time salary			0	72,050	17,500	20,367
101-42-00-20-30	Overtime	0	0	1,752	0	2,050	-
101-42-00-20-40	FICA/Medicare	6,642	13,232	16,882	13,312	15,720	25,531
101-42-00-20-45	Employer PERS	14,649	31,256	29,562	14,409	15,260	36,696
101-42-00-20-50	Employee PERS	6,278	14,634	13,522	3,150	2,950	-
101-42-00-20-55	Health Insurance	17,343	36,400	32,510	46,766	32,590	65,739
101-42-00-20-61	Workers Comp	8,914	6,569	8,029	5,250	5,740	12,373
101-42-00-20-65	SDI	929	1,554	2,070	1,446	1,754	2,480
101-42-00-20-71	Unemployment	11,700	0	0	0	0	-
101-42-00-20-75	Deferred Comp	1,959	4,161	3,536	4,543	3,014	6,942
101-42-00-20-85	Auto Allowance	1,080	2,160	1,710	7,210	4,270	8,760
101-42-00-20-97	Housing Allowance	13,350	15,320	0	0	0	0
20	*Salaries & Benefits*	*172,735*	*323,307*	*354,324*	*393,136*	*284,075*	*548,945*
101-42-00-21-05	Advertising	5,393	2,428	4,913	5,000	4,000	5,000
101-42-00-21-10	Communications	1,618	1,956	2,111	1,920	3,250	2,500
101-42-00-21-15	Postage	99	50	76	50	500	50
101-42-00-21-27	Equipment Lease Exp	0	0	0	0	0	500
101-42-00-21-30	Professional Contracts	165	0	0	0	4,539	0
101-42-00-21-45	Other Contract Services	125	0	38,046	27,900	27,900	51,450
101-42-00-21-53	Memberships & Publications	517	260	683	500	500	1,895
101-42-00-21-55	Training & Conference	3,038	3,594	2,708	3,500	3,500	8,415
101-42-00-21-56	Admin Recruitment	18,472	0	0	0	1,302	0
101-42-00-21-60	Other Travel	1,275	734	853	0	28	0
21	*Services*	*30,703*	*9,022*	*49,390*	*38,870*	*45,520*	*69,810*
101-42-00-22-07	Copies	15	0	0	0	0	0
101-42-00-22-12	Computer Equipment	2,491	15	1,262	0	0	0
101-42-00-22-13	Office Supplies	954	404	913	1,000	2,310	2,000
101-42-00-22-14	Election Expense	0	7,078	141	10,000	10,970	0
101-42-00-22-15	Special Department Supplies	362	508	803	100	540	0
22	*Supplies*	*3,821*	*8,005*	*3,118*	*11,100*	*13,820*	*2,000*
101-42-00-23-11	Maint Office Equip	0	0	0	0	0	0
101-42-00-23-35	Software Maintenance	70	0	0	0	0	1,416
23	*Maintenance*	*70*	*0*	*0*	*0*	*0*	*1,416*
101-42-00-24-25	Taxes & Other Charges	0	0	0	0	0	0
24	*Taxes, Insurances & Contributi*	*0*	*0*	*0*	*0*	*0*	*0*
101-42-00-26-40	Furniture & Fixtures	817	0	0	0	0	0
101-42-00-26-60	Capital Imp Buildings	0	0	0	0	0	0
26	*Capital*	*817*	*0*	*0*	*0*	*0*	*0*
Grand Total		**208,146**	**340,335**	**406,832**	**443,106**	**343,414**	622,171
101	**General Fund**	**208,146**	**340,335**	**406,832**	**443,106**	**343,414**	622,171
561	**Water Enterprise**						
561-42-00-20-10	Salary-Regular	69,915	4,543	6,992	21,500	41,191	90,606
561-42-00-20-20	Temp/Part-time salary	0	0	0	0	0	2,546
561-42-00-20-30	Overtime	0	0	0	0	159	0

CITY MANAGER'S OFFICE - 4200
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
561-42-00-20-40	FICA/Medicare	5,165	356	97	1,211	3,211	6,013
561-42-00-20-45	Employer PERS	9,977	772	548	1,721	3,296	10,468
561-42-00-20-50	Employee PERS	4,883	334	658	175	361	0
561-42-00-20-55	Health Insurance	10,467	1,115	312	3,892	4,875	15,093
561-42-00-20-61	Workers Comp	6,717	1,263	904	508	509	2,555
561-42-00-20-65	SDI	723	47	2,214	126	396	605
561-42-00-20-75	Deferred Comp	1,523	125	72	380	670	1,639
561-42-00-20-85	Auto Allowance	840	120	99	240	1,290	2,280
561-42-00-20-97	Housing Allowance	1,050	0	95	1,200	0	0
20	*Salaries & Benefits*	*111,260*	*8,675*	*11,991*	*30,953*	*55,958*	*131,805*
561-42-00-21-45	Other Contract Services	0	0	0	0	0	0
21	*Services*	*0*	*0*	*0*	*0*	*0*	*0*
561-42-00-23-35	Software Maintenance	70	0	0	0	0	1,416
23	*Maintenance*	*70*	*0*	*0*	*0*	*0*	*1,416*
Grand Total		**111,330**	**8,675**	**11,991**	**30,953**	**55,958**	133,221
561	**Water Enterprise**	**111,330**	**8,675**	**11,991**	**30,953**	**55,958**	133,221
571	**Sewer Enterprise**						
571-42-00-20-10	Salary-Regular	39,951	4,543	6,992	3,500	58,004	85,166
571-42-00-20-20	Temp/Part-time salary	0	0	0	0	0	2,546
571-42-00-20-30	Overtime	0	0	0	0	159	-
571-42-00-20-40	FICA/Medicare	2,952	356	97	268	4,515	5,581
571-42-00-20-45	Employer PERS	5,725	772	548	280	4,643	9,389
571-42-00-20-50	Employee PERS	2,790	335	658	175	361	-
571-42-00-20-55	Health Insurance	5,982	1,116	313	1,304	6,363	13,774
571-42-00-20-61	Workers Comp	0	160	904	169	182	2,723
571-42-00-20-65	SDI	413	46	74	35	557	556
571-42-00-20-75	Deferred Comp	871	125	72	125	906	1,034
571-42-00-20-85	Auto Allowance	480	120	99	0	1,840	2,160
571-42-00-20-97	Housing Allowance	600	0	95	600	0	0
20	*Salaries & Benefits*	*59,764*	*7,572*	*9,852*	*6,456*	*77,530*	*122,929*
571-42-00-21-45	Other Contract Services	0	0	0	0	0	0
21	*Services*	*0*	*0*	*0*	*0*	*0*	*0*
571-42-00-23-35	Software Maintenance	70	0	0	0	0	1,416
23	*Maintenance*	*70*	*0*	*0*	*0*	*0*	*1,416*
Grand Total		**59,833**	**7,572**	**9,852**	**6,456**	**77,530**	124,345
571	**Sewer Enterprise**	**59,833**	**7,572**	**9,852**	**6,456**	**77,530**	124,345
Grand Total		**379,310**	**356,581**	**428,675**	**480,515**	**476,903**	879,737

CITY MANAGER'S OFFICE - 4200
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Other Contract Services	*2145*	*101*	*561*	571	
Southtech (Form 700)		450	-	-	450
iCompass		6,000			6,000
Miscellaneous Contracts		20,000			20,000
Ballot Measure Polling		25,000			25,000
TOTAL - Other Contract Services	***2145***	***$ 51,450***	***$ -***	***$ -***	***$ 51,450***
Memberships & Publications	*2153*	*101*	*561*	571	
IIMC (City Clerk)		155	-	-	155
CCAC (City Clerk)		90			90
CCMF		400	-	-	400
ICMA		900	-	-	900
CalPELRA		350	-	-	350
TOTAL - Memberships & Publications	***2153***	***$ 1,895***	**$ -**	**$ -**	**$ 1,895**
Training and Conferences	*2155*	*101*	*561*	571	
ICMA (City Manager)		2,070	-	-	2,070
League of California Cities (City Manager)		1,770	-	-	1,770
Technical Training for Clerks (City Clerk)		3,000	-	-	3,000
CalPELRA (HR)		1,300	-	-	1,300
Liebert Cassidy (HR)		275	-	-	275
TOTAL - Training and Conferences	***2155***	***$ 8,415***	**$ -**	**$ -**	**$ 8,415**
Software Maintenance	*2335*	*101*	*561*	571	
ECS (laserfiche)		1,416	1,416	1,416	4,248
TOTAL - Software Maintenance	***2335***	***$ 1,416***	***$ 1,416***	***$ 1,416***	$ 4,248

FINANCE (4300)

PURPOSE

The Finance Department is responsible for providing financial management of all City Funds and administrating internal service functions for all departments. Major activities including: maintaining the City's investment program and providing necessary financing for capital needs; preparing management and financial analysis reports; developing the Annual Budget; monitoring legislation affecting finances of the City; monitoring the City's risk management needs, and administration of the Business License Ordinance.

Other activities include billing and collection services for City water and sewer utilities, business licenses, parking citations, and miscellaneous receivables; payroll and benefit administration; and purchasing services.

STAFFING

The Finance Department currently has 5 full-time staff members. Consisting of:

Finance Director (1)
Grant Manager (1)
Management Analyst (1)
Accounting Assistants (2)

2014-15 ACHIEVEMENTS

- Upgraded financial software to improve efficiencies
- Developed end of year close out process and procedures
- Developed and adopted a formal written capitalization and depreciation policy for infrastructure and capital assets
- Implementation of Springbrook Employee Self-Serve (ESS) module
- Developed and presented Certified Annual Financial Report

2015-16 GOALS AND OBJECTIVES

- Continue to increase the level of efficiency and effectiveness of the Department by establishing better internal controls, processes and training. Initiate cross training program for departmental staff to achieve greater efficiency from a small operation
- Implement Springbrook training for department heads and key staff to increase the efficiency and effectiveness of the department
- Complete integration of planning and building software
- Implement Springbrook training for department heads and key staff to increase the efficiency and effectiveness of the department

FINANCE - 4300
BUDGET SUMMARY

Finance Expenses By Fund

FUND	DEPT		2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
101	4300	General Fund	280,784	252,882	252,737	307,336	266,980	348,588
235	4300	Measure A	3,467	(1,073)	4,533	-	-	-
561	4300	Water Enterprise	253,473	232,552	258,827	269,583	291,360	273,358
571	4300	Wastewater Enterprise	171,555	145,855	164,457	174,583	186,115	232,598
		Total Expenses	**$ 709,279**	**$ 630,217**	**$ 680,554**	**$ 751,502**	**$ 744,456**	**$ 854,544**

Finance Expense Summary

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	345,017	300,376	316,518	359,898	340,405	361,147
Benefits	203,524	187,393	195,823	227,594	210,184	208,456
Capital Equipment*	-	-	-	-	-	-
Communications	606	727	565	885	685	885
Computer Equipment**	2,883	-	2,120	400	400	300
Contracts	81,355	57,850	37,294	61,450	83,313	164,041
Dept supplies/services***	53,771	59,244	104,854	73,275	78,210	86,270
Software/Equipment Maintenance	20,489	20,804	22,313	24,700	28,113	25,343
Training/Conference	1,633	3,222	968	3,300	3,145	8,102
Total Expenses	**$ 709,279**	**$ 630,217**	**$ 680,554**	**$ 751,502**	**$ 744,456**	**$ 854,544**

**For FY 15/16, Per the Capital Asset and Depreciation, Policy Computer Equipment has been moved from Capital Equipment into the Computer Equipment Section*

*** For FY 15/16 Contracts section now includes Other Contract Services and Professional Fees in addition to Professional Contracts*

**** For FY 15/16 Other Contract Services and Professional Fees have been moved to the Contracts Section, discrepancies are due to reallocation of expenses within sections*

FINANCE - 4300
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budgeted	2015 Estimated Year End	2016 Proposed
101	**General Fund**						
101-43-00-20-10	Salary-Regular	131,925	129,090	116,380	152,230	118,050	167,018
101-43-00-20-20	Temp/Part Time	0	0	0	0	1,100	0
101-43-00-20-30	Overtime	276	182	3,036	500	726	500
101-43-00-20-40	FICA/Medicare	9,370	9,917	9,118	11,684	9,302	13,101
101-43-00-20-45	Employer PERS	20,655	19,505	15,417	25,449	14,165	17,977
101-43-00-20-50	Employee PERS	9,400	8,855	5,252	962	2,533	0
101-43-00-20-55	Health Insurance	29,791	26,784	35,160	38,165	27,778	49,745
101-43-00-20-61	Workers Comp	10,972	6,127	5,872	6,503	6,558	6,724
101-43-00-20-65	SDI	1,211	1,206	1,157	1,363	1,138	1,451
101-43-00-20-71	Unemployment	0	0	0	0	0	0
101-43-00-20-75	Deferred Comp	2,014	2,158	1,022	2,365	2,297	3,924
101-43-00-20-85	Auto Allowance	1,440	1,440	350	1,440	2,017	3,920
101-43-00-20-96	Education Reimbursement	0	0	0	0	0	0
20	*Salaries & Benefits*	*217,054*	*205,264*	*192,765*	*240,661*	*185,664*	*264,360*
101-43-00-21-05	Advertising	0	121	75	0	650	0
101-43-00-21-10	Communications	306	527	245	500	500	500
101-43-00-21-15	Postage	2,749	1,617	9,664	2,000	5,580	4,500
101-43-00-21-27	Equipment Lease Exp	0	0	0	0	0	0
101-43-00-21-30	Professional Contracts	3,500	3,500	110	3,500	5,500	2,500
101-43-00-21-40	Professional Fees	17,695	0	0	0	0	0
101-43-00-21-42	Banking Fees	9,093	11,521	11,255	13,000	11,000	13,000
101-43-00-21-45	Other Contract Services	17,707	18,350	1,408	33,950	38,785	45,973
101-43-00-21-48	Government Fees	100	200	26,915	100	100	100
101-43-00-21-53	Memberships & Publications	508	558	145	325	1,253	340
101-43-00-21-55	Training & Conference	829	2,658	334	2,500	2,500	2,634
101-43-00-21-60	Other Travel	2	0	0	200	200	200
101-43-00-21-62	Bank Fee Reimubursements	57	0	0	0	0	0
21	*Services*	*52,546*	*39,054*	*50,150*	*56,075*	*66,067*	*69,747*
101-43-00-22-07	Copies	128	0	0	0	0	0
101-43-00-22-12	Computer Equipment	1,560	0	960	0	0	0
101-43-00-22-13	Office Supplies	386	635	634	400	1,025	800
101-43-00-22-15	Special Department Supplies	1,234	562	921	1,500	2,110	4,500
22	*Supplies*	*3,308*	*1,197*	*2,516*	*1,900*	*3,135*	*5,300*
101-43-00-23-11	Maint Office Equip	541	0	0	0	0	0
101-43-00-23-35	Software Maintenance	6,604	6,886	7,307	8,700	12,113	9,181
23	*Maintenance*	*7,144*	*6,886*	*7,307*	*8,700*	*12,113*	*9,181*
101-43-00-24-25	Taxes & Other Charges	732	10	0	0	0	0
24	*Taxes, Insurances & Contributi*	*732*	*10*	*0*	*0*	*0*	*0*
101-43-00-26-30	Capital Equipment	0	0	0	0	0	0
101-43-00-26-40	Furniture & Fixtures	0	471	0	0	0	0
26	*Capital*	*0*	*471*	*0*	*0*	*0*	*0*
Grand Total		**280,784**	**252,882**	**252,737**	**307,336**	**266,980**	348,588
101	**General Fund**	**280,784**	**252,882**	**252,737**	**307,336**	**266,980**	348,588
235	**Measure A**						
235-43-00-20-10	Salary-Regular	0	0	0	0	0	0

FINANCE - 4300
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budgeted	2015 Estimated Year End	2016 Proposed
235-43-00-20-30	Overtime	0	0	0	0	0	0
235-43-00-20-40	FICA/Medicare	0	0	0	0	0	0
235-43-00-20-45	Employer PERS	0	0	0	0	0	0
235-43-00-20-50	Employee PERS	0	0	0	0	0	0
235-43-00-20-55	Health Insurance	0	0	0	0	0	0
235-43-00-20-65	SDI	0	0	0	0	0	0
235-43-00-20-75	Deferred Comp	0	0	0	0	0	0
235-43-00-20-85	Auto Allowance	0	0	0	0	0	0
20	*Salaries & Benefits*	*0*	*0*	*0*	*0*	*0*	*0*
235-43-00-21-40	Professional Fees	0	0	0	0	0	0
235-43-00-21-42	Banking Fees	3,460	-1,073	4,533	0	0	0
235-43-00-21-55	Training & Conference	0	0	0	0	0	0
235-43-00-21-60	Other Travel	0	0	0	0	0	0
21	*Services*	*3,460*	*-1,073*	*4,533*	*0*	*0*	*0*
235-43-00-22-13	Office Supplies	7	0	0	0	0	0
22	*Supplies*	*7*	*0*	*0*	*0*	*0*	*0*
235-43-00-24-25	Taxes & Other Charges	0	0	0	0	0	0
24	*Taxes, Insurances & Contributi*	*0*	*0*	*0*	*0*	*0*	*0*
Grand Total		**3,467**	**-1,073**	**4,533**	**0**	**0**	0
235	**Measure A**	**3,467**	**-1,073**	**4,533**	**0**	**0**	0
561	**Water Enterprise**						
561-43-00-20-10	Salary-Regular	132,205	111,186	130,596	131,549	139,226	110,617
561-43-00-20-20	Temp/Part Time	0	0	0	0	0	0
561-43-00-20-30	Overtime	606	401	100	0	1,150	0
561-43-00-20-40	FICA/Medicare	9,899	8,512	9,987	10,063	10,892	8,612
561-43-00-20-45	Employer PERS	20,320	16,353	19,459	19,715	18,165	8,529
561-43-00-20-50	Employee PERS	9,172	7,305	6,961	1,068	3,977	0
561-43-00-20-55	Health Insurance	31,554	32,016	35,325	47,997	46,016	34,806
561-43-00-20-61	Workers Comp	0	6,252	6,163	6,605	7,108	5,816
561-43-00-20-65	SDI	1,366	1,075	1,383	1,247	1,343	941
561-43-00-20-71	Unemployment	0	0	0	0	0	0
561-43-00-20-75	Deferred Comp	1,555	1,164	1,739	1,739	2,267	2,088
561-43-00-20-85	Auto Allowance	600	600	600	600	2,333	1,760
20	*Salaries & Benefits*	*207,277*	*184,864*	*212,312*	*220,583*	*232,477*	*173,169*
561-43-00-21-05	Advertising	0	121	0	0	0	0
561-43-00-21-10	Communications	150	100	185	200	0	200
561-43-00-21-15	Postage	8,637	11,694	9,000	11,000	11,900	12,000
561-43-00-21-25	Equipment Rental	0	0	0	0	0	0
561-43-00-21-27	Equipment Lease Exp	0	0	0	0	0	0
561-43-00-21-30	Professional Contracts	0	0	0	0	3,115	2,500
561-43-00-21-40	Professional Fees	3,505	0	0	0	0	0
561-43-00-21-42	Banking Fees	4,243	7,826	12,000	12,500	10,800	12,500
561-43-00-21-44	Online Transaction Fee	651	1,111	1,080	1,400	1,740	1,400
561-43-00-21-45	Other Contract Services	17,722	18,000	12,550	12,000	19,154	55,284
561-43-00-21-53	Memberships & Publications	78	0	0	0	186	340
561-43-00-21-55	Training & Conference	400	282	300	300	145	2,634
561-43-00-21-60	Other Travel	2	0	0	0	0	0

FINANCE - 4300
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budgeted	2015 Estimated Year End	2016 Proposed
21	*Services*	*35,388*	*39,133*	*35,115*	*37,400*	*47,040*	*86,858*
561-43-00-22-07	Copies	128	0	0	0	0	0
561-43-00-22-12	Computer Equipment	661	0	200	200	200	150
561-43-00-22-13	Office Supplies	386	541	400	400	950	600
561-43-00-22-15	Special Department Supplies	2,962	981	3,000	3,000	2,000	4,500
22	*Supplies*	*4,137*	*1,522*	*3,600*	*3,600*	*3,150*	*5,250*
561-43-00-23-15	Maint Machine/Equipment	0	0	0	0	0	0
561-43-00-23-35	Software Maintenance	6,672	6,959	7,700	8,000	8,000	8,081
23	*Maintenance*	*6,672*	*6,959*	*7,700*	*8,000*	*8,000*	*8,081*
561-43-00-24-25	Taxes & Other Charges	0	10	0	0	693	0
24	*Taxes, Insurances & Contributi*	*0*	*10*	*0*	*0*	*693*	*0*
561-43-00-26-40	Furniture & Fixtures	0	65	100	0	0	0
26	*Capital*	*0*	*65*	*100*	*0*	*0*	*0*
							0
561-43-00-29-20	Fixed Asset Adjustments	0	0	0	0	0	
29	*Transfers*	*0*	*0*	*0*	*0*	*0*	*0*
561-43-00-99-99	Contra Account fixed assets	0	0	0	0	0	0
99	*Contra Account fixed assets*	*0*	*0*	*0*	*0*	*0*	*0*
Grand Total		**253,473**	**232,552**	**258,827**	**269,583**	**291,360**	**273,358**
561	**Water Enterprise**	**253,473**	**232,552**	**258,827**	**269,583**	**291,360**	**273,358**
571	**Sewer Enterprise**						
571-43-00-20-10	Salary-Regular	79,781	59,352	65,086	75,619	79,267	83,012
571-43-00-20-20	Temp/Part Time	0	0	0	0	0	0
571-43-00-20-30	Overtime	224	164	1,320	0	885	0
571-43-00-20-40	FICA/Medicare	5,963	4,546	5,074	5,785	6,208	6,465
571-43-00-20-45	Employer PERS	12,216	8,666	8,762	11,532	10,036	6,804
571-43-00-20-50	Employee PERS	5,529	3,870	2,962	618	2,182	0
571-43-00-20-55	Health Insurance	18,385	15,824	19,250	26,775	26,271	27,728
571-43-00-20-61	Workers Comp	0	3,623	3,403	3,827	4,119	4,236
571-43-00-20-65	SDI	823	572	643	715	764	714
571-43-00-20-71	Unemployment	0	0	0	0	0	0
571-43-00-20-75	Deferred Comp	929	663	553	1,017	1,531	1,595
571-43-00-20-85	Auto Allowance	360	360	210	360	1,183	1,520
20	*Salaries & Benefits*	*124,211*	*97,641*	*107,264*	*126,248*	*132,448*	*132,074*
571-43-00-21-05	Advertising	0	121	75	0	0	0
571-43-00-21-10	Communications	150	100	135	185	185	185
571-43-00-21-15	Postage	8,637	11,872	9,468	9,000	11,600	11,000
571-43-00-21-25	Equipment Rental	0	0	0	0	0	0
571-43-00-21-27	Equipment Lease Exp	0	0	0	0	0	0
571-43-00-21-30	Professional Contracts	0	0	110	0	3,100	2,500
571-43-00-21-40	Professional Fees	3,505	0	0	0	0	0
571-43-00-21-42	Banking Fees	4,243	6,919	11,254	12,500	10,845	12,500
571-43-00-21-44	Online Transaction Fee	651	1,111	1,408	1,400	1,740	1,400
571-43-00-21-45	Other Contract Services	17,722	18,000	23,116	12,000	13,659	55,284
571-43-00-21-53	Memberships & Publications	78	0	145	0	186	340

FINANCE - 4300
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budgeted	2015 Estimated Year End	2016 Proposed
571-43-00-21-55	Training & Conference	400	282	334	300	300	2,634
571-43-00-21-60	Other Travel	2	0	0	0	0	0
21	*Services*	*35,388*	*38,405*	*46,045*	*35,385*	*41,615*	*85,843*
571-43-00-22-07	Copies	128	0	0	0	0	0
571-43-00-22-12	Computer Equipment	661	0	960	200	200	150
571-43-00-22-13	Office Supplies	386	541	640	400	950	600
571-43-00-22-15	Special Department Supplies	2,962	981	897	3,000	1,500	4,500
22	*Supplies*	*4,137*	*1,522*	*2,497*	*3,600*	*2,650*	*5,250*
571-43-00-23-15	Maint Machine/Equipment	0	0	0	0	0	0
571-43-00-23-35	Software Maintenance	6,672	6,959	7,307	8,000	8,000	8,081
23	*Maintenance*	*6,672*	*6,959*	*7,307*	*8,000*	*8,000*	*8,081*
571-43-00-24-25	Taxes & Other Charges	1,147	1,264	1,344	1,350	1,402	1,350
24	*Taxes, Insurances & Contributi*	*1,147*	*1,264*	*1,344*	*1,350*	*1,402*	*1,350*
571-43-00-26-40	Furniture & Fixtures	0	65	0	0	0	0
26	*Capital*	*0*	*65*	*0*	*0*	*0*	*0*
571-43-00-29-20	Fixed Asset Adjustments	0	0	0	0	0	0
29	*Transfers*	*0*	*0*	*0*	*0*	*0*	*0*
571-43-00-99-99	Contra Account fixed assets	0	0	0	0	0	0
99	*Contra Account fixed assets*	*0*	*0*	*0*	*0*	*0*	*0*
Grand Total		**171,555**	**145,855**	**164,457**	**174,583**	**186,115**	**232,598**
571	**Sewer Enterprise**	**171,555**	**145,855**	**164,457**	**174,583**	**186,115**	**232,598**
Grand Total		**709,279**	**630,217**	**680,554**	**751,502**	**744,456**	**854,544**

FINANCE - 4300
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Professional Contracts	*2130*	*101*	*561*	*571*	
Professional Support		2,500	2,500	2,500	7,500
TOTAL - Professional Contracts	***2130***	***$ 2,500***	***$ 2,500***	***$ 2,500***	***$ 7,500***
Other Contract Services	*2145*	*101*	*561*	*571*	
Annual Audit Services		10,983	10,983	10,983	32,950
California Municipal Statistic (CAFR Stats)		134	134	134	400
AK&Co (Reimbursement Claims)		167	167	167	500
User Fee/Cost Recovery Study		16,666	16,667	16,667	50,000
Water rate study		-	25,000	25,000	50,000
Springbrook - Parking Ticket Module		7,690	-	-	7,690
Springbrook - Workflow Process - AP		2,333	2,333	2,333	7,000
Muniservices (Sales Tax Audit and Reports)		8,000	-	-	8,000
TOTAL - Other Contract Services	***2145***	***$ 45,973***	***$ 55,284***	***$ 55,284***	***$ 156,541***
Training and Conferences	*2155*	*101*	*561*	*571*	
GFOA Confernece (Finance Director)		667	667	667	2,000
CSMFO Conference (Finance Director & Mgmt. Analyst)		767	767	767	2,300
Miscellaneous Training/Meetings		500	500	500	1,500
Springbrook Conference (Accounting Assistant)		700	700	700	2,100
TOTAL - Training and Conferences	***2155***	***$ 2,634***	***$ 2,634***	***$ 2,634***	***$ 7,900***
Special Department Supplies	*2215*	*101*	*561*	*571*	
Forms		2,500	2,500	2,500	7,500
Print Budget		1,000	1,000	1,000	3,000
Print CAFR		1,000	1,000	1,000	3,000
TOTAL - Special Department Supplies	***2215***	***$ 4,500***	***$ 4,500***	***$ 4,500***	***$ 13,500***
Software Maintenance	*2335*	*101*	*561*	*571*	
Springbrook - Finance Suite		828	828	828	2,485
Springbrook - Purchase Orders		368	368	368	1,104
Springbrook - Payroll		828	828	828	2,485
Springbrook - Human Resources		828	828	828	2,485
Springbrook - Project/Grant Accounting		506	506	506	1,519
Springbrook - Fixed Assets		506	506	506	1,519
Springbrook - Accounts Receivable		1,104	-	-	1,104
Springbrook - Central Cash/POS Maint		506	506	506	1,519

FINANCE - 4300
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Springbrook - Utility Billing Suite		-	1,243	1,243	2,485
Springbrook - Custom: Billing Statements		-	524	524	1,047
Springbrook - Custom: Meter Interface		-	595	595	1,190
Springbrook - Web Based UB Payments and Inquiry		-	345	345	690
Springbrook - Licenses and Permits		1,519	-	-	1,519
Springbrook - Application Server Maint.		978	978	978	2,934
Springbrook - ESS		-	-	-	
Springbrook - Parking Module		1,210	-	-	1,210
Springbrook - UB>Maint>Device Maint		-	26	26	52
TOTAL - Software Maintenance	***2335***	***$ 9,181***	***$ 8,081***	***$ 8,081***	***$ 25,347***

CITY ATTORNEY (4400)

PURPOSE

The City of St. Helena contracts with the law firm of Burke, Williams & Sorensen LLP for its City Attorney services. Thomas B. Brown, a partner with Burke, is City Attorney. The City Attorney, who is appointed by the City Council, is responsible for providing legal advice to the City Council and Staff in carrying out the duties of City government. The City Attorney's duties include framing and reviewing City ordinances, resolutions and agreements, advising on all areas of law affecting the City's operations, and representing the City in litigation and in the enforcement of City ordinances and State laws affecting the City. The City Attorney's client is the City of St. Helena, as represented by the City Council and City Manager, and not members of the public.

2014-15 ACHIEVEMENTS

- Provided written and oral legal advice in response to ongoing inquiries from City Council and Staff, attended City Council and Executive Staff meetings, and others as needed
- Drafted or assisted in the development of numerous ordinances, including the Tenant Relocation Ordinance, the Affordable Housing/Density Bonus Ordinance, the Transfer Tax Ordinance and the Stormwater Ordinance
- Managed litigation matters, including negotiation of settlement agreements related to Calderon, Magnolia Oaks, Vineyard Valley and Tweed Trust
- Representing the City in the Davies Winery, Kaye and Upper Valley/Pond 1A matters
- Assisted in the complex agreements for the Stonebridge Apartments refinancing
- Drafted memoranda and advised with respect to elections issues, Brown Act, Public Records Act, conflicts of interest, new groundwater and drought legislation, and regulation of food trucks
- Provided ongoing support in labor and employment matters
- Worked with Staff on processing various development projects, such as the Grandview Hotel (Las Alcobas), Vineland Station (Rodney Friedrich), and the Hunter project
- Assisted in updating the Housing Element and General Plan, including environmental review and ordinances implementing the current Housing Element with respect to transitional and farmworker housing.
- Assist in the review and development of environmental and approval documents for the York Creek Dam removal project

2015-16 GOALS AND OBJECTIVES

- Continue and improve efforts from 2014-2015, with focus on investigation/remedies related to the $1.9 Million FEMA reimbursement.
- Assist in the City's consideration of a Charter and Transfer Tax Ordinance
- Assist in the implementation of the Calderon settlement and the approval of affordable housing opportunities.
- Successfully defend and/or implement the upcoming lawsuit(s) and Settlement Agreements
- Assist in the successful updates to the Housing Element and General Plan

CITY ATTORNEY - 4400
BUDGET SUMMARY

City Attorney Expenses By Fund				2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
FUND	**DEPT**								
101	4400	General Fund		364,820	477,028	517,111	720,000	800,283	770,000
235	4400	Measure A		401,003	412,616	14,952	-	-	-
561	4400	Water Enterprise		5,712	16,350	4,282	15,000	5,000	15,000
571	4400	Wastewater Enterprise		10,045	1,613	10,434	15,000	113,345	15,000
			Total Expenses	**$ 781,580**	**$ 907,608**	**$ 546,778**	**$ 750,000**	**$ 918,628**	**$ 800,000**

City Attorney Expense Summary		2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Billable Services		26,314	65,972	74,301	35,000	43,510	35,000
Contracts*		746,047	264,627	331,828	415,000	575,045	465,000
Dept Supplies/Services**		2,500	325,000	-	-	73	-
Litigation		6,709	251,968	140,649	300,000	300,000	300,000
Training/Conference		10	40	-	-	-	-
	Total Expenses	**$ 781,580**	**$ 907,608**	**$ 546,778**	**$ 750,000**	**$ 918,628**	**$ 800,000**

** For FY 15/16 Contracts section now includes Other Contract Services and Professional Fees in addition to Professional Contracts*

*** For FY 15/16 Other Contract Services and Professional Fees have been moved to the Contracts Section, discrepancies are due to reallocation of expenses within sections*

CITY ATTORNEY - 4400
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budgeted	2015 Estimated Year End	2016 Proposed
101	**General Fund**						
101-44-00-21-05	Advertising	-	-	-	-	-	-
101-44-00-21-15	Postage	29	-	-	-	-	-
101-44-00-21-27	Equipment Lease Exp	-	-	-	-	-	-
101-44-00-21-30	Professional Contracts	334,904	209,812	310,204	385,000	456,700	435,000
101-44-00-21-32	Litigation Cost	1,092	201,203	132,607	300,000	300,000	300,000
101-44-00-21-33	Contract Billable Services	26,314	65,972	74,301	35,000	43,510	35,000
101-44-00-21-45	Other Contract Services	-	-	-	-	-	-
101-44-00-21-53	Membership/Publications	2,457	-	-	-	-	-
101-44-00-21-55	Training & Conference	10	40	-	-	-	-
21	*Services*	*364,807*	*477,028*	*517,111*	*720,000*	*800,210*	*770,000*
101-44-00-22-07	Copies	-	-	-	-	-	-
101-44-00-22-13	Office Supplies	-	-	-	-	73	-
101-44-00-22-15	Special Department Supplies	13	-	-	-	-	-
22	*Supplies*	*13*	-	-	-	*73*	-
Grand Total		**364,820**	**477,028**	**517,111**	**720,000**	**800,283**	770,000
101	**General Fund**	**364,820**	**477,028**	**517,111**	**720,000**	**800,283**	770,000
235	**Measure A**						
235-44-00-21-30	Professional Contracts	395,386	36,852	6,909	-	-	-
235-44-00-21-32	Litigation Cost	5,617	50,765	8,043	-	-	-
235-44-00-21-33	Contract Billable Services	-	-	-	-	-	-
235-44-00-21-40	Professional Fees	-	-	-	-	-	-
235-44-00-21-45	Other Contract Services	-	-	-	-	-	-
235-44-00-21-60	Other Travel	-	-	-	-	-	-
21	*Services*	*401,003*	*87,616*	*14,952*	-	-	-
235-44-00-22-15	Special Department Supplies	-	325,000	-	-	-	-
22	*Supplies*	-	*325,000*	-	-	-	-
Grand Total		**401,003**	**412,616**	**14,952**	-	-	-
235	**Measure A**	**401,003**	**412,616**	**14,952**	-	-	-
561	**Water Enterprise**						
561-44-00-21-30	Professional Contracts	5,712	16,350	4,282	15,000	5,000	15,000
561-44-00-21-40	Professional Fees	-	-	-	-	-	-
561-44-00-21-45	Other Contract Services	-	-	-	-	-	-
21	*Services*	*5,712*	*16,350*	*4,282*	*15,000*	*5,000*	*15,000*
Grand Total		**5,712**	**16,350**	**4,282**	**15,000**	**5,000**	15,000
561	**Water Enterprise**	**5,712**	**16,350**	**4,282**	**15,000**	**5,000**	15,000
571	**Sewer Enterprise**						
571-44-00-21-30	Professional Contracts	10,045	1,613	10,434	15,000	113,345	15,000
571-44-00-21-45	Other Contract Services	-	-	-	-	-	-
21	*Services*	*10,045*	*1,613*	*10,434*	*15,000*	*113,345*	*15,000*
Grand Total		**10,045**	**1,613**	**10,434**	**15,000**	**113,345**	15,000
571	**Sewer Enterprise**	**10,045**	**1,613**	**10,434**	**15,000**	**113,345**	15,000
Grand Total		**781,580**	**907,608**	**546,778**	**750,000**	**918,628**	800,000

PLANNING & COMMUNITY IMPROVEMENT (4500)

PURPOSE

The core services provided by Planning and Community Improvement are implementation, enforcement and updates related to the City's General Plan, City Zoning and Building Codes. The overarching goal is to maintain and improve the quality of the community and environment. Additionally, this department oversees project plans for consistency with local, state, and federal laws as wells as actions taken by the City Council and Planning Commission. The department provides plan checking, product and code compliance, and field inspection

STAFFING

Planning & Community Improvement currently has three (3) full-time staff members and contracts with an outside firm for services related to plan checks.
Consisting of:

Planning Director (1)
Senior Planner (1)
Permit Tech (1)

2014-15 ACHIEVEMENTS

- Continued work on the General Plan Update
- Reviewed and processed over 90 planning applications including use permits and development agreements
- Amended Chapter 13 of the Municipal Code to establish a water management plan
- Participated in the Napa County SubRHNA process as a member of the Technical Body
- Adoption of a variety of Ordinances, fee waivers, and collaborations to create a more fair and balanced approach to affordable housing
- Successfully secured a $50,000 CDBG planning grant to conduct analysis of sites throughout the community suitable for affordable housing.
- Partnered with the St Helena Renaissance in the development of a downtown streetscape master plan
- House Element Update
- Issued over 426 building permits and conducted over 550 on-site building inspections
- Plan checked and conducted inspections for Phase 1 of the Magnolia Oaks project and the one megawatt Krug photovoltaic project
- Plan checked the new $7million hospitality center for Krug
- Plan checked, inspected and finaled permits for eight major projects

2015-16 GOALS AND OBJECTIVES

- Certify General Plan Update EIR and Adopt General Plan Update.
- Commence Zoning Ordinance updates for consistency with approved General Plan Update.
- Continue partnership with the St. Helena Renaissance organization to implement additional streetscape improvements.
- Continue to provide strong plan check and building inspection customer service
- Continue expedited in-house plan check services for the public

PLANNING AND COMMUNITY IMPROVEMENT - 4500
BUDGET SUMMARY

Planning and Community Improvement Expenses By Fund			2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
FUND	**DEPT**							
101	4500	General Fund	756,624	382,782	518,045	873,127	737,420	787,918
101	4542	General Fund	-	62,164	57,191	-	-	-
		Total Expenses	**$ 756,624**	**$ 444,946**	**$ 575,237**	**$ 873,127**	**$ 737,420**	**$ 787,918**

Planning and Community Improvement Expense Summary	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	324,766	185,867	175,772	197,633	146,865	305,329
Benefits	206,519	123,418	91,881	122,687	54,085	128,777
Capital Equipment*	-	-	-	-	-	-
Communications	1,245	1,164	444	716	1,951	716
Computer Equipment*	522	-	64	500	1,578	500
Contracts**	199,508	115,877	249,352	318,028	410,547	303,000
Dept supplies/services***	13,542	9,019	17,858	15,926	12,247	16,912
Equipment/Software Maintenance	6,837	6,112	36,718	21,500	18,500	18,500
Programs	-	-	-	190,500	85,500	-
Training/Conference	277	393	(16)	2,000	2,510	8,650
Vehicle Maintenance	3,408	3,096	3,164	3,637	3,637	5,534
Total Expenses	**$ 756,624**	**$ 444,946**	**$ 575,237**	**$ 873,127**	**$ 737,420**	**$ 787,918**

