CORRECTED

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

ST. HELENA CITY COUNCIL
REGULAR MEETING
JUNE 23, 2015

6:00 PM REGULAR MEETING
VINTAGE HALL BOARD ROOM – SECOND FLOOR
465 MAIN STREET, ST. HELENA

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may voluntarily complete a "Speaker Card" and submit it to the City Clerk BEFORE that portion of the agenda is called. Speaker cards are available on the table in back of the room. Please observe the time limit of three minutes.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC FORUM:** Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Forum. Each person's comments shall be limited to 3 minutes. Each person is entitled to speak on any non-agendized item only once at any meeting. Brief questions by Councilmembers for clarifications may be posed and answered, and Councilmembers may make requests that items be placed on future agendas, but in accordance with state law, no substantive discussion or action may take place unless and until the matter properly appears on the agenda.

5. **REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, and AB 1234 REPORTS:** Reports by staff and/or Councilmembers on items of general interest. Brief questions for clarification may be posed and answered, and Councilmembers may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the City Council.

PRESENTATIONS AND PUBLIC RECOGNITIONS

6. Proclamation – A proclamation adopting the Napa County Children's Bill of Rights, presented to Sara Cakebread on behalf of Funding the Next Generation Napa

CORRECTED

STAFF BRIEFING

7. Bi-Annual Crime Stats Presentation – Jacqueline Rubin, Chief of Police

CONSENT ITEMS: Members of the Council or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)

8. Consideration and proposed approval of a resolution approving a Budget adjustment transferring $94,253 from the General Fund (101) to the Recreation Programs Fund (289)
CEQA Status: Not a CEQA Project
Lead Staff: April Mitts, Finance Director
Recommendation: Adopt

9. Consideration and proposed approval of a resolution approving of Payment to City of Napa for Final 50% FY 2014-15 Housing Services Agreement in the amount of $17,374.00 per Resolution No. 2014-38
CEQA Status: Not a CEQA Project
Lead Staff: April Mitts, Finance Director
Recommendation: Adopt

10. Consideration and proposed approval of a resolution finding and exemption from CEQA, approving and adopting the project manual, and authorizing the bid request for St. Helena on-call contract for sewer, water, storm water, and surface maintenance. This action will allow the City to select a contractor to utilize for smaller repairs and maintenance projects.
CEQA Status: Categorically Exempt Section 15301
Lead Staff: Steven Palmer, PE – Director of Public Works/City Engineer
Recommendation: Adopt

11. Consideration and proposed approval of a resolution clarifying purposes for which Tweed Trust Funds may be expended and rescinding City Council Resolution No. 2006-47. Resolution No. 2006-47 was erroneously rescinded due to a typographical error, Council is being asked to formally rescind this resolution and adopt a new resolution with the same language to provide clarification.
CEQA Status: Not a CEQA Project
Lead Staff: April Mitts, Finance Director
Recommendation: Adopt

12. Consideration and proposed approval of a resolution adopting the Five-Year Capital Improvement Plan (Fiscal Years 2015/2016 to 2019/2020)
CEQA Status: Categorically Exempt Sections 15301, 15302, 15303. Each project proposes to modify or improve to existing facilities, replace or reconstruct existing facilities and/or construct or convert small facilities or structures. Individual projects will have separate CEQA action.
Lead Staff: Steven Palmer, PE – Director of Public Works/City Engineer
Recommendation: Adopt

CORRECTED

PUBLIC HEARING

13. Introduce, Waive First Reading, and Read by Title Only an Ordinance to Amend Chapter 13.04 Water Service System of the St Helena Municipal Code to include Emergency Drought Regulations
CEQA Status: Categorically Exempt Section 15301
Lead Staff: Steven Palmer, PE – Director of Public Works/City Engineer
Recommendation: Introduce and Waive First Reading

NEW BUSINESS

14. Consideration and proposed approval of a resolution authorizing submittal of a grant application to the California Department of Housing and Community Development for up to $500,000 in grant funding under the HOME Investment Partnership program to create a low income household rehabilitation program
CEQA Status: Not a CEQA project
Lead Staff: Noah Housh, Planning and Community Improvement Director
Recommendation: Adopt

15. Consideration and proposed approval of a resolution notifying the interest to sell an affordable housing unit located at 1641 Voorhees Circle and direction as to whether the City desires to exercise its option to purchase the property
CEQA Status: Not a CEQA project
Lead Staff: Noah Housh, Planning and Community Improvement Director
Recommendation: Adopt

16. Consideration and proposed approval of a resolution authorizing the Grant Closeout of CA Office of Emergency Services (OES) Project 1628, Notification of Unclaimed Reimbursement of $113,760.00, and Resolution to Authorize City Manager to Return $52,772 in Unspent Funds
CEQA Status: Not a CEQA project
Lead Staff: April Mitts, Finance Director
Tracey Perkosky, Grants Manager
Recommendation: Adopt

17. Consideration and proposed approval of a resolution adopting the St. Helena FY 15/16 Budget
CEQA Status: Not a CEQA project
Lead Staff: Jennifer Phillips, City Manager
April Mitts, Finance Director
Recommendation: Adopt

18. Consideration to approve a letter of support and in-kind contributions for Common Heritage Grant Application to be submitted by St. Helena Historical Society
CEQA Status: Not a CEQA project
Lead Staff: April Mitts, Finance Director
Tracey Perkosky, Grants Manager
Recommendation: Approve

CORRECTED

19. Consideration and proposed approval of a resolution approving the Ground Lease for $1.00 annually between the City and the St. Helena Historical Society for the siting of a historic school house on a portion of the City property located at 1492 Library Lane

CEQA Status:	Categorically Exempt under Sections 15301, 15303, & 15304. The project is purely a request for lease approval to allow future relocation of an existing structure to the project site at 1492 Liberty Lane.
Lead Staff:	Jennifer Phillips, City Manager
Recommendation:	Approve

ADJOURNMENT The next Regular City Council meeting is scheduled for July14, 2015, at 6:00 p.m. in the Vintage Hall Board Room located at 465 Main Street.

This agenda was posted at City Hall, 1480 Main Street, and at Vintage Hall, 465 Main Street, St. Helena, California on June 19, 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
PROCLAMATION

Item No. 6

A proclamation adopting the Napa County Children's Bill of Rights

WHEREAS, a committee representing Napa County's business, education, government, law enforcement and nonprofit sectors collaborated to create the Napa County Children's Bill of Rights; and

WHEREAS, Funding the Next Generation Napa was founded as an extension of the committee with the goal of establishing a sustainable public funding stream to support the tenets of the Napa County Children's Bill of Rights; and

WHEREAS, the Funding the Next Generation Napa Committee and the Napa County Board of Supervisors have adopted the Napa County Children's Bill of Rights to provide the guidance needed for all City and local agencies, parents, guardians and private entities to foster the needs and healthy development of all children, youth, and families in Napa County; and

WHEREAS, the City Council of St. Helena and the citizens of the City of St. Helena desire that every child and youth should have the opportunities set forth in the Napa County Children's Bill of Rights; and

WHEREAS, many of our children and youth face significant challenges, such as limited access to preschool, obesity, substance abuse, access to health care and other adverse childhood experiences; and

WHEREAS, in order to position our County to best address the aforementioned challenges, and maximize opportunities for our children, we must have a thorough understanding of the current level of services and resources available for them; and

WHEREAS, the potential benefits of better understanding the resources spent and the services available to our children could be: improvements in service coordination, the ability to maximize new funding opportunities, improved alignment of spending priorities, and the identification of gaps in services; and

NOW, THEREFORE, be it resolved that I, Alan Galbraith, Mayor of the City of St. Helena, declares that the St. Helena City Council adopts the Napa County Children's Bill of Rights as a guideline for all city and local agencies, parents, guardians and private entities; and with the adoption of this proclamation supports and encourages all cities and local agencies to adopt, publicize, and incorporate the Children's Bill of Rights into programs and policies for the benefit of our youth.

____________________________ Dated: June 23, 2015

Alan Galbraith, Mayor
City of St. Helena

Napa County Child Abuse Prevention Council
2015 Report on Children

April 21, 2015

Napa County Child Abuse Prevention Council
2015 Report on Children

The Napa County Child Abuse Prevention Council is pleased to make public this annual report on the health and well being of Napa County's children. With the goal of educating, informing and recommending child abuse prevention and child and family friendly policies to the Napa County Board of Supervisors, it is the mission of the Council to present these findings as a measure of the health and well being of our children and families. In doing so it is also our intention to offer objective analysis of the information and recommendations in areas where we believe we as a community can better serve our children.

In producing this Report on Children, the Council compiled data from local, regional, state and other viable sources using the most current information available at the time of its writing. These sources are acknowledged in the resources sections of the document. The report covers a range of key indicators that present a broad and comprehensive review of children's health and wellness in four focus areas; demographics, child safety, children's health and school success. This report will also serve as a foundation and baseline for looking at the status of Napa County's children going forward.

It is the sincere hope of the Napa County Child Abuse Prevention Council that this report will be used as a source of information that provides insight and stimulates collective, ongoing conversation and efforts to enhance the lives of children and families in Napa County.

Respectfully,

Your Napa County Child Abuse Prevention Council

Gary Lieberstein, Co-Chair
District Attorney

Joelle Gallagher, Co-Chair
Executive Director
Cope Family Center

Julie DiVerde
Executive Director
CASA

Jean Donaldson
Deputy Sherriff
Napa County Sherriff's Department

Agnes Dziadur
Deputy District Attorney
District Attorney's Office

Rebecca Feiner
Deputy Director
Child Welfare Services

Lisa Gomez
Community Partnership Director
ParentsCAN

Jennifer Gonzales
Captain
Napa Police Department

Allison Haley
Deputy District Attorney
District Attorney's Office

Fr. Gordon Kalil
Pastor
St. Helena Catholic Church

Diana Short
Executive Director
Community Resources for Children

Amber Twitchell
VOICES Program Manager
On the Move

Yuka Kamiishi
Victim Witness ProgramManager
District Attorney's Office

Tracy Lamb
Executive Director
Napa Emergency Women's Services

Rev. Pete Shaw, Pastor
CrossWalk Community Church

The Child Abuse Prevention Council of Napa County
2013-2014 Accomplishments

- Delivered Mandated Reporter training to 211 professionals and other mandated reporters in the community.

- Worked collaboratively with Child Welfare Services to update and enhance Mandated Reporter training curriculum.

- Provided Child Assault Prevention programming to 1,074 Napa county school children in grades one, three and five.

- Launched the "Enough Abuse" sexual abuse awareness and prevention campaign in Napa County and provided training to 114 community members.

- Conducted the 2014 Blue Ribbon Child Abuse Prevention Awareness campaign, highlighting child sexual abuse.

- Worked collaboratively with the Greater Bay Area Child Abuse Prevention Council to build awareness throughout 10 Bay Area counties and deliver professional trainings.

Napa County Child Abuse Prevention Council
2015 Report on Children

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Demographics

Race/Ethnicity

Napa County is an agriculture-based county in the greater San Francisco Bay Area. According to the American Community Survey[i] Napa County had a population of 140,326 residents in 2013 of which 31,322 were children ages zero through 17 and represented 22% of the total population.[ii]

As Napa County's diversity in terms of race/ethnicity plays an important role in the economic and social make up of our County, highlighting the ethnic breakdown of our children is a vital first step in considering their health and well being. Since different cultures have different values and concepts of what is important to the family in areas such as health and education, it is critical that we recognize the diversity of our families in order to better address their needs while respecting the various aspects of their culture. In considering the changing demographics of our county when comparing children to the overall population, it is clear that we need to put practices in place that will address the needs of our shifting demographics.