**For FY 15/16, Per the Capital Asset and Depreciation, Policy Computer Equipment has been moved from Capital Equipment into the Computer Equipment Section*

*** For FY 15/16 Contracts section now includes Other Contract Services and Professional Fees in addition to Professional Contracts*

**** For FY 15/16 Other Contract Services and Professional Fees have been moved to the Contracts Section, discrepancies are due to reallocation of expenses within sections*

PLANNING AND COMMUNITY IMPROVEMENT- 4500
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
101	**General Fund**						
101-45-00-20-10	Salary-Regular	318,596	141,857	129,319	191,633	132,327	299,329
101-45-00-20-20	Temp/Part Time	4,800	4,800	6,000	6,000	9,190	6,000
101-45-00-20-30	Overtime	1,370	459	823	-	5,348	-
101-45-00-20-40	FICA/Medicare	24,776	11,256	10,415	15,119	10,962	22,386
101-45-00-20-45	Employer PERS	51,986	21,283	16,777	25,020	11,018	31,701
101-45-00-20-50	Employee PERS	32,805	9,918	7,425	10,058	1,180	-
101-45-00-20-55	Health Insurance	76,844	26,287	22,726	57,537	17,439	54,147
101-45-00-20-61	Workers Comp	13,360	9,827	11,614	8,468	9,447	10,086
101-45-00-20-65	SDI	3,357	1,304	1,235	1,748	1,253	2,403
101-45-00-20-71	Unemployment	127	17,559	1,784	-	-	-
101-45-00-20-75	Deferred Comp	864	169	95	2,337	586	3,254
101-45-00-20-85	Auto Allowance	2,400	2,400	2,250	2,400	1,700	4,800
101-45-00-20-96	Education Reimbursement	-	-	-	-	500	-
101-45-42-20-10	Salary-Regular	-	38,751	39,630	-	-	-
101-45-42-20-40	FICA/Medicare	-	2,277	2,341	-	-	-
101-45-42-20-45	Employer PERS	-	6,163	5,968	-	-	-
101-45-42-20-50	Employee PERS	-	2,872	2,633	-	-	-
101-45-42-20-55	Health Insurance	-	5,423	5,403	-	-	-
101-45-42-20-61	Workers Comp	-	801	371	-	-	-
101-45-42-20-65	SDI	-	239	260	-	-	-
101-45-42-20-75	Deferred Comp	-	637	584	-	-	-
101-45-42-20-85	Auto Allowance	-	-	-	-	-	-
101-45-42-20-97	Housing Allowance	-	5,000	-	-	-	-
20	*Salaries & Benefits*	*531,284*	*309,285*	*267,653*	*320,320*	*200,950*	*434,106*
101-45-00-21-05	Advertising	7,416	4,161	7,672	6,000	5,000	6,000
101-45-00-21-10	Communications	1,245	1,164	444	716	1,951	716
101-45-00-21-15	Postage	1,871	580	779	1,000	722	1,000
101-45-00-21-27	Equipment Lease Exp	-	-	-	-	-	-
101-45-00-21-30	Professional Contracts	3,114	36,033	43,883	36,000	36,000	-
101-45-00-21-33	Contract Billable Services	-	-	-	-	15,977	
101-45-00-21-40	Professional Fees	86,165	-	-	-	-	-
101-45-00-21-45	Other Contract Services	110,229	79,845	205,469	282,028	358,570	303,000
101-45-00-21-48	Government Fees	-	-	-	-	-	-
101-45-00-21-52	Facility Rental	-	-	-	-	-	-
101-45-00-21-53	Memberships & Publications	1,912	1,651	2,732	2,500	2,500	3,486
101-45-00-21-55	Training & Conference	277	393	(16)	2,000	2,510	8,650
21	*Services*	*212,230*	*123,827*	*260,962*	*330,244*	*423,230*	*322,852*
101-45-00-22-07	Copies	353	-	-	-	25	-
101-45-00-22-12	Computer Equipment	522	-	64	500	1,578	500
101-45-00-22-13	Office Supplies	866	155	657	1,000	1,500	1,000
101-45-00-22-15	Special Department Supplies	307	2,471	6,018	5,426	2,500	5,426
101-45-00-22-25	Fuel/Oil	-	-	-	-	-	-
22	*Supplies*	*2,048*	*2,626*	*6,739*	*6,926*	*5,603*	*6,926*
101-45-00-23-11	Maint Office Equip	-	-	-	500	500	500
101-45-00-23-35	Software Maintenance	6,837	6,112	36,718	21,000	18,000	18,000
101-45-00-23-50	Vehicle Alloc Expense	3,408	3,096	3,164	3,637	3,637	5,534
23	*Maintenance*	*10,245*	*9,208*	*39,882*	*25,137*	*22,137*	*24,034*
101-45-00-24-25	Taxes & Other Charges	-	-	-	-	-	-

PLANNING AND COMMUNITY IMPROVEMENT- 4500
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
24	*Taxes, Insurances & Contributi*	-	-	-	-	-	-
101-45-00-26-40	Furniture & Fixtures	817	-	-	-	-	-
26	*Capital*	*817*	-	-	-	-	-
101-45-00-29-11	Economic Vitality Program				50,000	50,000	-
101-45-00-29-12	Code Enforcement				30,000	30,000	-
101-45-00-29-13	Re-Invigorate Planning				5,500	5,500	-
101-45-00-29-14	Housing Program				95,000	-	-
101-45-00-29-15	Public Art				10,000	-	-
29		-	-	-	*190,500*	*85,500*	-
Grand Total		**756,624**	**444,946**	**575,237**	**873,127**	**737,420**	**787,918**
101	**General Fund**	**756,624**	**444,946**	**575,237**	**873,127**	**737,420**	**787,918**
Grand Total		**756,624**	**444,946**	**575,237**	**873,127**	**737,420**	**787,918**

BUILDING AND PLANNING - 4500
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Temporary Part Time	*2020*	*101*	
Planning Commissioner Stipends		6,000	6,000
TOTAL - Temporary Part Time	***2020***	***$ 6,000***	***$ 6,000***
Advertising	*2105*	*101*	
Public Hearing Notices		6,000	6,000
TOTAL - Advertising	***2105***	***$ 6,000***	***$ 6,000***
Other Contract Services	*2145*	*101*	
Building Plan Check and Building Inspections (Interwest) *		228,000	228,000
Planning Services (MRG, Haag) *		75,000	75,000
TOTAL - Other Contract Services	***2145***	***$ 303,000***	***$ 303,000***
Memberships & Publications	*2153*	*101*	
APA and AICP Dues		900	900
Membership/Subscriptions (ICC, ENR, NFPA, Building Codes, Planning & Building Codes)		2,086	2,086
Supplementary Code/Guide Books		500	500
TOTAL - Memberships & Publications	***2153***	***$ 3,486***	***$ 3,486***
Training and Conferences	*2155*	*101*	
Planning Commissioners and Staff		2,000	2,000
APA Calfiornia Conference (Senior Planner and Planning Director)		1,900	1,900
Miscellaneous Staff Training		1,000	1,000
Plan Check/Inspection Training and Materials		2,250	2,250
CRW - Report Writing Training (Permit Technician)		1,500	1,500
TOTAL - Training and Conferences	***2155***	***$ 8,650***	***$ 8,650***
Software Maintenance	*2335*	*101*	
CRW		18,000	18,000
TOTAL - Software Maintenance	***2335***	***$ 18,000***	***$ 18,000***

* Expenditures based on projects. If projects do not occur, is delayed, or downsized consultant service fees may be reduced. Consultant services have all or partial cost recovery.

NON-DEPARTMENTAL (4000)

PURPOSE

The purpose of the Non-departmental categorization is to accumulate those costs not easily associated with a particular cost center and to more easily monitor certain expendable costs for savings and control purposes. Liability insurance, contributions, and general office supplies are types of expenses accounted for here.

2014-15 ACHIEVEMENTS

- Managed the City's insurance and risk management programs in collaboration with Redwood Empire Management Insurance Fund (REMIF)
- Implemented new REMIF self-insurance health insurance program
- Supported economic development and tourism marketing programs led by the Chamber of Commerce
- Actively participated on the Tourist Improvement District committee to provide financial oversight of funds and programming

2015-16 GOALS AND OBJECTIVES

- Upgrade aging servers for City Hall, Police Department, and Library
- Centralized management and reporting for virus and malware monitoring on computer workstations
- Replace three computers, three iPads, and three iPhone
- Replace aged and unsupported network switches in City Hall and Library
- Replace aged voicemail computer system

NON-DEPARTMENTAL - 4000
BUDGET SUMMARY

FUND	DEPT	Non-Departmental Expenses By Fund	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
101	4000	General Fund	788,331	1,774,099	3,738,438	1,932,081	1,988,345	1,745,251
216	4000	Public Safety Impact Fee	132,800	346,521	-	-	-	-
223	4000	Skate Park Lighting	27,454	-	-	-	-	-
224	4000	COPS	17,000	-	-	-	-	-
225	4000	Gas Tax 2105	-	75,656	28,660	28,660	28,660	34,569
226	4000	Gas Tax 2106	-	60,270	20,550	20,550	20,550	22,644
227	4000	Gas Tax 2107	49,000	75,588	42,450	42,450	42,450	51,387
228	4000	Gas Tax 2107.5	-	6,471	2,030	2,030	2,030	2,001
229	4000	Gas Tax 2103	22,006	173,345	56,520	65,430	65,430	27,463
235	4000	Measure A	526,805	526,805	2,428,505	526,805	526,805	-
286	4000	Bocce Ball	22,000	25,000	-	15,000	-	-
290	4000	Tourism Improvement District	287,846	259,206	284,761	273,540	298,130	304,324
289	4000	Recreation Program	-	-	-	-	-	-
395	4000	NOAA	55,098	-	-	-	-	-
381	4000	Ryan Library Trust	78,400	-	-	-	-	-
384	4000	Tweed Trust	272,386	-	-	20,000	20,000	-
420	4000	1996 GO Bonds	180,904	183,658	180,965	188,613	188,613	184,688
561	4000	Water Enterprise	662,279	472,509	618,718	2,115,585	2,114,958	1,226,239
571	4000	Wastewater Enterprise	220,344	362,237	240,516	1,923,522	1,919,714	413,931
		Total Expenses	**$ 3,342,653**	**$ 4,341,365**	**$ 7,642,112**	**$ 7,154,266**	**$ 7,215,684**	**$ 4,012,496**

Non-Departmental Expense Summary	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	231	-	-	-	-	-
Benefits	201	18,051	19,714	-	-	-
Capital Equipment	-	14,316	6,455	15,000	15,000	55,402
Chamber of Commerce	-	-	196,941	163,548	163,548	210,000
Communications	2,755	3,862	6,942	3,740	6,668	6,400
Computer Equipment*	5,180	21,445	7,998	12,000	10,675	16,927
Contracts**	272,463	84,594	99,114	91,815	81,815	150,465
Contributions & County Partnerships	153,454	100,416	105,328	69,888	102,761	125,095
Debt Payments	1,276,746	1,428,885	1,356,650	2,209,664	2,209,664	2,209,385
Dept supplies/services***	360,387	276,257	299,148	298,504	322,625	326,794
Equipment Lease	20,502	17,167	16,810	21,438	16,930	21,438
Equipment/Software Maintenance	600	4,823	11,704	5,800	17,808	9,500
Facility Rental	10,000	-	10,000	10,000	10,000	10,000
Litigation Settlements	-	-	-	410,000	428,171	-
Property/Liability Insurance	267,897	252,303	252,826	377,160	377,160	382,257
Restitution Account	-	-	-	10,000	15,149	10,000
Training/Conference	-	3,136	705	500	500	500
Transfer to other funds	972,236	2,098,266	5,248,616	3,448,572	3,433,572	469,799
Vehicle Maintenance	-	3,096	3,164	3,637	3,637	5,534
Web Support	-	14,750	-	3,000	-	3,000
Total Expenses	**$ 3,342,653**	**$ 4,341,365**	**$ 7,642,112**	**$ 7,154,266**	**$ 7,215,684**	**$ 4,012,496**

**For FY 15/16, Per the Capital Asset and Depreciation, Policy Computer Equipment has been moved from Capital Equipment into the Computer Equipment Section*

*** For FY 15/16 Contracts section now includes Other Contract Services and Professional Fees in addition to Professional Contracts*

**** For FY 15/16 Other Contract Services and Professional Fees have been moved to the Contracts Section, discrepancies are due to reallocation of expenses within sections*

NON-DEPARTMENTAL - 4000
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
101	**General Fund**						
101-40-00-20-20	Temp/Part Time	231	-	-	-	-	-
101-40-00-20-40	FICA/Medicare	18	-	-	-	-	-
101-40-00-20-55	Health Insurance	-	-	19,599	-	-	-
101-40-00-20-61	Workers Comp	183	18,051	115	-	-	-
101-40-00-20-65	SDI	-	-	-	-	-	-
20	*Salaries & Benefits*	*432*	*18,051*	*19,714*	-	-	-
101-40-00-21-10	Communications	1,018	1,847	2,832	2,000	3,000	3,000
101-40-00-21-15	Postage	1,086	664	683	400	300	400
101-40-00-21-27	Equipment Lease Exp	6,671	5,661	5,542	7,146	5,560	7,146
101-40-00-21-30	Professional Contracts	-	44,836	70,379	60,000	60,000	20,884
101-40-00-21-31	Litigation Settlement	-		-	410,000	428,171	-
101-40-00-21-34	Muni Code Update	3,315	1,259	2,558	5,500	5,500	5,500
101-40-00-21-40	Professional Fees	727	-	311	315	315	315
101-40-00-21-43	Penalties And Fines	-	-	-	-	2,739	-
101-40-00-21-45	Other Contract Services	24,454	11,420	8,366	6,000	1,500	8,668
101-40-00-21-46	Web Site Support	-	14,750	-	3,000	-	3,000
101-40-00-21-52	Facility Rental	10,000	-	10,000	10,000	10,000	10,000
101-40-00-21-53	Memberships & Publications	494	486	2,245	200	2,123	2,113
101-40-00-21-55	Training & Conference	-	3,090	590	500	500	500
101-40-00-21-60	Other Travel	-	-	-	-	-	-
101-40-45-21-40	Professional Fees	-	-	-	-	-	-
21	*Services*	*47,764*	*84,013*	*103,505*	*505,061*	*519,708*	*61,526*
101-40-00-22-07	Copies	1,707	1,320	2,421	1,500	1,500	1,500
101-40-00-22-09	Safety Committee Supplies	-	-	-	100	100	100
101-40-00-22-12	Computer Equipment	4,568	12,784	3,178	4,000	5,675	5,643
101-40-00-22-13	Office Supplies	1,394	1,238	1,476	1,500	1,875	1,800
101-40-00-22-15	Special Department Supplies	12,368	3,844	4,526	4,000	1,500	1,000
22	*Supplies*	*20,037*	*19,186*	*11,600*	*11,100*	*10,650*	*10,043*
101-40-00-23-11	Maint Office Equip	-	120	-	1,500	-	1,500
101-40-00-23-35	Software Maintenance	200	4,703	6,594	3,900	7,500	2,668
101-40-00-23-50	Vehicle Alloc Expense	-	3,096	3,164	3,637	3,637	5,534
23	*Maintenance*	*200*	*7,919*	*9,759*	*9,037*	*11,137*	*9,702*
101-40-00-24-05	Contributions	98,356	74,088	81,037	56,888	74,674	85,095
101-40-00-24-06	County Services	-	-	-	10,000	-	10,000
101-40-00-24-07	Chamber of Commerce	-	-	196,941	163,548	163,548	210,000
101-40-00-24-25	Taxes & Other Charges	44,932	1,821	1,940	1,521	3,465	3,500
101-40-00-24-45	REMIF/Block Party Insurance	138,515	166,232	160,585	180,000	180,000	183,479
24	*Taxes, Insurances & Contributi*	*281,803*	*242,141*	*440,502*	*411,957*	*421,687*	*492,074*
101-40-45-25-05	Retire Principal	115,502	194,711	200,179	205,810	205,810	589,571
101-40-45-25-15	Interest Expense	26,881	41,564	36,096	30,465	30,465	173,509
25	*Debt*	*142,384*	*236,275*	*236,275*	236,275	236,275	763,080
101-40-00-26-30	Capital Equipment	-	4,772	6,455	15,000	15,000	40,134
101-40-00-26-40	Furniture & Fixtures	-	-	-	-	-	-
26	*Capital*	-	*4,772*	*6,455*	*15,000*	*15,000*	*40,134*
101-40-00-28-99	Transfers to Capital	-	-	1,046,000	347,766	347,766	-

NON-DEPARTMENTAL - 4000
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
28	*Transfers to Capital*	-	-	*1,046,000*	*347,766*	*347,766*	-
101-40-00-29-10	Contingencies	-	-	-	-		-
101-40-00-29-99	Transfer to other Funds	295,711	1,135,415	1,840,337	382,885	382,885	328,692
29	*Transfers*	*295,711*	*1,135,415*	*1,840,337*	*382,885*	*382,885*	*328,692*
101-40-00-61-00	PEG access costs	-	26,328	24,291	3,000	28,087	30,000
61	*PEG access costs*	-	*26,328*	*24,291*	*3,000*	*28,087*	*30,000*
101-40-00-80-00	Restitution Account	-	-	-	10,000	15,149	10,000
	Restitution Account	-	-	-	*10,000*	*15,149*	*10,000*
Grand Total		**788,331**	**1,774,099**	**3,738,438**	**1,932,081**	**1,988,345**	**1,745,251**
101	**General Fund**	**788,331**	**1,774,099**	**3,738,438**	**1,932,081**	**1,988,345**	**1,745,251**
216	**Public Safety Impact**						
216-40-00-29-99	Transfer to other Funds	132,800	346,521	-	-	-	-
29	*Transfers*	*132,800*	*346,521*	-	-	-	-
Grand Total		**132,800**	**346,521**	**-**	**-**	**-**	-
216	**Public Safety Impact**	**132,800**	**346,521**	**-**	**-**	**-**	-
223	**Skate Park Lighting Fund**						
223-40-00-29-99	Transfer to other Funds	27,454	-	-	-	-	-
29	*Transfers*	*27,454*	-	-	-	-	-
Grand Total		**27,454**	**-**	**-**	**-**	**-**	-
223	**Skate Park Lighting Fund**	**27,454**	**-**	**-**	**-**	**-**	-
224	**Public Safety (COPS)**						
224-40-00-29-99	Transfer to other Funds	17,000	-	-	-	-	-
29	*Transfers*	*17,000*	-	-	-	-	-
Grand Total		**17,000**	**-**	**-**	**-**	**-**	-
224	**Public Safety (COPS)**	**17,000**	**-**	**-**	**-**	**-**	-
225	**State Gas Tax 2105**						
225-40-00-29-99	Transfer to other Funds	-	75,656	28,660	28,660	28,660	34,569
29	*Transfers*	-	*75,656*	*28,660*	*28,660*	*28,660*	*34,569*
Grand Total		**-**	**75,656**	**28,660**	**28,660**	**28,660**	**34,569**
225	**State Gas Tax 2105**	**-**	**75,656**	**28,660**	**28,660**	**28,660**	**34,569**
226	**State Gas Tax 2106**						
226-40-00-29-99	Transfer to other Funds	-	60,270	20,550	20,550	20,550	22,644
29	*Transfers*	-	*60,270*	*20,550*	*20,550*	*20,550*	*22,644*
Grand Total		**-**	**60,270**	**20,550**	**20,550**	**20,550**	**22,644**
226	**State Gas Tax 2106**	**-**	**60,270**	**20,550**	**20,550**	**20,550**	**22,644**
227	**State Gas Tax 2107**						
227-40-00-29-99	Transfer to other Funds	49,000	75,588	42,450	42,450	42,450	51,387
29	*Transfers*	*49,000*	*75,588*	*42,450*	*42,450*	*42,450*	*51,387*

NON-DEPARTMENTAL - 4000
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Grand Total		**49,000**	**75,588**	**42,450**	**42,450**	**42,450**	**51,387**
227	**State Gas Tax 2107**	**49,000**	**75,588**	**42,450**	**42,450**	**42,450**	**51,387**
228	**State Gas Tax 21075**						
228-40-00-29-99	Transfer to other Funds	-	6,471	2,030	2,030	2,030	2,001
29	*Transfers*	-	*6,471*	*2,030*	*2,030*	*2,030*	*2,001*
Grand Total		**-**	**6,471**	**2,030**	**2,030**	**2,030**	**2,001**
228	**State Gas Tax 21075**	**-**	**6,471**	**2,030**	**2,030**	**2,030**	**2,001**
229	**State Gas Tax 2103**						
229-40-00-29-99	Transfer to other Funds	22,006	173,345	56,520	65,430	65,430	27,463
29	*Transfers*	*22,006*	*173,345*	*56,520*	*65,430*	*65,430*	*27,463*
Grand Total		**22,006**	**173,345**	**56,520**	**65,430**	**65,430**	**27,463**
229	**State Gas Tax 2103**	**22,006**	**173,345**	**56,520**	**65,430**	**65,430**	**27,463**
235	**Measure A**						
235-40-00-29-99	Refunds	-	-	1,901,700	-	-	-
	Refunds	-	-	*1,901,700*	-	-	-
235-40-45-21-40	Professional Fees	-	-	-	-	-	-
21	*Services*	-	-	-	-	-	-
235-40-00-24-99	Contributions	-	-	-	-	-	-
24	*Taxes, Insurances & Contributi*	-	-	-	-	-	-
235-40-45-25-05	Retire Principal	362,853	352,006	360,454	369,105	369,105	-
235-40-45-25-15	Interest Expense	163,952	174,798	166,350	157,699	157,699	-
25	*Debt*	*526,805*	*526,805*	*526,805*	*526,805*	*526,805*	-
235-40-00-29-99	Transfer to other Funds	-	-	-	-	-	-
29	*Transfers*	-	-	-	-	-	-
Grand Total		**526,805**	**526,805**	**2,428,505**	**526,805**	**526,805**	-
235	**Measure A**	**526,805**	**526,805**	**2,428,505**	**526,805**	**526,805**	-
286	**Bocce Ball**						
286-40-00-29-99	Transfer to other Funds	22,000	25,000	-	15,000	-	-
29	*Transfers*	*22,000*	*25,000*	-	*15,000*	-	-
Grand Total		**22,000**	**25,000**	**-**	**15,000**	**-**	-
286	**Bocce Ball**	**22,000**	**25,000**	**-**	**15,000**	**-**	-
290	**Tourism Improvement District**						
290-40-00-21-41	County Share of TID	187,212	193,750	205,101	202,404	220,784	225,200
290-40-00-21-45	Other Contract Services	1,000	-	-	-	-	-
290-40-00-21-49	Local Share of TID	95,468	65,456	69,291	68,379	74,589	76,081
290-40-00-21-53	Memberships & Publications	-	-	-	-	-	-
21	*Services*	*283,680*	*259,206*	*274,391*	*270,783*	*295,373*	*301,281*
290-40-00-22-15	Special Department Supplies	4,166	-	-	-	-	-
22	*Supplies*	*4,166*	-	-	-	-	-

NON-DEPARTMENTAL - 4000
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
290-40-00-29-99	Transfer to other Funds	-	-	10,369	2,757	2,757	3,043
29	*Transfers*	-	-	*10,369*	*2,757*	*2,757*	*3,043*
Grand Total		**287,846**	**259,206**	**284,761**	**273,540**	**298,130**	304,324
290	**Tourism Improvement District**	**287,846**	**259,206**	**284,761**	**273,540**	**298,130**	304,324
295	**N.O.A.A.**						
295-40-00-21-47	Stream Surveys- Contracted Ser	55,098	-	-	-	-	
21	*Services*	*55,098*	-	-	-	-	-
Grand Total		**55,098**	**-**	**-**	**-**	**-**	-
295	**N.O.A.A.**	**55,098**	**-**	**-**	**-**	**-**	-
381	**Ryan Library Trust**						
381-40-00-29-99	Transfer to other Funds	78,400	-	-	-	-	
29	*Transfers*	*78,400*	-	-	-	-	-
Grand Total		**78,400**	**-**	**-**	**-**	**-**	-
381	**Ryan Library Trust**	**78,400**	**-**	**-**	**-**	**-**	-
384	**Tweed Trust**						
384-40-00-29-99	Transfer to other Funds	272,386	-	-	20,000	20,000	-
29	*Transfers*	*272,386*	-	-	*20,000*	*20,000*	-
Grand Total		**272,386**	**-**	**-**	**20,000**	**20,000**	-
384	**Tweed Trust**	**272,386**	**-**	**-**	**20,000**	**20,000**	-
420	**1996 GO Bonds**						
420-40-45-21-30	Professional Contracts	500	500	515	500	500	500
21	*Services*	*500*	*500*	*515*	*500*	*500*	*500*
420-40-45-25-05	Retire Principal	135,000	145,000	150,000	170,000	170,000	175,000
420-40-45-25-15	Interest Expense	45,404	38,158	30,450	18,113	18,113	9,188
25	*Debt*	*180,404*	*183,158*	*180,450*	*188,113*	*188,113*	*184,188*
Grand Total		**180,904**	**183,658**	**180,965**	**188,613**	**188,613**	184,688
420	**1996 GO Bonds**	**180,904**	**183,658**	**180,965**	**188,613**	**188,613**	184,688
561	**Water Enterprise**						
561-40-00-21-10	Communications	869	1,008	2,055	870	1,834	1,700
561-40-00-21-15	Postage	174	164	136	200	50	200
561-40-00-21-27	Equipment Lease Exp	6,915	5,753	5,634	7,146	5,700	7,146
561-40-00-21-30	Professional Contracts	-	-	-	-	-	80,883
561-40-00-21-40	Professional Fees	4,049	-	-	-	-	-
561-40-00-21-45	Other Contract Services	19,064	1,131	517	5,000	3,000	1,666
561-40-00-21-47	Stream Surveys- Contracted Ser	-	-	-	-	-	-
561-40-00-21-55	Training & Conference	-	23	57	-	-	-
561-40-45-21-30	Professional Contracts	151,847	-	-	-	-	-
561-40-45-21-40	Professional Fees	5,274	12,702	10,117	10,000	10,000	10,000
21	*Services*	*188,192*	*20,780*	*18,517*	*23,216*	*20,584*	*101,595*
561-40-00-22-07	Copies	1,772	1,320	2,421	1,500	1,500	1,500

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
561-40-00-22-09	Safety Committee Supplies	-	-	-	-	-	-
561-40-00-22-12	Computer Equipment	306	4,330	2,410	4,000	4,000	5,642
561-40-00-22-13	Office Supplies	1,203	1,045	1,259	1,600	1,350	1,600
561-40-00-22-15	Special Department Supplies	724	261	392	2,700	500	1,000
561-40-00-22-18	Remote Meter Readers	629	840	840	1,000	1,000	1,000
22	*Supplies*	*4,633*	*7,796*	*7,321*	*10,800*	*8,350*	*10,742*
561-40-00-23-35	Software Maintenance	200	-	2,555	200	4,654	2,666
23	*Maintenance*	*200*	*-*	*2,555*	*200*	*4,654*	*2,666*
561-40-00-24-25	Taxes & Other Charges	-	-	-	-	-	-
561-40-00-24-45	REMIF/Block Party Insurance	64,691	*43,035*	*46,345*	*98,580*	*98,580*	*99,389*
24	*Taxes, Insurances & Contributi*	*64,691*	*43,035*	*46,345*	*98,580*	*98,580*	*99,389*
561-40-45-25-05	Retire Principal	-	-	100	485,600	485,600	503,400
561-40-45-25-15	Interest Expense	349,084	396,126	343,880	517,809	517,809	500,813
25	*Debt*	*349,084*	*396,126*	*343,980*	*1,003,409*	*1,003,409*	*1,004,213*
561-40-00-26-30	Capital Equipment	-	4,772	-	-	-	7,634
561-40-00-26-40	Furniture & Fixtures	-	-	-	-	-	-
26	*Capital*	*-*	*4,772*	*-*	*-*	*-*	*7,634*
561-40-00-29-20	Fixed Asset Adjustments	-	-	-	-	-	-
561-40-00-29-99	Transfer to other Funds	55,479	-	200,000	979,380	979,380	-
29	*Transfers*	*55,479*	*-*	*200,000*	*979,380*	*979,380*	*-*
Grand Total		**662,279**	**472,509**	**618,718**	**2,115,585**	**2,114,958**	1,226,239
561	**Water Enterprise**	**662,279**	**472,509**	**618,718**	**2,115,585**	**2,114,958**	1,226,239
571	**Sewer Enterprise**						
571-40-00-21-10	Communication	869	1,008	2,055	870	1,834	1,700
571-40-00-21-15	Postage	174	164	136	200	50	200
571-40-00-21-27	Equipment Lease Exp	6,915	5,753	5,634	7,146	5,670	7,146
571-40-00-21-30	Professional Contracts	-	-	-	-	-	20,883
571-40-00-21-40	Professional Fees	4,049	-	-	-	-	-
571-40-00-21-45	Other Contract Services	19,047	1,131	517	5,000	1,500	1,666
571-40-00-21-55	Training & Conference	-	23	57	-	-	-
571-40-45-21-30	Professional Contracts	42,180	-	-	-	-	-
571-40-45-21-40	Professional Fees	274	12,874	8,391	5,000	5,000	5,000
21	*Services*	*73,508*	*20,953*	*16,790*	*18,216*	*14,054*	*36,595*
571-40-00-22-07	Copies	1,642	1,320	2,421	1,500	1,500	1,500
571-40-00-22-09	Safety Committee Supplies	-	-	-	-	-	-
571-40-00-22-12	Computer Equipment	306	4,330	2,410	4,000	1,000	5,642
571-40-00-22-13	Office Supplies	1,203	1,045	1,259	1,600	1,200	1,600
571-40-00-22-15	Special Department Supplies	724	261	47	2,700	1,000	1,000
22	*Supplies*	*3,875*	*6,956*	*6,136*	*9,800*	*4,700*	*9,742*
571-40-00-23-35	Software Maintenance	200	-	2,555	200	5,654	2,666
23	*Maintenance*	*200*	*-*	*2,555*	*200*	*5,654*	*2,666*
571-40-00-24-25	Taxes & Other Charges	-	-	-	-	-	-
571-40-00-24-45	REMIF/Block Party Insurance	64,691	43,035	45,895	98,580	98,580	99,389

NON-DEPARTMENTAL - 4000
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
24	*Taxes, Insurances & Contributi*	*64,691*	*43,035*	*45,895*	*98,580*	*98,580*	*99,389*
571-40-45-25-05	Retire Principal	-	(0)	(100)	129,400	129,400	136,600
571-40-45-25-15	Interest Expense	78,071	86,521	69,240	125,662	125,662	121,305
25	*Debt*	*78,071*	*86,521*	*69,140*	*255,062*	*255,062*	*257,905*
571-40-00-26-30	Capital Equipment	-	4,772	-	-	-	7,634
571-40-00-26-40	Furniture & Fixtures	-	-	-	-	-	-
26	*Capital*	-	*4,772*	-	-	-	*7,634*
571-40-00-29-20	Fixed Asset Adjustments	-	-	-	-	-	-
571-40-00-29-99	Transfer to other Funds	-	200,000	100,000	1,541,664	1,541,664	-
29	*Transfers*	-	*200,000*	*100,000*	*1,541,664*	*1,541,664*	-
Grand Total		**220,344**	**362,237**	**240,516**	**1,923,522**	**1,919,714**	413,931
571	**Sewer Enterprise**	**220,344**	**362,237**	**240,516**	**1,923,522**	**1,919,714**	413,931
Grand Total		**3,342,653**	**4,341,365**	**7,642,112**	**7,154,266**	**7,215,684**	4,012,496

NON-DEPARTMENTAL - 4000
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Professional Contracts	*2130*	*101*	*561*	*571*	
Annual Support Contract - Marin IT		20,884	20,883	20,883	62,650
TOTAL - Professional Contracts	***2130***	***$ 20,884***	***$ 20,883***	***$ 20,883***	***$ 62,650***
Contract Services	*2145*	*101*	*561*	*571*	
Napa County ITS (GIS)		1,668	1,666	1,666	5,000
Animal Control		7,000			7,000
TOTAL - Contract Services	***2145***	***$ 8,668***	***$ 1,666***	***$ 1,666***	***$ 12,000***
Memberships & Publications	*2153*	*101*	*561*	*571*	
BMI		335	-	-	335
ABAG		1,778	-	-	1,778
TOTAL - Memberships & Publications	***2153***	***$ 2,113***	***$ -***	***$ -***	***$ 2,113***
Computer Equipment	*2212*	*101*	*561*	*571*	
Computer Replacements		3,109	3,108	3,108	9,325
Network Upgrade (City Hall)		1,668	1,666	1,666	5,000
Voicemail Server Upgrade		866	867	867	2,600
TOTAL - Computer Equipment	***2212***	***$ 5,643***	***$ 5,641***	***$ 5,641***	***$ 16,925***
Software Maintenance	*2335*	*101*	*561*	*571*	
Anti-Virus		2,668	2,666	2,666	8,000
TOTAL - Software Maintenance	***2335***	***$ 2,668***	***$ 2,666***	***$ 2,666***	***$ 8,000***
Contributions	*2405*	*101*	*561*	*571*	
Housing Authority (Housing Services)		39,595	-	-	39,595
NCTPA (Fare Box Match)		30,000			30,000
LAFCO		14,500			14,500
Leadership Napa Valley		1,000			1,000
TOTAL - Contributions	***2405***	***$ 85,095***	***$ -***	***$ -***	***$ 85,095***
REMIF/Block Party Insurance	*2445*	*101 48%*	*561 26%*	*571 26%*	
Auto/General Liability Insurance		114,533	62,040	62,040	238,613
Prop/Earthquake/Flood		51,361	27,821	27,821	107,002
Boiler, Fire, Fraud		8,768	4,751	4,751	18,270
Workers Comp Deductible		7,200	3,900	3,900	15,000
Employee Assistance Plan (EAP)		1,617	877	877	3,371
TOTAL - REMIF/Block Party Insurance	***2445***	***$ 183,479***	***$ 99,389***	***$ 99,389***	***$ 382,256***
Capital Equipment	*2630*	*101*	*561*	*571*	

NON-DEPARTMENTAL - 4000
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Server Upgrades		40,134	7,634	7,634	55,402
TOTAL - Capital Equipment	***2630***	***$ 40,134***	***$ 7,634***	***$ 7,634***	***$ 55,402***
Transfer to Other Funds	*2999*	*101*	*561*	571	
Tree City		73,120	-	-	73,120
Recreation		83,841			83,841
Teen Center		171,731			171,731
TOTAL - Transfers to Other Funds	***2999***	***$ 328,692***	***$ -***	***$ -***	***$ 328,692***
101 - General Fund Debt Service (4045)					
Retire Principal (4045)	2505		101		
Adams Street		126,441	-	-	126,441
Fire Station		85,165			85,165
State Revolving Fund		377,964			377,964
TOTAL - Retire Principal	***2505***	$ 589,570	-	***$ -***	***$ 589,570***
Interest Expense (4045)	2515	101			
Adams Street		15,942	-	-	15,942
Fire Station		8,726			8,726
State Revolving Fund		148,841			148,841
TOTAL - Interest Expense	***2515***	$ 173,509	-	***$ -***	***$ 173,509***
420 - GO Bonds (4045)					
Professional Fees (4045)	2140		420		
1996 Go Bonds		500	-	-	500
TOTAL - Professional Fees	***2140***	$ 500	-	***$ -***	***$ 500***
Retire Principal (4045)	2505		420		
1996 Go Bonds		175,000	-	-	175,000
TOTAL - Retire Principal	***2505***	$ 175,000	-	***$ -***	***$ 175,000***
Interest Expense (4045)	2515		420		
1996 Go Bonds		9,188	-	-	9,188
TOTAL - Interest Expense	***2515***	$ 9,188	-	***$ -***	***$ 9,188***
561 - Water Debt Service (4045)					
Professional Fees (4045)	2140		561		
		10,000	-	-	10,000
TOTAL - Professional Fees	***2140***	$ 10,000	-	***$ -***	***$ 10,000***
Retire Principal (4045)	2505		561		

Description	Object Code	Funding Source and Amount Per Funding Source				Total Budgeted
Water Revenue Bond 2006A		285,000	-		-	285,000
Water/Wastewater Bond 2012B		218,400				218,400
TOTAL - Retire Principal	***2505***	$ 503,400	-	***$***	***-***	***$ 503,400***
Interest Expense (4045)	2515		561			
Water Revenue Bond 2006A		307,178	-		-	307,178
Water/Wastewater Bond 2012B		193,635				193,635
TOTAL - Interest Expense	***2515***	$ 500,813	-	***$***	***-***	***$ 500,813***
571 - Waste Water Debt Service (4045)						
Professional Fees (4045)	2140		571			
		5,000	-		-	5,000
TOTAL - Professional Fees	***2140***	$ -	-	***$***	***-***	***$ 5,000***
Retire Principal (4045)	2505		571			
Wastewater Revenue Bond 2005B		75,000	-		-	75,000
Water/Wastewater Bond 2012B		61,600				61,600
TOTAL - Retire Principal	***2505***	$ 136,600	-	***$***	***-***	***$ 136,600***
Interest Expense (4045)	2515		571			
Wastewater Revenue Bond 2005B		66,690	-		-	66,690
Water/Wastewater Bond 2012B		54,615				54,615
TOTAL - Interest Expense	***2515***	$ 121,305	-	***$***	***-***	***$ 121,305***

LIBRARY (4600)

PURPOSE

The St. Helena Public Library serves over 10,000 people monthly and circulates over a quarter million items a year.

Recognized as one of the best libraries in the country, we are a resource for people in their daily lives as they grow, learn and challenge themselves at every stage of life and personal development.

We strive to provide resources, space and opportunities for civic engagement, as well as, gateways to education, learning experiences, and enrichment. Our goal is to maintain and continue to achieve the best in library services by managing our resources wisely, preparing for the future, and being responsive to the changing landscape of the community we serve.

STAFFING

The Library Department currently has eight full-time staff and 12 part-time members. Consisting of:

Library Director (1)
Senior Librarian (2)
Librarian (1)
Lib/Office Asst. (1) (+1 FTE FY15/16)
Sup Library Asst. (1)
Community Engagement Coor (1)

2014-15 ACHIEVEMENTS

- Promote and increase usage of library's electronic resources, particularly downloadable content. Status: Ongoing. We have seen more than a 100% increase in use of downloadable content compared with previous years.
- Launch online bilingual video series to assist users with self-service options. Status: Ten English videos have been created and are currently online. Additional English and Spanish videos are being produced.
- Increase programming reach and effectiveness by producing video recordings to be available online and through NapaValleyTV. Status: This project is on hold pending adequate staffing.
- Prepare for probable systems migration to be effective summer 2015. Status: We have continued to work with the Solano and Napa libraries in evaluating system options. A vendor has been selected and we expect to migrate at the beginning of FY16/17.
- Move forward with Friends and Foundation to fund and create the Dr. Robert Darter memorial courtyard. Status: Plans to complete a full makeover of the courtyard were placed on hold due to insufficient staffing capacity. However, the proposed bike racks were installed and a bench honoring the contributions of Dr. Darter was installed.

2015-16 GOALS AND OBJECTIVES

- Explore new ways to incorporate volunteers in the provision of ongoing services.
- Reorganize Technical Services division to achieve greater efficiencies and reduce expenses.
- Work with other City departments and outside organizations to pool resources in the provision of services to specific population segments.
- Continue the Bee Aware Initiative work initiated by the Book to Action grant. Establish new partnerships and programs to help complement and sustain the work that has already been done.
- Move forward with Planning for Results, complete formal needs assessment and create 5-year Strategic Plan

LIBRARY - 4600
BUDGET SUMMARY

Library Expenses By Fund

FUND	DEPT		2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
101	4600	General Fund	869,210	876,192	918,757	1,007,966	1,001,333	1,079,961
218	4600	PLF State Grant	3,163	23,400	55,768	2,603	2,603	10,353
219	4600	CLSA State Grant	145,511	198,234	203,418	135,422	129,331	-
220	4600	Napa Valley Now	-	-	-	-	10,968	11,000
380	4600	Friends and Foundation	-	-	-	-	-	103,901
381	4600	Ryan Library Trust	-	-	-	-	-	10,983
382	4600	Martin Trust	-	-	-	14,263	14,263	-
384	4600	Tweed Trust	65,117	76,350	108,353	137,965	142,887	181,753
		Total Expenses	**$ 1,083,000**	**$ 1,174,176**	**$ 1,286,297**	**$ 1,298,219**	**$ 1,301,385**	**$ 1,397,951**

Library Expense Summary

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	525,994	562,375	584,372	623,901	602,416	688,536
Benefits	269,341	273,774	288,505	289,920	313,061	345,064
Capital Equipment*	-	-	-	-	-	-
Communications	2,202	5,808	13,338	13,500	9,841	18,668
Computer Equipment*	1,150	21,808	6,423	-	-	7,000
Contracts**	86,540	90,454	132,738	135,023	134,523	106,540
Dept supplies/services***	41,549	41,398	47,090	35,350	28,842	38,430
Equipment/Software Maintenance	4,480	4,805	11,371	11,062	16,048	5,750
Library Materials	111,008	124,560	153,485	138,000	147,516	138,000
Training/Conference	3,191	5,372	11,734	11,463	11,538	9,963
Utilities	37,545	43,822	37,240	40,000	37,600	40,000
Total Expenses	**$ 1,083,000**	**$ 1,174,176**	**$ 1,286,297**	**$ 1,298,219**	**$ 1,301,385**	**$ 1,397,951**

**For FY 15/16, Per the Capital Asset and Depreciation, Policy Computer Equipment has been moved from Capital Equipment into the Computer Equipment Section*

*** For FY 15/16 Contracts section now includes Other Contract Services and Professional Fees in addition to Professional Contracts*

**** For FY 15/16 Other Contract Services and Professional Fees have been moved to the Contracts Section, discrepancies are due to reallocation*

LIBRARY - 4600
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
101	**General Fund**						
101-46-00-20-10	Salary-Regular	427,511	411,814	424,023	447,057	451,656	494,467
101-46-00-20-20	Temp/Part Time	83,414	133,180	141,031	140,848	110,387	117,637
101-46-00-20-30	Overtime	26	138	0	0	475	0
101-46-00-20-37	Holiday Pay	2,477	2,473	5,152	5,021	4,200	3,801
101-46-00-20-40	FICA/Medicare	39,242	41,678	43,559	45,353	44,052	47,576
101-46-00-20-45	Employer PERS	65,876	61,727	67,717	76,040	76,172	92,724
101-46-00-20-50	Employee PERS	29,522	27,527	22,000	4,112	4,356	0
101-46-00-20-55	Health Insurance	102,402	90,422	113,211	108,212	126,264	133,300
101-46-00-20-61	Workers Comp	18,642	39,384	28,678	40,713	43,313	40,346
101-46-00-20-65	SDI	4,641	4,055	4,229	4,288	4,334	4,343
101-46-00-20-71	Unemployment	624	855	1,031	0	4,845	0
101-46-00-20-75	Deferred Comp	5,030	4,596	4,596	6,432	4,596	6,432
101-46-00-20-85	Auto Allowance	2,400	2,400	2,400	2,400	2,400	2,400
20	*Salaries & Benefits*	*781,807*	*820,250*	*857,628*	*880,476*	*877,050*	*943,026*
101-46-00-21-05	Advertising	443	0	0	350	375	350
101-46-00-21-10	Communications	2,150	2,733	802	5,500	2,171	5,500
101-46-00-21-15	Postage	962	538	507	500	500	500
101-46-00-21-22	Utilities	37,545	43,822	37,240	40,000	37,600	40,000
101-46-00-21-27	Equipment Lease Exp	0	0	0	0	0	3,685
101-46-00-21-30	Professional Contracts	0	62	0	0	0	0
101-46-00-21-43	Penalties and Fines Admin	0	0	0	0	0	0
101-46-00-21-45	Other Contract Services	38,250	8,711	21,943	70,140	70,140	81,067
101-46-00-21-55	Training & Conference	120	40	-10	0	75	0
21	*Services*	*79,470*	*55,905*	*60,482*	*116,490*	*110,861*	*131,102*
101-46-00-22-07	Copies	0	0	0	0	0	0
101-46-00-22-12	Computer Equipment	0	0	0	0	0	0
101-46-00-22-13	Office Supplies	0	0	0	2,000	2,000	2,333
101-46-00-22-15	Special Department Supplies	7,933	-25	488	0	2,423	0
101-46-00-22-16	Library Materials	0	37	0	0	0	0
22	*Supplies*	*7,933*	*12*	*488*	*2,000*	*4,423*	*2,333*
101-46-00-23-11	Maint Office Equip	0	0	0	6,000	6,000	0
101-46-00-23-35	Software Maintenance	0	0	134	3,000	3,000	3,500
23	*Maintenance*	*0*	*0*	*134*	*9,000*	*9,000*	*3,500*
101-46-00-24-25	Taxes & Other Charges	0	25	25	0	0	0
24	*Taxes, Insurances & Contributi*	*0*	*25*	*25*	*0*	*0*	*0*
101-46-00-26-40	Furniture & Fixtures	0	0	0	0	0	0
26	*Capital*	*0*	*0*	*0*	*0*	*0*	*0*
Grand Total		**869,210**	**876,192**	**918,757**	**1,007,966**	**1,001,333**	**1,079,961**
101	**General Fund**	**869,210**	**876,192**	**918,757**	**1,007,966**	**1,001,333**	**1,079,961**
218	**Public Library Foundation**						
218-46-00-21-05	Advertising	0	0	7,000	0	0	0
218-46-00-21-45	Other Contract Services	0	13,710	33,906	0	0	10,353
218-46-00-21-55	Training & Conference	0	0	7,844	2,000	2,000	0
21	*Services*	*0*	*13,710*	*48,750*	*2,000*	*2,000*	*10,353*

LIBRARY - 4600
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
218-46-00-22-15	Special Department Supplies	3,163	9,690	7,018	603	603	0
218-46-00-22-16	Library Materials	0	0	0	0	0	0
22	*Supplies*	*3,163*	*9,690*	*7,018*	*603*	*603*	*0*
Grand Total		**3,163**	**23,400**	**55,768**	**2,603**	**2,603**	**10,353**
218	**Public Library Foundation**	**3,163**	**23,400**	**55,768**	**2,603**	**2,603**	**10,353**
219	**CLSA State Library Grant**						
219-46-00-21-05	Advertising	994	375	350	0	0	0
219-46-00-21-10	Communications	52	3,075	12,536	8,000	7,670	0
219-46-00-21-15	Postage	227	466	727	0	0	0
219-46-00-21-27	Equipment Lease Exp	3,965	4,019	4,049	3,500	2,670	0
219-46-00-21-30	Professional Contracts			90			0
219-46-00-21-45	Other Contract Services	48,289	67,972	76,800	25,000	14,000	0
219-46-00-21-52	Facility Rental	0	0	0	0	0	0
219-46-00-21-53	Memberships & Publications	185	290	0	0	99	0
219-46-00-21-55	Training & Conference	713	1,834	419	5,463	5,463	0
21	*Services*	*54,426*	*78,032*	*94,971*	*41,963*	*29,902*	*0*
219-46-00-22-07	Copies	2,491	2,255	2,522	2,000	1,870	0
219-46-00-22-12	Computer Equipment	1,150	21,808	6,423	0	0	0
219-46-00-22-13	Office Supplies	4,392	5,029	6,426	2,000	4,495	0
219-46-00-22-15	Special Department Supplies	3,771	5,531	5,928	9,397	1,000	0
219-46-00-22-16	Library Materials	71,487	78,347	75,164	75,000	84,516	0
22	*Supplies*	*83,292*	*112,970*	*96,464*	*88,397*	*91,881*	*0*
219-46-00-23-11	Maint Office Equip	4,303	4,805	11,236	2,062	4,648	0
219-46-00-23-30	Maint Buildings/Grounds	0	0	0	0	0	0
219-46-00-23-35	Software Maintenance	177	0	0	0	2,400	0
23	*Maintenance*	*4,480*	*4,805*	*11,236*	*2,062*	*7,048*	*0*
219-46-00-24-25	Taxes & Other Charges	0	0	0	0	0	0
24	*Taxes, Insurances & Contributi*	*0*	*0*	*0*	*0*	*0*	*0*
219-46-00-26-30	Capital Equipment	0	0	0	0	0	0
219-46-00-26-40	Furniture & Fixtures	3,313	2,426	748	3,000	500	0
26	*Capital*	*3,313*	*2,426*	*748*	*3,000*	*500*	*0*
219-46-00-29-99	Transfer to other Funds	0	0	0	0	0	0
29	*Transfers*	*0*	*0*	*0*	*0*	*0*	*0*
Grand Total		**145,511**	**198,234**	**203,418**	**135,422**	**129,331**	**0**
219	**CLSA State Library Grant**	**145,511**	**198,234**	**203,418**	**135,422**	**129,331**	**0**
220	**Napa Valley Now**						
220-46-00-21-05	Advertising	0	0	0	0	0	3,000
220-46-00-21-45	Other Contract Services	0	0	0	0	10,500	8,000
220-46-00-21-55	Training & Conference	0	0	0	0	0	0
21	*Services*	*0*	*0*	*0*	*0*	*10,500*	*11,000*
220-46-00-22-15	Special Department Supplies	0	0	0	0	468	0
220-46-00-22-16	Library Materials	0	0	0	0	0	0
22	*Supplies*	*0*	*0*	*0*	*0*	*468*	*0*

LIBRARY - 4600
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Grand Total		**0**	**0**	**0**	**0**	**10,968**	**11,000**
220	**Napa Valley Now**	**0**	**0**	**0**	**0**	**10,968**	**11,000**
380	**Friends and Foundation**						
380-46-00-20-20	Temp/Part Time	0	0	0	0	0	**30,515**
380-46-00-20-30	Overtime	0	0	0	0	0	**0**
380-46-00-20-37	Holiday Pay	0	0	0	0	0	**1,234**
380-46-00-20-40	FICA/Medicare	0	0	0	0	0	**2,429**
20	*Salaries & Benefits*	*0*	*0*	*0*	*0*	*0*	***34,178***
380-46-00-21-15	Postage	0	0	0	0	0	**0**
380-46-00-21-45	Other Contract Services	0	0	0	0	0	**0**
380-46-00-21-53	Memberships & Publications	0	0	0	0	0	**1,500**
380-46-00-21-55	Training & Conference	0	0	0	0	0	**4,743**
21	*Services*	*0*	*0*	*0*	*0*	*0*	***6,243***
380-46-00-22-15	Special Department Supplies	0	0	0	0	0	**0**
380-46-00-22-16	Library Materials	0	0	0	0	0	**63,480**
22	*Supplies*	*0*	*0*	*0*	*0*	*0*	***63,480***
380-46-00-26-40	Furniture & Fixtures	0	0	0	0	0	**0**
26	*Capital*	*0*	*0*	*0*	*0*	*0*	**0**
Grand Total							**103,901**
380	**Friends and Foundation**	**0**	**0**	**0**	**0**	**0**	**103,901**
381	**Ryan Library Trust**						
381-46-00-21-10	Communications	0	0	0	0	0	**5,168**
381-40-00-21-47	Equipment Lease	0	0	0	0	0	**2,165**
381-46-00-21-45	Other Contract Services	0	0	0	0	0	**1,400**
21	*Services*	*0*	*0*	*0*	*0*	*0*	***8,733***
381-46-00-22-16	Library Materials	0	0	0	0	0	**0**
22	*Supplies*	*0*	*0*	*0*	*0*	*0*	***0***
381-46-00-23-11	Maintenance Office Equipment	*0*	*0*	*0*	*0*	*0*	***2,250***
23	*Maintenance*						***2,250***
381	**Ryan Library Trust**	**0**	**0**	**0**	**0**	**0**	**10,983**
382	**Martin Estate Trust**						
382-46-00-21-45	Other Contract Services	0	0	0	14,263	14,263	**0**
382-46-00-21-53	Memberships & Publications	0	0	0	0	0	**0**
382-46-00-21-55	Training & Conference	0	0	0	0	0	**0**
21	*Services*	*0*	*0*	*0*	*14,263*	*14,263*	***0***
382-46-00-22-16	Library Materials	0	0	0	0	0	**0**
22	*Supplies*	*0*	*0*	*0*	*0*	*0*	***0***
Grand Total		**0**	**0**	**0**	**14,263**	**14,263**	**0**
382	**Martin Estate Trust**	**0**	**0**	**0**	**14,263**	**14,263**	**0**

LIBRARY - 4600
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
384	**Tweed Trust**						
384-46-00-20-10	Salary-Regular	0	0	0	0	0	40,882
384-46-00-20-20	Temp/Part Time	12,489	14,769	13,596	29,510	34,446	0
384-46-00-20-30	Overtime	77	0	0	0	0	0
384-46-00-20-37	Holiday Pay	0	0	570	1,465	1,251	0
384-46-00-20-40	FICA/Medicare	961	1,130	1,084	2,370	2,730	3,173
384-46-00-20-45	Employer PERS	0	0	0	0	0	2,555
384-46-00-20-50	Employee PERS	0	0	0	0	0	0
384-46-00-20-55	Health Insurance	0	0	0	0	0	8,762
384-46-00-20-61	Workers Comp	0	0	0	0	0	0
384-46-00-20-65	SDI	0	0	0	0	0	368
384-46-00-20-75	Deferred Comp	0	0	0	0	0	656
20	*Salaries & Benefits*	*13,528*	*15,899*	*15,249*	*33,345*	*38,427*	*56,396*
384-46-00-21-05	Advertising	0	0	0	0	0	0
384-46-00-21-10	Communications	0	0	0	0	0	8,000
384-46-00-21-15	Postage	0	8	40	0	0	0
384-46-00-21-27	Equipment Lease Exp	0	0	0	0	0	0
384-46-00-21-30	Professional Contracts	0	0	0	0	0	0
384-46-00-21-45	Other Contract Services	0	0	0	25,620	25,620	5,720
384-46-00-21-52	Facility Rental	0	0	0	0	0	0
384-46-00-21-53	Memberships & Publications	340	436	893	1,500	1,500	0
384-46-00-21-55	Training & Conference	2,358	3,497	3,481	4,000	4,000	5,220
21	*Services*	*2,698*	*3,941*	*4,414*	*31,120*	*31,120*	*18,940*
384-46-00-22-07	Copies	0	0	0	0	0	2,000
384-46-00-22-12	Computer Equipment	0	0	0	0	0	7,000
384-46-00-22-13	Office Supplies	0	0	0	0	0	0
384-46-00-22-15	Special Department Supplies	59	51	108	0	13	9,397
384-46-00-22-16	Library Materials	39,521	46,176	78,321	63,000	63,000	74,520
22	*Supplies*	*39,580*	*46,227*	*78,429*	*63,000*	*63,013*	*92,917*
384-46-00-23-11	Maint Office Equip	0	0	0	0	0	0
384-46-00-23-30	Maint Buildings/Grounds	0	0	0	0	0	0
384-46-00-23-35	Software Maintenance	0	0	0	0	0	0
23	*Maintenance*	*0*	*0*	*0*	*0*	*0*	*0*
384-46-00-24-25	Taxes & Other Charges	9,312	9,817	10,261	10,500	10,327	10,500
24	*Taxes, Insurances & Contributi*	*9,312*	*9,817*	*10,261*	*10,500*	*10,327*	*10,500*
384-46-00-26-30	Capital Equipment	0	0	0	0	0	0
384-46-00-26-40	Furniture & Fixtures	0	466	0	0	0	3,000
26	*Capital*	*0*	*466*	*0*	*0*	*0*	*3,000*
384-46-00-29-99	Transfer to other Funds	0	0	0	0	0	0
29	*Transfers*	*0*	*0*	*0*	*0*	*0*	*0*
Grand Total		**65,117**	**76,350**	**108,353**	**137,965**	**142,887**	**181,753**
384	**Tweed Trust**	**65,117**	**76,350**	**108,353**	**137,965**	**142,887**	**181,753**
Grand Total		**1,083,000**	**1,174,176**	**1,286,297**	**1,298,219**	**1,301,385**	**1,397,951**

LIBRARY - 4600
EXPENSE DETAIL

Description	Object Code	Funding Source				Total Budgeted
Other Contract Services	*2145*	*101*	*219*	*381*	*384*	
SNAP Automation Contract Fee & Update		*47,123*	*10,353*	-	-	57,476
NLS Search Services/Delivery/Membership*		*22,537*	-	-	-	22,537
Brainfus, HelpNow! Online Homework Help		*780*	-	-	*5,720*	6,500
OCLC On-Line cataloging*		*4,000*	-	-	-	4,000
Database Licensing		*4,627*	-	-	-	4,627
Building Security System		-	-	*1,400*	-	1,400
Unique Collections		*2,000*	-	-	-	2,000
TOTAL - Other Contract Services	***2145***	***$ 81,067***	***$ 10,353***	***$ 1,400***	***$ 5,720***	***$ 98,540***
Memberships & Publications	*2153*	*101*	*218*	*380*	*384*	
Professional & Insisitutional Memberships		-	-	*1,500*	-	1,500
TOTAL - Memberships and Publications	***2153***	***$ -***	***$ -***	***$ 1,500***	***$ -***	***$ 1,500***
Training & Conference	*2155*	*101*	*218*	*380*	*384*	
Conference Registration & Travel		-	-	*780*	*5,220*	6,000
Onground & Online Training		-	-	*3,963*	-	2,963
TOTAL - Training & Conference	***2155***	***$ -***	***$ -***	***$ 4,743***	***$ 5,220***	***$ 8,963***
Computer Equipment	*2212*	*101*	*218*	*381*	*384*	
Hardware Upgrades Public Computers		-	-	-	*2,000*	2,000
Replacement Computers		-	-	-	*3,000*	3,000
Wireless Solution		-	-	-	*2,000*	2,000
TOTAL - Computer Equipment	***2212***	***$ -***	***$ -***	***$ -***	***$ 7,000***	***$ 7,000***
Special Department Supplies	*2215*	*101*	*218*	*381*	*384*	
Material Processing Supplies		-	-	-	*6,500*	6,500
Public Printer and Copier Supplies		-	-	-	*500*	500
Cataloging/Processing Supplies		-	-	-	*2,397*	2,397
TOTAL - Special Department Supplies	***2215***	***$ -***	***$ -***	***$ -***	***$ 9,397***	***$ 9,397***
Equipment Lease	*2127*	*101*	*218*	*381*	*384*	
Photocopiers		*3,685*	-	-	*2,165*	5,850
TOTAL - Equipment Lease	***2127***	***$ 3,685***	***$ -***	***$ -***	***$ 2,165***	***$ 5,850***

LIBRARY - 4600
EXPENSE DETAIL

Description	Object Code	Funding Source				Total Budgeted
Library Materials	*2216*	*380*	*218*	*380*	*384*	
Print Materials, Downloadable e-Content, Media		-	-	*63,480*	*74,520*	138,000
TOTAL - Library Materials	***2216***	***$ -***	***$ -***	***$ 63,480***	***$ 74,520***	***$ 138,000***
Maintenance Office Equipment	*2311*	*101*	*218*	*381*	*384*	
Self-Check System Maintenance		-	-	*2,250*	-	2,250
TOTAL - Maintenance Office Equipment	***2311***	***$ -***	***$ -***	***$ 2,250***	***$ -***	***$ 2,250***
Software Maintenance	*2335*	*101*	*218*	*381*	*384*	
Software Licensing and Maintenance		*3,500*	-	-	-	3,500
TOTAL - Software Maintenance	***2335***	***$ 3,500***	***$ -***	***$ -***	***$ -***	***$ 3,500***
Furniture & Fixtures	*2640*	*101*	*218*	*381*	*384*	
Furniture/Fixture Replacement		-	-	-	*3,000*	3,000
TOTAL - Furniture & Fixtures	***2640***	***$ -***	***$ -***	***$ -***	***$ 3,000***	***$ 3,000***

RECREATION (4728)

PURPOSE

The Recreation Department provides leisure and community services to the residents of the City and enrichment programs for all ages. Programs include adult and youth sports such as bocce, softball, basketball & soccer, arts, crafts, drama and music, as well as vocational skills, educational classes, Teen Center, and summer camps & childcare. The Recreation Director serves as staff member to the Parks and Recreation Commission.

2014-15 ACHIEVEMENTS

- More than 2000 adults participated in St. Helena Adult Leagues such as Bocce, Softball, and Tennis.
- Over 400 youths participated in Youth Sports Leagues and 480 youths participated in summer camps.
- Created new Teen Center Logo for our After-School Middle School Program.
- Created Bocce Wars as a fundraiser to raise funds for a recreation scholarship program.
- Partnered with the St. Helena School District to enhance the After-School Enrichment program for the Primary and Elementary Schools.
- Partnered with the Rianda House to add senior exercise classes

2015-16 GOALS AND OBJECTIVES

- Work cooperatively with St. Helena Unified School District to establish a joint use agreement to utilize School District Facilities (gyms, fields, classrooms) for community recreation programs.
- Continue to seek financial support from community to enhance scholarship program and improve the ability to provide recreation programs for all.
- The department has taken of two major events; Harvest Festival and 4th of July Fireworks
- Working together with USTA in organizing One-Day Adult tournaments as well as Orange/Green Ball tournaments for youth.

STAFFING

The Recreation Department currently has 2 full-time staff, a 50% part-time and additional seasonal staff. Consisting of:

Recreation Director (1)
Recreation Supervisor (1)
Sports Assistant (.5)
Seasonal 30 +/-
Volunteers 65 +/-

RECREATION - 4728
BUDGET SUMMARY

Recreation Expenses By Fund

FUND	DEPT		2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
101	4728	General Fund	69,371	70,989	79,605	84,795	87,190	95,211
280	4728	Teen Center*	105,618	110,331	99,217	165,464	166,305	171,731
286	4728	Bocce Ball	13,414	11,066	12,414	26,188	16,716	36,982
289	4728	Recreation Program**	122,643	124,556	150,890	186,954	176,623	186,841
		Total Expenses	**$ 311,046**	**$ 316,942**	**$ 342,127**	**$ 463,401**	**$ 446,834**	**$ 490,765**

Teen Center in 100% General Funded. Broken into a separate fund for expense tracking purposes
*****Recreation Program is supplemented by the General Fund***

Recreation Expense Summary

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	157,552	168,630	171,931	231,600	224,187	250,114
Benefits	55,260	70,142	72,011	113,334	107,379	112,521
Communications	5,072	5,458	6,514	5,300	5,079	5,400
Computer Equipment*	1,228	-	1,523	200	200	1,000
Contracts**	43,756	34,378	42,245	42,400	41,965	42,950
Dept supplies/services***	47,740	35,250	45,023	62,280	61,604	62,620
Training/Conference	25	365	405	3,837	2,170	5,834
Utilities	413	605	493	450	250	450
Tennis Court Maintenance	-	2,114	1,983	4,000	4,000	4,000
Total Expenses	**$ 311,046**	**$ 316,942**	**$ 342,127**	**$ 463,401**	**$ 446,834**	**$ 490,765**

**For FY 15/16, Per the Capital Asset and Depreciation, Policy Computer Equipment has been moved from Capital Equipment into the Computer*

*** For FY 15/16 Contracts section now includes Other Contract Services and Professional Fees in addition to Professional Contracts*

**** For FY 15/16 Other Contract Services and Professional Fees have been moved to the Contracts Section, discrepancies are due to reallocation*

RECREATION - 4728
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
101	**General Fund**						
101-47-28-20-10	Salary-Regular	39,376	39,376	39,376	47,250	49,815	51,912
101-47-28-20-20	Temp/Part Time	0	286	1,431	0	0	0
101-47-28-20-30	Overtime	0	0	36	0	0	0
101-47-28-20-40	FICA/Medicare	3,058	3,080	3,170	3,615	3,857	4,017
101-47-28-20-45	Employer PERS	5,976	5,860	6,095	8,037	8,017	10,292
101-47-28-20-50	Employee PERS	2,700	2,700	2,700	0	127	0
101-47-28-20-55	Health Insurance	7,407	7,569	11,568	12,669	12,491	12,788
101-47-28-20-61	Workers Comp	4,104	2,192	3,311	1,694	1,823	1,681
101-47-28-20-65	SDI	440	400	400	473	480	467
101-47-28-20-71	Unemployment	0	110	0	0	0	0
101-47-28-20-75	Deferred Comp	635	649	649	650	650	650
101-47-28-20-85	Auto Allowance	1,200	1,200	1,200	1,200	1,200	1,200
20	*Salaries & Benefits*	*64,897*	*63,422*	*69,937*	*75,588*	*78,460*	*83,007*
101-47-28-21-05	Advertising	0	150	300	300	150	300
101-47-28-21-10	Communications	2,356	2,923	3,548	2,500	2,003	2,500
101-47-28-21-15	Postage	23	46	57	100	60	100
101-47-28-21-27	Equipment Lease Exp	0	0	0	0	0	0
101-47-28-21-30	Professional Contracts	140	110	55	100	165	200
101-47-28-21-40	Professional Fees	0	55	0	100	100	0
101-47-28-21-42	Banking Fees	220	229	287	200	290	300
101-47-28-21-44	Online Transaction Fee	0	0	1	100	97	50
101-47-28-21-45	Other Contract Services	300	0	0	0	0	0
101-47-28-21-53	Memberships & Publications	55	170	225	170	225	220
101-47-28-21-55	Training & Conference	0	0	315	37	240	1,634
101-47-28-21-60	Other Travel	0	0	0	100	100	100
21	*Services*	*3,094*	*3,683*	*4,787*	*3,707*	*3,430*	*5,404*
101-47-28-22-12	Computer Equipment	1,228	0	1,523	200	200	1,000
101-47-28-22-13	Office Supplies	117	437	246	300	300	300
101-47-28-22-15	Special Department Supplies	36	21	120	1,000	800	1,000
22	*Supplies*	*1,381*	*459*	*1,889*	*1,500*	*1,300*	*2,300*
101-47-28-23-20	Tennis Court Maintenance	0	2,114	1,983	4,000	4,000	4,000
101-47-28-23-35	Software Maintenance	0	0	0	0		0
23	*Maintenance*	*0*	*2,114*	*1,983*	*4,000*	*4,000*	*4,000*
101-47-28-24-25	Taxes & Other Charges	0	0	0	0	0	0
24	*Taxes, Insurances & Contributi*	*0*	*0*	*0*	*0*	*0*	*0*
101-47-28-26-40	Furniture & Fixtures	0	1,310	1,011	0	0	500
26	*Capital*	*0*	*1,310*	*1,011*	*0*	*0*	*500*
101-47-28-29-99	Transfer to other Funds	0	0	0	0	0	0
29	*Transfers*	*0*	*0*	*0*	*0*	*0*	*0*
Grand Total		**69,371**	**70,989**	**79,605**	**84,795**	**87,190**	**95,211**
101	**General Fund**	**69,371**	**70,989**	**79,605**	**84,795**	**87,190**	**95,211**
280	**Teen Center Recreation Dept**						
280-47-28-20-10	Salary-Regular	39,376	39,376	39,376	79,180	84,360	83,393
280-47-28-20-20	Temp/Part Time	33,221	34,094	21,267	17,078	16,029	22,109

RECREATION - 4728
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
280-47-28-20-30	Overtime	0	0	0	200	182	200
280-47-28-20-40	FICA/Medicare	5,594	5,667	4,685	7,379	7,588	8,155
280-47-28-20-45	Employer PERS	5,976	5,860	6,187	10,032	9,561	11,554
280-47-28-20-50	Employee PERS	2,700	2,700	2,700	160	406	0
280-47-28-20-55	Health Insurance	7,408	7,570	11,533	28,197	22,551	22,584
280-47-28-20-61	Workers Comp	19	5,581	2,597	9,043	9,043	8,977
280-47-28-20-65	SDI	459	400	400	792	818	751
280-47-28-20-71	Unemployment	0	0	1,930	0	5,160	0
280-47-28-20-75	Deferred Comp	635	650	650	1,043	689	978
280-47-28-20-85	Auto Allowance	1,200	1,200	1,200	1,200	1,200	1,080
20	*Salaries & Benefits*	*96,588*	*103,098*	*92,526*	*154,304*	*157,585*	*159,781*
280-47-28-21-05	Advertising	150	0	75	250	250	250
280-47-28-21-10	Communications	1,849	1,628	1,925	1,900	1,900	2,000
280-47-28-21-15	Postage	1	0	1	100	10	100
280-47-28-21-25	Equipment Rental	0	0	0	0	0	0
280-47-28-21-40	Professional Fees	0	0	0	0	0	250
280-47-28-21-45	Other Contract Services	407	200	0	2,000	1,500	2,000
280-47-28-21-53	Memberships & Publications	160	0	0	160	160	200
280-47-28-21-55	Training & Conference	25	110	90	200	150	600
280-47-28-21-60	Other Travel	0	0	0	300	0	300
21	*Services*	*2,592*	*1,938*	*2,091*	*4,910*	*3,970*	*5,700*
280-47-28-22-13	Office Supplies	247	0	287	250	250	250
280-47-28-22-15	Special Department Supplies	6,191	5,295	4,313	6,000	4,500	6,000
22	*Supplies*	*6,438*	*5,295*	*4,600*	*6,250*	*4,750*	*6,250*
280-47-28-23-00	Capital Projects Budget	0	0	0	0	0	0
280-47-28-23-30	Maint Buildings/Grounds	0	0	0	0	0	0
23	*Maintenance*	*0*	*0*	*0*	*0*	*0*	*0*
280-47-28-24-25	Taxes & Other Charges	0	0	0	0	0	0
24	*Taxes, Insurances & Contributi*	*0*	*0*	*0*	*0*	*0*	*0*
280-47-28-26-60	Capital Imp Buildings	0	0	0	0	0	0
26	*Capital*	*0*	*0*	*0*	*0*	*0*	*0*
Grand Total		**105,618**	**110,331**	**99,217**	**165,464**	**166,305**	**171,731**
280	**Teen Center Recreation Dept**	**105,618**	**110,331**	**99,217**	**165,464**	**166,305**	**171,731**
286	**Bocce Ball**						
286-47-28-20-10	Salary-Regular	0	0	0	0	0	5,191
286-47-28-20-20	Temp/Part Time	7,935	8,118	7,691	16,560	8,077	19,316
286-47-28-20-40	FICA/Medicare	607	621	584	1,267	618	1,879
286-47-28-20-45	Employer PERS	0	0	0	0	0	1,029
286-47-28-20-55	Health Insurance	0	0	0	0	0	1,279
286-47-28-20-61	Workers Comp	0	0	0	711	711	706
286-47-28-20-65	SDI	0	0	0	0	0	47
286-47-28-20-71	Unemployment	0	0	0	0	235	0
286-47-28-20-75	Deferred Comp	0	0	0	0	0	65
286-47-28-20-85	Auto Allowance	0	0	0	0	0	120
20	*Salaries & Benefits*	*8,542*	*8,739*	*8,276*	*18,538*	*9,641*	*29,632*

RECREATION - 4728
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
286-47-28-21-05	Advertising	0	0	35	150	150	**150**
286-47-28-21-10	Communications	0	0	0	0	0	**0**
286-47-28-21-15	Postage	0	0	0	0	0	**0**
286-47-28-21-42	Banking Fees	902	66	792	1,000	950	**1,000**
286-47-28-21-44	Online Transaction Fee	344	12	27	400	375	**100**
286-47-28-21-45	Other Contract Services	0	0	829	200	200	**200**
21	*Services*	*1,246*	*78*	*1,683*	*1,750*	*1,675*	***1,450***
286-47-28-22-13	Office Supplies	313	122	0	400	400	**400**
286-47-28-22-15	Special Department Supplies	3,313	2,127	2,455	4,000	3,500	**4,000**
22	*Supplies*	*3,626*	*2,249*	*2,455*	*4,400*	*3,900*	***4,400***
286-47-28-23-30	Maint Building/Grounds	0	0	0	1,500	1,500	**1,500**
286-47-28-23-35	Software Maintenance	0	0	0	0	0	**0**
23	*Maintenance*	*0*	*0*	*0*	*1,500*	*1,500*	***1,500***
Grand Total		**13,414**	**11,066**	**12,414**	**26,188**	**16,716**	**36,982**
286	**Bocce Ball**	**13,414**	**11,066**	**12,414**	**26,188**	**16,716**	**36,982**
289	**Recreation Program**						
289-47-28-20-10	Salary-Regular	0	0	0	21,287	16,579	**24,448**
289-47-28-20-20	Temp/Part Time	37,573	46,986	62,509	48,645	48,645	**47,336**
289-47-28-20-30	Overtime	71	393	244	1,400	500	**1,400**
289-47-28-20-40	FICA/Medicare	2,880	2,625	4,801	5,457	4,990	**5,617**
289-47-28-20-45	Employer PERS	0	0	0	1,330	1,046	**1,528**
289-47-28-20-50	Employee PERS	0	0	0	106	0	**0**
289-47-28-20-55	Health Insurance	0	0	0	10,352	5,322	**7,383**
289-47-28-20-61	Workers Comp	2,262	9,462	5,650	7,452	8,593	**7,397**
289-47-28-20-65	SDI	0	0	0	213	155	**220**
289-47-28-20-71	Unemployment	0	4,048	0	0	0	**0**
289-47-28-20-75	Deferred Comp	0	0	0	262	50	**262**
20	*Salaries & Benefits*	*42,785*	*63,513*	*73,203*	*96,504*	*85,880*	***95,591***
289-47-28-21-05	Advertising	75	175	253	500	500	**500**
289-47-28-21-10	Communications	867	907	1,042	900	1,176	**900**
289-47-28-21-15	Postage	0	0	0	0	0	**0**
289-47-28-21-22	Utilities	413	605	493	450	250	**450**
289-47-28-21-40	Professional Fees	0	0	0	0	0	**300**
289-47-28-21-42	Banking Fees	1,799	2,671	2,218	1,500	2,500	**1,500**
289-47-28-21-44	Online Transaction Fee	980	1,423	1,393	1,000	1,000	**1,000**
289-47-28-21-45	Other Contract Services	42,909	34,013	41,361	40,000	40,000	**40,000**
289-47-28-21-52	Facility Rental	20,160	8,750	14,240	24,000	24,000	**24,000**
289-47-28-21-55	Training & Conference	0	255	0	200	180	**200**
289-47-28-21-60	Other Travel	0	0	0	3,000	1,500	**3,000**
21	*Services*	*67,203*	*48,798*	*61,000*	*71,550*	*71,106*	***71,850***
289-47-28-22-11	Fingerprinting	0	0	0	300	300	**300**
289-47-28-22-13	Office Supplies	88	34	231	100	100	**100**
289-47-28-22-15	Special Department Supplies	9,017	7,696	9,736	10,000	10,000	**10,000**
289-47-28-22-41	Supplies- Summer	297	428	32	2,000	2,000	**2,000**
289-47-28-22-42	Supplies - Sports Programs	2,398	2,691	4,583	4,000	5,137	**4,000**
289-47-28-22-43	Fieldtrips	855	1,395	2,105	2,500	2,100	**2,500**
22	*Supplies*	*12,655*	*12,245*	*16,687*	*18,900*	*19,637*	***18,900***

RECREATION - 4728
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
289-47-28-23-35	Software Maintenance	0	0	0	0	0	500
23	*Maintenance*	*0*	*0*	*0*	*0*	*0*	***500***
289-47-28-24-25	Taxes & Other Charges	0	0	0	0	0	0
24	*Taxes, Insurances & Contributi*	*0*	*0*	*0*	*0*	*0*	***0***
Grand Total		**122,643**	**124,556**	**150,890**	**186,954**	**176,623**	186,841
289	**Recreation Program**	**122,643**	**124,556**	**150,890**	**186,954**	**176,623**	186,841
Grand Total		**311,046**	**316,942**	**342,127**	**463,401**	**446,834**	**490,765**

RECREATION - 4728 EXPENSE DETAIL			
Description	**Object Code**	**Funding**	**Total Budgeted**
Memberships & Publications	*2153*	*101*	
CPRS (Recreation Director)		170	170
USTA		50	50
TOTAL - Memberships & Publications	***2153***	***$ 220***	***$ 220***
Training and Conferences	*2155*	*101*	
CPRS		1,634	1,634
TOTAL - Training and Conferences	***2155***	***$ 1,634***	***$ 1,634***
Computer Equipment	*2212*	*101*	
Laptop/Printer for Offsite Registration		1,000	1,000
TOTAL - Computer Equipment	***2212***	***$ 1,000***	***$ 1,000***
Special Department Supplies	*2215*	*101*	
Newsletter, Miscellaneous Supplies		1,000	1,000
TOTAL - Special Department Supplies	***2215***	***$ 1,000***	***$ 1,000***
Furniture & Fixtures	*2640*	*101*	
Chairs and Tables - Carnegie Hall		500	500
TOTAL - Furniture & Fixtures	***2640***	***$ 500***	***$ 500***
TEEN CENTER RECREATION - 280			
Professional Fees	*2140*	*280*	
CPR Training		250	250
TOTAL - Professional Fees	***2140***	***$ 250***	***$ 250***
Other Contract Services	*2145*	*280*	
Instructors		2,000	2,000
TOTAL - Other Contract Services	***2145***	***$ 2,000***	***$ 2,000***
Memberships & Publications	*2153*	*280*	
CPRS (Recreation Supervisor)		200	200
TOTAL - Memberships & Publications	***2153***	***$ 200***	***$ 200***
Training and Conferences	*2155*	*280*	
CPRS		600	600
TOTAL - Training and Conferences	***2155***	***$ 600***	***$ 600***
Special Department Supplies	*2215*	*280*	
Teen Center Supplies, Food, Events		6,000	6,000
TOTAL - Special Department Supplies	***2215***	***$ 6,000***	***$ 6,000***
BOCCE BALL - 286			

RECREATION - 4728
EXPENSE DETAIL

Description	Object Code	Funding	Total Budgeted
Special Department Supplies	*2215*	*286*	
Bocce Balls, Equipment		4,000	4,000
TOTAL - Special Department Supplies	***2215***	***$ 4,000***	***$ 4,000***
RECREATION PROGRAM - 289			
Professional Fees	*2140*	*289*	
CPR		300	300
TOTAL - Professional Fees	***2140***	***$ 300***	***$ 300***
Other Contract Services	*2145*	*289*	
Instructors		40,000	40,000
TOTAL - Other Contract Services	***2145***	***$ 40,000***	***$ 40,000***
Facility Rental	*2152*	*289*	
School District - Gym, Fields, etc…		24,000	24,000
TOTAL - Facility Rental	***2152***	***$ 24,000***	***$ 24,000***
Training and Conferences	*2155*	*289*	
CPRS - Summer Staff		200	200
TOTAL - Training and Conferences	***2155***	***$ 200***	***$ 200***
Other Travel	*2160*	*289*	
Field Trip Travel Expenses		3,000	3,000
TOTAL - Other Travel	***2160***	***$ 3,000***	***$ 3,000***
Special Department Supplies	*2215*	*289*	
Jersey's, Equipment		10,000	10,000
TOTAL - Special Department Supplies	***2215***	***$ 10,000***	***$ 10,000***
Fieldtrips	*2243*	*289*	
Entrance Fees		2,500	2,500
TOTAL - Fieldtrips	***2243***	***$ 2,500***	***$ 2,500***
Software Maintenance	*2335*	*289*	
ActiveNet		500	500
TOTAL - Software Maintenance	***2335***	***$ 500***	***$ 500***

FIRE (4800)

PURPOSE

The Fire Department is responsible for protecting life and property from the hazards of fire, hazardous materials incidents, and assisting in emergency medical incidents. The department also provides the City of St. Helena with an effective fire suppression force and prevention organization. All members of the Department are volunteers and are paid a nominal fee on a per-response basis. The Fire Chief receives a nominal salary. The department utilizes clerical assistance at forty hours per week.