Napa County Child and Total Population by Race/Ethnicity 2013[iii]:

Race/Ethnicity	% of Child Population Napa County	% of Total Population Napa County	% of Child Population California	% of Total Population California
African American/Black	1.6%	2.0%	5.5%	5.7%
American Indian/Alaska Native	0.2%	0.3%	0.4%	0.4%
Asian American	6.8%	6.9%	10.6%	13.1%
Hispanic/Latino	50.2%	32.6%	51.6%	37.9%
Native Hawaiian/Pacific Islander	0.2%	0.2%	0.4%	0.4%
White	37.7%	55.8%	27.1%	39.7%
Multiracial/other	3.3%	2.2%	4.4%	2.8%

Family Structure

Child well-being is influenced by the family environment and the presence of caring, stable adults. Family structure and the nature of the family relationships, in particular, are important factors in child development. For example, single-parent families are more likely than two-parent families to have lower incomes and experience financial hardship. Financial hardship can affect families' ability to provide the environment and experiences a child needs for optimal mental, emotional, and physical development. In addition to adequate family income, positive child development is influenced by factors such as parental affection, responsiveness, and consistency, as well as high quality relationships between parents or significant adults. These factors are more critical than the family structure itself.

In Napa County in 2010 there were 49,754 total households with 30.7% or 15,277 of those households reporting having children under age 18. Of those households with children under 18:

- 19% or 2,935 families were female-headed with no husband present. Of those 22.3% reported living under the federal poverty level.
- 6.0% or 906 families were male-headed with no wife present.[iv]

As noted above, single parent families tend to have lower income and experience more financial hardship, which is especially true for households led by a single mother. According to a 2009 "about Parenting" published by the U.S Census Bureau, custodial single mothers and their children are twice as likely to live in poverty as the general population. In addition to the financial stress, single parenting, especially for those facing low incomes and/or the need to hold multiple jobs often leads to physical and emotional stress, depression and feelings of hopelessness that can greatly strain their relationships and emotional bonds with their children.

Economic Security

No discussion on child health and well-being would be complete without looking at the overall economic security of families with children.

Income & the Self Sufficiency Standard:

Despite the median Household income in 2013 dollars was $70,914, compared to the statewide figure of 61,094 (http://quickfacts.census.gov), it is important for us to consider that:

- 11% of Napa County households with children under age 18 live below the federal poverty level, which for a family of 4 in 2013 was $23,550 per year.
- 35% of families live at or below 200% of the federal poverty level or $48,500 per year for a family of four.

This might not seem like a considerable disparity until you take into consideration the traditional self-sufficiency standard or the measure of how much income is needed for a family of a certain composition living in a particular county to adequately meet its basic needs. In Napa County, that amount for a two-parent family with one preschool age and one school age child is $74,110 compared to a statewide figure of $63,679. Thus, one of the 35% of families making at or below 200% of the federal poverty level would need to sacrifice basic needs and/or depend on public assistance to make up at least a $25,610 financial gap.

Although the self-sufficiency standard has been a valuable tool for determining the real costs of living, the new California Poverty Measure (CPM), a joint project completed in 2013 by the Public Policy Institute of California and the Stanford University Center on Poverty and Inequality, is part of a national effort to measure poverty in a more comprehensive way, taking into consideration the changes in costs and standards of living since the federal poverty measure was established in the 1960's. It accounts for geographic differences in the cost of living while factoring in tax credits and other assistance and subtracting medical, transportation and child care expenses. As a result, the poverty threshold for a family of four increases to $31,335 and increases our countywide poverty rate from 12.4% to 25.5%, placing Napa County second highest in the state behind Los Angeles County with a rate of 26.9%.

Housing:

California housing is among the most costly in the nation, so finding affordable housing is a significant challenge for many middle- and low-income families. Housing typically is considered a financial burden if it comprises 30% or more of a family's income. **In Napa County, 41.2% of residents experience such a burden.** Although rents vary considerably throughout the County, the average range is from $1,057 for a one-bedroom apartment to $2,025 for a 4-bedroom apartment.[v]

Low-income parents with high housing cost burdens are more likely to report that their children have fair or poor health than low-income parents in more affordable housing situations. Also, research has shown that unaffordable or unstable housing can diminish a child's opportunities for educational success by increasing the chance that he or she will have to move, change schools, and disrupt instruction.[vi]

Although statistics are not readily available, it is widely known that many families share households or "bunk" with one another to reduce housing costs. Not only is this a detriment to raising a healthy family, as studies on crowded households have shown a link between residential crowding and the prevalence of certain infectious diseases, poor educational attainment, and psychological distress, it officially makes a family homeless with no identifiable place of residence to use for legal documents, applications, etc. [vii]

Unemployment:

According to the 2013 Napa County Comprehensive Community Health Assessment, between 2006 and 2010, Napa County's unemployment rate averaged 7.4% after its post recession peak in 2009. Unemployment was **highest** among Hispanic/Latino residents and those who identify with "two or more races," and **lowest** among non-Hispanic white and Asian residents, thus pointing to a much higher than average risk factor for Hispanic/Latino residents.

Race/Ethnicity	**Unemployment Rates**
Hispanic/Latino	9.7%
Two or more races	8.4%
Black or African American	7.0%
Asian	6.5%
Non-Hispanic White	6.3%
Napa County average	7.4%

Children's Health

Health Insurance

Thanks to the Federal Health Care Reform Act and the efforts of Napa County Health and Human Services, the Children's Health Initiative, Community Health Clinic Ole and their collaborative work with schools, Family Resource Centers and other social service entities, approximately 97% of children in Napa County have health insurance. Determining actual numbers and percentages is difficult, however, due to the many and diverse insurance options available and the constantly changing enrollment status of families. Notably, maintaining enrollment is a big challenge for families, especially those with lower education levels, language barriers and unfamiliarity with the complex system. A significant amount of time and resources are thus directed to keeping families enrolled in insurance, as re-enrollment is an expensive and time-consuming process.

Having health insurance is the first step toward a stable "medical home," an ongoing family-centered partnership with a child health professional or team where children receive regular preventive care and have their medical needs met. In Napa County we are also fortunate to have Community Health Clinic Ole as an option for a medical home for families.

In Napa County, like the rest of the country, Latino families have the lowest rate of insurance coverage of all racial/ethnic groups where data is available.[viii]

Race/Ethnicity	Uninsured	Insured
African American/Black	0.0%	100%
Asian American	3.2%	96.8%
Hispanic/Latino	13.8%	86.2%
White	5.5%	94.5%
Multiracial/other	6.2%	93.8%

The good news is that thanks to the Affordable Care Act, The U.S saw a double-digit decline in uninsured Latinos following the first enrollment period. According to a survey by The Commonwealth Fund, the uninsured rate for Latinos decreased from 36 percent to 23 percent, which was mostly attributed to young and less financially stable individuals, two groups with traditionally high rates of being uninsured.[ix]

Also of note in the area of physical health:

- 90.4% of children reported seeing a dentist in the last 6 months in 2012
- 35.2% of children with special health care needs had difficulty accessing community-based services for health and social service needs

Maternal Health

The well being of mothers, infants, and children determines the health of the next generation and can help predict future public health challenges for families, communities, and the healthcare system. Moreover, healthy birth outcomes and early identification and treatment of health conditions among infants and children can prevent death or disability and enable children to reach their full potential.[x]

Maternal health is a priority for public and private health organizations and the information surrounding several key health factors below highlights our efforts to address the needs of expectant and new mothers.

According to information provided through the 2013 Live Healthy Napa County Community Health Needs Assessment:

- 87.8% of pregnant women received prenatal care in their first trimester.

- In 2011, 96.8% of new mothers reported some breastfeeding and 82.9% reported exclusively breastfeeding while in the hospital after giving birth. Breast milk is widely acknowledged to provide the most complete form of nutrition for infants, with a range of benefits impacting health, growth, immunity and development.

- Women participating in the Napa County Women, Infants and Children (WIC) program reported breastfeeding as follows. To be eligible for WIC, a family's income must fall below 185% of the federal poverty level. They are the only group for whom breastfeeding data is tracked.

Breastfeeding rates	Napa County 2011
Exclusive Breastfeeding at 4 months	34%
Exclusive Breastfeeding at 6 months	29%
Exclusive Breastfeeding at 1 year	23%
Any Breastfeeding at 1 year	54%

- Studies suggest that the heavier a woman is before she becomes pregnant, the greater her risk of pregnancy complications, including preeclampsia, gestational diabetes, stillbirth and cesarean delivery. In 2011, 22.4% of mothers were obese at the beginning of pregnancy. Data also show us that:
    - 30.5% of Hispanic/Latina mothers were obese
    - 25% of African American/Black mothers were obese
    - 19.6% of White mothers were obese.

- Births to girls under the age of 18 are concerning because of the impact early motherhood can have on educational attainment, an important social determinant of health. Napa County's rate of teen pregnancy is lower than the state average and has been steadily declining since 2008.

School Health Services

Although more than 56% of school staff report that adequate health services are provided in our schools, a promising option for children to access health care is through school based health centers that provide services such as primary medical care, mental or behavioral health care, dental care, substance abuse services, and health and nutrition education for all students in easily accessible schools or locations near school campuses.[xi] Although comprehensive care centers like these are not prevalent in Napa County Schools, there are over 2,000 of them operating in the United States and they are becoming more popular, especially for high school age children where a desire for confidentiality and increased time restraints can reduce opportunities to seek outside medical care.

Bay Area Counties	Number of School-based Health Centers
Alameda	25
Contra Costa	8
Lake	1
Marin	2
Napa	**0**
San Francisco	17
San Mateo	2
Santa Clara	14
Sonoma	3

Obesity

In the past 30 years obesity has more than doubled in children and tripled in adolescents. Obese children are at high risk of becoming obese adults, putting them at risk of chronic diseases occurring at an earlier age.

Within Napa County more than 40% of fifth, seventh, and ninth graders are overweight or obese. Overweight and obesity rates among fifth, seventh and ninth grade students in Napa County increased 6.1% between 2005 and 2010; this was the largest increase observed among the nine Bay Area counties. Nearly 50% of economically disadvantaged students were overweight or obese. Overweight and obese were also higher than the Bay Area county average among males (44.7% of male students), African-American students (43.3%), and Hispanic/Latino students (48.5%).

Obesity is also a growing concern among low-income preschoolers (ages 2-4); the U.S.D.A reports that 18.3% of Napa County preschoolers are considered to be obese, which is twice as high as the Healthy People 2020 objective of 9.6%. Furthermore, the obesity rate among this population has increased from 17.2% in 2008-2010 and 16.6% in 2007-2009.

Fifth, Seventh and Ninth Graders who are overweight or obese (2011-2012)[xii]	**Percent of Total**
Total	**42.0%**
Gender	
Male	44.7%
Female	39.3%
Socioeconomic Status	
Economically Disadvantaged	49.8%
Non Economically Disadvantaged	33.9%
Race/Ethnicity	
Asian	29.8%
White, non-Hispanic	33.7%
Filipino	33.8%
Two or more races	41.2%
African American or Black	43.3%
Hispanic or Latino	48.5%

Physical Activity

Research has shown that regular exercise among young people is associated with improvements in muscle development, bone strength, heart health, mental health, and academic performance Children who regularly exercise also are at lower risk for chronic diseases, such as heart disease and type 2 diabetes, and they are more likely to carry their active lifestyle into adulthood.[xiii]

Students meeting all fitness standards by grade level:

Grade Level	**Total Students Meeting Standards**	**Total White Students Meeting Standards**	**Total Latino Students Meeting Standards**
5th Grade	25.9%	32.7%	21.1%
7th Grade	31.8%	38.6%	28.1%
9th Grade	39.9%	50.95	34.7%

Adverse Childhood Experiences (ACE)

The Adverse Childhood Experiences (ACE) Study is one of the largest investigations ever conducted to assess associations between childhood maltreatment and trauma and later-life health and well-being. A collaboration between the Centers for Disease Control and Prevention and Kaiser Permanente's Health Appraisal Clinic in San Diego, data resulting from the study reveals significant proof of the health, social, and economic risks adults face as a result of childhood trauma.