STAFFING

The Fire Department currently has 1 full-time staff, a part-time chief and approximately 30 Firefighters, which are paid on a per call basis.

2014-15 ACHIEVEMENTS

- Raised $200,000 from the recent 2015 Lobster Feed Fundraiser, proceeds of which will go towards new Self Contained Breathing Apparatus (SCBA) at a cost of $7,000 per unit, for a total cost of $182,000 for 26 units, which does not include required spare bottles.
- Purchased a new utility vehicle, replacing the aging Suburban in use.
- Placed in service the new radio room, with the capabilities of better serving the Emergency Operations Center (EOC) for the City. The equipment was upgraded from one radio to two radios in order to keep in constant contact with fire personnel, as well as police department and public works staff.
- Responded to 741 calls in 2014, 4% were fire-related, 60% were EMS/Rescue related, and the remaining 36% were comprised of calls relating to weather emergencies, hazardous conditions, and public assistance.

2015-16 GOALS AND OBJECTIVES

- Purchase Self Contained Breathing Apparatus (SCBA) at a cost of $7,000 per unit, for a total cost of $182,000 for 26 units, which does not include required spare bottles with funding coming from the 2015 Lobster Feed
- Anticipate having Fire Marshal increase hours from one day per week to two days per week to meet the increasing building and remodeling demands within the City.

FIRE - 4800
BUDGET SUMMARY

Fire Expenses By Fund

FUND	DEPT		2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
101	4800	General Fund	687,055	588,338	595,771	631,243	690,164	620,702
		Total Expenses	**$ 687,055**	**$ 588,338**	**$ 595,771**	**$ 631,243**	**$ 690,164**	**$ 620,702**

Fire Expense Summary

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	64,473	65,456	75,463	90,606	84,253	82,169
Benefits	48,322	62,279	39,200	36,346	32,936	66,273
Capital Equipment	-	450	-	-	-	-
Communications	22,954	21,663	29,020	19,016	19,750	19,016
Computer Equipment	2,457	7,623	779	4,000	4,000	4,000
Contracts*	177,543	224,427	212,065	253,054	243,231	267,294
Debt Payments	171,031	-	-	-	-	-
Dept supplies/services**	112,654	53,890	99,015	98,367	99,021	86,700
Fire Inspection Professional Fees	22,128	22,500	-	10,000	-	-
Software Maintenance	690	630	1,481	750	750	750
Strike Team	9,656	60,075	64,220	24,604	94,993	-
Training/Conference	6,531	5,070	11,793	14,000	14,000	14,000
Utilities	22,504	22,451	22,200	21,500	21,500	21,500
Vehicle/Equipment Maintenance	26,113	41,825	40,535	59,000	75,729	59,000
Total Expenses	**$ 687,055**	**$ 588,338**	**$ 595,771**	**$ 631,243**	**$ 690,164**	**$ 620,702**

** For FY 15/16 Contracts section now includes Other Contract Services and Professional Fees in addition to Professional Contracts*

*** For FY 15/16 Other Contract Services and Professional Fees have been moved to the Contracts Section, discrepancies are due to reallocation of expenses within sections*

FIRE - 4800
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budgeted	2015 Estimated Year End	2016 Proposed
101	**General Fund**						
101-48-00-20-10	Salary-Regular	41,673	42,367	44,230	46,598	50,710	51,169
101-48-00-20-20	Temp/Part Time	22,800	22,800	31,000	44,008	33,430	31,000
101-48-00-20-30	Overtime	0	289	233	0	113	0
101-48-00-20-40	FICA/Medicare	4,978	5,031	6,130	6,931	6,819	6,424
101-48-00-20-45	Employer PERS	9,525	32,061	18,983	17,122	11,851	27,197
101-48-00-20-50	Employee PERS	4,345	4,257	4,038	2,951	2,687	2,202
101-48-00-20-55	Health Insurance	21,160	13,047	1,770	1,479	3,394	21,310
101-48-00-20-61	Workers Comp	7,199	6,804	7,179	6,774	7,114	6,724
101-48-00-20-65	SDI	465	430	450	466	486	461
101-48-00-20-75	Deferred Comp	650	650	650	623	585	1,955
20	*Salaries & Benefits*	*112,795*	*127,736*	*114,663*	*126,952*	*117,190*	*148,442*
101-48-00-21-05	Advertising	0	482	0	0	616	0
101-48-00-21-10	Communications	22,954	21,663	29,020	19,016	19,750	19,016
101-48-00-21-15	Postage	499	690	486	500	500	500
101-48-00-21-22	Utilities	22,504	22,451	22,200	21,500	21,500	21,500
101-48-00-21-25	Equipment Rental	0	0	0	0	0	0
101-48-00-21-27	Equipment Lease Exp	2,700	3,194	2,707	4,000	3,235	4,000
101-48-00-21-30	Professional Contracts	10,041	13,179	9,744	14,000	14,000	14,000
101-48-00-21-40	Professional Fees	354	0	0	200	200	200
101-48-00-21-45	Other Contract Services	167,149	211,248	202,322	210,000	210,000	220,000
101-48-00-21-53	Memberships & Publications	2,418	1,508	454	4,000	4,184	2,500
101-48-00-21-54	CAL Fire Dispatch Contract	0	0	0	28,854	19,031	33,094
101-48-00-21-55	Training & Conference	6,531	5,070	11,793	14,000	14,000	14,000
101-48-00-21-70	Fire Prevention Education	4,060	1,634	2,170	4,000	4,000	4,000
101-48-00-21-75	Fire Inspection Prof Fees	22,128	22,500	0	10,000	0	0
101-48-00-21-80	Strike Team Charges	9,656	60,075	64,220	24,604	94,993	0
101-48-45-21-40	Professional Fees	0	0	0	0	0	0
21	*Services*	*270,995*	*363,694*	*345,115*	*354,674*	*406,010*	*332,810*
101-48-00-22-07	Copies	414	331	97	200	200	200
101-48-00-22-10	Issuance Costs	0	0	0	0	0	0
101-48-00-22-12	Computer Equipment	2,457	7,623	779	4,000	4,000	4,000
101-48-00-22-13	Office Supplies	1,780	816	1,394	2,000	2,000	2,000
101-48-00-22-15	Special Department Supplies	98,273	42,723	70,280	80,167	80,167	70,000
101-48-00-22-17	Field Supplies	2,509	1,745	2,832	3,500	4,119	3,500
101-48-00-22-25	Fuel/Oil	10,018	9,464	10,188	10,000	10,000	10,000
101-48-00-22-26	Outside Vehicle Maint	699	10,081	12,614	11,500	11,500	17,500
101-48-00-22-28	Vehicle Parts	7,953	18,518	13,954	8,500	8,500	8,500
22	*Supplies*	*124,102*	*91,301*	*112,137*	*119,867*	*120,486*	*115,700*
101-48-00-23-11	Maint Office Equip	0	0	126	1,000	1,000	1,000
101-48-00-23-12	Maintenance Supplies	0	0	0	0	0	0
101-48-00-23-15	Maint Machine/Equipment	4,948	2,476	1,988	25,000	25,000	19,000
101-48-00-23-30	Maint Buildings/Grounds	2,495	1,287	1,664	3,000	19,729	3,000
101-48-00-23-35	Software Maintenance	690	630	1,481	750	750	750
23	*Maintenance*	*8,133*	*4,393*	*5,260*	*29,750*	*46,479*	*23,750*
101-48-00-24-25	Taxes & Other Charges	0	0	18,596	0	0	0
24	*Taxes, Insurances & Contributi*	*0*	*0*	*18,596*	*0*	*0*	*0*
101-48-45-25-05	Retire Principal	147,510	0	0	0	0	0
101-48-45-25-15	Interest Expense	23,521	0	0	0	0	0

FIRE - 4800
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budgeted	2015 Estimated Year End	2016 Proposed
101	**General Fund**						
25	*Debt*	*171,031*	*0*	*0*	*0*	*0*	*0*
101-48-00-26-30	Capital Equipment	0	450	0	0	0	0
101-48-00-26-40	Furniture & Fixtures	0	765	0	0	0	0
26	*Capital*	*0*	*1,215*	*0*	*0*	*0*	*0*
Grand Total		**687,055**	**588,338**	**595,771**	**631,243**	**690,164**	**620,702**
101	**General Fund**	**687,055**	**588,338**	**595,771**	**631,243**	**690,164**	**620,702**
Grand Total		**687,055**	**588,338**	**595,771**	**631,243**	**690,164**	**620,702**

FIRE - 4800
EXPENSE DETAIL

Equipment Lease	*2127*		*101*		
Copier			*4,000*		4,000
TOTAL - Equipment Lease	***2127***	***$***	***4,000***	***$***	***4,000***
Professional Contracts	*2130*		*101*		
Physicals			*11,000*		11,000
Website			*700*		700
GIS Mapping/Run Book Updates			*500*		500
Medical Cache Annual Fee			*500*		500
Training Ground Annual Fee			*500*		500
EMS Region Fee			*500*		500
Fire Safety House Annual Fee			*300*		300
TOTAL - Professional Contracts	***2130***	***$***	***14,000***	***$***	***14,000***
Other Contract Services	*2145*		*101*		
Volunteer Firefighters			*210,000*		210,000
Fire Marshal			*10,000*		10,000
TOTAL - Other Contract Services	***2145***	***$***	***220,000***	***$***	***220,000***
Memberships & Publications	*2153*		*101*		
Ca. State Firefighters Association			2,500		2,500
TOTAL - Memberships & Publications	***2153***	***$***	***2,500***	$	2,500
Training and Conferences	*2155*		*101*		
Media Supplies			4,000		4,000
Skills Training			5,000		5,000
Outside Education			5,000		5,000
TOTAL - Training and Conferences	***2155***	***$***	***14,000***	***$***	***14,000***
Fire Prevention Education	*2170*		*101*		
Napa Valley Publishing			4,000		4,000
TOTAL - Fire Prevention Education	***2170***	***$***	***4,000***	***$***	***4,000***
Computer Equipment	*2212*		*101*		
Replacement Equipment			4,000		4,000
TOTAL - Computer Equipment	***2212***	***$***	***4,000***	***$***	***4,000***
Special Department Supplies	*2215*		*101*		
Annual Supplies			45,500		45,500
Replacement Hose			13,000		13,000
SCBA's & Replacement Parts			10,500		10,500
Class "A" Foam			1,000		1,000
TOTAL - Special Department Supplies	***2215***	***$***	***70,000***	$	70,000

FIRE - 4800
EXPENSE DETAIL

Field Supplies	*2217*		*101*		
Disposable Medical Supplies			3,500		3,500
TOTAL - Field Supplies	***2217***	***$***	***3,500***	$	3,500
Machinery & Equipment Maintenance	*2315*		*101*		
SCBA Testing & Maintenance			6,950		6,950
Truck Maintenance			3,500		3,500
Replacement Tires			3,200		3,200
Ladder Testing			3,000		3,000
Extrication Tool Annual Maintenance			1,500		1,500
Refrigerator/Stove Service			500		500
Treadmill Maintenance			350		350
TOTAL - Machine & Equipment Maintenace	***2315***	***$***	***19,000***	**$**	**19,000**

POLICE (4900)

PURPOSE

The Police Department is responsible for protection of life and property, the maintenance of order, the control and prevention of crime, and the enforcement of vehicle laws and regulations. The department is to carry out its responsibilities in a prudent and fair manner respecting individual dignity regardless of age, sex, social status, ethnic group or creed. The Police Department, in its ongoing effort to alleviate crime problems in St. Helena, will be flexible and innovative in attempts to find superior methods of serving the populace.

2014-15 ACHIEVEMENTS

- Completed installation of new 911 dispatch system.
- Completed installation of new radio system.
- Completed two team building exercises.
- Participated in the Special Olympics Torch Run and Tip-A-Cop programs.
- Created employee recognition awards and monthly communications bulletin.
- First D.A.R.E. graduation at the Elementary School in over a decade.
- Began firearms and equipment replacement program

STAFFING

The Police Department currently has 17 full-time staff, consisting of:

Police Chief (1)
Lieutenant (1)
Sergeants (3)
Corporal (1)
Officers (6)
Dispatchers (4)
Community Services Officer (1)

2015-16 GOALS AND OBJECTIVES

- Conduct a Department Inspection
- Create a Volunteer Program
- Update/upgrade interview room and equipment
- Completed an evidence audit.
-

POLICE - 4900
BUDGET SUMMARY

Police Expenses By Fund			2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
FUND	DEPT							
101	4900	General Fund	2,505,342	2,651,846	2,737,259	2,855,866	2,920,759	3,001,920
224	4900	Public Safety (COPS)	104,628	65,328	89,162	101,564	107,819	100,000
238	4900	Training Development Fund	1,640	3,698	4,959	2,000	5,880	2,000
279	4900	Asset Forfeiture	12,875	8,000	38,692	2,000	2,000	1,000
375	4900	Murray Trust Fund	-	-	-	-	-	-
		Total Expenses	**$ 2,624,484**	**$ 2,728,872**	**$ 2,870,072**	**$ 2,961,430**	**$ 3,036,458**	**$ 3,104,920**

Police Expense Summary	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	1,391,890	1,440,186	1,420,488	1,532,500	1,551,847	1,618,909
Benefits	968,514	1,055,301	1,171,925	1,195,239	1,247,148	1,243,201
Capital Equipment	16,661	-	16,108	-	(29)	-
Communications	16,583	25,628	27,080	18,600	16,800	17,000
Computer Equipment	9,738	6,064	14,047	10,000	10,000	5,000
Contracts*	117,614	101,179	115,677	102,000	101,784	106,800
Dept Supplies/Services**	31,454	37,650	35,209	44,699	50,418	52,200
Equipment/Software Maintenance	735	(695)	1,389	-	2,895	-
Training/Conference	23,998	22,137	22,772	16,000	22,202	11,000
Utilities	9,817	10,065	10,570	9,000	-	-
Vehicle Maintenance	37,481	31,356	34,807	33,392	33,392	50,810
Total Expenses	**$ 2,624,484**	**$ 2,728,872**	**$ 2,870,072**	**$ 2,961,430**	**$ 3,036,458**	**$ 3,104,920**

**For FY 15/16, Per the Capital Asset and Depreciation, Policy Computer Equipment has been moved from Capital Equipment into the Computer Equipment Section*

*** For FY 15/16 Contracts section now includes Other Contract Services and Professional Fees in addition to Professional Contracts*

**** For FY 15/16 Other Contract Services and Professional Fees have been moved to the Contracts Section, discrepancies are due to reallocation of expenses within sections*

POLICE - 4900
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
101	**General Fund**						
101-49-00-20-10	Salary-Regular	1,200,783	1,116,168	1,102,097	1,300,888	1,303,533	1,370,309
101-49-00-20-20	Temp/Part Time	0	27,800	35,784	30,000	7,683	0
101-49-00-20-21	Temp/Part Time	0	24,852	30,065	0	0	0
101-49-00-20-30	Overtime	147,916	227,428	208,721	150,000	194,247	198,800
101-49-00-20-37	Holiday Pay	43,191	43,938	43,822	51,612	46,384	49,800
101-49-00-20-40	FICA/Medicare	103,963	109,521	108,431	117,236	111,527	124,359
101-49-00-20-45	Employer PERS	409,824	401,108	458,640	538,055	484,154	564,519
101-49-00-20-50	Employee PERS	98,288	98,672	99,795	85,246	84,230	55,649
101-49-00-20-55	Health Insurance	251,088	263,062	295,028	332,902	371,086	363,705
101-49-00-20-61	Workers Comp	54,884	119,302	152,294	58,597	135,518	64,800
101-49-00-20-65	SDI	14,392	13,480	13,062	14,076	13,331	13,801
101-49-00-20-71	Unemployment	4,485	7,497	0	0	0	0
101-49-00-20-75	Deferred Comp	1,922	3,283	3,275	2,177	5,692	3,418
101-49-00-20-85	Auto Allowance	0	0	0	0	2,400	2,400
101-49-00-20-95	Police Dept Unifo	12,500	13,875	14,625	12,750	12,750	12,750
101-49-00-20-96	Education Reimbursement	1,168	1,500	1,500	0	1,750	3,000
101-49-00-20-97	Housing Allowance	16,000	24,000	25,275	34,200	24,711	34,800
20	*Salaries & Benefits*	*2,360,404*	*2,495,487*	*2,592,413*	*2,727,739*	*2,798,995*	*2,862,110*
101-49-00-21-05	Advertising	0	0	0	0	0	0
101-49-00-21-10	Communications	16,583	24,587	22,857	18,600	16,800	17,000
101-49-00-21-15	Postage	1,336	1,011	1,073	700	1,898	1,100
101-49-00-21-22	Utilities	9,817	10,065	10,570	9,000	0	0
101-49-00-21-27	Equipment Lease Exp	3,030	3,114	2,680	2,800	2,020	2,800
101-49-00-21-30	Professional Contracts	3,636	2,077	21,855	25,000	21,000	25,000
101-49-00-21-40	Professional Fees	5,962	9,956	2,837	5,000	5,000	5,000
101-49-00-21-45	Other Contract Services	33,762	32,569	5,009	5,000	8,784	5,000
101-49-00-21-53	Memberships & Publications	1,656	573	890	300	300	1,300
101-49-00-21-55	Training & Conference	17,434	15,752	8,081	4,000	4,704	4,000
101-49-00-21-60	Other Travel	145	0	0	0	0	0
21	*Services*	*93,361*	*99,703*	*75,850*	*70,400*	*60,506*	*61,200*
101-49-00-22-07	Copies	406	1,188	1,405	1,000	1,000	1,000
101-49-00-22-08	Police Dept Youth Activity	0	0	0	0	0	800
101-49-00-22-12	Computer Equipment	2,027	6,064	6,444	5,000	5,000	5,000
101-49-00-22-13	Office Supplies	5,157	4,357	3,500	3,000	2,000	3,000
101-49-00-22-15	Special Department Supplies	3,670	11,167	2,563	335	2,000	3,000
101-49-00-22-17	Field Supplies	2,002	3,219	2,841	15,000	15,000	15,000
22	*Supplies*	*13,262*	*25,995*	*16,753*	*24,335*	*25,000*	*27,800*
101-49-00-23-11	Maint Office Equip	0	0	0	0	28	0
101-49-00-23-15	Maint Machine/Equipment	0	0	0	0	0	0
101-49-00-23-30	Maint Buildings/Grounds	0	-695	0	0	0	0
101-49-00-23-35	Software Maintenance	735	0	1,389	0	2,867	0
101-49-00-23-50	Vehicle Alloc Expense	37,481	31,356	34,807	33,392	33,392	50,810
23	*Maintenance*	*38,216*	*30,661*	*36,196*	*33,392*	*36,287*	*50,810*
101-49-00-24-25	Taxes & Other Charges	41	0	0	0	0	0
24	*Taxes, Insurances & Contributi*	*41*	*0*	*0*	*0*	*0*	*0*
101-49-00-26-30	Capital Equipment	0	0	16,046	0	-29	0
101-49-00-26-40	Furniture & Fixtures	59	0	0	0	0	0
26	*Capital*	*59*	*0*	*16,046*	*0*	*-29*	*0*
Grand Total		**2,505,342**	**2,651,846**	**2,737,259**	**2,855,866**	**2,920,759**	**3,001,920**
101	**General Fund**	**2,505,342**	**2,651,846**	**2,737,259**	**2,855,866**	**2,920,759**	**3,001,920**

POLICE - 4900
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
224	**Public Safety (COPS)**						
224-49-00-20-30	Overtime	0	0	0	0	0	0
20	*Salaries & Benefits*	*0*	*0*	*0*	*0*	*0*	*0*
224-49-00-21-10	Communications	0	1,041	4,223	0	0	0
224-49-00-21-30	Professional Contracts	52,761	40,773	35,711	50,000	50,000	65,000
224-49-00-21-45	Other Contract Services	8,618	7,804	11,573	15,000	15,000	5,000
224-49-00-21-55	Training & Conference	4,779	2,688	9,733	10,000	11,682	5,000
21	*Services*	*66,158*	*52,306*	*61,240*	*75,000*	*76,682*	*75,000*
224-49-00-22-12	Computer Equipment	7,710	0	7,603	5,000	5,000	0
224-49-00-22-15	Special Department Supplies	13,709	13,022	12,371	10,000	16,137	15,000
224-49-00-22-17	Field Supplies	389	0	7,887	10,000	10,000	10,000
22	*Supplies*	*21,809*	*13,022*	*27,861*	*25,000*	*31,137*	*25,000*
224-49-00-26-30	Capital Equipment	16,661	0	61	0	0	0
224-49-00-26-40	Furniture & Fixtures	0	0	0	1,564	0	0
26	*Capital*	*16,661*	*0*	*61*	*1,564*	*0*	*0*
Grand Total		**104,628**	**65,328**	**89,162**	**101,564**	**107,819**	**100,000**
224	**Public Safety (COPS)**	**104,628**	**65,328**	**89,162**	**101,564**	**107,819**	**100,000**
238	**Training Development Fund**						
238-49-00-21-55	Training & Conference	1,640	3,698	4,959	2,000	5,816	2,000
21	*Services*	*1,640*	*3,698*	*4,959*	*2,000*	*5,816*	*2,000*
238-49-00-22-15	Special Department Supplies	0	0	0	0	64	0
22	*Supplies*	*0*	*0*	*0*	*0*	*64*	*0*
Grand Total		**1,640**	**3,698**	**4,959**	**2,000**	**5,880**	**2,000**
238	**Training Development Fund**	**1,640**	**3,698**	**4,959**	**2,000**	**5,880**	**2,000**
279	**Asset Forfeit**						
279-49-00-21-10	Communications	0	0	0	0	0	0
279-49-00-21-45	Other Contract Services	12,875	8,000	38,692	2,000	2,000	1,000
21	*Services*	*12,875*	*8,000*	*38,692*	*2,000*	*2,000*	*1,000*
Grand Total		**12,875**	**8,000**	**38,692**	**2,000**	**2,000**	**1,000**
279	**Asset Forfeit**	**12,875**	**8,000**	**38,692**	**2,000**	**2,000**	**1,000**
375	**Murray Ex Trust**						
375-49-00-22-15	Special Department Supplies	0	0	0	0	0	0
22	*Supplies*	*0*	*0*	*0*	*0*	*0*	*0*
Grand Total		**0**	**0**	**0**	**0**	**0**	**0**
375	**Murray Ex Trust**	**0**	**0**	**0**	**0**	**0**	
Grand Total		**2,624,484**	**2,728,872**	**2,870,072**	**2,961,430**	**3,036,458**	**3,104,920**

POLICE - 4900
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Professional Contract Services	*2130*	*101*	
Boys & Girls Club Contract		*25,000*	25,000
TOTAL - Professional Contract Services	***2130***	***$ 25,000***	***$ 25,000***
Professional Fees	*2140*	*101*	
Pre-Employment Psychological, Medical, and Other Related Services		*5,000*	5,000
TOTAL - Professional Fees	***2140***	***$ 5,000***	***$ 5,000***
Other Contract Services	*2145*	*101*	
Nixtle		*2,500*	2,500
WCAL		*2,500*	2,500
TOTAL - Other Contract Services	***2145***	***$ 5,000***	***$ 5,000***
Memberships & Publications	*2153*	*101*	
Cal Chiefs		600	600
CAPE		50	50
NAFBI		150	150
Swat/Firearm		100	100
Scuscriptions		100	100
TOTAL - Memberships & Publications	***2153***	***$ 1,000***	**$ 1,000**
Training and Conferences	*2155*	*101*	
Domain Specific Conferences (Canine, Sexual Assault)		4,000	4,000
TOTAL - Training and Conferences	***2155***	***$ 4,000***	***$ 4,000***
Computer Equipment	*2212*	*101*	
Camera's		5,000	5,000
TOTAL - Computer Equipment	***2212***	***$ 5,000***	***$ 5,000***
Special Department Supplies	*2215*	*101*	
Defibulator Maintenance		1,800	1,800
Awards/Recognition		1,200	1,200
TOTAL - Special Department Supplies	***2215***	***$ 3,000***	**$ 3,000**
Field Supplies	*2217*	*101*	
Flares, Gloves, First Aid, Batteries, Etc.		5,000	5,000
Ammunition		5,000	5,000
Firearm/Rifle Replacement		5,000	5,000
TOTAL - Field Supplies	***2217***	***$ 15,000***	**$ 15,000**

POLICE - 4900
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
PUBLIC SAFETY (COPS) - 224			
Professional Contract Services	*2130*	*224*	
NSIB Contract		*35,000*	35,000
DARE Contract		*5,000*	5,000
County Communication Services		*1,000*	1,000
Live Scan Contract		*8,000*	8,000
Entersect/NetMotion/Copware/Language Line		*4,300*	4,300
Data Ticket Contract		*1,200*	1,200
Moore K9 Training Contract		*6,000*	6,000
Animal Medical Service		*3,000*	3,000
Booking Fees		*1,500*	1,500
TOTAL - Professional Contract Services	***2130***	***$ 65,000***	**$ 65,000**
Other Contract Services	*2145*	*224*	
RIMS Dispatch Updates		*2,500*	2,500
Interview Software Maintenance Contract		*2,500*	2,500
TOTAL - Other Contract Services	***2145***	***$ 5,000***	***$ 5,000***
Training and Conferences	*2155*	*224*	
POST Training		2,500	2,500
Miscellaneous Conferences		2,500	2,500
TOTAL - Training and Conferences	***2155***	***$ 5,000***	***$ 5,000***
Special Department Supplies	*2215*	*224*	
Officer and Vehicle Video/Audio Equipment		2,000	2,000
Reporting Writing License/Software Upgrades		3,000	3,000
Radar Units		5,000	5,000
Tasers & Cartridges		5,000	5,000
TOTAL - Special Department Supplies	***2215***	***$ 15,000***	**$ 15,000**
Field Supplies	*2217*	*224*	
Notebooks, Recording Devices		1,500	1,500
Narcotic Kits, PAZ Devices, Flashlights, & Chargers		2,500	2,500
Ticket Books		3,000	3,000
Portable Radio Repair & Replacement		1,000	1,000
Bullet Proof Vest Replacement		2,000	2,000
TOTAL - Field Supplies	***2217***	***$ 10,000***	**$ 10,000**

PUBLIC WORKS (ALL)

PURPOSE

The Department of Public Works (DPW) includes the following operating Divisions:

- Water Treatment
- Water Distribution
- Wastewater Collection (Sewers)
- Wastewater Treatment
- Streets
- Storm Drains
- Parks
- City Garage
- Government Buildings & Grounds
- Flood Control
- Administration

STAFFING

The Public Works Department currently has 23 full-time staff members. Consisting of:

Public Works Director (1)
Admin Assistant (1)
Operations Manager (1)
Water Conservation Coordinator (1)
Project Manager/Asst. Engineer (1)
Water Treatment Plant (3)
Water Distribution (4)
Wastewater Treatment Plant (3)
Streets/Sewer/Garage/Stormwater (4)
Parks, Trees, Gov't Buildings (5)

SUMMARY

In addition to providing oversight and management of the operating divisions, the Public Works Department provides the services of the City Engineer, Floodplain Administrator, Property Officer, City Surveyor, Stormwater Program Manager, and Water Use Efficiency Officer. The City Engineer is legally responsible for monitoring, compliance and reporting associated with the City's National Pollutant Discharge Elimination System (NPDES) permit, the State Department of Health Services water purveyor permit, transportation and commercial trucking permits, surface mining reclamation, the safety of the City's two dams and reservoirs and their operations, and is the City's primary point of contact with the ecological, environmental, and other water quality and water rights regulatory agencies.

The City Engineer plans bids, manages and monitors all Capital Improvement Projects (CIP) for each of the Department of Public Works' functional divisions. For private (non-City) projects, the City Engineer or City Surveyor is responsible for the review of tentative and final parcel and subdivision maps, improvement plans and agreements, inspection of privately-constructed public improvements, review of use permits, review and approval of all encroachment permits, staff for the Tree Committee and Active Transportation Committee, , safety issues of all City facilities, staff support for the Napa County Transportation Planning Agency and Water Resources Planning Committee.

PUBLIC WORKS ADMIN (5000)

PURPOSE

Department of Public Works (DPW) Administration manages the operating divisions of Public Works. DPW Administration provides the services of the City Engineer, Property Officer, Floodplain Administrator, City Surveyor, Stormwater Program Coordinator, and Water Use Efficiency Office.

In FY 2015/16, DPW Administration will continue to direct or play a key role in numerous special projects – Upper York Creek Dam Removal, SR-29 Channelization, Crane Avenue bike lane, Mitchell Street gap sidewalk improvements, Pope Street bike improvements, Wastewater Treatment Plant infrastructure improvements, and wastewater treatment plant permit renewal.

FY 2015-2016 Positions include the Director of Public Works/City Engineer, Operations Manager, Project Manager/Assistant Engineer, Water Conservation Coordinator, and Administrative Assistant.

2014-15 ACHIEVEMENTS

- Completed SCADA upgrades at water treatment plant.
- City Council approval of Final EIR for Upper York Creek Ecosystem Restoration Project
- Completed Tank 1A construction
- Completed Wastewater Treatment Pond 1A rehabilitation
- Completed Library HVAC installation
- Completed video inspection of remaining one-third of wastewater collection system
- Established routine trainings and safety meetings.

2015-16 GOALS AND OBJECTIVES

- Close funding gap for Upper York Creek Ecosystem Restoration Project
- Complete Stonebridge Well Filter Rehabilitation Project
- Facilities Master Plan
- Complete repairs at Lower York Creek Reservoir
- Complete update of utility basemaps
- Initiate asset management system implementation
- Continuation of the Flood Project maintenance
- Update Emergency Operations Manuel (last update was adopted in 1996)

PUBLIC WORKS ADMIN - 5000
BUDGET SUMMARY

Public Works Admin Expenses By Fund			2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
FUND	**DEPT**							
101	5000	General Fund	200,672	191,420	141,073	198,816	193,442	254,018
235	5000	Measure A	44,828	3,813	1	-	-	-
561	5000	Water Enterprise	346,934	253,223	277,638	309,169	259,382	452,918
571	5000	Wastewater Enterprise	155,214	182,527	184,620	226,292	173,928	279,330
		Total Expenses	**$ 747,648**	**$ 630,982**	**$ 603,332**	**$ 734,277**	**$ 626,751**	**$ 986,266**

Public Works Admin Expense Summary	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	353,193	357,459	290,676	358,728	331,897	480,132
Benefits	171,089	220,017	168,656	217,226	146,021	219,117
Capital Equipment	127,119	(25,936)	-	1	-	1
Communications	3,897	5,028	2,693	6,500	7,936	2,400
Computer Equipment*	4,447	867	244	1,700	1,726	1,700
Contracts**	2,179	9,856	10,782	73,861	60,561	191,000
Dept supplies/services***	39,621	42,276	103,704	53,834	62,255	57,521
Programs	37,595	11,093	15,360	11,078	5,000	15,000
Software Maintenance	1,090	-	394	-	269	200
Training/Conference	485	1,574	1,331	1,100	837	3,600
Vehicle/Equipment Maintenance	6,933	8,748	9,493	10,249	10,249	15,595
Total Expenses	**$ 747,648**	**$ 630,982**	**$ 603,332**	**$ 734,277**	**$ 626,751**	**$ 986,266**

**For FY 15/16, Per the Capital Asset and Depreciation, Policy Computer Equipment has been moved from Capital Equipment into the Computer Equipment Section*

*** For FY 15/16 Contracts section now includes Other Contract Services and Professional Fees in addition to Professional Contracts*

**** For FY 15/16 Other Contract Services and Professional Fees have been moved to the Contracts Section, discrepancies are due to reallocation of expenses within sections*

PUBLIC WORKS ADMIN - 5000
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
101	**General Fund**						
101-50-00-20-10	Salary-Regular	88,050	92,130	49,479	91,927	65,290	108,660
101-50-00-20-20	Temp/Part Time	30,000	3,994	12,260	0	41,296	-
101-50-00-20-30	Overtime	0	0	611	0	0	-
101-50-00-20-37	Holiday Pay	0	0	0	0	0	-
101-50-00-20-40	FICA/Medicare	8,020	7,257	4,734	7,032	8,424	7,252
101-50-00-20-45	Employer PERS	16,061	14,378	6,016	15,636	4,017	7,089
101-50-00-20-50	Employee PERS	6,379	6,588	2,398	1,722	307	-
101-50-00-20-55	Health Insurance	20,170	23,448	13,452	25,455	10,850	16,743
101-50-00-20-61	Workers Comp	9,445	4,882	7,543	3,726	4,010	3,698
101-50-00-20-65	SDI	837	820	434	742	615	777
101-50-00-20-71	Unemployment	0	11,250	0	0	0	-
101-50-00-20-75	Deferred Comp	84	84	79	1,338	933	1,107
101-50-00-20-85	Auto Allowance	0	0	0	0	660	1,440
20	*Salaries & Benefits*	*179,046*	*164,830*	*97,007*	*147,578*	*136,402*	*146,766*
101-50-00-21-05	Advertising	0	354	1,280	1,600	1,600	1,600
101-50-00-21-10	Communications	3,267	3,271	2,581	500	4,936	500
101-50-00-21-15	Postage	597	678	681	600	600	600
101-50-00-21-27	Equipment Lease Exp	1,723	1,471	1,606	1,603	1,513	1,603
101-50-00-21-30	Professional Contracts	0	0	1,122	250	165	75,000
101-50-00-21-40	Professional Fees	539	2,345	-456	500	0	0
101-50-00-21-45	Other Contract Services	134	3,699	1,071	30,111	30,000	5,334
101-50-00-21-48	Government Fees	0	0	0	0	0	0
101-50-00-21-53	Memberships & Publications	1,245	384	857	625	625	400
101-50-00-21-55	Training & Conference	417	352	532	300	339	1,020
21	*Services*	*7,921*	*12,554*	*9,273*	*36,089*	*39,779*	*86,057*
101-50-00-22-07	Copies	639	925	1,230	500	1,171	700
101-50-00-22-12	Computer Equipment	1,474	576	88	500	526	500
101-50-00-22-13	Office Supplies	561	288	499	400	849	900
101-50-00-22-15	Special Department Supplies	503	770	753	0	1,838	0
101-50-00-22-20	Small Tools	0	0	0	0	0	0
22	*Supplies*	*3,177*	*2,560*	*2,570*	*1,400*	*4,385*	*2,100*
101-50-00-23-11	Maint Office Equip	0	0	0	0	0	0
101-50-00-23-12	Maintenance Supplies	0	0	0	0	0	0
101-50-00-23-35	Software Maintenance	1,090	0	0	0	90	0
101-50-00-23-50	Vehicle Alloc Expense	6,933	8,748	9,493	10,249	10,249	15,595
23	*Maintenance*	*8,023*	*8,748*	*9,493*	*10,249*	*10,339*	*15,595*
101-50-00-24-25	Taxes & Other Charges	2,504	2,728	22,730	3,500	2,537	3,500
24	*Taxes, Insurances & Contributi*	*2,504*	*2,728*	*22,730*	*3,500*	*2,537*	*3,500*
101-50-00-26-30	Capital Equipment	0	0	0	0	0	0
101-50-00-26-40	Furniture & Fixtures	0	0	0	0	0	0
26	*Capital*	*0*	*0*	*0*	*0*	*0*	*0*
Grand Total		**200,672**	**191,420**	**141,073**	**198,816**	**193,442**	**254,018**
235-50-00-20-10	Salary-Regular	31,955	0	0	0	0	0
235-50-00-20-20	Temp/Part Time	111	0	0	0	0	0