The study uses the ACE Score, a total count of the number of ACEs reported by respondents. That score is then used to assess the total amount of stress during childhood and has demonstrated that as the number of ACEs increase, the risk for involvement in high risk behaviors, social and emotional problems, disease and death also increases. For example, a person with an ACE score of four or more is:

- 1,220% more likely to attempt suicide; 740% more likely to be an alcoholic; 513% more likely to suffer from depression; 323% more likely to binge drink; 293% more likely to smoke; 240% more likely to have a stroke; 190% more likely to have cancer; 160% more likely to have diabetes.

Considering the risk factors outlined above, it is clear that the higher the ACE score a person has, the harder it will be for them to successfully parent a child.

The Center for Youth Wellness report, "A Hidden Crisis,"[xiv] demonstrates the impact of ACEs in California and reveals that in California 61.7% of adults have experienced at least one ACE and one in six, or 16.7% of all adults, have experienced four or more. **In Napa County, over 62% of residents have at least one ACE, and over 16%, or 23,658, have an ACE score in excess of four.**

Food Security

When a family is food secure they are determined to have access to enough food for a healthy, active life for all family members.

When a family is food insecure, there is a limited or uncertain availability of nutritious and safe food for the family. Food insecurity is a high risk factor for poor development and other negative health outcomes. According to the U.S. Department of Agriculture, an estimated 14.3% of American households were food insecure at least some time during the year 2013.

Rates of food insecurity are substantially higher than the national average for households with incomes near or below the federal poverty line, households with children headed by single women or single men, and Black and Hispanic-headed households. The majority of food insecure households participate in one or more of the three largest Federal food and nutrition assistance programs; Cal Fresh, the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC); and/or the federal free or reduced lunch program.

In Napa County:

- 20.7% of total households and 10.8% of households with children are considered food insecure.
- 10.4% of Napa County residents participate in Cal Fresh, the nationwide supplemental nutrition assistance program (SNAP), often referred to as food stamps, for families earning below 200% of the federal poverty level.
- Participation in the federal free and reduced lunch program in Napa County is significant. Of special note is the large number of students in the Calistoga Joint Unified School District who participate. To qualify for this program a family must earn less than 185% of the federal poverty level or $43,558 for a family of four.

Students Eligible for Free or Reduced Lunch by District	Percent
Calistoga Joint Unified	79.4%
Howell Mountain Elementary	62.4%
Napa County Office of Education	64.1%
Napa Valley Unified*	40.5%
St. Helena Unified	39.0%
Pope Valley Union Elementary	34.3%

* 70% of the children entering Kindergarten in 2014 in the Napa Valley Unified School District who qualified for the program were of limited English proficiency.

Emotional & Behavioral Health

Key data provided by students themselves in the California Healthy Kids Survey is indicative of the emotional and behavioral health of our children:

Depression:

Depression is one of the most common emotional health problems among teens, estimated to affect 15-20% of youth under 18 in the U.S. Youth diagnosed with depression often experience significant impairment in peer, family, school, and physical functioning. Depressed teens also have higher rates of other emotional and behavioral health problems, such as anxiety, drug use, aggressiveness, and suicidal behavior. They are also more likely to experience depression and other psychological problems as adults as well as higher rates of chronic illness. Depression can be especially difficult to detect in children, as it can manifest differently in young people than in adults.[xv]

Depression related feelings by gender and grade:

Grade Level	Female: Yes	Female: No	Male: Yes	Male: No
7th Grade	30.5%	69.5%	21.6%	77.8%
9th Grade	36.0%	64.0%	17.6%	82.4%
11th Grade	39.7%	60.3%	22.2%	77.8%
Non-traditional	45.6%	54.4%	36.1%	63.9%

Depression related feelings by race/ethnicity:

Race/Ethnicity	Yes	No
African American/Black	25.7%	74.3%
American Indian/Alaska Native	31.6%	68.4%
Asian	38.4%	61.6%
Hispanic/Latino	28.1%	71.9%
Native Hawaiian/Pacific Islander	34.5%	65.5%
White	24.8%	75.2%
Multiracial/other	34.7%	65.3%

Substance Use:

Student Alcohol Use in the Past Month by Grade Level:

Grade Level	0 Days	1-2 Days	3-9 Days	10-19 Days	20 days or more
7th Grade	80.7%	9.4%	2.2%	0.6%	0.9%
9th Grade	72.3%	16.5%	6.0%	2.9%	2.2%
11th Grade	59.0%	22.7%	12.2%	3.9%	2.3%
Non-traditional	32.9%	28.8%	19.9%	13.0%	5.5%

Student Marijuana Use in the Past Month by Grade Level:

Grade Level	0 Days	1 Day	2 Days	3-9 Days	10-19 Days	20 days or more
7th Grade	95.8%	1.3%	1.0%	1.1%	0.0%	0.8%
9th Grade	83.9%	4.4%	2.8%	4.1%	1.3%	3.4%
11th Grade	72.7%	6.3%	3.2%	7.6%	2.4%	7.8%
Non-traditional	32.7%	11.6%	10.9%	10.2%	4.1%	30.6%

Child Safety

Not all children enjoy the "carefree" days of childhood, as violence is a reality in many communities, including Napa County. Children are often witnesses to or victims of violence in their homes, schools and neighborhoods As a result, many children experience fear for their safety and the safety of their loved ones. These children must learn to adapt to living in an unsafe or dangerous environment, which can often lead to increased stress, fear and anxiety in children. The following overview highlights areas of violence experienced by children in Napa County. Although our figures fall below the state average in every category, it is important that we continue to maintain a "zero tolerance" philosophy when it comes to the safety of our children and families.

Child Abuse

Children who are abused or neglected often exhibit emotional, cognitive, and behavioral problems, such as anxiety, depression, suicidal behavior, difficulty in school and early substance abuse. When young children experience abuse the resulting stress can disrupt early brain and physical development, placing mistreated young children at higher risk for health problems as adults. Children who are abused or neglected are also more likely to repeat the cycle of violence as teens and adults. In addition, the 2010 federally funded Fourth National Incidence Study of Child Abuse and Neglect found that:

- **For the last 18 years three times as many children are estimated to have been maltreated as are actually reported to Child Protective Service (CPS) agencies.**
- Children with confirmed disabilities had significantly lower rates of physical abuse and of moderate harm from maltreatment, but significantly higher rates of emotional neglect and serious injury when physical abuse did occur.
- The incidence of maltreatment was higher for children with no parent in the labor force and those with an unemployed parent and lowest for those with employed parents.
- **Children in low socioeconomic status households experienced more than five times the rate of maltreatment than other children.** [xvi]

In Napa County in 2014:

- Child Protective Services received 1332 referrals. **Taking into consideration the information noted above, this number could actually be closer to 4,000.**
- 152 children were involved with substantiated referrals. **Again, this number could realistically be upwards of 450.**
- 94 children were removed from their homes.

Reports of Child Abuse and Neglect

Reasons for report:	Percent of Reports Filed
At Risk/Sibling Abused	6.1%
Caretaker Absence/Incapacity	0.7%
Emotional Abuse	0.9%
General Neglect	65.7%
Physical Abuse	17.8%
Severe Neglect	0.1%
Sexual Abuse	8.8%

Race/Ethnicity of Residents Filing Report of Child Abuse and Neglect	Rate of Reports Filed per 1,000 Children
African American/Black	120.9
Asian/Pacific Islander	16.2
Hispanic/Latino	37.9
White	62.2

In 2013-14, 211 people in Napa County received mandated reporter training. Mandated reporters are people who have regular contact with children and are legally required to report (or cause a report to be made) when abuse is observed or suspected. Examples of those required to report suspected child abuse are childcare workers, medical professionals, social service employees, law enforcement and educators. Their responsibility is taken very seriously as they are often the first line of defense in protecting children.

Child Injuries & Death

In Napa County it is estimated that there are 178.3 injury hospitalizations for children/young adults ages 0-20 with the majority, 57% occurring in the 16-20 year old age group followed by 20% for 13-15 year olds. It is important to note that although the total numbers are small, 30% of injuries for 13-15 year olds and 27% of injuries in 16-20 year olds are self-inflicted. In addition, it is also concerning that 11.9% of hospital discharges by diagnoses are for mental disease and disorders.

The 2010-12 childhood death rate for Napa County was 26.9 per 100,000, the ninth lowest rate in the state.[xvii] Suicide deaths for youth/young adults ages 15-24 was six, or 11.6 per 100,000 individuals in the period 2008-2010.[xviii]

Domestic Violence

The 2010 Centers for Disease Control's Intimate Partner and Sexual Violence Survey reports that one third of all women who have been in a relationship have experienced physical and/or sexual violence by their intimate partner. Often a victim of domestic violence will not file a report or leave their partner for fear of losing their job, housing, health care, child care, or access to the partner's income. Ability to take action can also be compounded by language barriers, immigration issues and low levels of education.[xix]

According to information provided by Napa Emergency Women's Services (NEWS), law enforcement in all Napa County cities and the unincorporated areas received the following calls for domestic violence in 2013. Based on the number of visitors to NEWS in the course of the year however, the number of calls is not an accurate representation of the problem.

City/Jurisdiction	Number of Calls in 2013
American Canyon	33
Calistoga	12
Napa	273
St. Helena	10
Unincorporated Areas (Sherriff/Highway Patrol	38
TOTAL CALLS	**366**
Number of adults and children who visited NEWS for domestic violence and sexual assault	**1,300**

Yet the home is not the only place children experience violence, the potential for violence or fear for their safety in Napa County. According to Kidsdata.org, a program of the Lucille Packard Foundation for Children's Health, incorporating information from the California Healthy Kids Surveys in each community, the following statistics on school violence were compiled for the school years 2008-2010.

Percent of students reporting feeling safe at school:

Grade Level	Very Safe	Safe	Neither Safe Nor Unsafe	Unsafe	Very Unsafe
7th Grade	23.7	44.7	23.0	5.2	3.3
9th Grade	18.9	40.4	40.5	0.0	0.0
11th Grade	23.9	44.2	32.0	0.0	0.0
Non-traditional School	40.0	35.7	24.3	0.0	0.0

Percent of students reporting the presence of physical fighting at school:

Grade Level	% Reporting 0 Times	% Reporting 1 Time	% Reporting 2-3 Times	% Reporting 4 Plus Times
7th Grade	75.3	11.4	6.6	6.7
9th Grade	80.3	8.4	5.4	5.9
11th Grade	81.7	8.3	5.0	5.1
Non-traditional School	76.2	8.8	8.8	6.1

Percent of students reporting presence of bullying or harassment school:

Grade Level	% Reporting 0 Times	% Reporting 1 Time	% Reporting 2-3 Times	% Reporting 4 Plus Times
7th Grade	64.6	13.8	8.7	12.0
9th Grade	68.2	11.1	6.2	14.5
11th Grade	70.7	9.9	7.4	12.0
Non-traditional School	77.2	6.7	9.4	6.7

Youth who have experienced dating violence in the past year:

Grade Level	Yes	No	Did Not Have a Boy or Girlfriend in the Past Year
7th Grade	3.6	46.8	49.6
9th Grade	5.6	48.7	45.7
11th Grade	7.9	52.9	39.2
Non-traditional School	19.1	53.2	27.7

Gang Membership

Although a small number of youth report gang membership in Napa County, for those that do report, gang involvement can be a strong deterrent to safety as violence and homicide are integral to the gang lifestyle.

Grade Level	% Reporting Yes[xx]
7th Grade	6.0%
9th Grade	8%
11th Grade	7%
Non-traditional School	13%

School Success

When we consider school success, it is common to think of preschool through college, reading, writing and arithmetic, grade point averages and even adult jobs. Yet research clearly shows that for children to experience school and life success, they need a strong start right from the beginning. All infants and toddlers need good health, strong families, and positive early learning experiences if they are to really succeed and thrive. Although there are many programs countywide that support very early childhood, this section focuses on a progression of essential opportunities critical to overall school success.

Child Care

A lack of quality childcare is a grave concern for Napa County. According to the 2013 Child Care Portfolio produced by the California Child Care Resource & Referral Network, a copy of which is attached to this report, **a licensed childcare slot is available for only 20% of children ages 0-12** with parents in the labor force. With 16,425 of Napa County's 21,779 children falling into this category, the 3,274 total slots (a decrease of 7% since 2010) available in a licensed childcare center or licensed family childcare home represent a huge gap. This is compounded when we consider that 37% of requests for childcare are for children under age two and there are only 130 licensed spots available countywide.

For the Federal Early Head Start program that serves children prenatally to three from very low income families, there is a waiting list of 320 children and only 4% of the infants and toddlers eligible for the program are receiving child care services due to a lack of providers serving this age group.

In addition, the cost of licensed or quality child care is out of reach for many working families which is compounded by the state's 42 percent reduction in funding to support child care for low income families since the 2008 recession. Despite an improving economy, this is one area that has yet to see any rebound.

Annual cost of childcare by age and type of facility

Type of Facility	Infant Care	Preschool Age Care
Licensed Child Care Center	$13,043	$9,327
Licensed Child Care Home	$9,491	$8,669

According to information from Community Resources for Children, there are 814 children on a waiting list for child care subsidies and when families are unable to afford child care, some of their only options are to seek help from any combination of friends, family and licensed providers or pay the full cost and forgo or reduce other necessities like food and clothing. They might also keep older children home from school to care for younger siblings.

Preschool

Research shows that children who participate in high-quality preschool programs have better health, social-emotional, and cognitive outcomes than those who do not participate. The gains are particularly powerful for children from low-income families and those at risk for academic failure who, on average, start kindergarten 12 to 14 months behind their peers in pre-literacy and language skills. Studies also reveal that participating in quality early learning can boost children's educational attainment and earnings later in life. Children who attend high-quality preschool programs are less likely to utilize special education services or be retained in their grade, and are more likely to graduate from high school, go on to college, and succeed in their careers than those who have not attended such programs.[xxi]

Despite the ample research surrounding the importance of preschool to prepare students for school, an estimated 30% of students who enrolled in Kindergarten in the Napa Valley Unified School District, which represents 90% of children in Napa County public schools, started school with no mention of attending any early childhood learning.

In addition, 41% of the children entering Kindergarten identified as Limited English Proficiency (LEP) and 80% of those LEP students qualified for the federal free or reduced lunch program. Overall, 46% of all students in Napa County Public Schools qualify for free or reduced lunch, a leading indicator of poverty or near poverty.

Preschool Attendance: NVUSD Kindergarteners 2013-2014

Preschool option reported	Number of Students
Early Head Start (for ages 0-3)	32
Head Start	201
Public Preschool	340
Home Day Care	33
Private Preschool	338
Licensed Family Care	31
Informal Care	6
Special Education	37
Home Visitation	4
Early Intervention	8
No Mention	430
TOTAL	1,460

School Age Children: Demographics

The demographics of Napa County public schools are changing with the race/ethnicity of the students matching the birthrate and numbers of children in the county.

Public School enrollment by race/ethnicity 2013

Race/Ethnicity	% of students
African American/Black	1.5%
Asian American	6.8%
Hispanic/Latino	50.7%
Native Hawaiian/Pacific Islander	0.2%
White	36.7%
Multiracial/other	3.8%

Despite the large number of students entering school with Limited English Proficiency, the number declines significantly when you look at the total school population in Napa County. This of course takes into consideration students entering after Kindergarten:

- English Learner (Spanish): 20.3%
- English Learner (Other Language): 0.9%
- Not an English Learner: 78.8%

School Age Children: Achievement Indicators

As demographics, most notably race/ethnicity and socioeconomic status, have shown to be a risk factor for children in Napa County, it is important to look at academic achievement indicators in these terms, as they reflect the challenges faced by these families in other categories. The following is a sampling of how our children are succeeding academically, how we compare to students throughout the state and provides some insight into where additional attention might be useful.[xxii]

Third grade students scoring proficient or higher on English Language Arts California state test by race/ethnicity 2013.

Race/Ethnicity	Students Proficient or Higher: Napa County	Students Proficient or Higher: California
African American/Black	N/A	34%
Asian American	64%	71%
Filipino	64%	63%
Hispanic/Latino	26%	33%
White	56%	62%
Multiracial/other	48%	60%

Percent of third grade students scoring proficient or higher on English Language Arts California state test by socioeconomic status 2013.

	Napa County	California
Economically Disadvantaged	26%	33%
Non-Economically Disadvantaged	55%	67%

Students scoring proficient or higher on Algebra 1 California state test by race/ethnicity 2013.

Race/Ethnicity	Students Proficient or Higher: Napa County	Students Proficient or Higher: California
African American/Black	N/A	21%
Asian American	N/A	72%
Filipino	65%	53%
Hispanic/Latino	26%	27%
Native Hawaiian/Pacific Islander	N/A	36%
White	48%	47%
Multiracial/other	39%	42%

Students scoring proficient or higher on Algebra 1 California state test by socioeconomic status 2013.

	Napa County	California
Economically Disadvantaged	25%	28%
Non-Economically Disadvantaged	47%	49%

High School Graduates Completing College Prep Classes 2013

Race/Ethnicity	Students Proficient or Higher: Napa County	Students Proficient or Higher: California
African American/Black	N/A	29.2%
Asian American	N/A	67.7%
Filipino	61.9%	54.4%
Hispanic/Latino	27.1%	29.1%
Native Hawaiian/Pacific Islander	N/A	34.8%
White	43.9%	47.1%
Multiracial/other	48.3%	48.6%

Dropout/Graduation Rate

Although the numbers are still in double digits, across the state students are choosing to complete high school and Napa County is following that trend as we have seen graduation rates increase annually, reaching a rate of 85.3% in 2013 compared to 81.4% in 2010.

Of special note, however, is that our Hispanic/Latino population is falling well behind the average with a 2013 graduation rate of 78.8% versus 85.7% for African American/Black students and 89.9% for White students.[xxiii]

Juvenile Arrests

Many youth get in some trouble at a point in their lives but few actually have contact with the juvenile justice system. Those who do tend to be at increased risk for substance use, dropping out of school, early pregnancy, higher rates of attempted suicide and mental heath disorders. For these youth, several factors are often attributed to the choices that lead to juvenile justice. These include maltreatment, poverty, separation from family members, exposure to violence, mental illness, and substance use.[xxiv]

In Napa County, juvenile arrests occur for 8.3 of every 1,000 Hispanic/Latino youth and 4.5 for every White youth. Not surprisingly then, Hispanic/Latino youth also represent the highest percentage of felony arrests in the county.[xxv]

Juvenile Felony Arrests by Race/Ethnicity 2013

Race/Ethnicity	Percent of Total Juvenile Felony Arrests
African American/Black	13.3%
Hispanic/Latino	58.2%
White	26.5%
Other	2.0%

Napa County Child Abuse Prevention Council
2015 Report on Children
Recommendations

The information in this report offers a wide-ranging view of the health and well-being of our growingly diverse population of children. In conclusion, the following briefly summarizes the findings in each report category and offers suggestions for our community as a whole to consider in order to provide the best programs, services and opportunities possible to help and encourage our children to thrive.

Demographics:

Napa County has an increasingly diverse population and is a costly place to live. With more than 40% of families experiencing a housing burden, and 46% of families living below 200% of the federal poverty level, or $48,500 for a family of four, we have too many families struggling to make ends meet. When a family faces financial hardship, children often don't get the attention, care and opportunities they need to succeed. Lifting families out of poverty needs to be a countywide priority.. Opportunities available to us in Napa County include:

- **Supporting self-sufficiency wages** by providing support to the effort to raise the California minimum wage, support a minimum wage increase plan for Napa County, support a living wage plan for Napa County, work in conjunction with the cities in Napa County to create minimum and/or living wage plans.
- **Supporting the Earned Income Tax Credit for California** to increase income to working families in California. At present AB 43, Personal Income Taxes, co-authored by Assemblymember Bill Dodd, is active in the state legislature.

Children's Health:

With an estimated 97% of children having health insurance we have been very successful in providing opportunities for all families to access proper medical care. Many other efforts, including those addressing the needs of expectant and new mothers are also notable. We can, however, enhance our efforts to promote even more favorable outcomes for our children if we:

- **Encourage "Baby-Friendly" policies** such as moving local hospitals toward "Baby-Friendly" certification and encouraging environments conducive to breastfeeding.
- **Promote school health services** by endorsing the efforts of the Napa County Education Foundation and Napa Valley Unified School District as they pursue Wellness Centers at school sites.
- **Advance food security** by promoting the Cal-Fresh, Supplemental Nutritional Assistance Program (SNAP) to eligible residents.
- **Support nutrition education** programs in our schools and for our parents.
- **Support evidence based and best practice programs** that prevent childhood trauma such as home visitation, parent empowerment programs and mental health services.

Child Safety:
One referral for child abuse or for children who are victims of violence is one too many and although we'd like to see no one visit Napa Emergency Women's Services to address issues of domestic violence, it is hard to foresee a future without violence. We can, however, continue to be diligent in our efforts to diminish violence in the home and the community and promptly and properly address it when it does occur. To help us do so we can:

- **Promote collaboration between the Child Abuse Prevention Council** and public and private entities including schools, hospitals, faith-based organizations, law enforcement, first responders and social service agencies to provide prevention education and awareness and make child safety a top priority county-wide.
- **Encourage such public and private entities to collaborate** with trainers to provide on-site Mandated Reporter Trainings to all staff.
- **Initiate consistent and school wide anti-bullying efforts** in middle and high schools.
- **Enhance gang prevention efforts** in our middle and high schools to address the social and emotional issues that lead boys, and girls, to join a gang.

School Success:
Substantial research from across the globe has shown that children need good health, strong families, and positive early learning experiences from the very beginning of their lives if they are to succeed and thrive in school and long-term. They also need opportunities to enter school at a level equal to their peers and continue to be supported in ways that evolve as they advance towards graduation. In order to help children reach their greatest potential in school we must consider:

- **Promoting efforts to provide quality childcare** programs that create opportunities for early education.
- **Expanding opportunities for all children to attend preschool** so that they are ready to learn alongside their peers.
- **Educating parents**, especially those with language barriers and unfamiliarity with the school system, to help them become active participants in their children's education.

A strategy that encompasses all the categories above is support of **Funding the Next Generation Napa.** With the goal of creating a sustainable public funding stream specifically for programs and services that benefit children and families, we will open a door to opportunities to invest in one of our county's most valuable assets and one whose success is essential to our future economic security and social stability.

Thank you.