PUBLIC WORKS ADMIN - 5000
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
235-50-00-20-30	Overtime	0	0	0	0	0	0
235-50-00-20-40	FICA/Medicare	2,453	0	0	0	0	0
235-50-00-20-45	Employer PERS	4,485	0	0	0	0	0
235-50-00-20-50	Employee PERS	2,186	0	0	0	0	0
235-50-00-20-55	Health Insurance	3,214	0	0	0	0	0
235-50-00-20-61	Workers Comp	3	0	1	0	0	0
235-50-00-20-65	SDI	357	0	0	0	0	0
235-50-00-20-75	Deferred Comp	45	0	0	0	0	0
235-50-00-20-85	Auto Allowance	0	0	0	0	0	0
20	*Salaries & Benefits*	*44,809*	*0*	*1*	*0*	*0*	*0*
235-50-00-21-05	Advertising	0	0	0	0	0	0
235-50-00-21-15	Postage	19	0	0	0	0	0
235-50-00-21-40	Professional Fees	0	3,812	0	0	0	0
235-50-00-21-53	Memberships & Publications	0	0	0	0	0	0
235-50-00-21-55	Training & Conference	0	0	0	0	0	0
21	*Services*	*19*	*3,812*	*0*	*0*	*0*	*0*
235-50-00-22-12	Computer Equipment	0	0	0	0	0	0
235-50-00-22-15	Special Department Supplies	0	0	0	0	0	0
22	*Supplies*	*0*	*0*	*0*	*0*	*0*	*0*
235-50-00-26-30	Capital Equipment	0	0	0	0	0	0
26	*Capital*	*0*	*0*	*0*	*0*	*0*	*0*
235	**Measure A**	**44,828**	**3,813**	**1**	**0**	**0**	0
561	**Water Enterprise**						
561-50-00-20-10	Salary-Regular	80,133	132,430	115,843	135,379	120,360	227,051
561-50-00-20-20	Temp/Part Time	24,654	864	0	0	0	-
561-50-00-20-30	Overtime	0	0	0	0	0	-
561-50-00-20-37	Holiday Pay	1,831	0	0	0	0	-
561-50-00-20-40	FICA/Medicare	8,223	10,318	8,981	10,357	9,368	16,731
561-50-00-20-45	Employer PERS	17,938	20,670	18,652	23,027	13,658	21,707
561-50-00-20-50	Employee PERS	5,782	9,524	7,984	6,364	2,777	-
561-50-00-20-55	Health Insurance	15,121	25,475	22,515	32,794	24,760	54,934
561-50-00-20-61	Workers Comp	0	8,015	6,170	5,081	6,350	11,767
561-50-00-20-65	SDI	856	1,272	1,145	1,196	1,151	1,855
561-50-00-20-71	Unemployment	0	225	0	0	0	-
561-50-00-20-75	Deferred Comp	1,288	2,534	2,541	2,796	2,290	3,011
561-50-00-20-85	Auto Allowance	600	1,215	1,200	1,200	2,020	5,280
20	*Salaries & Benefits*	*156,425*	*212,542*	*185,030*	*218,194*	*182,734*	*342,336*
561-50-00-21-05	Advertising	218	0	300	500	500	500
561-50-00-21-10	Communications	630	879	56	3,000	2,500	1,000
561-50-00-21-15	Postage	563	778	584	200	529	600
561-50-00-21-27	Equipment Lease Exp	1,723	1,471	1,606	2,000	1,750	2,000
561-50-00-21-30	Professional Contracts	0	0	7,512	38,000	25,000	50,000
561-50-00-21-40	Professional Fees	776	0	791	1,000	0	0
561-50-00-21-43	Penalties and Fines	0	0	42,540	0	12,880	0
561-50-00-21-45	Other Contract Services	0	0	0	1,500	2,198	5,333
561-50-00-21-50	Water Use Efficiency Program	37,595	11,093	15,360	11,078	5,000	15,000
561-50-00-21-53	Memberships & Publications	325	288	121	600	1,391	1,559

PUBLIC WORKS ADMIN - 5000
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
561-50-00-21-55	Training & Conference	45	235	460	400	147	1,290
21	*Services*	*41,874*	*14,743*	*69,329*	*58,278*	*51,895*	*77,282*
561-50-00-22-07	Copies	640	925	666	900	900	900
561-50-00-22-12	Computer Equipment	1,543	180	78	600	600	600
561-50-00-22-13	Office Supplies	133	129	430	200	263	200
561-50-00-22-15	Special Department Supplies	0	2,500	213	300	300	800
561-50-00-22-20	Small Tools	0	0	0	97	0	0
22	*Supplies*	*2,316*	*3,735*	*1,387*	*2,097*	*2,063*	*2,500*
561-50-00-23-35	Software Maintenance	0	0	197	0	90	200
23	*Maintenance*	*0*	*0*	*197*	*0*	*90*	*200*
561-50-00-24-25	Taxes & Other Charges	21,962	21,767	21,682	30,000	22,000	30,000
24	*Taxes, Insurances & Contributi*	*21,962*	*21,767*	*21,682*	*30,000*	*22,000*	*30,000*
561-50-00-26-30	Capital Equipment	0	0	0	0	0	0
561-50-00-26-40	Furniture & Fixtures	0	435	13	600	600	600
26	*Capital*	*0*	*435*	*13*	*600*	*600*	*600*
561-50-00-29-20	Fixed Asset Adjustments	124,357	0	0	0	0	0
561-50-00-29-21	Fixed Asset Adjustments	0	0	0	0	0	0
561-50-00-29-30	Amortization Expense	0	0	0	0	0	0
29	*Transfers*	*124,357*	*0*	*0*	*0*	*0*	*0*
561-50-00-99-99	Contra Account fixed assets	0	0	0	0	0	0
99	*Contra Account fixed assets*	*0*	*0*	*0*	*0*	*0*	*0*
561	**Water Enterprise**	**346,934**	**253,223**	**277,638**	**309,169**	**259,382**	**452,918**
571	**Wastewater Enterprise**						
571-50-00-20-10	Salary-Regular	80,133	127,446	112,483	131,422	104,952	144,421
571-50-00-20-20	Temp/Part Time	14,496	595	0	0	0	-
571-50-00-20-30	Overtime	0	0	0	0	0	-
571-50-00-20-37	Holiday Pay	1,831	0	0	0	0	-
571-50-00-20-40	FICA/Medicare	7,445	9,922	8,728	10,054	8,171	10,314
571-50-00-20-45	Employer PERS	16,450	19,896	18,164	22,354	12,694	16,543
571-50-00-20-50	Employee PERS	5,782	9,199	7,835	6,317	2,614	-
571-50-00-20-55	Health Insurance	15,120	23,379	20,707	30,206	20,466	28,481
571-50-00-20-61	Workers Comp	0	4,488	4,536	4,742	5,103	4,707
571-50-00-20-65	SDI	856	1,224	1,112	1,156	1,010	1,111
571-50-00-20-71	Unemployment	0	225	0	0	0	-
571-50-00-20-75	Deferred Comp	1,288	2,529	2,529	2,731	2,051	1,690
571-50-00-20-85	Auto Allowance	600	1,200	1,200	1,200	1,720	2,880
20	*Salaries & Benefits*	*144,001*	*200,102*	*177,294*	*210,182*	*158,782*	*210,147*
571-50-00-21-05	Advertising	0	0	150	0	0	0
571-50-00-21-10	Communications	0	879	56	3,000	500	900
571-50-00-21-15	Postage	563	778	584	200	408	600
571-50-00-21-27	Equipment Lease Exp	1,723	1,471	1,606	1,400	1,400	1,400
571-50-00-21-30	Professional Contracts	0	0	0	1,000	1,000	50,000
571-50-00-21-40	Professional Fees	730	0	743	1,000	0	0
571-50-00-21-45	Other Contract Services	0	0	0	500	2,198	5,333

PUBLIC WORKS ADMIN - 5000
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
571-50-00-21-53	Memberships & Publications	175	138	121	600	1,391	1,559
571-50-00-21-55	Training & Conference	24	986	339	400	350	1,290
21	*Services*	*3,215*	*4,252*	*3,599*	*8,100*	*7,247*	*61,082*
571-50-00-22-07	Copies	640	925	666	500	1,260	700
571-50-00-22-12	Computer Equipment	1,430	111	78	600	600	600
571-50-00-22-13	Office Supplies	140	196	430	200	263	400
571-50-00-22-15	Special Department Supplies	369	0	0	300	300	800
571-50-00-22-20	Small Tools	0	0	0	0	0	0
571-50-00-23-35	Software Maintenance	0	0	197	0	90	0
22	*Supplies*	*2,578*	*1,233*	*1,371*	*1,600*	*2,513*	*2,500*
571-50-00-24-25	Taxes & Other Charges	2,657	2,441	2,342	5,809	4,786	5,000
24	*Taxes, Insurances & Contributi*	*2,657*	*2,441*	*2,342*	*5,809*	*4,786*	*5,000*
571-50-00-26-30	Capital Equipment	0	0	0	0	0	0
571-50-00-26-40	Furniture & Fixtures	0	435	13	600	600	600
571-50-00-26-70	Capital Imp Equipment	0	0	0	0	0	0
26	*Capital*	*0*	*435*	*13*	*600*	*600*	*600*
571-50-00-29-20	Fixed Asset Adjustments	2,763	0	0	1	0	1
29	*Transfers*	*2,763*	*0*	*0*	*1*	*0*	*1*
571-50-00-99-99	Contra Account fixed assets	0	-25,936	0	0	0	0
99	*Contra Account fixed assets*	*0*	*-25,936*	*0*	*0*	*0*	*0*
571	**Sewer Enterprise**	**155,214**	**182,527**	**184,620**	**226,292**	**173,928**	**279,330**
Grand Total		***$ 747,648***	***$ 630,982***	***$ 603,332***	***$ 734,277***	***$ 626,751***	***$ 986,266***

PUBLIC WORKS ADMIN - 5000
EXPENSE SUMMARY

Description	Object Code		Funding Source						Total Budgeted
Professional Contracts	*$*	*2,130*	*$ 101*	*$*	*561*	*$*	*571*		
General Engineering Support			$ 45,000					$	45,000
Water Engineering Support			$ -	$	25,000			$	25,000
Wastewater Engineering Support						$	25,000	$	25,000
Facilities Master Plan			$ 30,000	$	25,000	$	25,000	$	80,000
TOTAL - Professional Contracts	***$***	***2,130***	***$ 75,000***	***$***	***50,000***	***$***	***50,000***	***$***	***175,000***
Other Contract Services	*$*	*2,145*	*$ 101*	*$*	*561*	*$*	*571*		
Interwest, other grading permits/engineering support services			*$ 5,334*	*$*	*5,333*	*$*	*5,333*	$	16,000
TOTAL - Other Contract Services	***$***	***2,145***	***$ 5,334***	***$***	***5,333***	***$***	***5,333***	***$***	***16,000***
Water Use Efficiency Program	*$*	*2,150*	*$ 101*	*$*	*561*	*$*	*571*		
Implement water saving programs				*$*	*15,000*			$	15,000
TOTAL - Water Use Efficiency Program	***$***	***2,150***	***$ -***	***$***	***15,000***	***$***	***-***	***$***	***15,000***
Memberships & Publications	*$*	*2,153*	*$ 101*	*$*	*561*	*$*	*571*		
Municipal Management Association of Northern California			$ 340	$	340	$	340	$	1,020
APWA Membership			$ 60	$	60	$	60	$	180
BACWA Membership			$ -	$	1,159	$	1,159	$	2,318
TOTAL - Memberships & Publications	***$***	***2,153***	***$ 400***	***$***	***1,559***	***$***	***1,559***	***$***	***3,518***
Training and Conferences	*$*	*2,155*	*$ 101*	*$*	*561*	*$*	*571*		
APWA (Public Works Institute)			$ 300	$	300	$	300	$	900
APWA (Wastewater/Water)			$ -	$	275	$	275	$	550
CASQA Training			$ 368	$	366	$	366	$	1,100
League of Ca. Cities Public Works			$ 309	$	308	$	308	$	925
SWRCB			$ 43	$	41	$	41	$	125
TOTAL - Training and Conferences	***$***	***2,155***	***$ 1,020***	***$***	***1,290***	***$***	***1,290***	***$***	***3,600***
Special Department Supplies	*$*	*2,215*	*$ 101*	*$*	*561*	*$*	*571*		
Software licenses, supplies			$ -	$	800	$	800	$	1,600
TOTAL - Special Department Supplies	***$***	***2,215***	***$ -***	***$***	***800***	***$***	***800***	***$***	***1,600***

GOVERNMENT BUILDINGS (5006)

PURPOSE

The Government Buildings/ Grounds Division of the Department of Public Works is funded by the General Fund and it's budget accounts for the total costs of managing and providing maintenance (plumbing, electrical, carpentry, lock smith work, etc.) and custodial services to City buildings (approximately 65,000 square feet). The Division is also responsible for managing supply orders and deliveries, inspection and maintenance of oil recycling area, handicapped lifts, e-waste collection and recycling and fire extinguisher service. This division's budget includes phones, utilities, janitorial costs, and outsourcing contracts for janitorial, air conditioning/ heating repairs and maintenance services.

2014-15 ACHIEVEMENTS

- Re-established Government Buildings Division.
- Managed contracts for multiple levels of maintenance: minor plumbing, roof leak repair and gutter maintenance, minor electrical and carpet maintenance.
- Maintained service levels to City facilities.
- Managed citywide janitorial services contract.
- Managed contracts for multiple levels of maintenance: minor plumbing, roof leak repair and gutter maintenance, minor electrical and carpet maintenance.
- Initiated servicing for all City generators.
- Replaced Silverado Museum, Teen Center, Headstart and Police HVAC units
- Initiated quarterly filter service to reduce unit failures.
- Foam roofs and new HVAC system for the Library.
- Implemented a temporary online service request system.

2015-16 GOALS AND OBJECTIVES

- Continue to manage citywide janitorial contact.
- Increase contracted cleaning services and schedule carpet cleaning.
- Continue to outsource janitorial services for a continued savings to the General Fund.
- Contract for replacement of rotted wood on several Government Buildings.
- Contract for painting of Teen Center, Scout Hall and Corporation Yard Buildings
- Complete a cost/benefit analysis on staffing levels.
- Implement a permanent online service request system

GOVERNMENT BUILDINGS - 5006
BUDGET SUMMARY

Government Buildings Expenses By Fund

FUND	DEPT		2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
101	5006	General Fund	353,330	171,603	209,300	197,158	210,771	243,094
		Total Expenses	**$ 353,330**	**$ 171,603**	**$ 209,300**	**$ 197,158**	**$ 210,771**	**$ 243,094**

Government Buildings Expense Summary

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	106,850	-	-	-	-	23,330
Benefits	76,720	2,405	2,119	-	-	12,864
Communications	12,279	13,105	13,802	13,000	15,589	13,000
Computer Equipment*	500	-	-	-	-	-
Contracts**	59,725	68,804	104,497	93,000	93,000	93,000
Dept supplies/services***	17,031	10,252	9,331	13,000	13,023	13,000
Equipment/Software Maintenance	1,006	1,500	2,230	1,500	4,390	4,000
Training/Conference	12	-	-	-	-	-
Utilities	71,967	75,537	77,322	76,658	84,769	83,900
Vehicle Maintenance	7,241	-	-	-	-	-
Total Expenses	**$ 353,330**	**$ 171,603**	**$ 209,300**	**$ 197,158**	**$ 210,771**	**$ 243,094**

**For FY 15/16, Per the Capital Asset and Depreciation, Policy Computer Equipment has been moved from Capital Equipment into the Computer Equipment Section*

*** For FY 15/16 Contracts section now includes Other Contract Services and Professional Fees in addition to Professional Contracts*

**** For FY 15/16 Other Contract Services and Professional Fees have been moved to the Contracts Section, discrepancies are due to reallocation of expenses within sections*

GOVERNMENT BUILDINGS - 5006
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
101	**General Fund**						
101-50-06-20-10	Salary-Regular	105,944	0	0	0	0	23,330
101-50-06-20-25	Standby	675	0	0	0	0	0
101-50-06-20-30	Overtime	231	0	0	0	0	0
101-50-06-20-40	FICA/Medicare	8,223	0	0	0	0	1,796
101-50-06-20-45	Employer PERS	14,785	57	0	0	0	4,625
101-50-06-20-50	Employee PERS	6,756	0	0	0	0	0
101-50-06-20-55	Health Insurance	38,137	1,863	0	0	0	5,228
101-50-06-20-61	Workers Comp	6,901	486	2,119	0	0	841
101-50-06-20-65	SDI	1,182	0	0	0	0	210
101-50-06-20-75	Deferred Comp	736	0	0	0	0	164
20	*Salaries & Benefits*	*183,570*	*2,405*	*2,119*	*0*	*0*	*36,194*
101-50-06-21-10	Communications	12,279	13,105	13,802	13,000	15,589	13,000
101-50-06-21-22	Utilities	71,967	75,537	77,322	76,658	84,769	83,900
101-50-06-21-25	Equipment Rental	120	120	120	0	120	0
101-50-06-21-30	Professional Contracts	0	0	555	0	0	0
101-50-06-21-40	Professional Fees	0	0	0	0	0	0
101-50-06-21-45	Other Contract Services	59,725	68,804	103,942	93,000	93,000	93,000
101-50-06-21-55	Training & Conference	0	0	0	0	0	0
101-50-06-21-60	Other Travel	12	0	0	0	0	0
21	*Services*	*144,102*	*157,566*	*195,741*	*182,658*	*193,478*	*189,900*
101-50-06-22-07	Copies	0	0	0	0	0	0
101-50-06-22-12	Computer Equipment	500	0	0	0	0	0
101-50-06-22-13	Office Supplies	0	143	0	0	0	0
101-50-06-22-15	Special Department Supplies	16,441	9,509	8,513	12,000	11,500	12,000
101-50-06-22-20	Small Tools	0	0	0	0	403	0
101-50-06-22-25	Fuel/Oil	0	0	0	0	0	0
22	*Supplies*	*16,941*	*9,653*	*8,513*	*12,000*	*11,903*	*12,000*
101-50-06-23-11	Maint Office Equip	0	0	0	0	0	0
101-50-06-23-12	Maintenance Supplies	0	0	0	0	0	0
101-50-06-23-15	Maint Machine/Equipment	0	0	0	0	0	0
101-50-06-23-30	Maint Buildings/Grounds	1,006	1,500	2,230	1,500	4,390	4,000
101-50-06-23-50	Vehicle Alloc Expense	7,241	0	0	0	0	0
23	*Maintenance*	*8,247*	*1,500*	*2,230*	*1,500*	*4,390*	*4,000*
101-50-06-24-25	Taxes & Other Charges	470	479	698	1,000	1,000	1,000
24	*Taxes, Insurances & Contributi*	*470*	*479*	*698*	*1,000*	*1,000*	*1,000*
101-50-06-26-30	Capital Equipment	0	0	0	0	0	0
101-50-06-26-40	Furniture & Fixtures	0	0	0	0	0	0
26	*Capital*	*0*	*0*	*0*	*0*	*0*	*0*
Grand Total		**353,330**	**171,603**	**209,300**	**197,158**	**210,771**	**243,094**
101	**General Fund**	**353,330**	**171,603**	**209,300**	**197,158**	**210,771**	**243,094**
Grand Total		**353,330**	**171,603**	**209,300**	**197,158**	**210,771**	**243,094**

GOVERNMENT BUILDINGS - 5006
EXPENSE SUMMARY

Description	Object Code	Funding	Total Budgeted
Other Contract Services	*2145*	*101*	
Custodial		$ 55,000	$ 55,000
HVAC Maintenance		$ 18,000	$ 18,000
Electrical		$ 7,000	$ 7,000
Repairs, other		$ 5,000	$ 5,000
Fire Extinguisher Service		$ 4,000	$ 4,000
Carpet Cleaning		$ 3,000	$ 3,000
Lock and Key Service		$ 1,000	$ 1,000
TOTAL - Other Contract Services	***2145***	***$ 93,000***	***$ 93,000***
Special Department Supplies	*2215*	*101*	
Paper Goods		$ 2,500	$ 2,500
Paint & Hardware		$ 2,000	$ 2,000
First Aid Supplies		$ 1,500	$ 1,500
Lighting Ballasts and Bulbs		$ 1,000	$ 1,000
Other Miscellaneous Supplies		$ 5,000	$ 5,000
TOTAL - Special Department Supplies	***2215***	***$ 12,000***	***$ 12,000***

STORM DRAINS (5013)

PURPOSE

The purpose of the storm water division is to operate, maintain and improve drainage and flood control facilities.

2014-15 ACHIEVEMENTS2014-15

- Implemented street sweeping program which minimized debris flowing into inlets.
- Cleaned all storm drain inlets
- Completed all annual storm drain maintenance, cleaning and reporting.
- Produced a Storm Drain Facilities Map.
- Replaced two storm drain manhole rims and covers on Oak Street with bolt down, louvered design to avoid storm drain lid wash-outs during heavy rain.
- Repaired and maintained the water irrigation system to preserve plant life at the St. Helena flood projection project.

2015-16 GOALS AND OBJECTIVES

- Cleaning and inspection of storm drain conditions for prevention of flooding during heavy rains and compliance with Municipal Seprate Storm Sewer (MS4) permit
- Continue to use the City owned generator to energize the well and deliver water to all the planted vegetation throughout the flood project.
- Attend training/seminars to provide staff with the necessary knowledge and tools to develop and implement a more comprehensive SWPPP (Storm Water Pollution Prevention Plan) procedure for code enforcement.
- Replace additional storm drain manhole rims and covers.
- Improve drainage system at the Corporation Yard, including the storm water gas powered back-up pump

STORM DRAINS - 5013
BUDGET SUMMARY

Storm Drains Expenses By Fund			2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
FUND	**DEPT**							
101	5013	General Fund	88,168	105,972	104,650	143,497	128,540	149,038
		Total Expenses	**$ 88,168**	**$ 105,972**	**$ 104,650**	**$ 143,497**	**$ 128,540**	**$ 149,038**

Storm Drains Expense Summary	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	46,827	54,299	53,299	55,407	49,283	59,963
Benefits	25,200	30,747	26,945	29,548	27,493	28,533
Contracts*	306	-	1,408	5,000	6,600	5,000
Dept supplies/services**	15,835	20,926	22,998	53,542	45,165	55,542
Total Expenses	**$ 88,168**	**$ 105,972**	**$ 104,650**	**$ 143,497**	**$ 128,540**	**$ 149,038**

** For FY 15/16 Contracts section now includes Other Contract Services and Professional Fees in addition to Professional Contracts*

*** For FY 15/16 Other Contract Services and Professional Fees have been moved to the Contracts Section, discrepancies are due to reallocation of expenses within sections*

STORM DRAINS - 5013
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
101	**General Fund**						
101-50-13-20-10	Salary-Regular	43,526	45,287	44,545	46,907	38,277	51,463
101-50-13-20-25	Standby	705	825	480	0	585	0
101-50-13-20-30	Overtime	2,596	8,187	8,274	8,500	10,420	8,500
101-50-13-20-40	FICA/Medicare	3,610	4,151	4,097	4,239	4,542	4,624
101-50-13-20-45	Employer PERS	6,104	6,731	6,589	6,903	6,982	8,647
101-50-13-20-50	Employee PERS	2,998	3,280	2,175	499	645	0
101-50-13-20-55	Health Insurance	11,569	13,073	11,933	14,119	11,318	11,508
101-50-13-20-61	Workers Comp	0	2,565	1,189	2,710	2,916	2,690
101-50-13-20-65	SDI	519	543	532	554	563	540
101-50-13-20-75	Deferred Comp	400	404	432	524	525	524
20	*Salaries & Benefits*	*72,027*	*85,046*	*80,244*	*84,955*	*76,775*	*88,496*
101-50-13-21-25	Equipment Rental	1,560	0	0	12,500	0	12,500
101-50-13-21-45	Other Contract Services	306	0	1,408	5,000	6,600	5,000
101-50-13-21-48	Government Fees	2,197	11,299	12,615	29,597	29,597	29,597
21	*Services*	*4,064*	*11,299*	*14,023*	*47,097*	*36,197*	*47,097*
101-50-13-22-15	Special Department Supplies	5,866	4,774	10,383	4,650	8,774	6,650
22	*Supplies*	*5,866*	*4,774*	*10,383*	*4,650*	*8,774*	*6,650*
101-50-13-24-25	Taxes & Other Charges	6,211	4,852	0	6,795	6,795	6,795
24	*Taxes, Insurances & Contributi*	*6,211*	*4,852*	*0*	*6,795*	*6,795*	*6,795*
Grand Total		**88,168**	**105,972**	**104,650**	**143,497**	**128,540**	149,038
101	**General Fund**	**88,168**	**105,972**	**104,650**	**143,497**	**128,540**	149,038
Grand Total		**88,168**	**105,972**	**104,650**	**143,497**	**128,540**	149,038

STORM DRAINS - 5013
EXPENSE SUMMARY

Description	Object Code	Funding Source			Total Budgeted
Equipment Rental	*2125*	*101*	*561*	*571*	
Generator		$ 12,500			$ 12,500
TOTAL - Equipment Rental	***2125***	***$ 12,500***	***$ -***	***$ -***	***$ 12,500***
Other Contract Services	*2145*	*101*	*561*	*571*	
Stormwater Consultant		$ 5,000			$ 5,000
TOTAL - Other Contract Services	***2145***	***$ 5,000***	***$ -***	***$ -***	***$ 5,000***
Government Fees	*2145*	*101*	*561*	*571*	
Stormwater JPA		$ 29,597			$ 29,597
TOTAL - Government Fees	***2145***	***$ 29,597***	***$ -***	***$ -***	***$ 29,597***
Special Department Supplies	*2215*	*101*	*561*	*571*	
Sandbag Supplies		$ 2,000	$ -	$ -	$ 2,000
Miscellaneous storm water supplies, gutter broom, bebris hose rub, sweeper		$ 4,650			$ 4,650
TOTAL - Special Department Supplies	***2215***	***$ 6,650***	***$ -***	***$ -***	***$ 6,650***
Taxes & Other Charges	*2148*	*101*	*561*	*571*	
SWRCB Permit		$ 6,795			$ 6,795
TOTAL - Taxes & Other Charges	***2148***	***$ 6,795***	***$ -***	***$ -***	***$ 6,795***

STREETS (5015)

PURPOSE

The Streets Maintenance/ Operation Division is responsible for maintaining City streets in a safe and accessible condition with proper and adequate street signage; striping and painting of curbs; sweeping of all City streets and Main Street sidewalks; routine pavement, sidewalk and curb repairs;; maintenance of traffic structures; street lighting; vegetation removal; and clean up of spills and discharges.

2014-15 ACHIEVEMENTS

- Completed regular street sweeping on schedule.
- Completed all monthly cleaning/scrubbing of the downtown sidewalks.
- Repaired and replaced priority trip and fall hazards in public right-of-ways.
- Trimmed trees along city streets to maintain required 14’ fire and safety code.
- Assumed the responsibility of the Oil Recycling Center.
- Patch paved water and sewer repairs throughout town.
- The purchase of a new 36’ smooth drum Bomag vibrating asphalt roller.
- Installed updated No Parking Signs in downtown to provide more parking during the evenings and weekends.

2015-16 GOALS AND OBJECTIVES

- Implement a sidewalk repair program and update related city codes as needed.
- Continue professional development for all levels of staff.
- Implement Street Sign Retro-reflectivity Program along with a documented inventory of all signs throughout town.
- Evaluate cost effectiveness of LED streetlight replacement program

STREETS - 5015
BUDGET SUMMARY

Government Buildings Expenses By Fund			2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
FUND	DEPT							
101	5015	General Fund	208,882	163,718	214,892	226,088	240,098	254,345
		Total Expenses	**$ 208,882**	**$ 163,718**	**$ 214,892**	**$ 226,088**	**$ 240,098**	**$ 254,345**

Government Buildings Expense Summary	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	46,184	46,685	46,005	46,907	49,112	51,463
Benefits	35,403	28,932	30,044	28,812	29,549	27,806
Capital Equipment	-	-	-	2,763	1,857	15,000
Communications	1,698	1,124	1,628	1,199	1,492	1,199
Computer Equipment*	29	22	-	485	-	485
Contracts**	578	-	7,270	-	200	-
Dept supplies/services***	10,484	11,104	17,594	15,252	25,585	15,477
Equipment/Software Maintenance	19,329	26,627	23,001	31,076	32,823	31,076
Training/Conference	117	1,254	-	564	450	564
Utilities	74,190	27,917	67,199	75,557	75,557	75,557
Vehicle Maintenance	20,870	20,052	22,150	23,473	23,473	35,718
Total Expenses	**$ 208,882**	**$ 163,718**	**$ 214,892**	**$ 226,088**	**$ 240,098**	**$ 254,345**

**For FY 15/16, Per the Capital Asset and Depreciation, Policy Computer Equipment has been moved from Capital Equipment into the Computer Equipment Section*

*** For FY 15/16 Contracts section now includes Other Contract Services and Professional Fees in addition to Professional Contracts*

**** For FY 15/16 Other Contract Services and Professional Fees have been moved to the Contracts Section, discrepancies are due to reallocation of expenses within sections*

STREETS - 5015
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
101	**General Fund**						
101-50-15-20-10	Salary-Regular	43,525	45,286	44,545	46,907	47,705	51,463
101-50-15-20-25	Standby	705	825	480	0	585	0
101-50-15-20-30	Overtime	1,954	574	981	0	822	0
101-50-15-20-40	FICA/Medicare	3,560	3,573	3,542	3,588	3,786	3,974
101-50-15-20-45	Employer PERS	6,848	6,731	6,216	6,903	6,959	8,647
101-50-15-20-50	Employee PERS	2,959	2,845	1,891	499	549	0
101-50-15-20-55	Health Insurance	12,647	11,136	11,017	14,119	14,352	11,508
101-50-15-20-61	Workers Comp	8,473	3,781	6,491	2,710	2,916	2,690
101-50-15-20-65	SDI	512	467	460	469	469	463
101-50-15-20-75	Deferred Comp	404	398	426	524	518	524
20	*Salaries & Benefits*	*81,587*	*75,617*	*76,049*	*75,719*	*78,661*	*79,269*
101-50-15-21-05	Advertising	0	0	75	0	0	0
101-50-15-21-10	Communications	1,698	1,124	1,628	1,199	1,492	1,199
101-50-15-21-15	Postage	22	0	55	0	245	0
101-50-15-21-22	Utilities	74,190	27,917	67,199	75,557	75,557	75,557
101-50-15-21-25	Equipment Rental	1,197	431	0	2,910	4,219	2,910
101-50-15-21-27	Equipment Lease Exp	0	0	0	0	0	0
101-50-15-21-30	Professional Contracts	378	0	642	0	200	0
101-50-15-21-40	Professional Fees	0	0	0	0	0	0
101-50-15-21-45	Other Contract Services	200	0	6,628	0	0	0
101-50-15-21-53	Memberships & Publications	279	0	150	0	225	225
101-50-15-21-55	Training & Conference	117	1,254	0	514	400	514
101-50-15-21-60	Other Travel	0	0	0	50	50	50
21	*Services*	*78,081*	*30,726*	*76,377*	*80,230*	*82,388*	*80,455*
101-50-15-22-07	Copies	0	0	0	0	0	0
101-50-15-22-12	Computer Equipment	29	22	0	485	0	485
101-50-15-22-13	Office Supplies	254	230	456	485	485	485
101-50-15-22-15	Special Department Supplies	8,537	10,356	16,239	11,225	19,793	11,225
101-50-15-22-20	Small Tools	162	51	583	582	582	582
101-50-15-22-26	Vehicle Maint	0	0	0	0	0	0
22	*Supplies*	*8,982*	*10,659*	*17,278*	*12,777*	*20,860*	*12,777*
101-50-15-23-11	Maintenance Office Equipment	0	0	0	0	0	0
101-50-15-23-12	Maintenance Supplies	14,009	21,586	14,088	15,021	10,155	15,021
101-50-15-23-15	Maint Machine/Equipment	5,320	5,041	6,222	6,080	16,594	6,080
101-50-15-23-30	Maint Buildings/Grounds	0	0	2,691	9,975	6,074	9,975
101-50-15-23-50	Vehicle Alloc Expense	20,870	20,052	22,150	23,473	23,473	35,718
23	*Maintenance*	*40,200*	*46,679*	*45,151*	*54,549*	*56,296*	*66,794*
101-50-15-24-25	Taxes & Other Charges	33	36	36	50	36	50
24	*Taxes, Insurances & Contributi*	*33*	*36*	*36*	*50*	*36*	*50*
101-50-15-26-30	Capital Equipment	0	0	0	2,763	1,857	15,000
26	*Capital*	*0*	*0*	*0*	*2,763*	*1,857*	*15,000*
101-50-15-29-99	Transfer to other Funds	0	0	0	0	0	0
29	*Transfers*	*0*	*0*	*0*	*0*	*0*	*0*
Grand Total		**208,882**	**163,718**	**214,892**	**226,088**	**240,098 0**	**254,345**
101	**General Fund**	**208,882**	**163,718**	**214,892**	**226,088**	**240,098**	**254,345**

STREETS - 5015
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
101	**General Fund**						
Grand Total		**208,882**	**163,718**	**214,892**	**226,088**	**240,098**	**254,345**

STREETS - 5015
EXPENSE SUMMARY

Description	Object Code	Funding	Total Budgeted
Equipment Rental	*2125*	*101*	
Miscellaneous rentals as needed		$ 2,910	$ 2,910
TOTAL - Equipment Rental	***2125***	***$ 2,910***	***$ 2,910***
Special Department Supplies	*2215*	*101*	
Signs		$ 5,000	$ 5,000
Uniforms		$ 4,725	$ 4,725
Cones		$ 300	$ 300
Miscellaneou Supplies		$ 300	$ 300
Guideposts		$ 300	$ 300
Barricades		$ 300	$ 300
Raingear		$ 300	$ 300
TOTAL - Special Department Supplies	***2215***	***$ 11,225***	***$ 11,225***
Maintenance Supplies	*2312*	*101*	
Asphalt		$ 6,021	$ 6,021
Paint		$ 6,000	$ 6,000
Other Maintenance Supplies		$ 1,000	$ 1,000
Shale		$ 1,000	$ 1,000
Cold Mix		$ 1,000	$ 1,000
TOTAL - Maintenance Supplies	***2312***	***$ 15,021***	***$ 15,021***
Maintenance Machinery & Equipment	*2315*	*101*	
Gutter brooms, curtains, saw blades, etc.		$ 6,080	$ 6,080
TOTAL - Machine Maintenance & Equipment	***2315***	***$ 6,080***	***$ 6,080***
Capital Equipment	*2630*	*101*	
Chipper (Cost-Share with Water Distribution & Parks Division)		$ 15,000	$ 15,000
TOTAL - Capital Equipment	***2630***	***$ 15,000***	***$ 15,000***

TREES (5026)

PURPOSE

Tree City USA is a division of the Public Works Department under direct supervision of the Parks Supervisor. This Division is responsible for the maintenance of all trees contained in City owned parks, along Main Street and the 15 Heritage Trees in public rights-of-way. Division activities include the planting of new trees, oversight of major pruning projects, minor pruning, and pesticide applications. The division also conducts inspections for tree permits and City approvals involving tree issues.

2014-15 ACHIEVEMENTS

- Planted five trees for Arbor Day at Big Oak Park with The Young School.
- Planted a Maple in Crane Park with St. Helena Elementary fifth grade class.
- Planted and maintained three replacement trees in the Tunnel of Elms.
- Coordinated all Tree Committee's tree permit noticing, reviews, and mitigations that required replacement.
- Planted and maintained Main Street tree removal's replacement mitigation.

2015-16 GOALS AND OBJECTIVES

- Work with Downtown Beautification Association, Chamber of Commerce and Tree Committee to develop Downtown Street scape.
- Support the Tree Committee on an update to the St. Helena City Tree Ordinance.
- Support the Tree Committee.
- Train second city arborist for certification.
- Continue city tree maintenance program.
- Continue to work with local schools.
- Prune Heritage Trees.

TREE CITY - 5026
BUDGET SUMMARY

Tree City Expenses By Fund

FUND	DEPT			2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
283	5026	Tree City USA		42,634	42,626	55,717	64,321	54,425	73,120
			Total Expenses	**$ 42,634**	**$ 42,626**	**$ 55,717**	**$ 64,321**	**$ 54,425**	**$ 73,120**

Tree City Expense Summary

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	8,028	8,028	7,875	8,410	8,944	9,440
Benefits	3,957	4,372	4,199	4,508	4,669	6,177
Tree Expenses	645	1,410	6,983	15,083	4,730	18,183
Contracts*	29,156	23,654	15,760	15,000	15,000	18,000
Dept supplies/services**	704	324	600	800	882	1,200
Equipment Maintenance	295	3,025	19,200	19,200	19,200	18,800
Training/Conference	(150)	1,813	1,100	1,320	1,000	1,320
Total Expenses	**$ 42,634**	**$ 42,626**	**$ 55,717**	**$ 64,321**	**$ 54,425**	**$ 73,120**

** For FY 15/16 Contracts section now includes Other Contract Services and Professional Fees in addition to Professional Contracts*

*** For FY 15/16 Other Contract Services and Professional Fees have been moved to the Contracts Section, discrepancies are due to reallocation of expenses within sections*

TREES - 5026
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
283	**Tree City USA**						
283-50-26-20-10	Salary-Regular	8,028	8,028	7,875	8,410	8,944	9,440
283-50-26-20-40	FICA/Medicare	619	612	602	643	681	727
283-50-26-20-45	Employer PERS	1,127	1,239	1,173	1,430	1,521	1,871
283-50-26-20-50	Employee PERS	551	524	386	103	115	0
283-50-26-20-55	Health Insurance	1,503	1,531	1,569	1,843	1,838	2,091
283-50-26-20-61	Workers Comp	3	321	316	339	365	336
283-50-26-20-65	SDI	89	80	87	84	84	1,086
283-50-26-20-75	Deferred Comp	65	65	66	66	65	66
20	*Salaries & Benefits*	*11,985*	*12,400*	*12,074*	*12,918*	*13,613*	*15,617*
283-50-26-21-25	Equipment Rental	0	0	0	0	0	0
283-50-26-21-35	Main Street Trees	294	180	2,600	10,700	500	13,800
283-50-26-21-36	Tree City USA	351	1,230	1,230	1,230	1,230	1,230
283-50-26-21-37	Heritage Trees	0	0	3,153	3,153	3,000	3,153
283-50-26-21-45	Other Contract Services	29,156	23,654	15,760	15,000	15,000	18,000
283-50-26-21-53	Memberships & Publications	160	280	200	400	340	400
283-50-26-21-55	Training & Conference	-150	1,813	1,100	1,320	1,000	1,320
21	*Services*	*29,810*	*27,157*	*24,043*	*31,803*	*21,070*	*37,903*
283-50-26-22-07	Copies	0	0	0	0	0	0
283-50-26-22-13	Office Supplies	63	0	0	0	0	0
283-50-26-22-15	Special Department Supplies	76	13	0	0	0	400
283-50-26-22-20	Small Tools	405	31	400	400	542	400
22	*Supplies*	*544*	*44*	*400*	*400*	*542*	*800*
283-50-26-23-15	Maint Machine/Equipment	166	0	400	400	400	0
283-50-26-23-30	Maint Buildings/Grounds	128	3,025	18,800	18,800	18,800	18,800
23	*Maintenance*	*295*	*3,025*	*19,200*	*19,200*	*19,200*	*18,800*
283-50-26-26-50	Capital Imp Land	0	0	0	0	0	0
26	*Capital*	*0*	*0*	*0*	*0*	*0*	*0*
283-50-26-29-99	Transfer to other Funds	0	0	0	0	0	0
29	*Transfers*	*0*	*0*	*0*	*0*	*0*	*0*
Grand Total		**42,634**	**42,626**	**55,717**	**64,321**	**54,425**	**73,120**
283	**Tree City USA**	**42,634**	**42,626**	**55,717**	**64,321**	**54,425**	**73,120**
Grand Total		**42,634**	**42,626**	**55,717**	**64,321**	**54,425**	**73,120**

TREES - 5026
EXPENSE SUMMARY

Description	Object Code	Funding Source		Total Budgeted	
Main Street Trees	*2135*	*283*			
Trees		$	12,800	$	12,800
Root boxes, stakes, and ties		$	1,000	$	1,000
TOTAL - Main Street Trees	***2135***	***$***	***13,800***	***$***	***13,800***
Tree City USA	*2136*	*283*			
Pruning and Miscellaneous Work		$	1,230	$	1,230
TOTAL - Tree City USA	***2136***	***$***	***1,230***	***$***	***1,230***
Heritage Trees	*2137*	*283*			
Lumber, decomposed granite, bullheads, trees		$	3,153	$	3,153
TOTAL - Heritage Trees	***2137***	***$***	***3,153***	***$***	***3,153***
Other Contract Services	*2145*	*283*			
Heritage Tree pruning		$	18,000	$	18,000
TOTAL - Other Contract Services	***2145***	***$***	***18,000***	***$***	***18,000***
Training & Conferences	*2155*	*283*			
		$	1,320	$	1,320
TOTAL - Training & Conferences	***2155***	***$***	***1,320***	***$***	***1,320***
Maintenance Buildings/Grounds	*2330*	*283*			
Tunnel of Trees		$	18,800	$	18,800
TOTAL - Maintenance Buildings/Grounds	***2330***	***$***	***18,800***	***$***	***18,800***

PARKS (5027)

PURPOSE

The Parks Division of the Public Works Department maintains ten parks, four pathways, street trees, benches and parking lots. In addition, this division maintains the landscaping around five government buildings, is responsible for herbicide applications around all City facilities and roadsides (approximately forty acres), and assists the general public with water conservation measures during drought periods. This division provides maintenance labor for Tree City U.S.A.