[i] http://factfinder.census.gov
[ii] http://factfinder.census.gov/faces/tableservices/jsf/pages/
[iii] http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF/http://www.kidsdata.org/topic/33/child-population-race/
[iv] Napa County Comprehensive Community Health Assessment 2013
[v] kidsdata.org
[vi] The Center for Housing Policy. (n.d.). *The well being of low income children: Does affordable housing matter?* Insights from Housing Policy Research. Washington, DC: National Housing Conference. Retrieved from: http://www.nhc.org/insights.html
[vii] http://www.annualreviews.org/doi/full/10.1146/annurev.publhealth.23.112001.112349
[viii] Kidsdata.org
[ix] http://www.latinpost.com/articles/22354/20140926/obamacare-latinos-uninsured-latino-rates-drop-young-low-incomers-first.htm
[x] 2013 Napa County Comprehensive Community Health Survey
[xi] Kidsdata.org
[xii] California Department of Education, 2011-2012
[xiii] 2013 Napa County Comprehensive Community Health Survey
[xiv] Center for Youth Wellness, San Francisco, "A Hidden Crisis" Nov 6, 2014.
[xv] 2013 Napa County Comprehensive Community Health Survey
[xvi] http://www.acf.hhs.gov/programs/opre/research/project/national-incidence-study-of-child-abuse-and-neglect-nis-4-2004-2009
[xvii] KidsData.com
[xviii] 2013 Napa County Comprehensive Community Health Survey
[xix] http://www.cdc.gov/ViolencePrevention/pdf/NISVS_Report2010-a.pdf
[xx] 2013 Napa County Comprehensive Community Health Survey
[xxi] U.S. Department of Education, April 2015. A Matter of Equity: Preschool in America, http://www2.ed.gov/documents/early-learning/matter-equity-preschool-america.pdf
[xxii] Kidsdata.org compiled from California Dept. of Education, Standardized Testing and Reporting (STAR) Results.
[xxiii] California Dept. of Education, California Longitudinal Pupil Achievement Data System (CALPADS) (Oct. 2014).
[xxiv] KidsData.org
[xxv] KidsData.org

Item No: 8

Report to the City Council
Council Meeting of June 23, 2015

Agenda Section: **Consent Calendar**

Subject: **Consideration and proposed approval of a resolution approving a Budget adjustment transferring $94,253 from the General Fund (101) to the Recreation Programs Fund (289)**

CEQA Status: **Not a CEQA Project**

Prepared By: **April Mitts, Finance Director**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

Budget

By June 30th of each year the City is required by law to adopt a balance budget for the following fiscal year. The budget provides estimated revenues and expenditures by department and by fund. Any adjustments to the Adopted Budget must be made in conformance with the City's Budget Resolution, which allows Department Heads to transfer appropriations within their department providing that neither the number of authorized personnel is increased, not any transfer that would decrease appropriations for capital outlay results. The City Manager may transfer appropriations between departments so long as total appropriations are not increased within a fund. Total appropriations within a fund may only be increased with Council approval. All budget changes are recorded on a Budget Adjustment Form (Attachment A)

Comprehensive Annual Financial Report (CAFR)

State law requires that every general purpose government publish, within six months of the close of each fiscal year, a complete set of audited financial statements. The purpose of the CAFR is to fully disclose all financial information, as well as to comply with state and federal requirements and bond covenants. The financial audit takes place over several months, beginning just after the end of the fiscal year (June 30th) and continuing through the time the books are closed and the CAFR is published.

DISCUSSION

The Fiscal Year 2014/15 adopted budget for the recreation programs fund reflected that $196,000 would be received in revenue and that there would be $186,954 in expenditures (Attachment B).

After evaluating the revenues and expenditures for the recreation programs fund for the Fiscal Year 2014/15 adopted budget it was found that revenues were overstated by $89,490 and are estimated to be $106,510 instead of the original projected amount of $196,000 and expenditures are estimated to be $176,623 instead of $186,954.

The Fiscal Year 2013/14 CAFR (completed in December 2014 – 6 months after the 2014/15 budget was adopted) showed the recreation programs fund had a deficit of $24,139 as of June 30, 2014 (Attachment C) and stated the $24,139 fund deficit in the recreation programs fund will be cured by future program charges or general fund subsidies (Attachment D).

It is estimated at the end of Fiscal Year 2014/15 the recreation programs fund balance will be at a deficit of $94,253. This is a result of: (1) the overestimation of revenues for Fiscal Year 2014/15, (2) lower expenditure amounts for Fiscal Year 2014/15, and (3) the fund deficit in the 2013/14 CAFR.

Staff has prepared the necessary Budget Adjustment Form authorizing a transfer of $94,253 from General Fund (101) to Recreation Programs Fund (289) (Attachment E).

FISCAL IMPACT

The fiscal impact to the City of St. Helena's General Fund is $94,253. This transfer amount was included in the June 9, 2015 updated budget presentation and will not lower the 2014/15 projected year end balances presented.

RECOMMENDED ACTION

It is recommended the City Council approve Resolution No. 2015-_____ Approving a Budget Adjustment Transferring $94,253 from the General Fund (101) to the Recreation Programs Fund (289)

ATTACHMENTS

Attachment A – Resolution No. 2014-80
Attachment B – Page 158 of the 2014/15 City of St. Helena adopted budget
Attachment C – Page 47 of the 2013/14 City of St. Helena CAFR
Attachment D – Page 28 of the 2013/14 City of St. Helena CAFR
Attachment E – Budget Adjustment Form
Attachment F – Resolution No. 2015-________

CITY OF ST. HELENA, CALIFORNIA

Resolution No. 2014-80

ADOPTION OF ANNUAL BUDGET FOR THE CITY OF ST. HELENA FOR THE FISCAL YEAR ENDING JUNE 30, 2015

RECITALS

Good operating practice requires that the City adopt estimates of revenues and expenditures on a fiscal year basis and provide a policy for subsequent modification of such appropriations. Staff determined the appropriations needed for the next fiscal year and prepared a draft budget for Council review.

RESOLUTION

The City Council hereby adopts the following:

1. Revenue estimates and appropriations by fund and department as shown in "EXHIBIT A", a copy of which is attached and hereby made a part of this Resolution, is hereby adopted.

2. Any unexpended portion of the General Fund balance as of June 30, 2014, is hereby assigned to a Reserve, up to the City's annual appropriation limitation.

3. The City, as a practice, shall expend current year proceeds of tax first, and then any non-proceeds of tax to satisfy approved appropriations.

4. Any remaining Capital fund projects and encumbrances will be rolled into the next fiscal year.

5. The St. Helena Chamber of Commerce shall receive an operating subsidy equal to eight percent (8%) of Business License Tax revenues, three percent (3%) of Transient Tax revenues, and two percent (2%) of Sales Tax revenues received by the City during the fiscal year to be used for promotion and entertainment purposes. The Chamber shall annually on or before April 30, submit to the City Council a report of activities of the Chamber, the approved budget, and an accounting of public funds expended during the previous calendar year ending December 31.

6. Department Heads may authorize the transfer of appropriations within a department, except transfers: (1) that would purport an increase in the number of regular personnel, and (2) that would decrease appropriations for capital outlay.

7. The City Manager may transfer appropriations between departments so long as total appropriations are not increased within a fund.

8. The City Council has the overriding authority to control the use of revenues and the appropriation of funds and therefore may modify this policy at any time. The total appropriations in any fund may not be increased except by the City Council.

9. All changes in appropriations will be authorized on a "Budget Transfer" form. All increases in appropriations will be authorized by Council.

10. Any expenditure of greater than $25,000 for supplies, equipment or general services requires formal bid procedures and must be approved by the City Council pursuant to Article XIV, Chapter 2 of the City Code.

Approved by action of the City Council at a Regular Meeting held on May 28, 2014, by the following vote:

AYES:	Councilmembers White, Crull, Sculatti, Pitts and Mayor Nevero
NOES:	None
ABSTAIN:	None

APPROVED:

Ann Nevero
Mayor

ATTEST:

Cindy Black
Cindy Black
Interim City Clerk

City of St. Helena

Recreation Programs Budget Worksheet

	FY10/11 Actual	FY11/12 Actual	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimated Year End	FY14/15 Budget	FY14/15 Budget % Change
Beginning Fund Balance (July 1)			$ 7,989	$ 10,213	$ 10,213	$ (27,002)	
Recreation Programs - Revenues							
Recreation Registration	132,442	112,376	124,802	132,835	112,040	178,000	34.00%
Donations	3,843	8,161	2,979	-	4,603	3,000	
Contributions from Government	-	-	-	-	-	-	
	136,285	120,537	127,781	132,835	116,643	181,000	36.26%
Transfers In	-	-	-	-	-	15,000	
	-	-	-	-	-	15,000	
Total Recreation Programs Revenues	$ 136,285	$ 120,537	$ 127,781	$ 132,835	$ 116,643	$ 196,000	47.55%
Recreation Programs- Expenditures							
Totals by category							
Salary	40,189	37,644	47,379	39,574	58,900	71,332	80.25%
Benefits	5,197	5,141	17,134	12,112	13,008	25,172	107.83%
Contracts	39,688	42,909	34,013	40,000	40,000	40,000	0.00%
Dept supplies/services	27,116	15,922	17,119	23,050	23,850	25,350	9.98%
Training/Conference	50	-	255	200	200	200	0.00%
Communications	988	867	907	900	900	900	0.00%
Facility Rental	4,523	20,160	8,750	17,000	17,000	24,000	41.18%
Total Recreation Programs Expenditures	$ 117,761	$ 122,643	$ 125,557	$ 132,836	$ 153,858	$ 186,954	40.74%
Recreation Programs Surplus/(Deficit)	18,524	(2,106)	2,224	(1)	(37,215)	9,046	
Recreation Programs Expenditures by Department							
Recreation							
Salary	40,189	37,644	47,379	39,574	58,900	71,332	80.25%
Benefits*	5,197	5,141	17,134	12,112	13,008	25,172	107.83%
Contracts	39,688	42,909	34,013	40,000	40,000	40,000	0.00%
Facility Rental	4,523	20,160	8,750	17,000	17,000	24,000	41.18%
Dept supplies/services	27,116	15,922	17,119	23,050	23,850	25,350	9.98%
Training/Conference	50	-	255	200	200	200	0.00%
Communications	988	867	907	900	900	900	0.00%
	117,761	122,643	125,557	132,836	153,858	186,954	40.74%
Total	$ 117,761	$ 122,643	$ 125,557	$ 132,836	$ 153,858	$ 186,954	40.74%

*includes unemployment

Attachment C

CITY OF ST. HELENA
Combining Balance Sheets
Nonmajor Governmental Funds
June 30, 2014

	Special Revenue Funds					
	Street Improvement	Affordable Housing	Emergency Flood Relief	Police Training Development	Recreation Programs	Public Library Foundation
Assets						
Cash and investments	$ 806,711	$ 670,153	$ 112,353	$ 14,162	$ -	$ 12,313
Receivables:						
Accounts	-	-	-	-	-	-
Intergovernmental	-	14,429	17,694	1,466	3,512	3,375
Notes, long-term	-	-	-	-	-	-
Prepayments	-	-	-	-	-	-
Total assets	$ 806,711	$ 684,582	$ 130,047	$ 15,628	$ 3,512	$ 15,688
Liabilities and Fund Balances						
Liabilities:						
Accounts payable	$ 2,000	$ 239	$ -	$ -	$ 15,419	$ 2,790
Due to other funds	-	-	-	-	12,232	-
Total liabilities	2,000	239	-	-	27,651	2,790
Deferred inflow of resources:						
Long-term receivables	-	-	-	-	-	-
Fund balances:						
Nonspendable	-	-	-	-	-	-
Restricted for streets	804,711	-	130,047	-	-	-
Restricted for housing	-	684,343	-	-	-	-
Restricted for public safety	-	-	-	15,628	-	-
Restricted for library	-	-	-	-	-	12,898
Restricted for public facilities	-		-	-	-	-
Restricted for public parks	-	-	-	-	(24,139)	-
Restricted for debt service	-	-	-	-	-	-
Assigned for capital projects	-	-	-	-	-	-
	804,711	684,343	130,047	15,628	(24,139)	12,898
Total liabilities and fund balances	$ 806,711	$ 684,582	$ 130,047	$ 15,628	$ 3,512	$ 15,688

CITY OF ST. HELENA
Notes to the Basic Financial Statements
June 30, 2014

B. Explanation of Certain Differences Between the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances and the Government-Wide Statement of Activities

The governmental fund statement of revenues, expenditures, and changes in fund balances includes reconciliation between *net changes in fund balances – total governmental funds* and *changes in net position of governmental activities* as reported in the government-wide statement of activities. One element of that reconciliation explains that governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense." The details of this $412,249 difference and other significant components of the difference are as follows:

Capital outlay	$ 241,014
Depreciation expense	(1,100,027)
Repayment of long-term debt principal	725,555
Other items	545,707
Net adjustment to increase *net changes in fund balances – total governmental funds* to arrive at *changes in net position of governmental activities*	$ 412,249

3. Stewardship, Compliance, and Accountability

A. Budgetary Information

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. All annual appropriations lapse at fiscal year end. On or before the end of each fiscal year, all agencies of the City submit requests for appropriations to the City Manager so that a budget may be prepared. By May 15 of each year, the proposed budget is presented to the council for review. The council holds public hearings and a final budget must be prepared and adopted no later than June 30.

The appropriated budget is prepared by fund, function, and department. The City's department heads may make transfers of appropriations within a department. Transfers of appropriations between departments require the approval of the City Manager. The legal level of budgetary control (i.e. the level at which expenditures may not legally exceed appropriations) is the fund level. The Council made several supplemental budgetary appropriations throughout the year. The supplemental budgetary appropriations made in the general fund were not material. Encumbrance accounting is employed in governmental funds.

B. Budgetary Stewardship

Two nonmajor governmental funds exceeded their approved expenditures budgets for the fiscal year ended June 30, 2014. Appropriation budgets including transfers out were exceeded by the general fund ($2,404,713 including transfers and $492,672 excluding transfers), and appropriations were exceeded in the Measure A Fund by $1,924,981 These large unfavorable budget variances are related to each other and were funded by the City's general fund. The general fund transferred $1,662,041 into the Measure A fund for the purpose of refunding to State Agencies $1,901,700 in grant funds previously approved by grantors in connection with the City's Floodwall project.

The $24,139 fund deficit in the recreation programs fund will be cured by future program charges or general fund subsidies.

Attachment E

City of St. Helena
Budget Adjustment Form

Budget Adjustment Number: 15-14

Dept	Object Code	Fund	Dept	Obj Cd	Current Budget	Budget Adjustment	Adjusted Budget
General Fund	Transfers Out	101	4000	2999	908,885	94,253	1,003,138
Recreation	Transfers In	289	3998	0000	15,000	94,253	109,253
							-
					$ 923,885	$ 188,506	$ 1,112,391

Descriptions	Project Number	Current Budget	Budget Adjustment	Adjusted Budget
		$ -	$ -	$ -

Justification:

Complete a transfer from General Fund to the Recreation Program to cover a deficit from FY 13/14 and current year operating expenses

Fund Sources:

General Fund

APPROVED:

DEPARTMENT HEAD

FINANCE DIRECTOR

CITY MANAGER

Council Approval [x] Required [ ] Not Required Resolution No.

I certify that this budget adjustment was approved by the City Council on ____________

CITY CLERK

ATTACHMENT F

CITY OF ST. HELENA

RESOLUTION NO. 2015-

APPROVING A BUDGET ADJUSTMENT TRANSFERRING $94,253 FROM THE GENERAL FUND (101) TO THE RECREATION PROGRAMS FUND (289)

RECITALS

A. The Fiscal Year 2014/15 adopted budget for the recreation programs fund reflected an overstatement revenues of $89,490; and

B. Expenditures for the Fiscal Year 2014/15 recreation programs fund are projected to be lower than anticipated by $10,331; and

C. The Fiscal Year 2013/14 CAFR listed a deficit of $24,139 in the recreation programs fund; and

D. Due to the items above it is estimated at the end of Fiscal Year 2014/15 the recreation programs fund balance will be at a deficit of $94,253; and

E. A Budget Adjustment Form authorizing a transfer of $94,253 from General Fund (101) to Recreation Programs Fund (289) is necessary; and

F. Total appropriations within a fund may only be increased with Council approval.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Adopt resolution approving the transfer of $94,253 from General Fund (101) to Recreation Programs Fund (289).

Approved at a Regular Meeting of the St. Helena City Council on June 23, 2015 by the following vote:

Mayor Galbraith: __________

Vice Mayor White: __________

Councilmember Crull: __________

Councilmember Dohring: __________

Councilmember Pitts: __________

APPROVED: ATTEST:

______________________ ______________________

Alan Galbraith, Mayor Cindy Black, City Clerk

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Item No: 9

Report to the City Council
Council Meeting of June 23, 2015

Agenda Section: **Consent Calendar**

Subject: **Consideration and proposed approval of a resolution approving of Payment to City of Napa for Final 50% FY 2014-15 Housing Services Agreement in the amount of $17,374.00 per Resolution No. 2014-38**

CEQA Status: **Not a CEQA Project**

Prepared By: **April Mitts, Finance Director**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

On June 10, 2014 the City of St. Helena City Council approved Resolution No. 2014-38 approving an agreement between the Housing Authority of the City of Napa and the City of St. Helena for affordable housing services through June 30, 2016 (Attachment A). Compensation and reimbursement for expenses by the City of St. Helena to the City of Napa under this Agreement for fiscal year 2014-15 shall be total of $38,748.00 and for fiscal year 2015-16 shall be a total of $39,595.00.

DISCUSSION

When the fiscal year 2014-15 budget was prepared $10,000.00 was placed in the Non-Departmental budget from account #101-40-00-24-05 for this payment (Attachment B). On 8/26/14 Interim Finance Director Sheila McCrory approved invoice #AR154656 from the City of Napa for the first payment of the housing services agreement for a total of $21,374.00 (Attachment C). This initial payment amount exceeded the amount which was approved in the fiscal year 2014-15 budget. On May 4, 2015 the City received a statement which includes Invoice #AR156017 for the remaining balance owed to the City of Napa for housing services for fiscal year 2014-15 for a total of $17,374.00 (Attachment D).

While the Council did approve Resolution No. 2014-38 approving the contract with the City of Napa for affordable housing services, there was an error presented in the 2014-15 approved budget. Staff felt it important to inform Council of this misinformation and present a report for clarification and requesting approval of the final payment to the City of Napa for fiscal year 2014-15.

In preparing the end of year projections for fiscal year 2014-15 this error was discovered and was accounted for in the end of year budget forecast.

FISCAL IMPACT

$17,374.00 is to be paid from Account Number 101-40-00-24-05. While this amount was not in the approved budget, the dollar amount has been accounted for in the year end projections for fiscal year 2014-15 and will not have an additional impact on the general fund.

RECOMMENDED ACTION

Approve Resolution No. 2015-_____ approving payment to City of Napa for affordable housing services.

ATTACHMENTS

Attachment A – Resolution No. 2014-38
Attachment B – Fiscal Year 2014-15 Adopted Budget page 43
Attachment C – Invoice #AR154656
Attachment D – Statement for Invoice #AR156017
Attachment E – Resolution No. 2015-____

Attachment A

CITY OF ST. HELENA

RESOLUTION NO. 2014-38

APPROVING AN AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF NAPA AND THE CITY OF ST. HELENA FOR AFFORDABLE HOUSING SERVICES THROUGH JUNE 30, 2016.

RECITALS

A. The City of St. Helena contracted with the Housing Authority of the City of Napa (HACN) to provide affordable housing services for fiscal years 12/13 and 13/14.

B. The current contract expires on June 30, 2014. HACN is now requesting a new two year contract through June 30, 2016.

C. HACN is prepared to provide services related to affordable housing occupancy certifications, annual owner occupancy verification and eligibility, overseeing application and lottery process for new units, technical assistance to the City related to housing policy development, development agreement assistance, countywide homeless representation, and specific requests for technical assistance.

RESOLUTION

NOW, THEREFORE, The City Council for the City of St. Helena resolves as follows:

1. Approval of the agreement between the Housing Authority of the City of Napa and the City of St. Helena, a copy of which is attached and made part of this resolution, for affordable housing services through June 30, 2016.

Approved at a Regular Meeting of the St. Helena City Council on June 10, 2014, by the following vote:

Ayes:	Crull, White, Sculatti, Pitts, Mayor Nevero
Noes:	None
Absent:	None
Abstain:	None

APPROVED:

Ann Nevero
Mayor

ATTEST:

Cindy Black

Cindy Black
Interim City Clerk

CITY OF ST. HELENA
Incorporated March 24, 1876
Re-incorporated May 14, 1888
STATE OF CALIFORNIA

HOUSING AUTHORITY OF THE CITY OF NAPA AGREEMENT NO. ______
CITY OF ST. HELENA AGREEMENT NO. ______

THIS AGREEMENT is made and entered into as of July 1, 2014, by and between the HOUSING AUTHORITY OF THE CITY OF NAPA, a public body, corporate and politic (the "Authority"), and the CITY OF ST. HELENA, a municipal corporation (the "City") under the laws of the State of California;

RECITALS

WHEREAS, The City desires to obtain supportive services from the Authority for services during the Fiscal Year 2014 – 2015 and Fiscal Year 2015 - 2016, and the Authority is willing to provide such services to the City subject to the terms and conditions set forth herein below;

TERMS

NOW, THEREFORE, City and Authority agree as follows:

1. **Term of the Agreement.** The term of this Agreement shall commence on July 1, 2014 and shall expire on June 30, 2016 unless earlier terminated in accordance with Paragraphs 8 or 9 of this Agreement.

2. **Scope of Services.** Authority shall provide the City those services set forth in Exhibit "A", attached hereto and incorporated by reference herein.

3. **Compensation.**

(a) Rates. In consideration of Authority's fulfillment of the promised work, the City shall pay Authority for those services denoted in Exhibit "A" a sum of $38,748.00 for fiscal year 2014–2015 and $39,595.00 for fiscal year 2015–2016 set forth in Exhibit "B", but not to exceed the maximum amount described in subparagraph (b) of this Paragraph unless other services are requested during the term of this Agreement.

(b) Maximum Annual Compensation and Expense Reimbursement. Compensation and reimbursement for expenses by City to Authority under this Agreement for fiscal year 2014-2015 shall be a total of $38,748.00 and for fiscal year 2015-2016 shall be a total of $39,595.00; services required beyond those outlined in Exhibit "A" shall be agreed upon and added to the scope of work denoted in Exhibit "A", and billed on a time and materials basis.

4. **Method of Payment.** An invoice will be presented by the Authority to City for payment on July 1, 2014 for 50% of fiscal year 2014-2015 for a total baseline fee for $17,374.00 plus 100% of the pass through agreement for $4,000.00 totaling $21,374.00; a second invoice will be presented on January 1, 2015 for the remaining 50% of the baseline fee of $17,374.00. A third invoice will be presented on July 1, 2015

for 50% of fiscal year 2015-2016 for a total baseline fee of $17,797.50 plus 100% of the pass through agreement for $4,000 totaling $21,797.50; a fourth invoice will be presented on January 1, 2016 for the remaining 50% of the baseline fee for $17,797.50.

5. **Independent Contractor.** In the performance of this Agreement, the Authority shall perform this Agreement as an independent contractor. The Authority and the officers, agents and employees of Authority are not, and shall not be deemed, City employees for any purpose, including workers' compensation. The Authority shall determine the method and manner by which duties imposed on the Authority by this Agreement shall be performed. The Authority and its officers, employees and agents shall be entitled to none of the benefits accorded to a City employee. City shall not deduct or withhold any amounts whatsoever from the compensation paid to the Authority, including, but not limited to amounts required to be withheld for state and federal taxes. The Authority alone shall be responsible for all such payments.

6. **Indemnification.** City shall defend, indemnify and hold harmless the Authority and the respective officers, agents and employees of the Authority from any claim, loss or liability including without limitation, those for personal injury (including death) or damage to property, arising out of or connected with any aspect of the performance by the Authority or its officers, agents, or employees, of activities or obligations required under this Agreement. Authority shall defend, indemnify and hold harmless City and the respective officers, agents and employees of City from any claim, loss or liability including without limitation, those for personal injury (including death) or damage to property, arising out of or connected with any aspect of the performance by the City or their officers, agents, or employees, of activities or obligations required under this Agreement.

7. **Termination for Cause.** If either party shall fail to fulfill in a timely and proper manner that party's obligations under this Agreement or otherwise breach this Agreement, the non-defaulting party may, in addition to any other remedies it may have, terminate this Agreement by giving fifteen(15) days written notice to the defaulting party in the manner set forth in Paragraph 12 (Notices).

8. **Termination for the Convenience of a Party.** This Agreement may be terminated by either party for any reason and at any time by giving no less than thirty (30) days prior written notice of such termination to the other party and specifying the effective date thereof.

9. **Payment for Work upon Expiration or Termination.** In the event of termination for cause under Paragraph 7 or termination for the convenience of a party under Paragraph 8, Authority shall be entitled to receive compensation for any satisfactory work completed by the Authority prior to the effective date of the notice subject to the maximum amount set forth in Paragraph 3(b).

10. **No Waiver.** The waiver by either party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement.