2014-15 ACHIEVEMENTS

- Worked with various community groups of City of St. Helena including Bocce League, Chamber of Commerce, Rianda House, Community Garden, Multi-Cultural Committee, St. Helena Tennis Association, St. Helena Little League and the Steven McCullagh Foundation.
- Replaced Progressive Design Play Structure at Meily Park.
- Assisted in design and installation of new playground at McCullagh Park.
- Repaired fence that divides Police Department parking lot with Lyman Park and replaced picket fence at Lyman Playground.
- Installed no smoking signs in all parks.
- Installed bicycle rack in front of the Library.

2015-16 GOALS AND OBJECTIVES

- Upgrade irrigation system in turf area at Crane Park.
- Replace water line and drinking fountains at Crane Park Little League.
- Reseal Wappo Park pathway after installation of solar panels.
- Upgrade potable water system in Lyman Park.
- Install fifth group picnic pad at Crane Park.
- Complete Skatepark picnic area.
- Assist Little League with installation of new scoreboards.
- Install backflow device at the Library.
- Build Fryer Park Pump Shed.
- Update playground signage

PARKS - 5027
BUDGET SUMMARY

Parks Expenses By Fund

FUND	DEPT		2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
101	5027	General Fund	633,142	639,051	685,663	751,092	705,400	762,354
		Total Expenses	**$ 633,142**	**$ 639,051**	**$ 685,663**	**$ 751,092**	**$ 705,400**	**$ 762,354**

Parks Expense Summary

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	297,772	300,699	318,198	334,964	317,027	310,909
Benefits	180,645	192,200	197,964	212,957	197,022	210,558
Capital Equipment	-	-	6,312	15,000	15,000	43,500
Communications	409	399	475	-	708	700
Computer Equipment*	-	-	162	-	-	-
Contracts**	800	6,425	-	800	2,337	800
Dept supplies/services***	22,636	24,094	18,009	13,950	25,569	16,205
Equipment Maintenance	17,850	3,674	13,437	24,965	15,954	24,965
Training/Conference	4,167	597	1,093	5,535	4,000	3,000
Utilities	91,401	103,627	114,191	126,000	110,922	126,000
Vehicle Maintenance	17,463	7,335	15,821	16,921	16,861	25,717
Total Expenses	**$ 633,142**	**$ 639,051**	**$ 685,663**	**$ 751,092**	**$ 705,400**	**$ 762,354**

**For FY 15/16, Per the Capital Asset and Depreciation, Policy Computer Equipment has been moved from Capital Equipment into the Computer Equipment Section*

*** For FY 15/16 Contracts section now includes Other Contract Services and Professional Fees in addition to Professional Contracts*

**** For FY 15/16 Other Contract Services and Professional Fees have been moved to the Contracts Section, discrepancies are due to reallocation of expenses within sections*

PARKS - 5027
PROPOSED BUDGET

Account Number	Description	2012	2013	2014	2015	2015	2016
101	**General Fund**	**Actual**	**Actual**	**Actual**	**Budgeted**	**Estimated Year End**	**Proposed**
101-50-27-20-10	Salary-Regular	294,401	296,307	314,031	328,906	310,877	304,851
101-50-27-20-20	Temp/Part Time	0	0	0	0	0	0
101-50-27-20-25	Standby	2,700	3,750	3,375	2,900	3,300	2,900
101-50-27-20-30	Overtime	671	642	792	3,158	2,850	3,158
101-50-27-20-40	FICA/Medicare	22,958	22,964	24,423	25,625	24,354	23,998
101-50-27-20-45	Employer PERS	44,678	43,743	48,851	55,944	48,949	54,505
101-50-27-20-50	Employee PERS	20,059	19,227	14,224	4,013	4,455	0
101-50-27-20-55	Health Insurance	79,863	79,541	89,536	105,416	95,634	110,575
101-50-27-20-61	Workers Comp	7,203	21,140	15,183	16,597	17,862	15,634
101-50-27-20-65	SDI	3,301	3,002	3,164	3,350	3,021	2,798
101-50-27-20-75	Deferred Comp	2,583	2,583	2,583	2,012	2,748	3,048
20	*Salaries & Benefits*	*478,417*	*492,900*	*516,162*	*547,921*	*514,049*	*521,467*
101-50-27-21-05	Advertising	0	0	0	0	150	0
101-50-27-21-10	Communications	409	399	475	0	708	700
101-50-27-21-15	Postage	13	0	0	0	0	0
101-50-27-21-22	Utilities	91,401	103,627	114,191	126,000	110,922	126,000
101-50-27-21-25	Equipment Rental	0	69	248	400	250	400
101-50-27-21-27	Equipment Lease Exp	0	0	0	0	0	0
101-50-27-21-30	Professional Contracts	0	0	0	0	725	0
101-50-27-21-45	Other Contract Services	800	6,425	0	800	1,612	800
101-50-27-21-53	Memberships & Publications	140	210	275	300	300	555
101-50-27-21-55	Training & Conference	4,167	597	1,093	5,135	4,000	2,600
101-50-27-21-60	Other Travel	0	0	0	400	0	400
21	*Services*	*96,930*	*111,327*	*116,283*	*133,035*	*118,667*	*131,455*
101-50-27-22-07	Copies	0	0	0	0	0	0
101-50-27-22-13	Office Supplies	206	212	244	250	360	250
101-50-27-22-15	Special Department Supplies	16,484	23,342	16,634	11,000	22,491	13,000
101-50-27-22-20	Small Tools	1,449	243	591	2,000	2,000	2,000
101-50-27-22-25	Fuel/Oil	0	0	0	60	0	60
101-50-27-22-12	Computer Equipment	0	0	162	0	0	0
22	*Supplies*	*18,138*	*23,797*	*17,630*	*13,310*	*24,851*	*15,310*
101-50-27-23-12	Maintenance Supplies	0	0	0	0	390	0
101-50-27-23-15	Maint Machine/Equipment	3,419	1,046	2,410	4,500	5,099	4,500
101-50-27-23-30	Maint Buildings/Grounds	14,431	2,629	11,027	20,465	10,465	20,465
101-50-27-23-50	Vehicle Alloc Expense	17,463	7,335	15,821	16,861	16,861	25,657
23	*Maintenance*	*35,313*	*11,009*	*29,258*	*41,826*	*32,815*	*50,622*
101-50-27-24-25	Taxes & Other Charges	17	18	18	0	18	0
24	*Taxes, Insurances & Contributi*	*17*	*18*	*18*	*0*	*18*	*0*
101-50-27-26-50	Capital Imp Land	0	0	0	0	0	0
101-50-27-26-70	Capital Imp Equipment	0	0	6,312	15,000	15,000	43,500
26	*Capital*	*0*	*0*	*6,312*	*15,000*	*15,000*	*43,500*
101-50-27-29-99	Transfer to other Funds	4,328	0	0	0	0	0
29	*Transfers*	*4,328*	*0*	*0*	*0*	*0*	*0*
Grand Total		**633,142**	**639,051**	**685,663**	**751,092**	**705,400**	**762,354**
101	**General Fund**	**633,142**	**639,051**	**685,663**	**751,092**	**705,400**	**762,354**

PARKS - 5027
PROPOSED BUDGET

Account Number	Description	2012	2013	2014	2015	2015	2016
101	General Fund	Actual	Actual	Actual	Budgeted	Estimated Year End	Proposed
Grand Total		633,142	639,051	685,663	751,092	705,400	762,354

PARKS - 5027
EXPENSE SUMMARY

Description	Object Code	Funding Source		Total Budgeted	
Training & Conferences	*2155*	*101*			
		$	2,600	$	2,600
TOTAL - Training & Conferences	***2155***	***$***	***2,600***	***$***	***2,600***
Special Department Supplies	*2215*	*101*			
Standard Supplies		$	4,000	$	4,000
Paint, lumber, etc.		$	4,600	$	4,600
Herbicides		$	2,300	$	2,300
Uniforms and Boots		$	2,100	$	2,100
TOTAL - Special Department Supplies	***2215***	***$***	***13,000***	***$***	***13,000***
Buildings and Grounds Maintenance	*2330*	*101*			
Plants, park restrooms, irrigation, lights, cleaner, and other maintenance materials		$	20,465	$	20,465
TOTAL - Buildings and Grounds Maintenance	***2330***	***$***	***20,465***	***$***	***20,465***
Capital Equipment	*2630*	*101*			
Chipper (Cost-Share with Water Distribution & Streets Division)		$	15,000	$	15,000
Truck replacement		$	28,500	$	28,500
TOTAL - Capital Equipment	***2630***	***$***	***43,500***	***$***	***43,500***

CITY GARAGE (5037)

PURPOSE

The City Garage Division of the Public Works Department is an internal service fund designed to account for the total costs of maintaining a fleet of 40+ vehicles and other equipment owned by the City. Costs are allocated to the various user departments based on time and materials within those departments. The Division strives to provide timely, efficient, and cost effective maintenance and repairs on City owned vehicles. The City Garage also records and maintains all fleet maintenance records, specifies repair parts and replacement vehicles, and handles all aspects of fleet management for the City excluding Fire Department vehicles.

2014-15 ACHIEVEMENTS

- Revised and maintained fleet vehicle maintenance.
- Operated the garage in a cost efficient manner and recommend replacement of older vehicles as required.
- Continued a regular routine maintenance program for the entire city fleet with an all points check on every service when due per mileage.

2015-16 GOALS AND OBJECTIVES

- Continue high level of service on vehicles and equipment to minimize down time.
- Continue technical training on diagnostic equipment.
- Research the possibility of adding zero emissions and/or alternate fuel vehicles to the fleet.
- Create a database of all city owned vehicles for maintenance and inventory purposes.
- Complete a cost/benefit analysis on GPS fleet tracking program or other system to increase productivity and reduce fuel consumption.
- Evaluate the potential for providing services to other local jurisdictions

CITY GARAGE - 5037
BUDGET SUMMARY

City Garage Expenses By Fund				2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
FUND	DEPT								
582	5037	City Garage		136,123	114,345	126,658	135,551	126,010	214,820
			Total Expenses	**$ 136,123**	**$ 114,345**	**$ 126,658**	**$ 135,551**	**$ 126,010**	**$ 214,820**

City Garage Expense Summary		2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary		-	-	-	-	-	51,463
Benefits		5,744	3,600	951	-	-	27,806
Communications		289	-	-	200	200	200
Dept supplies/services		4,913	4,146	3,815	5,974	4,677	5,974
Equipment Maintenance		241	-	-	-	1,287	-
Vehicle Maintenance		124,936	106,599	121,891	129,377	119,846	129,377
	Total Expenses	**$ 136,123**	**$ 114,345**	**$ 126,658**	**$ 135,551**	**$ 126,010**	**$ 214,820**

CITY GARAGE - 5037
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
582	**Internal Service Garage Fund**						
582-50-37-20-10	Salary-Regular	-	-	-	-	-	51,463
582-50-37-20-30	Overtime	-	-	-	-	-	-
582-50-37-20-40	FICA/Medicare	-	-	-	-	-	3,974
582-50-37-20-45	Employer PERS	-	-	-	-	-	8,647
582-50-37-20-50	Employee PERS	-	-	-	-	-	-
582-50-37-20-55	Health Insurance	-	-	-	-	-	11,508
582-50-37-20-61	Workers Comp	344	-	951	-	-	2,690
582-50-37-20-65	SDI	-	-	-	-	-	463
582-50-37-20-71	Unemployment	5,400	3,600	-	-	-	-
582-50-37-20-75	Deferred Comp	-	-	-	-	-	524
20	*Salaries & Benefits*	*5,744*	*3,600*	*951*	-	-	*79,269*
582-50-37-21-10	Communications	289	-	-	200	200	200
582-50-37-21-15	Postage	50	-	35	-	-	-
582-50-37-21-25	Equipment Rental	159	-	-	485	485	485
582-50-37-21-27	Equipment Lease Exp	-	-	-	-	-	-
582-50-37-21-43	Penalties & Fines	-	-	-	-	-	-
582-50-37-21-45	Other Contract Services	-	-	-	-	-	-
21	*Services*	*497*	-	*35*	*685*	*685*	*685*
582-50-37-22-07	Copies	-	-	-	-	-	-
582-50-37-22-13	Office Supplies	18	37	-	97	97	97
582-50-37-22-15	Special Department Supplies	2,971	2,762	3,264	3,797	2,500	3,797
582-50-37-22-20	Small Tools	1,717	1,355	1,216	1,595	1,595	1,595
582-50-37-22-25	Fuel/Oil	75,126	69,566	67,130	75,000	67,000	75,000
582-50-37-22-26	Outside Vehicle Maint	28,802	21,324	30,596	33,417	31,886	33,417
582-50-37-22-28	Vehicle Parts	21,008	15,709	24,166	20,960	20,960	20,960
22	*Supplies*	*129,641*	*110,753*	*126,372*	*134,866*	*124,038*	*134,866*
582-50-37-23-12	Maintenance Supplies	111	-	-	-	-	-
582-50-37-23-15	Maint Machine/Equipment	130	-	-	-	1,287	-
23	*Maintenance*	*241*	-	-	-	*1,287*	-
582-50-37-24-25	Taxes and Other Charges	-	(8)	(700)	-	-	-
24	*Taxes, Insurances & Contributi*	-	*(8)*	*(700)*	-	-	-
582-50-37-26-30	Capital Equipment	-	-	-	-	-	-
26	*Capital*	-	-	-	-	-	-
Grand Total		**136,123**	**114,345**	**126,658**	**135,551**	**126,010**	**214,820**
582	**Internal Service Garage Fund**	**136,123**	**114,345**	**126,658**	**135,551**	**126,010**	**214,820**
Grand Total		**136,123**	**114,345**	**126,658**	**135,551**	**126,010**	**214,820**

CITY GARAGE - 5037
EXPENSE SUMMARY

Description	Object Code	Funding Source	Total Budgeted
Equipment Rental	*2125*	*582*	
Safety Kleen Parts Washer		$ 485	$ 485
TOTAL - Equipment Rental	***2125***	***$ 485***	***$ 485***
Special Department Supplies	*2215*	*582*	
Wire, connectors, fasterners, aerosols, uniforms, and shop towel laundry service		$ 3,797	$ 3,797
TOTAL - Special Department Supplies	***2215***	***$ 3,797***	***$ 3,797***
Vehicle Maintenance - Ouside	*2226*	*582*	
Smog checks, alignments, body work		$ 33,417	$ 33,417
TOTAL - Vehicle Maintenance - Outside	***2226***	***$ 33,417***	***$ 33,417***
Vehicles Parts & Supplies	*2228*	*582*	
Replacement Parts		$ 20,960	$ 20,960
TOTAL - Vehicles Parts & Supplies	***2228***	***$ 20,960***	***$ 20,960***

CITY OF ST. HELENA

GARAGE COST ALLOCATION

Fiscal Year 2015/2016

Description :

A Garage Cost Allocation is charged to all departments which have vehicles maintained at the City Garage. Costs include gas, oil, parts, and repairs to the city's fleet which consists of 45 vehicles and trucks.

DEPARTMENT NUMBER	DEPARTMENT TITLE	# OF VEHICLES	FUNDING %	ANNUAL ALLOCATION
101-40-00-23-50	Administration	1	2.39%	5,534
101-45-00-23-50	Building Inspector	1	2.39%	5,534
101-49-00-23-50	Police	10	21.96%	50,810
101-50-00-23-50	P/W Director	3	6.74%	15,595
101-50-15-23-50	P/W-Streets O&M	7	15.43%	35,718
101-50-27-23-50	Parks	5	11.09%	25,657
561-50-31-23-50	P/W-Water Distribution	5	11.09%	25,657
561-50-34-23-50	P/W-Water Plant	3	6.74%	15,595
571-50-20-23-50	P/W-Wastewater O&M	1	2.39%	5,534
571-50-29-23-50	P/W-Wastewater Plant	4	8.91%	20,626
582-50-37-23-50	P/W-City Garage*	5	10.87%	0
TOTALS		46	100.00%	$ 214,883

*Cost of the 5 City Garage vehicles are allocated to the departments outside of City Garage that hold the other 41 vehicles.

WATER ENTERPRISE FUND

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private enterprises where the intent of the City is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The fund includes:

***Water Enterprise Utility Fund (561)** – accounts for activities relating to the operation of the City's water system including water distribution and treatment.*

***Water Capital Projects (763)** – used to account for costs associated with large capital projects of the water fund.*

***Water Impact Fees (764)** – accounts for connection charges paid by new users of the water system. Fees collected are to be used for future impacted Water System Capital Improvements.*

WATER OPERATIONS
PROPOSED BUDGET - PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budgeted	2015 Estimated Year End	2016 Proposed
561	**Water Enterprise**						
NON-DEPARTMENTAL							
561-40-00-21-10	Communications	869	1,008	2,055	870	1,834	1,700
561-40-00-21-15	Postage	174	164	136	200	50	200
561-40-00-21-27	Equipment Lease Exp	6,915	5,753	5,634	7,146	5,700	7,146
561-40-00-21-30	Professional Contracts	-	-	-	-	-	80,883
561-40-00-21-40	Professional Fees	4,049	-	-	-	-	-
561-40-00-21-45	Other Contract Services	19,064	1,131	517	5,000	3,000	1,666
561-40-00-21-47	Stream Surveys- Contracted Ser	-	-	-	-	-	-
561-40-00-21-55	Training & Conference	-	23	57	-	-	-
561-40-45-21-30	Professional Contracts	151,847	-	-	-	-	-
561-40-45-21-40	Professional Fees	5,274	12,702	10,117	10,000	10,000	10,000
21	*Services*	*188,192*	*20,780*	*18,517*	*23,216*	*20,584*	*101,595*
561-40-00-22-07	Copies	1,772	1,320	2,421	1,500	1,500	1,500
561-40-00-22-09	Safety Committee Supplies	-	-	-	-	-	-
561-40-00-22-12	Computer Equipment	306	4,330	2,410	4,000	4,000	5,642
561-40-00-22-13	Office Supplies	1,203	1,045	1,259	1,600	1,350	1,600
561-40-00-22-15	Special Department Supplies	724	261	392	2,700	500	1,000
561-40-00-22-18	Remote Meter Readers	629	840	840	1,000	1,000	1,000
22	*Supplies*	*4,633*	*7,796*	*7,321*	*10,800*	*8,350*	*10,742*
561-40-00-23-35	Software Maintenance	200	-	2,555	200	4,654	2,666
23	*Maintenance*	*200*	-	*2,555*	*200*	*4,654*	*2,666*
561-40-00-24-25	Taxes & Other Charges	-	-	-	-	-	-
561-40-00-24-45	REMIF/Block Party Insurance	64,691	*43,035*	*46,345*	*98,580*	*98,580*	*99,389*
24	*Taxes, Insurances & Contributi*	*64,691*	*43,035*	*46,345*	*98,580*	*98,580*	*99,389*
561-40-45-25-05	Retire Principal	-	-	100	485,600	485,600	503,400
561-40-45-25-15	Interest Expense	349,084	396,126	343,880	517,809	517,809	500,813
25	*Debt*	*349,084*	*396,126*	*343,980*	*1,003,409*	*1,003,409*	*1,004,213*
561-40-00-26-30	Capital Equipment	-	4,772	-	-	-	7,634
561-40-00-26-40	Furniture & Fixtures	-	-	-	-	-	-
26	*Capital*	-	*4,772*	-	-	-	*7,634*
561-40-00-29-20	Fixed Asset Adjustments	-	-	-	-	-	-
561-40-00-29-99	Transfer to other Funds	55,479	-	200,000	979,380	979,380	-
29	*Transfers*	*55,479*	-	*200,000*	*979,380*	*979,380*	-
NON-DEPARTMENTAL GRAND TOTAL		**662,279**	**472,509**	**618,718**	**2,115,585**	**2,114,958**	**1,226,239**
CITY COUNCIL							
561-41-00-20-20	Temp/Part Time	5,040	5,670	6,300	6,300	6,300	**6,300**
561-41-00-20-40	FICA/Medicare	562	614	658	482	683	**643**
561-41-00-20-45	Employer PERS	765	863	893	936	866	**1,078**
561-41-00-20-50	Employee PERS	274	299	299	461	326	**461**
561-41-00-20-55	Health Insurance	25,046	26,789	28,274	42,406	32,231	**44,181**
561-41-00-20-75	Deferred Comp	2,448	2,501	2,483	2,273	2,798	**2,273**
20	*Salaries & Benefits*	*34,136*	*36,737*	*38,908*	*52,858*	*43,204*	***54,936***
CITY COUNCIL GRAND TOTAL		**34,136**	**36,737**	**38,908**	**52,858**	**43,204**	**54,936**
CITY MANAGER							
561-42-00-20-10	Salary-Regular	69,915	4,543	6,992	21,500	41,191	90,606

WATER OPERATIONS
PROPOSED BUDGET - PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budgeted	2015 Estimated Year End	2016 Proposed
561	**Water Enterprise**						
561-42-00-20-20	Temp/Part-time salary	0	0	0	0	0	2,546
561-42-00-20-30	Overtime	0	0	0	0	159	0
561-42-00-20-40	FICA/Medicare	5,165	356	97	1,211	3,211	6,013
561-42-00-20-45	Employer PERS	9,977	772	548	1,721	3,296	10,468
561-42-00-20-50	Employee PERS	4,883	334	658	175	361	0
561-42-00-20-55	Health Insurance	10,467	1,115	312	3,892	4,875	15,093
561-42-00-20-61	Workers Comp	6,717	1,263	904	508	509	2,555
561-42-00-20-65	SDI	723	47	2,214	126	396	605
561-42-00-20-75	Deferred Comp	1,523	125	72	380	670	1,639
561-42-00-20-85	Auto Allowance	840	120	99	240	1,290	2,280
561-42-00-20-97	Housing Allowance	1,050	0	95	1,200	0	0
20	*Salaries & Benefits*	*111,260*	*8,675*	*11,991*	*30,953*	*55,958*	*131,805*
561-42-00-21-45	Other Contract Services	0	0	0	0	0	0
21	*Services*	*0*	*0*	*0*	*0*	*0*	*0*
561-42-00-23-35	Software Maintenance	70	0	0	0	0	1,416
23	*Maintenance*	*70*	*0*	*0*	*0*	*0*	*1,416*
CITY MANAGER GRAND TOTAL		**111,330**	**8,675**	**11,991**	**30,953**	**55,958**	**133,221**
FINANCE							
561-43-00-20-10	Salary-Regular	132,205	111,186	130,596	131,549	139,226	110,617
561-43-00-20-20	Temp/Part Time	0	0	0	0	0	0
561-43-00-20-30	Overtime	606	401	100	0	1,150	0
561-43-00-20-40	FICA/Medicare	9,899	8,512	9,987	10,063	10,892	8,612
561-43-00-20-45	Employer PERS	20,320	16,353	19,459	19,715	18,165	8,529
561-43-00-20-50	Employee PERS	9,172	7,305	6,961	1,068	3,977	0
561-43-00-20-55	Health Insurance	31,554	32,016	35,325	47,997	46,016	34,806
561-43-00-20-61	Workers Comp	0	6,252	6,163	6,605	7,108	5,816
561-43-00-20-65	SDI	1,366	1,075	1,383	1,247	1,343	941
561-43-00-20-71	Unemployment	0	0	0	0	0	0
561-43-00-20-75	Deferred Comp	1,555	1,164	1,739	1,739	2,267	2,088
561-43-00-20-85	Auto Allowance	600	600	600	600	2,333	1,760
20	*Salaries & Benefits*	*207,277*	*184,864*	*212,312*	*220,583*	*232,477*	*173,169*
561-43-00-21-05	Advertising	0	121	0	0	0	0
561-43-00-21-10	Communications	150	100	185	200	0	200
561-43-00-21-15	Postage	8,637	11,694	9,000	11,000	11,900	12,000
561-43-00-21-25	Equipment Rental	0	0	0	0	0	0
561-43-00-21-27	Equipment Lease Exp	0	0	0	0	0	0
561-43-00-21-30	Professional Contracts	0	0	0	0	3,115	2,500
561-43-00-21-40	Professional Fees	3,505	0	0	0	0	0
561-43-00-21-42	Banking Fees	4,243	7,826	12,000	12,500	10,800	12,500
561-43-00-21-44	Online Transaction Fee	651	1,111	1,080	1,400	1,740	1,400
561-43-00-21-45	Other Contract Services	17,722	18,000	12,550	12,000	19,154	55,284
561-43-00-21-53	Memberships & Publications	78	0	0	0	186	340
561-43-00-21-55	Training & Conference	400	282	300	300	145	2,634
561-43-00-21-60	Other Travel	2	0	0	0	0	0
21	*Services*	*35,388*	*39,133*	*35,115*	*37,400*	*47,040*	*86,858*
561-43-00-22-07	Copies	128	0	0	0	0	0
561-43-00-22-12	Computer Equipment	661	0	200	200	200	150
561-43-00-22-13	Office Supplies	386	541	400	400	950	600
561-43-00-22-15	Special Department Supplies	2,962	981	3,000	3,000	2,000	4,500

WATER OPERATIONS
PROPOSED BUDGET - PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS

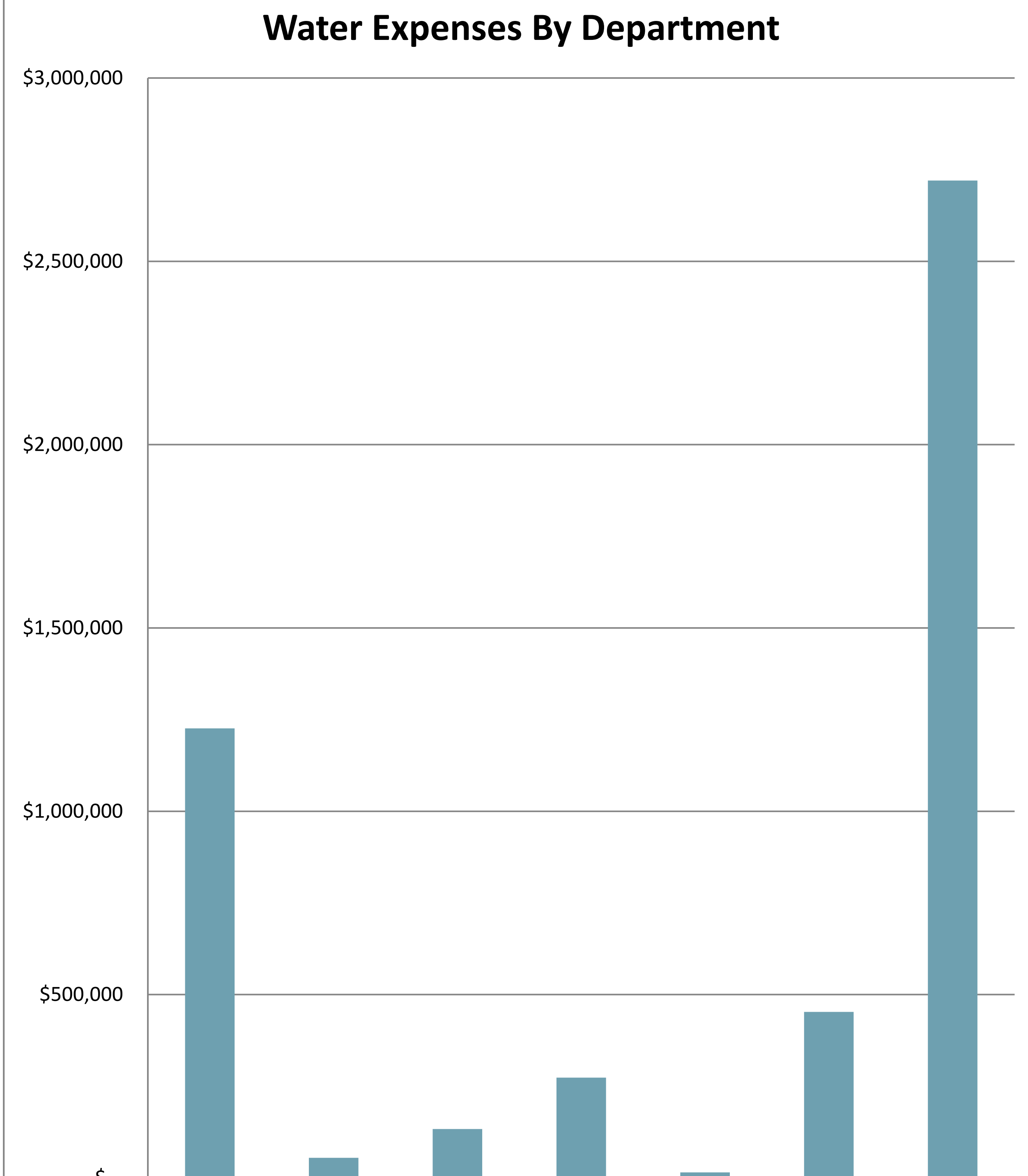
Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budgeted	2015 Estimated Year End	2016 Proposed
561	**Water Enterprise**						
22	*Supplies*	*4,137*	*1,522*	*3,600*	*3,600*	*3,150*	*5,250*
561-43-00-23-15	Maint Machine/Equipment	0	0	0	0	0	0
561-43-00-23-35	Software Maintenance	6,672	6,959	7,700	8,000	8,000	8,081
23	*Maintenance*	*6,672*	*6,959*	*7,700*	*8,000*	*8,000*	*8,081*
561-43-00-24-25	Taxes & Other Charges	0	10	0	0	693	0
24	*Taxes, Insurances & Contributi*	*0*	*10*	*0*	*0*	*693*	*0*
561-43-00-26-40	Furniture & Fixtures	0	65	100	0	0	0
26	*Capital*	*0*	*65*	*100*	*0*	*0*	*0*
561-43-00-29-20	Fixed Asset Adjustments	0	0	0	0	0	0
29	*Transfers*	*0*	*0*	*0*	*0*	*0*	*0*
561-43-00-99-99	Contra Account fixed assets	0	0	0	0	0	0
99	*Contra Account fixed assets*	*0*	*0*	*0*	*0*	*0*	*0*
FINANCE GRAND TOTAL		**253,473**	**232,552**	**258,827**	**269,583**	**291,360**	**273,358**
CITY ATTORNEY							
561-44-00-21-30	Professional Contracts	5,712	16,350	4,282	15,000	5,000	15,000
561-44-00-21-40	Professional Fees	-	-	-	-	-	-
561-44-00-21-45	Other Contract Services	-	-	-	-	-	-
21	*Services*	*5,712*	*16,350*	*4,282*	*15,000*	*5,000*	*15,000*
CITY ATTORNEY GRAND TOTAL		**5,712**	**16,350**	**4,282**	**15,000**	**5,000**	**15,000**
PUBLIC WORKS ADMIN							
561-50-00-20-10	Salary-Regular	80,133	132,430	115,843	135,379	120,360	227,051
561-50-00-20-20	Temp/Part Time	24,654	864	0	0	0	-
561-50-00-20-30	Overtime	0	0	0	0	0	-
561-50-00-20-37	Holiday Pay	1,831	0	0	0	0	-
561-50-00-20-40	FICA/Medicare	8,223	10,318	8,981	10,357	9,368	16,731
561-50-00-20-45	Employer PERS	17,938	20,670	18,652	23,027	13,658	21,707
561-50-00-20-50	Employee PERS	5,782	9,524	7,984	6,364	2,777	-
561-50-00-20-55	Health Insurance	15,121	25,475	22,515	32,794	24,760	54,934
561-50-00-20-61	Workers Comp	0	8,015	6,170	5,081	6,350	11,767
561-50-00-20-65	SDI	856	1,272	1,145	1,196	1,151	1,855
561-50-00-20-71	Unemployment	0	225	0	0	0	-
561-50-00-20-75	Deferred Comp	1,288	2,534	2,541	2,796	2,290	3,011
561-50-00-20-85	Auto Allowance	600	1,215	1,200	1,200	2,020	5,280
20	*Salaries & Benefits*	*156,425*	*212,542*	*185,030*	*218,194*	*182,734*	*342,336*
561-50-00-21-05	Advertising	218	0	300	500	500	500
561-50-00-21-10	Communications	630	879	56	3,000	2,500	1,000
561-50-00-21-15	Postage	563	778	584	200	529	600
561-50-00-21-27	Equipment Lease Exp	1,723	1,471	1,606	2,000	1,750	2,000
561-50-00-21-30	Professional Contracts	0	0	7,512	38,000	25,000	50,000
561-50-00-21-40	Professional Fees	776	0	791	1,000	0	0
561-50-00-21-43	Penalties and Fines	0	0	42,540	0	12,880	0
561-50-00-21-45	Other Contract Services	0	0	0	1,500	2,198	5,333
561-50-00-21-50	Water Use Efficiency Program	37,595	11,093	15,360	11,078	5,000	15,000
561-50-00-21-53	Memberships & Publications	325	288	121	600	1,391	1,559
561-50-00-21-55	Training & Conference	45	235	460	400	147	1,290

WATER OPERATIONS
PROPOSED BUDGET - PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budgeted	2015 Estimated Year End	2016 Proposed
561	**Water Enterprise**						
21	*Services*	*41,874*	*14,743*	*69,329*	*58,278*	*51,895*	*77,282*
561-50-00-22-07	Copies	640	925	666	900	900	900
561-50-00-22-12	Computer Equipment	1,543	180	78	600	600	600
561-50-00-22-13	Office Supplies	133	129	430	200	263	200
561-50-00-22-15	Special Department Supplies	0	2,500	213	300	300	800
561-50-00-22-20	Small Tools	0	0	0	97	0	0
22	*Supplies*	*2,316*	*3,735*	*1,387*	*2,097*	*2,063*	*2,500*
561-50-00-23-35	Software Maintenance	0	0	197	0	90	200
23	*Maintenance*	*0*	*0*	*197*	*0*	*90*	*200*
561-50-00-24-25	Taxes & Other Charges	21,962	21,767	21,682	30,000	22,000	30,000
24	*Taxes, Insurances & Contributi*	*21,962*	*21,767*	*21,682*	*30,000*	*22,000*	*30,000*
561-50-00-26-30	Capital Equipment	0	0	0	0	0	0
561-50-00-26-40	Furniture & Fixtures	0	435	13	600	600	600
26	*Capital*	*0*	*435*	*13*	*600*	*600*	*600*
561-50-00-29-20	Fixed Asset Adjustments	124,357	0	0	0	0	0
561-50-00-29-21	Fixed Asset Adjustments	0	0	0	0	0	0
561-50-00-29-30	Amortization Expense	0	0	0	0	0	0
29	*Transfers*	*124,357*	*0*	*0*	*0*	*0*	*0*
561-50-00-99-99	Contra Account fixed assets	0	0	0	0	0	0
99	*Contra Account fixed assets*	*0*	*0*	*0*	*0*	*0*	*0*
PUBLIC WORKS ADMIN GRAND TOTAL		**346,934**	**253,223**	**277,638**	**309,169**	**259,382**	**452,918**
GRAND TOTAL WATER OPERATIONS PROPOSED BUDGETS		**1,413,864**	**1,020,046**	**1,210,366**	**2,793,148**	**2,769,862**	**2,155,672**

CITY OF ST. HELENA
WATER EXPENSES BY DEPARTMENT

FISCAL YEAR 2015-2016



	Non-Departmental	City Council	City Managers Office	Finance	City Attorney	Public Works Admin	Water
Series1	$1,226,239	$54,936	$133,221	$273,358	$15,000	$452,918	$2,720,486

WATER DISTRIBUTION (5031)

PURPOSE

The Water Distribution Division is responsible for the distribution portion of the water system, providing water to users at all times at pressures and quantities required. This division has one Supervisor, one Lead worker, and two maintenance workers that maintain all water distribution piping and facilities within the system.

The Water Distribution Division also performs all meter readings, provides customer service, responds to complaints and requests, performs fire hydrant maintenance, water leak repairs, as well as enforcement of the Cross Connection control ordinance. Funding for this Division comes from water user fees, connection fees and impact fees.

2014-15 ACHIEVEMENTS

- Replaced three 6” main water valves at Madrone Knoll pump station.
- Replaced Spring Mountain Road pump station roof.
- Tested sixteen compound water meters.
- Flushed 85 dead end water main sites in the water distribution system.
- Improved and replaced eight water services due to leaks.
- Brought Backflow program into 100% compliance.
- After a five year hiatus due to water conservation restrictions, completed water distribution system flushing and hydrant fire flow testing which allowed the operators to clean the system for water quality and meet ISO requirements.
- Replace one of the variable flow drive on the Rutherford pump station.
- Installed a 2” blow off on Library Lane.

2015-16 GOALS AND OBJECTIVES

- Continue annual flushing of water system main lines and dead end water mains for water quality control.
- Repair gate valve on the Lower Reservoir spillway.
- Complete a water leak survey on the City’s water distribution system.
- Replace water line on White Lane.
- Upgrade Holmes water supply tank for fire protection.
- Upgrade communication and flow control for Madrone Knoll pump station.
- Replace the 2” water line for Davis lane.
- Replace 6 inoperable water distribution valves.

WATER DISTRIBUTION - 5031
BUDGET SUMMARY

Water Distribution Expenses By Fund			2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
FUND	DEPT							
561	5031	Water Enterprise	483,298	467,126	483,510	595,747	603,498	691,941
		Total Expenses	**$ 483,298**	**$ 467,126**	**$ 483,510**	**$ 595,747**	**$ 603,498**	**$ 691,941**

Water Distribution Expense Summary	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	231,188	220,861	233,748	281,691	287,694	314,637
Benefits	130,819	136,927	123,438	174,849	170,439	191,030
Capital Equipment	12,238	-	-	-	-	26,000
Communications	1,879	1,185	957	760	1,298	760
Computer Equipment*	-	-	1,023	-	-	-
Contracts**	2,475	7,074	8,159	16,000	17,814	24,400
Dept supplies/services***	40,930	37,720	37,938	51,136	54,125	51,507
Equipment Maintenance	31	908	115	1,650	2,944	1,650
Training/Conference	585	3,054	2,298	2,800	2,612	6,300
Utilities	45,689	44,997	60,013	50,000	49,713	50,000
Vehicle Maintenance	17,463	14,400	15,821	16,861	16,861	25,657
Total Expenses	**$ 483,298**	**$ 467,126**	**$ 483,510**	**$ 595,747**	**$ 603,498**	**$ 691,941**

**For FY 15/16, Per the Capital Asset and Depreciation, Policy Computer Equipment has been moved from Capital Equipment into the Computer Equipment Section*

*** For FY 15/16 Contracts section now includes Other Contract Services and Professional Fees in addition to Professional Contracts*

**** For FY 15/16 Other Contract Services and Professional Fees have been moved to the Contracts Section, discrepancies are due to reallocation of expenses within sections*

WATER DISTRIBUTION - 5031
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
561	**Water Enterprise**						
561-50-31-20-10	Salary-Regular	223,070	167,700	221,329	275,791	278,496	308,737
561-50-31-20-20	Temp/Part Time	3,800	47,288	4,400	-	-	-
561-50-31-20-25	Standby	1,751	1,556	2,820	2,900	2,786	2,900
561-50-31-20-30	Overtime	2,567	4,317	5,199	3,000	6,411	3,000
561-50-31-20-40	FICA/Medicare	20,079	16,919	15,742	21,549	22,160	24,263
561-50-31-20-45	Employer PERS	35,979	24,663	29,744	41,115	41,208	52,789
561-50-31-20-50	Employee PERS	16,099	10,715	8,727	2,972	3,324	-
561-50-31-20-55	Health Insurance	47,555	53,247	57,511	90,586	84,038	94,272
561-50-31-20-61	Workers Comp	5,890	27,605	7,653	14,226	14,226	14,121
561-50-31-20-65	SDI	2,848	1,730	1,994	2,303	2,751	2,832
561-50-31-20-75	Deferred Comp	2,370	2,048	2,067	2,098	2,732	2,753
561-50-31-20-96	Education Reimbursement	-	-	-	-	-	-
20	*Salaries & Benefits*	*362,007*	*357,787*	*357,186*	*456,540*	*458,132*	*505,667*
561-50-31-21-10	Communications	1,879	1,185	957	760	1,298	760
561-50-31-21-15	Postage	10	8	20	500	50	500
561-50-31-21-22	Utilities	45,689	44,997	60,013	50,000	49,713	50,000
561-50-31-21-25	Equipment Rental	-	-	-	317	317	317
561-50-31-21-27	Equipment Lease Exp	-	-	-	-	-	-
561-50-31-21-30	Professional Contracts	150	104	620	-	174	-
561-50-31-21-45	Other Contract Services	2,325	6,970	7,539	16,000	17,640	24,400
561-50-31-21-53	Memberships & Publications	-	75	560	630	450	630
561-50-31-21-55	Training & Conference	500	2,909	2,163	2,700	2,500	6,200
561-50-31-21-60	Other Travel	85	145	136	100	112	100
21	*Services*	*50,639*	*56,393*	*72,008*	*71,007*	*72,253*	*82,907*
561-50-31-22-07	Copies	-	-	-	-	-	-
561-50-31-22-12	Computer Equipment	-	-	1,023	-	-	-
561-50-31-22-13	Office Supplies	72	238	188	140	353	140
561-50-31-22-15	Special Department Supplies	4,424	2,545	2,649	3,608	7,765	6,000
561-50-31-22-19	Meters/Hydrants	14,750	12,481	6,209	10,432	9,689	10,432
561-50-31-22-20	Small Tools	1,247	847	58	3,509	3,500	1,488
561-50-31-22-25	Fuel/Oil	-	-	-	-		-
22	*Supplies*	*20,493*	*16,111*	*10,127*	*17,689*	*21,308*	*18,060*
561-50-31-23-12	Maintenance Supplies	20,428	21,526	28,253	32,000	32,000	32,000
561-50-31-23-15	Maint Machine/Equipment	-	841	84	900	2,394	900
561-50-31-23-30	Maint Buildings/Grounds	31	67	30	750	550	750
561-50-31-23-50	Vehicle Alloc Expense	17,463	14,400	15,821	16,861	16,861	25,657
23	*Maintenance*	*37,922*	*36,834*	*44,189*	*50,511*	*51,805*	*59,307*
561-50-31-24-25	Taxes & Other Charges	-	-	-	-	-	-
24	*Taxes, Insurances & Contributi*	-	-	-	-	-	-
561-50-31-26-30	Capital Equipment	12,238	-	-		-	26,000
26	*Capital*	*12,238*	-	-	-	-	*26,000*
561-50-31-29-20	Fixed Asset Adjustments	-	-	-	-	-	-
29	*Transfers*	-	-	-	-	-	-
Grand Total		**483,298**	**467,126**	**483,510**	**595,747**	**603,498**	691,941
561	**Water Enterprise**	**483,298**	**467,126**	**483,510**	**595,747**	**603,498**	691,941

WATER DISTRIBUTION - 5031
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Grand Total		**483,298**	**467,126**	**483,510**	**595,747**	**603,498**	**691,941**

WATER DISTRIBUTION - 5031
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Other Contract Services	*2145*	*561*	
Meter Testing		*7,150*	7,150
VFD Replacement		*8,850*	8,850
Water Distribution Backflow Program		*8,400*	8,400
TOTAL - Other Contract Services	***2145***	***$ 24,400***	***$ 24,400***
Training and Conferences	*2155*	*561*	
Cross Connection		1,500	1,500
Backflow		2,000	2,000
State Licenses & Continuing Education		2,700	2,700
TOTAL - Training and Conferences	***2155***	***$ 6,200***	***$ 6,200***
Special Department Supplies	*2215*	*561*	
Uniforms		3,750	3,750
Safety Equipment, Boots, Other		2,250	2,250
TOTAL - Special Department Supplies	***2215***	***$ 6,000***	***$ 6,000***
Water Meter/Hydrants	*2219*	*561*	
Fire Hydrants and Water Meters (as needed)		10,432	10,432
TOTAL - Equipment Rental	***2219***	***$ 10,432***	***$ 10,432***
Water Maintenance Supplies	*2312*	*561*	
Shale, Concrete, and Other Maintenance Parts		32,000	32,000
TOTAL - Water Maintenance Supplies	***2312***	***$ 32,000***	***$ 32,000***
Capital Equipment	*2215*	*561*	
Chipper (Cost-share with Parks and Streets)		15,000	15,000
Air Compressor and Jackhammer (Cost-Share with Wastewater Collection)		11,000	11,000
TOTAL - Capital Equipment	***2215***	***$ 26,000***	***$ 26,000***

WATER TREATMENT (5034)

PURPOSE

The Water Treatment Division in the Public Works Department is contained within the Water Enterprise Fund. This division provides water from Bell Canyon Reservoir, the Stonebridge Wells and outside sources as necessary. It is staffed by three State licensed water treatment operators, two of which are also licensed in wastewater treatment and provide standby operation of the wastewater treatment plant. This division is responsible for monthly, quarterly and annual monitoring of all water quality aspects of the system. The treatment plant annually produces more than 500 million gallons of potable water in conformance with State water quality standards. Funding for this division comes primarily from impact and user fees but has also received grant funding for major improvements.

2014-15 ACHIEVEMENTS

- Modified electrical panel at BPS to allow emergency generator connection.
- Used new fall protection equipment and oxygen monitoring to enter and leave the sedimentation basin while performing maintenance.
- Used new fall protection rail to climb into and egress the Influent Pit.
- Started monitoring NOM levels in our raw and treated waters to study how it effects DBP removal and turbidity removal.
- Optimized Coagulation to reduce chemical costs and improve treatment.
- Performed a pressure study on the southern end of the distribution system to determine why we have low flow rates and high discharge psi coming from Rutherford Pump Station.
- Completion of Tank 1A which was officially placed in service February of 2015.

2015-16 GOALS AND OBJECTIVES

- Install SCADA system upgrades
- Complete Bell Canyon Reservoir mid valve replacement.
- Interior and exterior roof recoating Tank #2.
- Complete Bell Creek and Bell Canyon Dam SCADA enhancements.
- Replace corroded sludge collection piping
- Bring Meadowood Tanks and Madrone Knoll Pump Station tank levels, pump status, and alarms to LSWP SCADA

WATER TREATMENT - 5034
BUDGET SUMMARY

Water Treatment Expenses By Fund			2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
FUND	DEPT							
561	5034	Water Fund	1,773,187	1,769,383	1,864,109	1,954,456	1,878,932	1,922,509
		Total Expenses	**$ 1,773,187**	**$ 1,769,383**	**$ 1,864,109**	**$ 1,954,456**	**$ 1,878,932**	**$ 1,922,509**

Water Treatment Expense Summary	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	225,428	222,514	208,304	230,776	244,665	250,029
Benefits	121,435	145,864	151,571	145,803	130,862	144,182
Capital Equipment	937	28,199	1,356	18,453	19,105	10,500
Chemicals	94,035	50,219	37,350	52,700	46,670	52,700
Communications	7,345	7,577	6,361	8,400	7,113	8,400
Computer Equipment*	-	95	421	450	450	1,950
Contracts**	13,135	18,748	26,023	26,400	26,842	26,400
Dept supplies/services***	32,853	20,044	23,186	45,916	40,160	36,529
Equipment Maintenance	29,348	15,636	11,806	55,910	54,946	66,825
Penalties and Fines	-	-	-	50,000	-	-
Purchased Water	1,178,401	1,189,926	1,327,251	1,234,839	1,234,839	1,234,839
Training/Conference	1,707	3,942	1,446	5,600	2,500	5,600
Utilities	60,700	57,061	58,968	68,000	59,572	68,000
Vehicle Maintenance	7,865	9,559	10,066	11,209	11,209	16,555
Total Expenses	**$ 1,773,187**	**$ 1,769,383**	**$ 1,864,109**	**$ 1,954,456**	**$ 1,878,932**	**$ 1,922,509**

**For FY 15/16, Per the Capital Asset and Depreciation, Policy Computer Equipment has been moved from Capital Equipment into the Computer Equipment Section*

*** For FY 15/16 Contracts section now includes Other Contract Services and Professional Fees in addition to Professional Contracts*

**** For FY 15/16 Other Contract Services and Professional Fees have been moved to the Contracts Section, discrepancies are due to reallocation of expenses within sections*

WATER TREATMENT - 5034
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
561	**Water Enterprise**						
561-50-34-20-10	Salary-Regular	197,824	191,936	179,189	218,013	206,035	237,266
561-50-34-20-20	Temp/Part Time	-	-	-	-	-	-
561-50-34-20-25	Standby	6,964	7,256	6,645	6,263	6,296	6,263
561-50-34-20-30	Overtime	20,640	23,322	22,470	6,500	32,334	6,500
561-50-34-20-40	FICA/Medicare	17,325	16,980	16,010	17,654	18,587	19,274
561-50-34-20-45	Employer PERS	30,057	28,344	26,310	36,813	31,241	38,511
561-50-34-20-50	Employee PERS	13,758	12,723	7,775	2,643	2,458	-
561-50-34-20-55	Health Insurance	49,702	53,372	55,283	74,126	63,571	71,290
561-50-34-20-61	Workers Comp	6,922	31,015	42,905	10,161	11,112	10,759
561-50-34-20-65	SDI	2,469	2,219	2,070	2,308	2,273	2,250
561-50-34-20-75	Deferred Comp	1,201	1,210	1,217	2,098	1,619	2,098
20	*Salaries & Benefits*	*346,863*	*368,378*	*359,875*	*376,579*	*375,526*	*394,211*
561-50-34-21-05	Advertising	-	-	-	-	75	-
561-50-34-21-10	Communications	7,345	7,577	6,361	8,400	7,113	8,400
561-50-34-21-15	Postage	1,242	1,450	872	1,200	1,200	1,420
561-50-34-21-22	Utilities	60,700	57,061	58,968	68,000	59,572	68,000
561-50-34-21-25	Equipment Rental	422	-	-	1,200	600	1,200
561-50-34-21-30	Professional Contracts	-	-	688	-	442	-
561-50-34-21-40	Professional Fees	-	-	-	-	-	-
561-50-34-21-43	Penalities and Fines	-	-	-	50,000	-	-
561-50-34-21-45	Other Contract Services	13,135	18,748	25,336	26,400	26,400	26,400
561-50-34-21-53	Memberships & Publications	400	864	330	1,330	1,200	1,330
561-50-34-21-55	Training & Conference	1,707	3,942	1,446	5,400	2,500	5,400
561-50-34-21-60	Other Travel	-	-	-	200	-	200
21	*Services*	*84,949*	*89,641*	*94,000*	*162,130*	*99,102*	*112,350*
561-50-34-22-07	Copies	1,191	-	-	2,500	-	2,500
561-50-34-22-12	Computer Equipment	-	95	421	450	450	1,950
561-50-34-22-13	Office Supplies	667	155	920	550	784	550
561-50-34-22-15	Special Department Supplies	4,801	1,601	5,494	16,136	16,136	6,029
561-50-34-22-20	Small Tools	-	17	220	500	250	500
561-50-34-22-25	Fuel/Oil	624	811	574	960	960	960
561-50-34-22-32	Purchase Water	1,178,401	1,189,926	1,327,251	1,234,839	1,234,839	1,234,839
561-50-34-22-35	Process Chemicals	94,035	50,219	37,350	52,700	46,670	52,700
561-50-34-22-37	Lab Supplies	7,797	6,241	4,265	8,500	8,500	9,000
22	*Supplies*	*1,287,514*	*1,249,066*	*1,376,495*	*1,317,135*	*1,308,589*	*1,309,028*
561-50-34-23-11	Maint Office Equip	-	43	-	250	-	250
561-50-34-23-12	Maintenance Supplies	-	-	-	-	-	-
561-50-34-23-15	Maint Machine/Equipment	26,622	13,475	9,885	42,485	41,771	53,400
561-50-34-23-30	Maint Buildings/Grounds	2,727	2,117	1,921	13,175	13,175	13,175
561-50-34-23-50	Vehicle Alloc Expense	7,241	8,748	9,493	10,249	10,249	15,595
23	*Maintenance*	*36,589*	*24,384*	*21,299*	*66,159*	*65,195*	*82,420*
561-50-34-24-25	Taxes & Other Charges	16,335	9,716	11,084	14,000	11,415	14,000
24	*Taxes, Insurances & Contributi*	*16,335*	*9,716*	*11,084*	*14,000*	*11,415*	*14,000*
561-50-34-26-30	Capital Equipment	937	-	1,356	7,953	8,605	-
561-50-34-26-70	Capital Imp Equipment	-	28,199	-	10,500	10,500	10,500
26	*Capital*	*937*	*28,199*	*1,356*	*18,453*	*19,105*	*10,500*

WATER TREATMENT - 5034
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
561-50-34-29-20	Fixed Asset Adjustments	-	-	-	-	-	-
29	*Transfers*	-	-	-	-	-	-
561-50-34-99-99	Contra Account fixed assets	-	-	-	-	-	-
99	*Contra Account fixed assets*	-	-	-	-	-	-
Grand Total		**1,773,187**	**1,769,383**	**1,864,109**	**1,954,456**	**1,878,932**	**1,922,509**
561	**Water Enterprise**	**1,773,187**	**1,769,383**	**1,864,109**	**1,954,456**	**1,878,932**	**1,922,509**
Grand Total		**1,773,187**	**1,769,383**	**1,864,109**	**1,954,456**	**1,878,932**	**1,922,509**

WATER TREATMENT - 5034
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Equipment Rental	*2125*	*561*	
Various Tools (Air Compressor, Jackhammer)		1,200	1,200
TOTAL - Equipment Rental	***2125***	***$ 1,200***	***$ 1,200***
Other Contract Services	*2145*	*561*	
Water Testing		*17,150*	17,150
CCCF Crews for Spillway and Dam Maintenance		*2,000*	2,000
Upper Valley Disposal Sludge Removal		*3,800*	3,800
Clean Harbors, Dispose of Waste		*1,700*	1,700
Corrpro Inspct Tank #2 Cathodic Protection		*600*	600
HVAC Maintenance		*1,150*	1,150
TOTAL - Other Contract Services	***2145***	***$ 26,400***	***$ 26,400***
Memberships & Publications	*2153*	*561*	
Operator Certification		1,130	1,130
Wine Country Water Works		200	200
TOTAL - Memberships & Publications	***2153***	***$ 1,330***	***$ 1,330***
Training and Conferences	*2155*	*561*	
AWWA Conference (Spring & Fall)		4,600	4,600
Miscellaneous Training		800	800
TOTAL - Training and Conferences	***2155***	***$ 5,400***	***$ 5,400***
Computer Equipment	*2212*	*561*	
Computer Replacement		1,950	1,950
TOTAL - Computer Equipment	***2212***	***$ 1,950***	***$ 1,950***
Special Department Supplies	*2215*	*561*	
Uniforms		1,300	1,300
Safety Equipment, Boots, Other		4,729	4,729
TOTAL - Special Department Supplies	***2215***	***$ 6,029***	***$ 6,029***
Process Chemicals	*2235*	*561*	
Alum		19,000	19,000
Copper Sulfate		15,000	15,000
NaOH		9,000	9,000
NaOCl		9,000	9,000
Ascorbic Acid		350	350
Sodium Sulfite		350	350

WATER TREATMENT - 5034
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
TOTAL - Process Chemicals	***2235***	***$ 52,700***	***$ 52,700***
Machinery & Equipment Maintenance	*2315*	*561*	
Annual Maintenance & Machine Service		46,050	46,050
Yearly Filter Inspection		7,350	7,350
TOTAL - Machinery & Equipment Maintenance	***2315***	***$ 53,400***	***$ 53,400***
Taxes and Other Charges	*2425*	*561*	
CDPH System Fees		10,465	10,465
CRWQCB Annual Renewal Fee SWTP Discharges		2,835	2,835
BAAQMD Generator Permit Fee		700	700
TOTAL - Taxes and Other Charges	***2524***	***$ 14,000***	***$ 14,000***
Capital Equipment	*2215*	*561*	
Replace Aging Equipment		10,500	10,500
TOTAL - Capital Equipment	***2215***	***$ 10,500***	***$ 10,500***

STONEBRIDGE WELLS (5032)

PURPOSE

The Stonebridge Wells Division in the Public Works Department is within the Water Enterprise Fund. This Division provides for the operation and maintenance of the two Stonebridge Wells. Groundwater from the two wells normally provides up to 20% of the City's annual water supply. The treatment facilities provide for filtration and chlorination. This division is staffed by water treatment personnel and costs include utilities, phone line, processing chemicals, and certain capital equipment. Funding is provided by user charges.

2014-15 ACHIEVEMENTS

- Initiated bid document and specifications for bidding, cost estimates for the rehabilitation of Filters 1-4.
- Installed new roof at SBW Control Building and Pipe Galley.

2015-16 GOALS AND OBJECTIVES

- Repair inside pitting and cuts in Filter Tanks 1-4 and recoat.
- Replace exhausted media in Filters 1-4.
- Install new back wash and surface wash piping in Filters 1-4.

STONEBRIDGE WELLS - 5032
BUDGET SUMMARY

Stonebridge Wells Expenses By Fund

FUND	DEPT		2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
561	5032	Water Enterprise	50,568	60,067	78,987	104,626	90,746	106,036
		Total Expenses	**$ 50,568**	**$ 60,067**	**$ 78,987**	**$ 104,626**	**$ 90,746**	**$ 106,036**

Stonebridge Wells Expense Summary

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Capital Equipment	-	-	10,416	10,775	10,775	10,775
Communications	348	477	1,486	600	1,668	1,600
Contracts	2,023	1,018	2,355	3,425	4,662	3,520
Dept supplies/services	6,884	12,380	10,386	18,076	15,546	18,076
Equipment Maintenance	10,341	257	2,940	18,750	10,000	18,750
Utilities	30,972	45,935	51,403	53,000	48,095	53,315
Total Expenses	**$ 50,568**	**$ 60,067**	**$ 78,987**	**$ 104,626**	**$ 90,746**	**$ 106,036**

STONEBRIDGE WELLS - 5032
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
561	**Water Enterprise**						
561-50-32-21-10	Communications	348	477	1,486	600	1,668	1,600
561-50-32-21-22	Utilities	30,972	45,935	51,403	53,000	48,095	53,315
561-50-32-21-45	Other Contract Services	2,023	1,018	2,355	3,425	4,662	3,520
21	*Services*	*33,343*	*47,430*	*55,244*	*57,025*	*54,425*	*58,435*
561-50-32-22-07	Copies	-	-	-	-	-	-
561-50-32-22-13	Office Supplies	27	-	-	-	-	-
561-50-32-22-15	Special Department Supplies	247	536	329	500	500	500
561-50-32-22-35	Process Chemicals	6,125	11,674	9,528	16,530	14,000	16,530
561-50-32-22-37	Lab Supplies	484	170	530	1,046	1,046	1,046
22	*Supplies*	*6,884*	*12,380*	*10,386*	*18,076*	*15,546*	*18,076*
561-50-32-23-12	Maintenance & Supplies	-	-	-	-	-	-
561-50-32-23-15	Maint Machine/Equipment	10,324	257	2,441	13,750	5,000	13,750
561-50-32-23-30	Maint Buildings/Grounds	17	-	499	5,000	5,000	5,000
23	*Maintenance*	*10,341*	*257*	*2,940*	*18,750*	*10,000*	*18,750*
561-50-32-26-70	Capital Imp Equipment	-	-	10,416	10,775	10,775	10,775
26	*Capital*	-	-	*10,416*	*10,775*	*10,775*	*10,775*
561-50-32-29-20	Fixed Asset Adjustments	-	-	-	-	-	-
29	*Transfers*	-	-	-	-	-	-
Grand Total		**50,568**	**60,067**	**78,987**	**104,626**	**90,746**	**106,036**
561	**Water Enterprise**	**50,568**	**60,067**	**78,987**	**104,626**	**90,746**	**106,036**
Grand Total		**50,568**	**60,067**	**78,987**	**104,626**	**90,746**	**106,036**

WASTE WATER ENTERPRISE FUND

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private enterprises where the intent of the City is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The fund includes:

Wastewater Enterprise Utility Fund (571) *– accounts for sewage collection and treatment activities associated with the City's water system.*

Wastewater Capital Projects (773) *– used to account for costs associated with large capital projects of the sewer fund.*

Wastewater Impact Fees (774) *– accounts for connection charges paid by new users of the sewer system. Fees collected are to be used for the costs of constructing and improving the Wastewater Treatment Plant and Sewer Collection System only.*

WASTEWATER OPERATIONS
PROPOSED BUDGET - PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budgeted	2015 Estimated Year End	2016 Proposed
571	**Sewer Enterprise**						
NON-DEPARTMENTAL							
571-40-00-21-10	Communication	869	1,008	2,055	870	1,834	1,700
571-40-00-21-15	Postage	174	164	136	200	50	200
571-40-00-21-27	Equipment Lease Exp	6,915	5,753	5,634	7,146	5,670	7,146
571-40-00-21-30	Professional Contracts	-	-	-	-	-	20,883
571-40-00-21-40	Professional Fees	4,049	-	-	-	-	-
571-40-00-21-45	Other Contract Services	19,047	1,131	517	5,000	1,500	1,666
571-40-00-21-55	Training & Conference	-	23	57	-	-	-
571-40-45-21-30	Professional Contracts	42,180	-	-	-	-	-
571-40-45-21-40	Professional Fees	274	12,874	8,391	5,000	5,000	5,000
21	*Services*	*73,508*	*20,953*	*16,790*	*18,216*	*14,054*	*36,595*
571-40-00-22-07	Copies	1,642	1,320	2,421	1,500	1,500	1,500
571-40-00-22-09	Safety Committee Supplies	-	-	-	-	-	-
571-40-00-22-12	Computer Equipment	306	4,330	2,410	4,000	1,000	5,642
571-40-00-22-13	Office Supplies	1,203	1,045	1,259	1,600	1,200	1,600
571-40-00-22-15	Special Department Supplies	724	261	47	2,700	1,000	1,000
22	*Supplies*	*3,875*	*6,956*	*6,136*	*9,800*	*4,700*	*9,742*
571-40-00-23-35	Software Maintenance	200	-	2,555	200	5,654	2,666
23	*Maintenance*	*200*	-	*2,555*	*200*	*5,654*	*2,666*
571-40-00-24-25	Taxes & Other Charges	-	-	-	-	-	-
571-40-00-24-45	REMIF/Block Party Insurance	64,691	43,035	45,895	98,580	98,580	99,389
24	*Taxes, Insurances & Contributi*	*64,691*	*43,035*	*45,895*	*98,580*	*98,580*	*99,389*
571-40-45-25-05	Retire Principal	-	(0)	(100)	129,400	129,400	136,600
571-40-45-25-15	Interest Expense	78,071	86,521	69,240	125,662	125,662	121,305
25	*Debt*	*78,071*	*86,521*	*69,140*	*255,062*	*255,062*	*257,905*
571-40-00-26-30	Capital Equipment	-	4,772	-	-	-	7,634
571-40-00-26-40	Furniture & Fixtures	-	-	-	-	-	-
26	*Capital*	-	*4,772*	-	-	-	*7,634*
571-40-00-29-20	Fixed Asset Adjustments	-	-	-	-	-	-
571-40-00-29-99	Transfer to other Funds	-	200,000	100,000	1,541,664	1,541,664	-
29	*Transfers*	-	*200,000*	*100,000*	*1,541,664*	*1,541,664*	-
NON-DEPARTMENTAL TOTAL		**220,344**	**362,237**	**240,516**	**1,923,522**	**1,919,714**	**413,931**
CITY COUNCIL							
571-41-00-20-20	Temp/Part Time	2,880	3,240	3,600	3,600	3,600	3,600
571-41-00-20-40	FICA/Medicare	321	351	377	275	390	367
571-41-00-20-45	Employer PERS	437	517	511	535	495	616
571-41-00-20-50	Employee PERS	157	171	172	264	187	264
571-41-00-20-55	Health Insurance	14,312	15,308	16,157	24,232	18,418	25,246
571-41-00-20-75	Deferred Comp	1,399	1,429	1,419	1,299	1,599	1,299
20	*Salaries & Benefits*	*19,507*	*21,017*	*22,234*	*30,205*	*24,689*	*31,392*
CITY COUNCIL TOTAL		**19,507**	**21,017**	**22,234**	**30,205**	**24,689**	**31,392**
CITY MANAGER							
571-42-00-20-10	Salary-Regular	39,951	4,543	6,992	3,500	58,004	85,166
571-42-00-20-20	Temp/Part-time salary	0	0	0	0	0	2,546
571-42-00-20-30	Overtime	0	0	0	0	159	-

WASTEWATER OPERATIONS
PROPOSED BUDGET - PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budgeted	2015 Estimated Year End	2016 Proposed
571	**Sewer Enterprise**						
571-42-00-20-40	FICA/Medicare	2,952	356	97	268	4,515	5,581
571-42-00-20-45	Employer PERS	5,725	772	548	280	4,643	9,389
571-42-00-20-50	Employee PERS	2,790	335	658	175	361	-
571-42-00-20-55	Health Insurance	5,982	1,116	313	1,304	6,363	13,774
571-42-00-20-61	Workers Comp	0	160	904	169	182	2,723
571-42-00-20-65	SDI	413	46	74	35	557	556
571-42-00-20-75	Deferred Comp	871	125	72	125	906	1,034
571-42-00-20-85	Auto Allowance	480	120	99	0	1,840	2,160
571-42-00-20-97	Housing Allowance	600	0	95	600	0	0
20	*Salaries & Benefits*	*59,764*	*7,572*	*9,852*	*6,456*	*77,530*	*122,929*
571-42-00-21-45	Other Contract Services	0	0	0	0	0	0
21	*Services*	*0*	*0*	*0*	*0*	*0*	*0*
571-42-00-23-35	Software Maintenance	70	0	0	0	0	1,416
23	*Maintenance*	*70*	*0*	*0*	*0*	*0*	*1,416*
CITY MANAGER TOTAL		**59,833**	**7,572**	**9,852**	**6,456**	**77,530**	**124,345**
FINANCE							
571-43-00-20-10	Salary-Regular	79,781	59,352	65,086	75,619	79,267	83,012
571-43-00-20-20	Temp/Part Time	0	0	0	0	0	0
571-43-00-20-30	Overtime	224	164	1,320	0	885	0
571-43-00-20-40	FICA/Medicare	5,963	4,546	5,074	5,785	6,208	6,465
571-43-00-20-45	Employer PERS	12,216	8,666	8,762	11,532	10,036	6,804
571-43-00-20-50	Employee PERS	5,529	3,870	2,962	618	2,182	0
571-43-00-20-55	Health Insurance	18,385	15,824	19,250	26,775	26,271	27,728
571-43-00-20-61	Workers Comp	0	3,623	3,403	3,827	4,119	4,236
571-43-00-20-65	SDI	823	572	643	715	764	714
571-43-00-20-71	Unemployment	0	0	0	0	0	0
571-43-00-20-75	Deferred Comp	929	663	553	1,017	1,531	1,595
571-43-00-20-85	Auto Allowance	360	360	210	360	1,183	1,520
20	*Salaries & Benefits*	*124,211*	*97,641*	*107,264*	*126,248*	*132,448*	*132,074*
571-43-00-21-05	Advertising	0	121	75	0	0	0
571-43-00-21-10	Communications	150	100	135	185	185	185
571-43-00-21-15	Postage	8,637	11,872	9,468	9,000	11,600	11,000
571-43-00-21-25	Equipment Rental	0	0	0	0	0	0
571-43-00-21-27	Equipment Lease Exp	0	0	0	0	0	0
571-43-00-21-30	Professional Contracts	0	0	110	0	3,100	2,500
571-43-00-21-40	Professional Fees	3,505	0	0	0	0	0
571-43-00-21-42	Banking Fees	4,243	6,919	11,254	12,500	10,845	12,500
571-43-00-21-44	Online Transaction Fee	651	1,111	1,408	1,400	1,740	1,400
571-43-00-21-45	Other Contract Services	17,722	18,000	23,116	12,000	13,659	55,284
571-43-00-21-53	Memberships & Publications	78	0	145	0	186	340
571-43-00-21-55	Training & Conference	400	282	334	300	300	2,634
571-43-00-21-60	Other Travel	2	0	0	0	0	0
21	*Services*	*35,388*	*38,405*	*46,045*	*35,385*	*41,615*	*85,843*
571-43-00-22-07	Copies	128	0	0	0	0	0
571-43-00-22-12	Computer Equipment	661	0	960	200	200	150
571-43-00-22-13	Office Supplies	386	541	640	400	950	600
571-43-00-22-15	Special Department Supplies	2,962	981	897	3,000	1,500	4,500
22	*Supplies*	*4,137*	*1,522*	*2,497*	*3,600*	*2,650*	*5,250*

WASTEWATER OPERATIONS
PROPOSED BUDGET - PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS

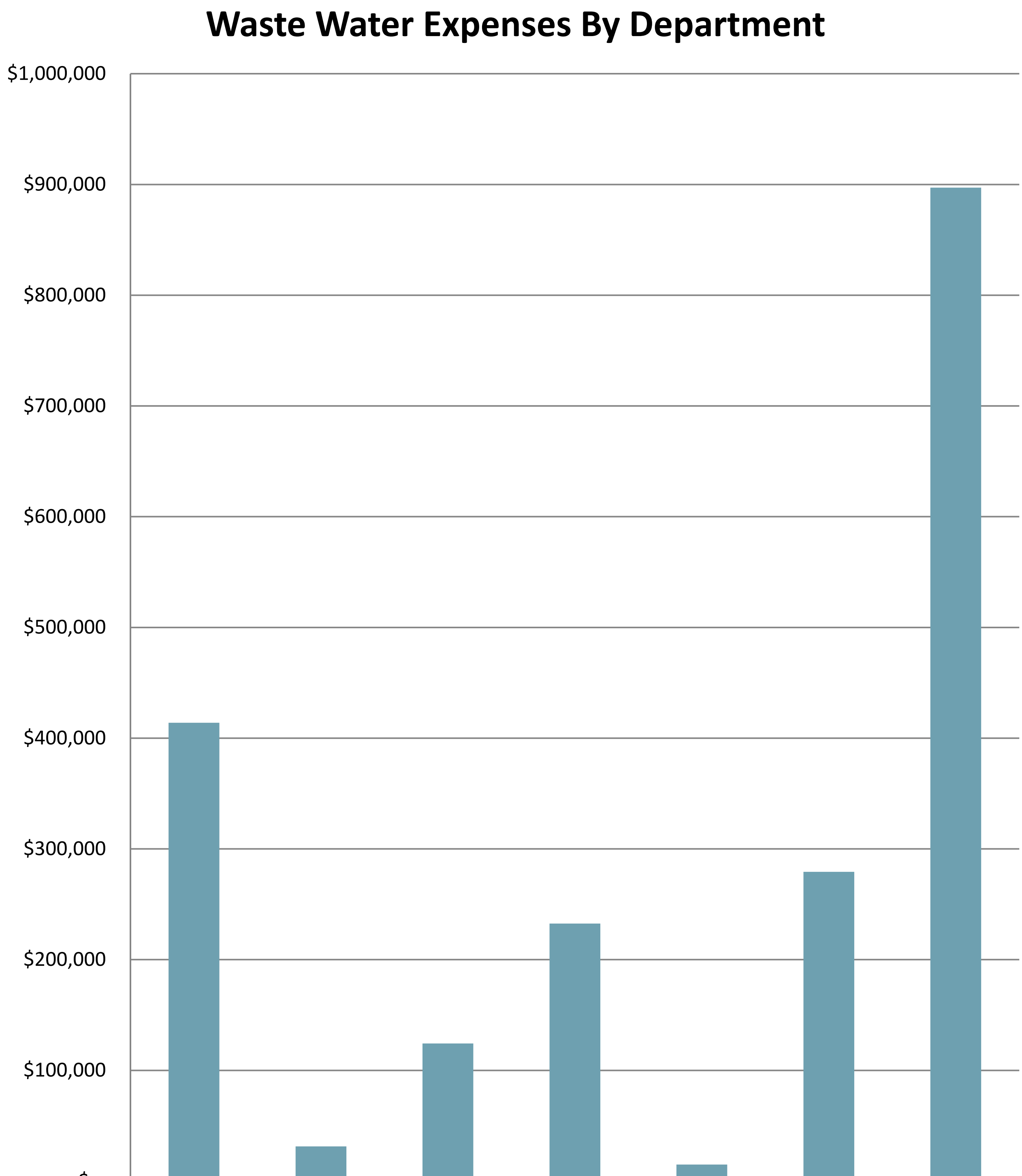
Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budgeted	2015 Estimated Year End	2016 Proposed
571	**Sewer Enterprise**						
571-43-00-23-15	Maint Machine/Equipment	0	0	0	0	0	0
571-43-00-23-35	Software Maintenance	6,672	6,959	7,307	8,000	8,000	8,081
23	*Maintenance*	*6,672*	*6,959*	*7,307*	*8,000*	*8,000*	*8,081*
571-43-00-24-25	Taxes & Other Charges	1,147	1,264	1,344	1,350	1,402	1,350
24	*Taxes, Insurances & Contributi*	*1,147*	*1,264*	*1,344*	*1,350*	*1,402*	*1,350*
FINANCE TOTAL		**171,555**	**145,855**	**164,457**	**174,583**	**186,115**	**232,598**
CITY ATTORNEY							
571-44-00-21-30	Professional Contracts	10,045	1,613	10,434	15,000	113,345	15,000
571-44-00-21-45	Other Contract Services	-	-	-	-	-	-
21	*Services*	*10,045*	*1,613*	*10,434*	*15,000*	*113,345*	*15,000*
CITY ATTORNEY TOTAL		**10,045**	**1,613**	**10,434**	**15,000**	**113,345**	**15,000**
PUBLIC WORKS ADMIN							
571-50-00-20-10	Salary-Regular	80,133	127,446	112,483	131,422	104,952	144,421
571-50-00-20-20	Temp/Part Time	14,496	595	0	0	0	-
571-50-00-20-30	Overtime	0	0	0	0	0	-
571-50-00-20-37	Holiday Pay	1,831	0	0	0	0	-
571-50-00-20-40	FICA/Medicare	7,445	9,922	8,728	10,054	8,171	10,314
571-50-00-20-45	Employer PERS	16,450	19,896	18,164	22,354	12,694	16,543
571-50-00-20-50	Employee PERS	5,782	9,199	7,835	6,317	2,614	-
571-50-00-20-55	Health Insurance	15,120	23,379	20,707	30,206	20,466	28,481
571-50-00-20-61	Workers Comp	0	4,488	4,536	4,742	5,103	4,707
571-50-00-20-65	SDI	856	1,224	1,112	1,156	1,010	1,111
571-50-00-20-71	Unemployment	0	225	0	0	0	-
571-50-00-20-75	Deferred Comp	1,288	2,529	2,529	2,731	2,051	1,690
571-50-00-20-85	Auto Allowance	600	1,200	1,200	1,200	1,720	2,880
20	*Salaries & Benefits*	*144,001*	*200,102*	*177,294*	*210,182*	*158,782*	*210,147*
571-50-00-21-05	Advertising	0	0	150	0	0	0
571-50-00-21-10	Communications	0	879	56	3,000	500	900
571-50-00-21-15	Postage	563	778	584	200	408	600
571-50-00-21-27	Equipment Lease Exp	1,723	1,471	1,606	1,400	1,400	1,400
571-50-00-21-30	Professional Contracts	0	0	0	1,000	1,000	50,000
571-50-00-21-40	Professional Fees	730	0	743	1,000	0	0
571-50-00-21-45	Other Contract Services	0	0	0	500	2,198	5,333
571-50-00-21-53	Memberships & Publications	175	138	121	600	1,391	1,559
571-50-00-21-55	Training & Conference	24	986	339	400	350	1,290
21	*Services*	*3,215*	*4,252*	*3,599*	*8,100*	*7,247*	*61,082*
571-50-00-22-07	Copies	640	925	666	500	1,260	700
571-50-00-22-12	Computer Equipment	1,430	111	78	600	600	600
571-50-00-22-13	Office Supplies	140	196	430	200	263	400
571-50-00-22-15	Special Department Supplies	369	0	0	300	300	800
571-50-00-22-20	Small Tools	0	0	0	0	0	0
571-50-00-23-35	Software Maintenance	0	0	197	0	90	0
22	*Supplies*	*2,578*	*1,233*	*1,371*	*1,600*	*2,513*	*2,500*
571-50-00-24-25	Taxes & Other Charges	2,657	2,441	2,342	5,809	4,786	5,000
24	*Taxes, Insurances & Contributi*	*2,657*	*2,441*	*2,342*	*5,809*	*4,786*	*5,000*
571-50-00-26-30	Capital Equipment	0	0	0	0	0	0

WASTEWATER OPERATIONS
PROPOSED BUDGET - PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budgeted	2015 Estimated Year End	2016 Proposed
571	**Sewer Enterprise**						
571-50-00-26-40	Furniture & Fixtures	0	435	13	600	600	600
571-50-00-26-70	Capital Imp Equipment	0	0	0	0	0	0
26	*Capital*	*0*	*435*	*13*	*600*	*600*	*600*
571-50-00-29-20	Fixed Asset Adjustments	2,763	0	0	1	0	1
29	*Transfers*	*2,763*	*0*	*0*	*1*	*0*	*1*
571-50-00-99-99	Contra Account fixed assets	0	-25,936	0	0	0	0
99	*Contra Account fixed assets*	*0*	*-25,936*	*0*	*0*	*0*	*0*
PUBLIC WORKS ADMIN TOTAL		**155,214**	**182,527**	**184,620**	**226,292**	**173,928**	**279,330**
GRAND TOTAL WASTE WATER OPERATIONS PROPOSED BUDGETS		**616,992**	**699,803**	**609,878**	**2,345,853**	**2,470,633**	**1,065,204**

CITY OF ST. HELENA
WASTE WATER EXPENSES BY DEPARTMENT

FISCAL YEAR 2015-2016



	Non-Departmental	City Council	City Managers Office	Finance	City Attorney	Public Works Admin	Waste Water
Series1	$413,931	$31,392	$124,345	$232,598	$15,000	$279,330	$897,123

WASTEWATER COLLECTION (5020)

PURPOSE

The Wastewater Collection (Sewer) Division of the Public Works Department operates and maintains the wastewater collection system and related equipment throughout the City. Staffing and equipment for this division has historically been shared with Streets and Storm Drains. An ongoing maintenance program includes sewer main and lateral lining to reduce root maintenance and infiltration/inflow to the system. The user fees from Sewer Enterprise Fund provide the Division's funding. Capital improvements are described and funded separately.