11. **Notices.** All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, by first class mail, postage prepaid. Any mailed notice, demand, request, consent, approval or communication that either party desires to give the other party shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

<u>AUTHORITY</u>
Lark Ferrell, Housing Manager
Housing Authority of the City of Napa
P.O. Box 660
Napa, CA 94559

<u>CITY OF ST HELENA</u>
City Manager
City of St. Helena
1480 Main Street
St. Helena, CA 94574

12. **Confidentiality.** Confidential information is defined as all information disclosed to the Authority which relates to City past, present, and future activities, as well as activities under this Agreement. Except as otherwise provided in Paragraph 16, as directed by the City Manager or Designee thereof, or when required California Public Records Act or by court order, the Authority shall hold all such information as the Authority may receive, if any, in trust and confidence.

13. **Amendment/Modification.** Except as specifically provided herein, this Agreement may be modified or amended only in writing and with the prior written consent of both parties.

14. **Compliance with Laws.** In the performance of this Agreement, the Authority shall observe and comply with all applicable Federal, State and local laws, ordinances, and codes.

15. **Access to Records/Retention.** City shall have access to any books, documents, papers and records of the Authority prepared or obtained by the Authority when providing the services required of the Authority under this Agreement. Upon expiration or termination of this Agreement the Authority shall return all such records to City unless otherwise directed by City to retain or dispose of such records, except that with the written permission of City, the Authority may keep a copy of such records as long as such copy is maintained in confidence and is returned to City or its successor agency to be destroyed upon notification to Authority that City has authorized destruction of the original records.

16. **Attorney's Fees.** In the event that either party commences legal action of any kind or character to either enforce the provisions of this Agreement or to obtain damages for breach thereof, the prevailing party in such litigation shall be entitled to all costs and reasonable attorney's fees incurred in connection with such action.

17. **Interpretation.** The headings used herein are for reference. The terms of the Agreement are set out in the text under the headings. This Agreement shall be governed by the laws of the State of California.

18. **Severability.** If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

19. **Entirety of Contract.** This Agreement constitutes the entire agreement between the parties relating to the subject of this Agreement and supersedes all previous agreements, promises, representations, understandings and negotiations, whether written or oral, among the parties with respect to the subject matter hereof.

This Agreement continues on the following page.

IN WITNESS WHEREOF, this Agreement was executed by the parties hereto as of the date first above written.

CITY OF ST. HELENA

By: ______________________________
ANN NEVERO , Mayor, City Council

ATTEST:

By: Cindy Black
CINDY BLACK, Interim City Clerk

APPROVED AS TO FORM:

By: ______________________________
TOM BROWN, City Attorney

HOUSING AUTHORITY OF THE CITY OF NAPA, a public body, corporate and politic

By: ______________________________
RICK TOOKER, Deputy Director

ATTEST:

By: ______________________________
DOROTHY ROBERTS, Deputy Authority Secretary

COUNTERSIGNED:

By: ______________________________
DESIREE BRUN, City Auditor

APPROVED AS TO FORM:

By: ______________________________
MICHAEL BARRETT, Authority General Counsel

EXHIBIT "A" SCOPE OF WORK 2014 - 2016		
WORK PROGRAM ITEM	**DESCRIPTION**	**WORK PRODUCT**
ST. HELENA		
A. COUNTYWIDE ACTIVITIES		
1. Section 8 Housing Services	HUD funded very low income rental housing assistance program administer Countywide – 88% City of Napa and 12% Countywide.	Rental Assistance Provided
2. Continuum of Care	Act as lead agency for the Countywide Continuum of Care plan for delivery of Homelessness services and projects.	Work with agencies to File annual NOFA application
B. STANDARD HOUSING SERVICES		
1. Regulatory Agreement Monitoring	Provide required annual monitoring of regulatory agreement units summarized in Exhibit B.	Annual Report Update of Activities
2. Review development projects	Technical assistance reviewing residential development plans to maximize affordable housing units.	Annual Report Update of Activities
3. Affordable Housing Regulatory Agreements	Provide technical assistance , review affordable housing agreements, and make recommendations.	Annual Report Update of Activities
4. Develop working relationship with Real Estate and Development community.	Continue efforts to increase homeownership opportunities within each member jurisdiction, coordinate marketing, implement preference policy, and sales of any proposed or resale of price restricted homes.	Annual Report Update of Activities
5. Annual Meeting with Staff and Council	Report on yearly activities	Annual Report Update of Activities

EXHIBIT "B"
COMPENSATION RATES

Commencing on July 1, 2014 no later than June 30, 2016 City shall compensate Authority for all services provided under the Agreement by Authority as described in Exhibit "A" at the rate of base rate of $78,343.00. Duties requested beyond those items listed in Exhibit "A" will be billed separately upon preauthorization of the City and Authority on a time and materials basis.

An invoice will be presented by the Authority to City for payment on July 1, 2014 for 50% of fiscal year 2014-2015 total baseline fee for $17,374.00 plus 100% of the pass through agreement for $4,000.00 totaling $21,374.00; a second invoice will be presented on January 1, 2015 for the remaining 50% of the baseline fee of $17,374.00. A third invoice will be presented on July 1, 2015 for 50% of fiscal year 2015-2016 for a total baseline fee of $17,797.50 plus 100% of the pass through agreement for $4,000.00 totaling $21,797.50.00; a fourth invoice will be presented on January 1, 2016 for the remaining 50% of the baseline fee for $17,797.50.

COMPENSATION BREAKDOWN			
Service Provided	**FY 2014-15 Cost**	**FY 2015-16 Cost**	**Total Cost**
HACN Baseline Housing Services	$34,748	$35,595	$70,343
Community Action Napa Valley - Rental Assistance	$2,000 (pass through)	$2,000 (pass through)	$4,000 (pass through)
Fair Housing Napa Valley - General Housing Counseling Service	$2,000 (pass through)	$2,000 (pass through)	$4,000 (pass through)
Total Service Cost	$38,748	$39,595	$78,343

EXHIBIT C - MONITORING DETAIL				
Project	**Type**	**Affordable Units**	**Task**	**Description**
Marietta Townhomes	BMR	10	Annually	Mail out owner occupancy certification, verify insurance & taxes paid. Follow-up when necessary. Up-date owner database
Wallis	BMR	20	Annually	Mail out owner occupancy certification, verify insurance & taxes paid. Follow-up when necessary. Up-date owner database
Magnolia Oaks	BMR	2	Annually	Mail out owner occupancy certification, verify insurance & taxes paid. Follow-up when necessary. Up-date owner database
Sherwin Project	BMR	1	Annually	Mail out owner occupancy certification, verify insurance & taxes paid. Follow-up when necessary. Up-date owner database
957 Hunt Street	Studio	2	Annually	Mail out project compliance report and review household information. Update database.
1421 Railrod Avenue	Apt.	1	Annually	Review Property Owners annual report and tenant certification forms for compliance with Regulatory Agreement. Update database.
Magnolia Oaks	Apt.	10	Annually	Review Property Owners annual report and tenant certification forms for compliance with Regulatory Agreement. Update database.
Magnolia Oaks	2nd units	6	Annually	Lease up certification. Mail out project compliance report and review tenant information for compliance with Regulatory Agreement. Up-date project database.

DETAIL FOR EXPENSE ACCOUNTS

Non-Departmental
4000

OBJECT	DESCRIPTION		AMOUNT
101-2130			
	Professional Contract:		$60,000
	Marin IT- Computer services		
101-2146	Computer Web Page Development and Training:		$3,000
101-2215, 561-2215, 571-2215			
	Special Department Supplies:		$9,400
	♦ Software and computer hardware maintenance	$8,500	
	♦ Miscellaneous	900	
101-2405	Contributions:		$56,888
	♦ Housing Authority	$10,000	
	♦ Fare Box Match	19,200	
	♦ LAFCO	14,338	
	♦ Leadership Napa Valley	750	
	♦ Napa County Transportation & Planning Authority	12,600	
101-2445, 561-2445, 571-2445			
	Liability Insurance:		$377,160
	♦ Auto/General Liability Insurance	$238,613	
	♦ Prop/Earthquake/Flood	101,906	
	♦ Boiler, Fire, Fraud	18,270	
	♦ Workers Comp Deductible	15,000	
	♦ Employee Assistant Plan (EAP)	3,371	
101-2630	Machinery and Equipment:		$15,000
	♦ New Workstations	$6,000	
	♦ Network upgrades & licensing	9,000	

CITY of NAPA

CITY of NAPA
P.O. Box 660
Napa, California 94559
707-257-9508

Attachment C

T

INVOICE

Customer Number: C000464
Invoice Number: AR154656
Invoice Date: 08/22/14
Terms: DUE UPON RECEIPT

To: CITY OF ST HELENA
1480 MAIN ST
SAINT HELENA, CA 94574

Trans Date	Account		Description	Amount
08/22/14	84601	34101	50% FY2014-15 Housing Svcs Housing Services per Agreement	17,374.00
08/22/14	84601	34101	Pass though to CANV	2,000.00
08/22/14	84601	34101	Pass through to Fair Housing	2,000.00
			NAP64 101 4000-2405	
			S 8-26-14	
8/26 CM				
			Total Due	21,374.00

CITY of NAPA
P.O. Box 660
Napa, California 94559
707-257-9508

Attachment D

Customer #: C000464

Statement Date: 05/01/15

STATEMENT

CITY OF ST HELENA
1480 MAIN ST
SAINT HELENA, CA 94574

CITY OF ST. HELENA
MAY 4 2015
Finance Department

Date	Description		Amount
07/01/09	PREVIOUS BALANCE		0.00
03/20/15	AR156017	Final 50% FY2014-15 Hsg Svcs	17,374.00
		Total Amount Due	17,374.00

Vendor ID NAPA4
Account No. 101.~~4000~~.2405
Purchase Order #

MAY -4 2015

Payment Approved
Date Approved

(Please Remit Bottom Portion with Payment)

CITY of NAPA
P.O. Box 660
Napa, California 94559
707-257-9508

Amount Due: 17,374.00

Customer #: C000464

Customer Name: CITY OF ST HELENA

Amount Paid: ____________

ATTACHMENT E

CITY OF ST. HELENA

RESOLUTION NO. 2015-

APPROVING PAYMENT TO CITY OF NAPA FOR AFFORDABLE HOUSING SERVICES IN THE AMOUNT OF $17,374.00 PER RESOLUTION NO. 2014-38

RECITALS

A. On June 10, 2104, the City Council approved Resolution No. 2014-38 approving an agreement between the Housing Authority of the City of Napa and the City of St. Helena for affordable housing services through June 30, 2016; and

B. Compensation and reimbursement for expenses for the City of St. Helena to the City of Napa under this agreement for fiscal year 2014-15 is $38,748.00; and

C. In the preparation and approval of fiscal year 2014-15 budget an incorrect amount of $10,000 was placed in the budget; and

D. Invoice #AR154656 for $21,374.00 was paid on 8/26/15 for the first payment in this agreement, exceeding the initial budgeted amount; and

E. Invoice #AR156017 for $17,374.00 was received on 5/4/15 for the second payment in this agreement; and

F. Staff felt it important to inform Council of this misinformation and request approval of the final payment to the City of Napa for fiscal year 2014-15.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Adopt resolution approving the final payment of $17,374.00 for affordable housing services.

Approved at a Regular Meeting of the St. Helena City Council on June 23, 2015 by the following vote:

Mayor Galbraith: ____________

Vice Mayor White: ____________

Councilmember Crull: ____________

Councilmember Dohring: ____________

Councilmember Pitts: ____________

APPROVED: ATTEST:

______________________________ ______________________________
Alan Galbraith, Mayor Cindy Black, City Clerk

Item No: 10

Report to the City Council
Council Meeting of June 23, 2015

Agenda Section: **Consent Calendar**

Subject: Approve Resolution Finding an Exemption from CEQA; Approving and Adopting the Project Manual; and Authorizing the Bid Request for St. Helena Sewer, Water, Storm Water, and Surface On-Call Contract - 2015

CEQA Status: Categorically Exempt Section 15301

Prepared By: **Steven Palmer, PE, Director of Public Works/City Engineer**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

This contract will provide on call contracting services for the City's sewer, water, storm water, parks and transportation systems. The on call contractor will be available to assist the city with small and emergency repairs to the sewer, water, storm water, parks and transportation systems.