2014-15 ACHIEVEMENTS

- Cleaned ten miles of sewer mains and several hundred feet of sewer laterals.
- Wastewater Collections, Storm water, Street and Garage operated fully staffed for FY 2014-2015
- Slip-lined several locations of sewer laterals with the greatest potential for sewer sanitary overflow.
- Updated the Sewer System Management Plan.
- Completed the remaining one-third of Closed Caption TV (CCTV) of the City's sewer collection system for use in an asset management program.
- 100% compliant in reporting Sanitary Sewer Overflows to the State Water Resources Control Board.

2015-16 GOALS AND OBJECTIVES

- Continue identification and repair of both wet-weather and dry-weather sources of inflow and infiltration.
- Perform sewer lateral, manhole, lining and spot repairs identified by recent CCTV inspection.
- Improve the industrial source outreach, education and inspection program.
- Continue with a Waste Water Collection Training Program, to ensure all Public Works personnel have a full understanding of the City's Sanitary Sewer Overflow (SSO) Emergency Backup Response Plan. To make sure City Staff is provided the skills to identify the different SSO categories, estimate volume spillage, use photo documentation and utilize proper procedures for rectifying SSOs, disinfecting, cleanup and reporting.

WASTEWATER COLLECTION - 5020
BUDGET SUMMARY

Wastewater Collection Expenses By Fund

FUND	DEPT		2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
571	5020	Wastewater Enterprise	195,583	197,891	191,456	215,275	212,899	183,777
		Total Expenses	**$ 195,583**	**$ 197,891**	**$ 191,456**	**$ 215,275**	**$ 212,899**	**$ 183,777**

Wastewater Collection Expense Summary

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	114,541	116,715	115,015	120,167	125,949	80,095
Benefits	63,205	69,207	61,853	72,059	64,011	41,736
Capital Equipment	-	-	-	-	-	37,000
Communications	191	194	181	97	207	97
Dept supplies/services	12,787	5,382	8,907	12,726	11,392	12,726
Equipment Maintenance	-	197	-	4,164	4,080	4,164
Training/Conference	71	207	-	485	957	485
Utilities	955	2,894	2,336	1,940	2,668	1,940
Vehicle Maintenance	3,833	3,096	3,164	3,637	3,637	5,534
Total Expenses	**$ 195,583**	**$ 197,891**	**$ 191,456**	**$ 215,275**	**$ 212,899**	**$ 183,777**

WASTEWATER COLLECTION - 5020
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
571	**Sewer Enterprise**						
571-50-20-20-10	Salary-Regular	108,815	113,216	111,363	117,267	119,262	77,195
571-50-20-20-25	Standby	1,763	2,063	1,200	2,900	1,763	2,900
571-50-20-20-30	Overtime	3,963	1,436	2,452	0	4,924	0
571-50-20-20-40	FICA/Medicare	8,832	8,933	8,855	8,971	9,712	5,960
571-50-20-20-45	Employer PERS	16,501	16,742	16,471	17,257	17,397	12,971
571-50-20-20-50	Employee PERS	7,347	7,114	4,728	1,248	1,409	0
571-50-20-20-55	Health Insurance	28,257	27,841	26,612	35,296	25,706	17,262
571-50-20-20-61	Workers Comp	0	6,412	2,972	6,774	7,290	4,035
571-50-20-20-65	SDI	1,270	1,168	1,150	1,202	1,200	721
571-50-20-20-75	Deferred Comp	999	996	1,065	1,311	1,297	787
20	*Salaries & Benefits*	*177,746*	*185,921*	*176,868*	*192,226*	*189,960*	*121,831*
571-50-20-21-10	Communications	191	194	181	97	207	97
571-50-20-21-22	Utilities	955	2,894	2,336	1,940	2,668	1,940
571-50-20-21-25	Equipment Rental	0	0	0	0	0	0
571-50-20-21-53	Memberships & Publications	132	0	217	300	250	300
571-50-20-21-55	Training & Conference	71	207	0	485	957	485
571-50-20-21-60	Other Travel	0	0	0	0	0	0
21	*Services*	*1,349*	*3,295*	*2,734*	*2,822*	*4,081*	*2,822*
571-50-20-22-07	Copies	0	0	0	0	0	0
571-50-20-22-13	Office Supplies	0	0	0	0	0	0
571-50-20-22-15	Special Department Supplies	12,655	5,382	8,639	12,426	10,739	12,426
571-50-20-22-20	Small Tools	0	0	51	0	0	0
22	*Supplies*	*12,655*	*5,382*	*8,690*	*12,426*	*10,739*	*12,426*
571-50-20-23-12	Maintenance Supplies	0	0	0	0	403	0
571-50-20-23-15	Maint Machine/Equipment	0	197	0	4,164	4,072	4,164
571-50-20-23-30	Maint Buildings/Grounds	0	0	0	0	8	0
571-50-20-23-50	Vehicle Alloc Expense	3,833	3,096	3,164	3,637	3,637	5,534
23	*Maintenance*	*3,833*	*3,293*	*3,164*	*7,801*	*8,120*	*9,698*
571-50-20-24-25	Taxes & Other Charges	0	0	0	0	0	0
24	*Taxes, Insurances & Contributi*	*0*	*0*	*0*	*0*	*0*	*0*
571-50-20-26-50	Capital Imp Land	0	0	0	0	0	0
	Capital Imp Equipment	0	0	0	0	0	37,000
26	*Capital*	*0*	*0*	*0*	*0*	*0*	*37,000*
571-50-20-29-99	Transfer to other Funds	0	0	0	0	0	0
29	*Transfers*	*0*	*0*	*0*	*0*	*0*	*0*
Grand Total		**195,583**	**197,891**	**191,456**	**215,275**	**212,899**	**183,777**
571	**Sewer Enterprise**	**195,583**	**197,891**	**191,456**	**215,275**	**212,899**	**183,777**
Grand Total		**195,583**	**197,891**	**191,456**	**215,275**	**212,899**	**183,777**

WASTEWATER COLLECTION - 5020
EXPENSE DETAIL

Description	Object Code	Funding Source		Total Budgeted	
Special Department Supplies	*2215*	*571*			
Pipe, Fittings, Sealing, Repair Supplies		$	8,000	$	8,000
Sewer Cleaning Supplies		$	4,426	$	4,426
TOTAL - Special Department Supplies	***2215***	***$***	***12,426***	***$***	***12,426***
Machinery & Equipment Maintenance	*2315*	*571*			
Maintenance as Needed		$	4,164	$	4,164
TOTAL - Machinery & Equipment Maintenance	***2315***	***$***	***4,164***	***$***	***4,164***
Capital Improvement Equipment	*2670*	*571*			
Truck Replacement		$	26,000	$	26,000
Air Compressor and Jackhammer (Cost-Share with Water Distribution)		$	11,000	$	11,000
TOTAL - Capital Improvement Equipment	***2670***	***$***	***37,000***	***$***	***37,000***

WASTEWATER TREATMENT (5029)

PURPOSE

The Wastewater Treatment Plant Division in the Public Works Department is responsible for the treatment and disposition of the City's wastewater. During the dry season, the plant treats an average of approximately 0.4 million gallons per day (MGD). Peak winter flows exceed 3 MGD. The facility is operated by three State certified wastewater treatment operators with additional staffing from cross-certified Water Treatment Plant personnel. The budget unit is primarily funded by wastewater user fees.

2014-15 ACHIEVEMENTS

- Ozone pilot project was complete (25 lb/day ozone capacity).
- 100 hp pump added to chlorine contact - 60 hp pump left for backup.
- Levee between Ponds 2 and 3 levee were repaired to (stop erosion) with the placement of 690 ft. of rip rap.
- Pond 1A rehabilitation was completed and the pond was successfully placed back in full service January 13, 2015.

2015-16 GOALS AND OBJECTIVES

- Evaluate, prioritize, and implement high priority improvements identified in the Wastewater Facilities Evaluation.
- Irrigation field improvements
- Removal and replacement of Pond 2 walkway.
- Influent three dimensional grinder replace.
- River discharge dechlorination system upgrade.
- Support river bank restoration work being performed by Napa County Resource Conservation District.

WASTEWATER TREATMENT - 5029
BUDGET SUMMARY

Wastewater Treatment Expenses By Fund			2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
FUND	DEPT							
571	5029	Wastewater	539,940	539,577	664,878	848,797	660,213	713,346
		Total Expenses	$ 539,940	$ 539,577	$ 664,878	$ 848,797	$ 660,213	$ 713,346

Wastewater Treatment Expense Summary	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Salary	202,251	188,878	240,268	240,362	236,369	244,788
Benefits	102,134	94,348	93,266	136,858	112,114	130,910
Capital Equipment	22,631	20,729	58,911	10,658	5,000	10,658
Communications	2,641	3,038	2,399	3,000	2,982	3,000
Computer Equipment*	1,121	-	1,653	2,000	2,000	2,000
Contracts**	30,475	36,349	35,768	51,000	78,015	51,000
Dept supplies/services***	20,349	21,597	46,827	33,425	28,898	33,425
Equipment Maintenance	60,458	52,967	42,084	70,000	70,000	70,000
Training/Conference	210	2,555	1,418	3,660	2,500	3,660
Penalties and Fines	-	-	15,439	156,000	-	-
Chemicals	10,238	23,504	29,571	50,779	30,000	50,779
Utilities	74,339	82,925	83,419	75,000	75,000	90,000
Vehicle Maintenance	13,091	12,686	13,855	16,055	17,335	23,126
Total Expenses	$ 539,940	$ 539,577	$ 664,878	$ 848,797	$ 660,213	$ 713,346

**For FY 15/16, Per the Capital Asset and Depreciation, Policy Computer Equipment has been moved from Capital Equipment into the Computer Equipment Section*

*** For FY 15/16 Contracts section now includes Other Contract Services and Professional Fees in addition to Professional Contracts*

**** For FY 15/16 Other Contract Services and Professional Fees have been moved to the Contracts Section, discrepancies are due to reallocation of expenses within sections*

WASTEWATER TREATMENT - 5029
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
571	**Sewer Enterprise**						
571-50-29-20-10	Salary-Regular	171,572	141,135	169,471	227,599	216,410	232,025
571-50-29-20-20	Temp/Part Time	0	18,585	50,323	0	0	0
571-50-29-20-25	Standby	5,513	5,700	5,850	6,263	6,225	6,263
571-50-29-20-30	Overtime	25,166	23,459	14,624	6,500	13,734	6,500
571-50-29-20-37	Holiday Pay	0	0	0	0	0	0
571-50-29-20-40	FICA/Medicare	14,839	14,508	16,571	18,388	18,080	18,864
571-50-29-20-45	Employer PERS	24,552	21,102	22,747	38,712	31,475	38,054
571-50-29-20-50	Employee PERS	10,901	9,078	6,432	2,785	2,533	0
571-50-29-20-55	Health Insurance	34,565	28,931	24,835	62,441	44,713	59,736
571-50-29-20-61	Workers Comp	6,463	18,321	20,319	10,161	10,936	10,086
571-50-29-20-65	SDI	2,066	1,711	1,665	2,404	2,216	2,203
571-50-29-20-71	Unemployment	8,190	0	0	0	0	0
571-50-29-20-75	Deferred Comp	559	696	697	1,967	1,294	1,967
571-50-29-20-96	Education Reimbursement	0	0	0	0	868	0
20	*Salaries & Benefits*	*304,386*	*283,226*	*333,535*	*377,220*	*348,484*	*375,698*
571-50-29-21-10	Communications	2,641	3,038	2,399	3,000	2,982	3,000
571-50-29-21-15	Postage	127	96	156	125	95	125
571-50-29-21-22	Utilities	74,339	82,925	83,419	75,000	75,000	90,000
571-50-29-21-25	Equipment Rental	360	0	900	9,900	5,500	9,900
571-50-29-21-27	Equipment Lease Exp	0	0	0	0	0	0
571-50-29-21-30	Professional Contracts	101	0	1,465	0	27,015	0
571-50-29-21-40	Professional Fees	0	0	0	0		0
571-50-29-21-43	Fines & Penalties	0	0	15,439	156,000	0	0
571-50-29-21-45	Other Contract Services	30,374	36,349	34,303	51,000	51,000	51,000
571-50-29-21-53	Memberships & Publications	60	755	940	100	810	100
571-50-29-21-55	Training & Conference	210	2,545	1,418	3,650	2,500	3,650
571-50-29-21-60	Other Travel	0	10	0	10	0	10
21	*Services*	*108,212*	*125,718*	*140,438*	*298,785*	*164,902*	*157,785*
571-50-29-22-07	Copies	0	0	0	0	0	0
571-50-29-22-12	Computer Equipment	1,121	0	1,653	2,000	2,000	2,000
571-50-29-22-13	Office Supplies	212	82	31	300	539	300
571-50-29-22-15	Special Department Supplies	3,980	5,231	25,111	5,000	5,000	5,000
571-50-29-22-20	Small Tools	6,903	3,588	4,209	7,000	5,000	7,000
571-50-29-22-25	Fuel/Oil	2,443	3,939	1,198	2,500	3,780	2,500
571-50-29-22-35	Process Chemicals	10,238	23,504	29,571	50,779	30,000	50,779
571-50-29-22-37	Lab Supplies	317	4,015	368	3,000	3,000	3,000
22	*Supplies*	*25,216*	*40,359*	*62,141*	*70,579*	*49,319*	*70,579*
571-50-29-23-12	Maintenance Supplies	0	37	233	0	397	0
571-50-29-23-15	Maint Machine/Equipment	52,132	46,772	36,288	55,000	55,000	55,000
571-50-29-23-30	Maint Buildings/Grounds	8,326	6,195	5,797	15,000	15,000	15,000
571-50-29-23-50	Vehicle Alloc Expense	10,648	8,748	12,657	13,555	13,555	20,626
23	*Maintenance*	*71,106*	*61,752*	*54,974*	*83,555*	*83,952*	*90,626*
571-50-29-24-25	Taxes & Other Charges	8,390	7,793	14,879	8,000	8,557	8,000
24	*Taxes, Insurances & Contributi*	*8,390*	*7,793*	*14,879*	*8,000*	*8,557*	*8,000*
571-50-29-26-30	Capital Equipment	22,631	17,143	58,911	10,658	5,000	10,658
571-50-29-26-50	Capital Imp Land	0	3,587	0	0	0	0
26	*Capital*	*22,631*	*20,729*	*58,911*	*10,658*	*5,000*	*10,658*

WASTEWATER TREATMENT - 5029
PROPOSED BUDGET

Account Number	Description	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimated Year End	2016 Proposed
Grand Total		539,940	539,577	664,878	848,797	660,213	713,346
571	**Sewer Enterprise**	**539,940**	**539,577**	**664,878**	**848,797**	**660,213**	**713,346**
Grand Total		539,940	539,577	664,878	848,797	660,213	713,346

WASTEWATER TREATMENT- 5029
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Equipment Rental	*2125*	*571*	
Small Equipment Rentals		*9,900*	9,900
TOTAL - Equipment Rental	***2125***	***$ 9,900***	***$ 9,900***
Other Contract Services	*2145*	*571*	
Cal-Test lab analysis		*21,500*	21,500
Permit Compliance Testing (River Discharge)		*18,500*	18,500
Mosquito Abatement (weed/mosquito)		*11,000*	11,000
TOTAL - Other Contract Services	***2145***	***$ 51,000***	$ 51,000
Training and Conferences	*2155*	*571*	
Wastewater Certifiction		1,500	1,500
Continuing Education & Supervisory Classes		2,150	2,150
TOTAL - Training and Conferences	***2155***	***$ 3,650***	***$ 3,650***
Computer	*2212*	*571*	
Replacement Computer		2,000	2,000
TOTAL - Computer	***2212***	***$ 2,000***	***$ 2,000***
Special Department Supplies	*2215*	*571*	
Miscellaneous Department Supplies		5,000	5,000
TOTAL - Special Department Supplies	***2215***	***$ 5,000***	***$ 5,000***
Small Tools	*2220*	*571*	
Miscellanous Tools		7,000	7,000
TOTAL - Small Tools	***2220***	***$ 7,000***	***$ 7,000***
Process Chemicals	*2235*	*571*	
Various Chemicals to Treat Waste		50,779	50,779
TOTAL - Process Chemicals	***2235***	***$ 50,779***	***$ 50,779***
Lab Supplies	*2237*	*571*	
General Equipment and Supplies		3,000	3,000
TOTAL - Lab Supplies	***2237***	***$ 3,000***	***$ 3,000***
Machinery & Equipment Maintenance	*2315*	*571*	
Influent Pump No. 3 Scheduled Maintenance		8,000	8,000
Brush Aerators Conversion Kit and Other Repairs		10,000	10,000

WASTEWATER TREATMENT- 5029
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Other General Maintenance & Repairs		37,000	37,000
TOTAL - Machinery & Equipment Maintenance	***2315***	***$ 55,000***	***$ 55,000***
Capital Equipment	*2630*	*571*	
Replace Aging Equipment		10,658	10,658
TOTAL - Capital Equipment	***2630***	***$ 10,658***	***$ 10,658***

CITY OF ST. HELENA
Readers Guide to the Budget

FISCAL YEAR 2015-2016

GLOSSARY OF COMMON BUDGET AND FINANCIAL TERMS

ACCOUNT	Financial reporting unit for budget, management, or accounting purposes.
ACCOUNTS PAYABLE	The amounts owed to others for goods and services received.
ACCOUNTS RECEIVABLE	Amounts due from others for goods furnished and services rendered.
ACCRUAL BASIS	The basis whereby transactions and events are recognized when they occur, regardless of when cash is received or paid.
ACTUAL PRIOR YEAR	Actual amounts for the fiscal year preceding the current fiscal year which precedes the budget fiscal year.
ALLOCATION	Component of an appropriation earmarking expenditures for a specific purpose and/or level of organization.
ALLOTMENT	That portion of an appropriation which may be encumbered or spent during a specified period.
AMORTIZATION	Payment of a debt by regular intervals over a specific period of time.
APPROPRIATION	An authorization by a legislative body (e.g. City Council) that provides legal permission to make expenditures and incur obligations for specific purposes.[1]
ASSET	Resources owned or held by a government which have monetary value.
ASSESSED VALUATION	Official government value placed upon real estate or other property as a basis for levying taxes.
BOND	A written promise to pay a specific amount of money at a specific date in the future together with a periodic interest as a special rate. Two types are used: General Obligation and Revenue.
BONDED INDEBTEDNESS	Outstanding debt by issues of bonds which is repaid by ad valorem or other revenue.

[1] "Appropriations subject to limitation," for purposes of each agency's Gann limit, means "any authorization to expend during a fiscal years the proceeds of taxes levied by or for that agency and the proceeds of state subventions to that agency." Cal. Const. Art. XIIIB, section 8(b).

BUDGET AMENDMENT	A procedure authorized by some City Councils that allows the City Manager to make adjustments to expenditures within or between departmental budgets by revising budget appropriations. **Note:** City Council approval is always required for additional appropriations from a fund balance or new revenue sources.
BUDGET DEFICIT	Amount by which the government's budget outlays exceed its budget receipts for a given period, usually a fiscal year.
CAPITAL IMPROVEMENT PROGRAM	Annual appropriations in a City's budget for capital improvement projects such as street or park improvements, building construction and various kinds of major facility maintenance. Capital improvement projects are often multi-year projects that require funding beyond the one-year periods of the annual budget.
CAPITALIZATION THRESHOLD	The dollar value at which government elects to capitalize tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.
DEBT SERVICE; DEBT SERVICE FUND	The payment of principal and interest on borrowed funds such as bonds. A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Sometimes a debt service fund is referred to as a sinking fund. Debt financing is most commonly used to address temporary short-term cash flow problems and to provide funding for improvements with long lives. Borrowing long-term for operational or short-term capital needs is not advised.[2]
ENCUMBRANCE	Prior to actual spending, an obligation charged against a budget indicating that a commitment has been made or an order placed for goods and services not yet received or paid for. After an encumbrance has been made, the money is not then available for other transactions.
EQUITY FUNDING	Funding is accomplished with available resources, and does not include leveraged resources. Project funding is dictated by the availability of cash.
EXPENDITURE	A decrease in net financial resources. Expenditures include current operating expenses that require the current or future use of net current assets, debt service and capital outlays.

[2] Be aware that Article XVI, section 18 of the California Constitution prohibits a City from borrowing more money than it can repay in a single fiscal year from its general fund without a two-thirds vote of the electorate. Common exceptions to this borrowing restriction are the special fund doctrine; and the lease purchase agreement.

EXPENSE	A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.
FIDUCIARY FUNDS	Trust and Agency funds.
FISCAL POLICY	A government's policies with respect to revenues, spending and debt management as these relate to government services, programs and capital investment. Fiscal Policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.
FISCAL YEAR	The 12-month period used by the City of St. Helena begins with July 1, and ends with June 30 of the designated fiscal year (i.e., FY 2011-12 ends on June 30, 2012).
FIXED ASSETS	Assets of long-term character which are intended to be held or used for more than one fiscal year. Examples are land, buildings, machinery and furniture.
FORCE ACCOUNT	Construction of maintenance activities performed by the City's own personnel, rather than by outside labor.
FULL-TIME EQUIVALENT (FTE)	Number of positions calculated on the basis that one FTE equates to a 40-hour workweek for twelve months. For example, two part-time positions working 20 hours for twelve months also equals one FTE.
FUNCTION	Group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a broad goal or major service.
FUND	A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities or balances and changes therein are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.
FUND BALANCE	A term used to express the excess of assets over liabilities (equity). It also represents the accumulated net resources of a fund available for reservation, designation, or for appropriation.
GENERAL FUND	General operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.
GENERAL OBLIGATION BONDS	Bonds where the City pledges its full faith and credit to the repayment of bonds. These bonds are secured by the General Fund of the City.

GOVERNMENTAL FUNDS	General, Special Revenue, Debt Service, and Capital Projects funds.
GRANTS	Contributions of cash or other assets from another governmental agency (usually) to be expended or used for a specified purpose, activity or facility.
LEASE PURCHASE	Contractual Agreements which are termed leases, but whose lease amount is applied to the purchase.
LONG TERM DEBT	Debt with a maturity of more than one year after the date of the issue.
OPERATING DEFICIT	The excess of operating expenditures over operating revenues.
OPERATING SURPLUS	The excess of operating revenues over operating expenditures.
ORDINANCE	A formal legislative enactment by the City Council. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the City.
RESERVES	Accumulated funds legally restricted or otherwise designated by a City Council for specific purposes.
RESOLUTION	A special or temporary order of the City Council requiring less formality than an ordinance.
REVENUES	Total amount of income received, earned or otherwise available for appropriation.
SURPLUS	An excess of revenues over expenditures.
TAXES	Compulsory charges levied by a government for the purpose of financing services performed for the common good.
TRANSFERS	Payments from one fund to another ideally for work or services provided, or to cover operating expense shortfalls.
USER FEES	Payments of charges for direct receipt of a public service by the party benefiting from the service.

CITY OF ST. HELENA
Readers Guide to the Budget

FISCAL YEAR 2015-2016

ACRONYMS

AV	Audio Visual
AWWA	American Water Works Association
BMP	Best Management Practices
CAFR	Comprehensive Annual Finance Report
CCAC	City Clerk Association of California
CCC	California Conservation Crews
CCR	Consumer Confidence Report
CDBG	Community Development Block Grant
CEQA	California Environmental Quality Act
CIP	Capital Improvement Project
CLA	California Library Association
CLETS	California Law Enforcement Telecommunications System
CLSA	California Library Services Act
COPS	Community Oriented Policing Services
CSL	California State Library
CSO	Community Services Officer
CSMFO	California Society of Municipal Finance Officers
DARE	Drug Abuse Resistance Education
DBP	Disinfection By-Products
DMV	Department of Motor Vehicles
DPW	Department of Public Works

EAP	Employee Assistance Program
EIR	Environmental Impact Review
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERAF	Education Review Augmentation Fund
FEMA	Federal Emergency Management Agency
FF	Firefighter
FTE	Full Time Equivalent
GAAP	Generally Accepted Accounting Principles
GAAS	Generally Accepted Auditing Standards
GASB	Governmental Accounting Standards Board
GIS	Geographic Information Systems
GO	General Obligation
HDPE	High-Density Polyethylene Pipe
HSP	High Service Pump
HVAC	Heating & Air Conditioning
ICMA	International City/County Management Association
IT	Information Technology
LAFCO	Local Agency Formation Commission
LSWTP	Louis Stralla Water Treatment Plant
MDC	Mobile Data Center
MGD	Million Gallons per Day
MSD	Metropolitan Sewer District

MTC	Metropolitan Transportation Commission
NBC	North Bay Cooperative Library System
NCTPA	Napa County Transportation Planning Agency
NFPA	National Fire Protection Association
NLS	Northnet Library System
NSIB	Napa Special Investigation Bureau
OCLC	Online Computer Library Center, Inc.
OES	Office of Emergency Services
PERS	Public Employees Retirement System
PLF	Public Library Foundation
POF	Police Officers Foundation
REMIF	Redwood Empire Municipal Insurance Fund
RIMS	Records Integrated Management System
RLS	Robert Louis Stevenson Middle School
RWQCB	Regional Water Quality Control Board
SBW	Stonebridge Well
SCADA	Supervising Control and Data Acquisition
SCBA	Self-Contained Breathing Apparatus
SNAP	Solano & Napa Partners
SWRCB	State Water Resource Control Board
TID	Tourism Improvement District
TOT	Transient Occupancy Tax
VFD	Variable Frequency Drive
WTP	Water Treatment Plant

WWTP	Waste Water Treatment Plant

CITY OF ST. HELENA
Readers Guide to the Budget

FISCAL YEAR 2015-2016

Funds

101 *GENERAL FUND*: The primary reporting vehicle for current government revenues and operations, this fund accounts for all financial resources not required by law or City Council actions to be accounted for in another fund.

216 *PUBLIC SAFETY IMPACT FEES*: Section 22.5 of the City Code establishes this fund to accumulate revenues from fees on building permits to be used solely for equipment and facilities' costs for Police and the Fire Departments. Vehicles, capital equipment, and building improvements are approved uses.

218 *PUBLIC LIBRARY FOUNDATION*: This fund is used to account for State Aid for libraries and related expense account for proceeds from the State of California under the California Library Services Act and related expenditures.

219 *CLSA LIBRARY RESTORATION:* This fund was established as a special revenue fund to account for proceeds from the State of California under the California Library Services Act and related expenditures.

220 *NAPA VALLEY NOW*: This fund was established to account for proceeds and expenditures associated with the administration of the website www.napavalleynow.com which is managed by the St. Helena Public Library in partnership with several other private and public organizations in Napa County.

222 *PARK DEVELOPMENT:* A special revenue fund for Ballpark State Grant, Proposition 12 Park per capita funding, other park grants, and park donations. These funds are restricted for park improvements and development.

***224 PUBLIC SAFETY (COPS)*:** A special revenue fund used to account for transactions related to increased or new police programs funded through state subventions. Budget is set in September of each year after public hearings are held on the proposed program and expenditures.

225 *STATE GAS TAX 2105*: This fund is used to account for proceeds and expenditures of revenue received as a result of Proposition 111. Funds are restricted for use in the same manner as Section 2106/07. In addition, Proposition 111 established a "Maintenance of Effort" provision requiring cities to continue to provide matching street related expenditures from the General Fund equal to the average amount expended over the past 3 years.

226 *STATE GAS TAX 2106*: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code Section 2106. Apportionments are based on vehicle registration, assessed valuation, and population. Funds are restricted to any street or road purpose that include: construction, maintenance and allocated overhead related to streets, roads, bridges, culverts, curbs, gutters, sidewalks, traffic signals, right-of-way landscaping, traffic signs, bike paths adjacent to streets and roads.

227 *STATE GAS TAX 2107*: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code Section 2107. Apportionments are based on population. Uses of funds are the same as those listed for fund 225.

228 *STATE GAS TAX 2107.5*: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highway Code Section 2107.5. Apportionments are based on population. Funds are restricted for use in covering the costs of street related engineering and administrative expenses. Cities with a population of less than 10,000 may use these funds for acquisition of rights-of-way and construction of its street system.

229 *STATE GAS TAX 2103*: Section 2103 was added beginning with the 2010-11 fiscal year to allocate funds from a new motor vehicle fuel excise tax that replaces previous city and county allocations from the Proposition 42 sales tax on gasoline. This is the change known as the "fuel tax swap of 2010." Section 2103 funds are allocated to cities and counties on a per capita basis. Funds must be used for street and highway pavement maintenance, rehabilitation, reconstruction and storm damage repair. For Proposition 42 purposes, maintenance means patching, overlay, and sealing. Reconstruction includes overlay, sealing, or widening of the roadway to bring the roadway width to the desirable minimum pavement width consistent with accepted design standards for local streets and roads. However, widening of a roadway does not include widening for increasing the traffic capacity of a street or road.

235 *MEASURE A:* This fund is used to account for proceeds received under Measure A, the countywide flood management plan. This Ordinance imposed a one-half of one percent transaction and use tax in the County and established a Flood Protection and Watershed Improvement Expenditure Plan. Any amendments to the use of this tax as established by the Joint Powers Agreement, resolution 98-118 shall be recommended to the Napa County Flood Control, Water Conservation District, Financial Oversight Committee and the Technical Review Committee for approval. This Tax is scheduled to expire in 2018.

238 *TRAINING DEVELOPMENT*: This fund was established to account for proceeds from the Police Officers Standards and Training fund to cover the costs of Police officer's training. Proceeds come in the form of reimbursements.

279 *ASSET FORFEITURE*: A special revenue fund for monies from adjudicated crime cases restricted for public safety purposes.

280 *COMMUNITY ACTIVITY FUND*: This fund is used to account for donations received to be used towards youth community activities such as the new Teen Center and the Halloween Party**.**

283 *TREE CITY USA*: This fund was established in fiscal year 1996/97 to account for expenditures related to the maintenance and planting of trees located on City right of ways and in parks within the City. The City is seeking a designation from the Arbor Foundation for this effort. Revenue sources include General Fund transfers and private donations.

286 *BOCCE BALL LEAGUE:* This fund is used to account for the costs of running Bocce league services to the general public on a continuing basis. The intent is to recover costs through user charges and fees. The fund, therefore, is operated in a manner similar to a private business enterprise.

289 *RECREATION PROGRAMS*: Used to account for revenues from registration fees or other income from recreation programs and funding the expenses incurred in providing those programs. Council established this fund to monitor the ability of the recreation programs to be self-sustaining excluding costs associated with the Recreation Manager.

290 *TOURISM IMPROVEMENT DISTRICT (TID)*: The Napa Valley Tourism Improvement District was created in 2010 and is funded through an assessment on hotel room nights implemented and collected by lodging businesses throughout Napa Valley. The intent of the assessment is to support local activities and products that promote, support and enhance locally based tourism and hospitality efforts. Revenue is currently 2% of taxable room rent. These funds are directed by the Tourism Board created by the County MOU.

329 *STABO TRUST:* This fund is used to account for proceeds and expenditures toward the upkeep of Stabo Park located on Hunt Avenue.

375 *MADELINE MURRAY TRUST FUND:* An expendable trust established in 2000 as a bequest from the Madeline Murray Trust. The trust is to be used for new equipment purchases for the Police and Fire departments.

380 *FRIENDS & FOUNDATION, ST. HELENA PUBLIC LIBRARY*: This fund is used to account for grant monies to the St. Helena Public Library from the 501(c)(3) support organization FFSHPL and related expenditures.

381 *RYAN LIBRARY TRUST*: A non-expendable trust established in 1941 as a bequest from the estate of John Joseph Ryan. Only earnings on investments may be appropriated for library expenditures. Expenditures are restricted to any and all costs of maintaining the library.

382 *MARTIN ESTATE TRUST*: This is a non-expendable trust established in 1968 as a bequest from the estate of Leo H. Martin. Only earnings on investments may be appropriated for library expenses. These expenses are limited to extending, improving and enlarging the selection of books on California and Napa County History.

384 *TWEED TRUST:* A revocable trust established in 2000 as a bequest from Dorothy L. Tweed. Expenditures are for the benefit of the Library for its general purposes. Originally Council had elected to combine this trust with the Dr. Wood Trust however; Funds from the Dr. Wood Trust were distributed to the St. Helena Public Library Foundation by court order in fiscal year 2009/2010. Dorothy L Tweed Trust funds were separated and remain in fund 384.

420 *FIRE STATION BONDS*: Long-term debt associated with the issuance of the 1996 Fire Station Bonds is accounted for here. The bonds, bearing interest from 5.0% to 6.75% are payable January 1 and July 1 of each year through the year 2016. Principle matures each July 1 at $65,000 to $175,000 from 1998 through 2016. Debt service is financed through property tax assessments on all property within the City. Rates are established annually by the City Council and must be certified to Napa County Auditor/Controller by August 15 of each year.

443 *SOUTH S.H. DRAINAGE ASSESSMENT*: Fund established to account for a Subdivision Reimbursement Agreement wherein a developer installed an oversized storm drain improvement and the City by ordinance 89-11 set up the South St. Helena Drainage Improvement Benefit Zone to assess property owners benefiting from the improvement to pay the costs associated with the storm drain. As fees are collected, they are remitted to the developer less 1.5% for City administrative costs.

561 *WATER ENTERPRISE*: This fund is used to account for the costs of providing water services to the general public on a continuing basis. The intent is to recover costs through user charges and fees. The fund, therefore, is operated in a manner similar to a private business enterprise.

571 *SEWER ENTERPRISE*: This fund is used to account for the costs of providing sewer services to the general public on a continuing basis. The intent is to recover costs through user charges and fees. The fund, therefore, is operated in a manner similar to a private business enterprise.

582 *CITY GARAGE*: This Internal Service Fund is designed to account for the total costs of maintaining the fleet of vehicles and automotive equipment owned by the city. Costs are allocated to the various user departments based on time and materials used within those user departments.

592 *EQUIPMENT REPLACEMENT*: This Internal Service Fund is designed to account for the total costs and set aside funds for future replacement costs of equipment. This includes vehicles, computers and other equipment as identified. As equipment is identified, user departments will be allocated costs based on estimated costs of replacement.

713 *CIVIC IMPACT*: This fund is used to accumulate restricted funds from new development's proportionate share of the depreciated replacement cost of a range of facility types including City Hall, corporation yard facilities, as well as library and recreation facilities.

734 *PARK IMPACT*: This fund is used to accumulate funds from new or proposed residential development solely for park land acquisition and park improvements.

740 *TRAFFIC MITIGATION IMPACT*: This fund is used to accumulate funds from new or proposed development to finance circulation improvements to reduce the impacts of traffic generated by new development within the City.

742 *STORM DRAIN IMPROVEMENT*: This fund is used to accumulate funds from new development's proportionate *share of planned drainage system improvements.*

745 *PARKING IN-LIEU*: This fund is used to accumulate funds from new or proposed development to pay for all or a portion of the costs associate with providing new parking facilities in the City.

751 *AFFORDABLE HOUSING*: This fund is used to accumulate funds from new or proposed development in order to defray the costs of providing affordable housing in the City.