If maintained, most of the City's infrastructure will continue to be serviceable for years to come before total reconstruction is required. This contract will provide the City with an additional tool to perform system wide repairs to city infrastructure.

DISCUSSION

Public Works operations staff's primary function is to maintain and operate water, wastewater, storm water, facilities, parks, and transportation systems. The city does not own large equipment or have the manpower to perform many of the needed system maintenance repairs. Currently, in order to hire a contractor to perform repair work that exceeds $45,000, Staff needs to follow a bid process. This bid process requires City Council approval and public advertising in the newspaper for at least 10 calendar days for each maintenance work that exceeds $45,000.

This On-Call Contract will provide Staff with an efficient mechanism to utilize a contractor to perform repairs of sewer, water, storm water, parks, and transportation systems. Staff is performing the necessary advertising and contract award at this time for an amount not to exceed $175,000. Prior to any work and before any forces have been mobilized, the City and contractor will meet to review the scope of work required based on known information. The contractor will then provide a written estimate of the proposed work. Once an estimate of potential cost is known, City staff may prepare a change order to do the work or may decide not to do the work under this contract. The change order, if approved by the Director of Public Works, will encumber funds from appropriate City accounts. City funds will not be encumbered by this agreement until a change order is issued by the City. Once the change order is executed the contractor has a maximum of 14 days to start the work. Emergency work will require a change order to proceed although the requirement for an estimate of cost prior to the start of work may be waived at the City's discretion.

By performing the advertising and award of an On-Call contract now, this will eliminate the need to advertise and award for each maintenance work separately; thereby reducing the administrative time and expense associated with procuring contract services for small repairs. It is anticipated that this contract will be utilized for approximately one year, and the majority of work under this contract will be sewer and water system repairs.

Large capital projects will continue to be bid separately through public bid process.

IMPACT

The project is categorically exempt from the California Environmental Quality Act, pursuant to CEQA guidelines section 15301, Existing Facilities Class I which exempts the operation, repair, maintenance, and permitting of existing facilities involving negligible or no expansion of use including publically owned utilities used to provide sewerage services.

FISCAL IMPACT

This contract does not encumber any funds and will not have a fiscal impact until individual change orders are issued. Individual repairs will be charged to appropriate budgets at the time the change order is prepared and issued. The maximum value of this contract is $175,000.

RECOMMENDED ACTION

Approve the attached resolution finding an exemption from CEQA; approving and adopting the Project Manual; and authorizing the bid request for St. Helena Sewer, Water, Storm Water and Surface On-Call Contract - 2015

ATTACHMENTS

1. Resolution
2. Specifications may be viewed online at www.blueprintexpress.com/sthelena

CITY OF ST. HELENA

RESOLUTION NO. 2015-

FINDING THE PROJECT EXEMPT FROM CEQA; ADOPTING THE PROJECT MANUAL; AND AUTHORIZING THE BID REQUEST FOR ST. HELENA SEWER, WATER, STORM WATER, AND SURFACE ON CALL CONTRACT – 2015

RECITALS

A. The City of St. Helena is responsible for the maintenance and repair of sewer, water, storm water, parks, and transportation systems.

B. Many small repairs require large equipment and manpower which the City does not own or have the expertise to operate.

C. Procuring multiple small maintenance and repair contracts is administratively intensive and expensive.

D. Funds will not be encumbered until change orders are issued for individual repairs.

E. The maximum value of this contract is anticipated to be $175,000.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. The project is categorically exempt from the California Environmental Quality Act, pursuant to CEQA Guidelines section 15301, Existing Facilities Class 1 which exempts the operation, repair, maintenance, and permitting of existing facilities involving negligible or no expansion of use including publically owned utilities; and
2. The Project Manual, available online and for viewing at City Hall, 1480 Main Street, is hereby approved; and
3. The City Engineer is authorized to solicit bids for the subject project.

Approved at a Regular Meeting of the St. Helena City Council on June 23, 2015 by the following vote:

Mayor Galbraith: __________

Vice Mayor White: __________

Councilmember Crull: __________

Councilmember Dohring: __________

Councilmember Pitts: __________

APPROVED: ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk

June 23,

CITY OF ST. HELENA 2015

PROJECT MANUAL FOR

St. Helena Sewer Main Storm Water and Surface On Call Contract

(Notice Inviting Bids, Proposal, Contract, and Special Provisions)

DEPARTMENT OF PUBLIC WORKS

NOTICE TO BIDDERS:
June 23, 2015

NON-MANDATORY PRE-BID MEETING:
10:00 p.m., July 7, 2015
City Hall

BID OPENING:
2:00 p.m., July 23, 2015
City Hall

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On Call Contract – June 2015

CITY OF ST. HELENA
DEPARTMENT OF PUBLIC WORKS

NOTICE TO CONTRACTORS

SEALED PROPOSALS, will be received at the office of the Director of Public Works, 1480 Main Street, St. Helena, CA 94574, until 2:00 p.m. on the _______________ 2015 at which time they will be publicly opened and read for:

St. Helena Sewer, Water, Storm Water and Surface
On Call Contract – June 2015

The work generally consists of repairing, installing and abandoning portions of sewer, water and storm water systems, paving, grading, and repair of curb, gutter and sidewalks.

Proposal envelopes shall be addressed to the "Director of Public Works, 1480 Main Street, St. Helena, CA 94574" and the following information shall be clearly written on the outside of the envelope: a) the name of the project being bid; b) the date of the bid opening; and c) the time of the bid opening.

Bids are required for the entire work described herein. The Contractor shall possess a Class A license license at the time bids are opened.

This contract requires that the contractor be able to respond to emergency work when needed and therefore the contractor's operation yard where equipment is located shall be within a 30 mile drive of St. Helena City Hall, 1480 Main St., St Helena, CA 94574. **Bids submitted by contractors that do not meet this requirement will be considered nonresponsive.**

A pre-bid meeting is scheduled for _______________ at 2:00 p.m. at the City of St. Helena City Hall, 1480 Main Street, St. Helena, CA 94574. The meeting is not mandatory but will be an opportunity for prospective bidders to ask questions about the project and field review the work site.

Specifications are now on file in the offices of the Public Works Department at City Hall, 1480 Main Street, St. Helena, CA 94574, where they may be examined. Plans and specifications may be viewed and purchased at www.blueprintexpress.com/sthelena. Documents incorporated by reference in these specifications will be available for review at the Public Works Department.

All bids shall be submitted on the contract documents obtained from www.blueprintexpress.com/sthelena. The contract amount for all potential work under this On Call Contract is $175,000.

The successful bidder shall provide Performance and Payment (Labor and Materials) Bonds. Contractors will be required to comply with the insurance requirements set forth in these special provisions.

This contract is subject to State contract nondiscrimination and compliance requirements pursuant to Government Code, Section 12990. The City hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement; disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation.

Pursuant to Section 1773 of the Labor Code, the general prevailing wage rates in the County, or Counties, in which the work is to be done have been determined by the Director of the California Department of Industrial Relations. These wages are set forth in the General Prevailing Wage Rates for this project, available at CITY OF ST. HELENA and available from the California Department of Industrial Relations' Internet web site.

Pursuant to the provisions of Section 1771.1 of the California Labor Code, a contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in Chapter 1 of Part 7 of Division 2 of the California Labor Code, unless currently registered and qualified to perform public work pursuant to Civil Code Section 1725.5. ***Please note:*** *It is not a violation of Section 1771.1 for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.* Any bids submitted without proof that Bidder and any listed subcontractor(s) are currently registered and qualified to perform public work, pursuant to Labor Code Section 1725.5, shall not be accepted by the City.

In accordance with California Civil Code Section 1771.4, the project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

In accordance with Section 22300 of the Public Contracts Code, securities may be substituted for monies withheld to ensure performance under this contract.

No bid will be accepted at the Public Works Director's office after the time specified for the opening. All bids shall be submitted on the Bid Proposal Form included in these specifications. All bids will be compared on the basis of labor markup percentage shown on the Bid Proposal Form.

Cash, a certified check or bank draft, payable to the order of CITY OF ST. HELENA, negotiable U.S. Government bonds (at par value), or a satisfactory bid bond executed by the Bidder and acceptable surety, in an amount equal to ten percent of the contract amount which equals $17,500 for all work under this On Call Contract (see above), shall be submitted with each bid.

Bids may be held by the CITY OF ST. HELENA for a period not to exceed sixty (60) calendar days from the date of opening bids for the purpose of reviewing the bids and investigating the qualifications of bidders prior to awarding of the contract. The City of St. Helena reserves the right to reject any or all bids and to determine which proposal is, in its opinion, the lowest bid of a responsible Bidder and in the best interest of the City to accept. The City Council also reserves the right to waive any informalities not material to cost or performance in such proposals or bids. The basis for comparing bids will be the total cost.

Each bidder is hereby informed that, upon submittal of its bid to the City in accordance with these Plans and Specifications, the bid is the property of the City. The City shall consider each bid subject to the public disclosure requirements of the California Public Records Act (California code section 6250, et seq.) after bid opening, unless there is a legal exception to public disclosure.

Dated: ______________________________

____

Steven Palmer

Director of Public Works

CITY OF ST. HELENA

SPECIAL PROVISIONS

St. Helena Sewer, Water, Storm Water and Surface On Call Contract – March 2015

SECTION 1 PLANS AND SPECIFICATIONS

The work embraced herein shall be done in accordance with the Standard Specifications of the State of California Department of Transportation, dated May 2006, Standard Plans of the State of California Department of Transportation, dated May 2006 and the current CITY OF ST. HELENA Standards, insofar as the same may apply and these Special Provisions. In case of conflict between the Standard Specifications and these Special Provisions, the Special Provisions shall take precedence over and be used in lieu of such conflicting portions.

The primary units and measurements of the work shall be in United States Standard Measures. Measurement and Payment will be in United States Standard Units.

Amendments to the Standard Specifications set forth in these Special Provisions shall be considered as part of the Standard Specifications for the purposes set forth in Section 5-1.04, "Coordination and Interpretation of Plans, Standard Specifications and Special Provisions," of the Standard Specifications. Whenever either the term "Standard Specifications is amended" or the term "Standard Specifications are amended" is used in the Special Provisions, the indented text or table following the term shall be considered an amendment to the Standard Specifications. In case of conflict between such amendments and the Standard Specifications, the amendments shall take precedence over and be used in lieu of the conflicting portions.

When in the Standard Specifications, or in any documents or instruments where the Standard Specifications govern, the following terms or nouns are used, the intent and meaning shall be interpreted as follows:

A. City Standard Plans – The City of St. Helena Standard Specifications and Standard Plans dated June 1998.

B. Days – As used in these Special Provisions, days shall mean working days.

C. Department or Department of Transportation – Department of Public Works of the CITY OF ST. HELENA, California.

D. Director – Director of Public Works of the CITY OF ST. HELENA, State of California, acting either directly or through properly authorized agents, such agents acting within the scope of the particular duties entrusted to them.

E. Engineer - The Director of Public Works of the CITY OF ST. HELENA, California, acting either directly or through properly authorized agents, such agents acting within the scope of the particular duties entrusted to them.

F. Laboratory: The established laboratory of the CITY OF ST. HELENA's current testing consultant, authorized by the Engineer to test materials and work involved in the contract.

G. Liquidated Damages – The amount prescribed in the Special Provisions, pursuant to the authority of Government Code Section 53069.85, to be paid to the CITY OF ST. HELENA to be deducted from any payments due or to become due the Contractor for each calendar day's delay in completing the whole or any specified portion of the Work beyond the time allowed in the Special Provisions.

H. State Contract Act – all applicable provisions of the Public Contract Code (excluding Chapter 1, Division 2, Part 2, therein), Government Code, Labor Code, Civil Code, Business and Professions Code, as they apply to contracts with local public agencies, as defined in said codes.

I. Standard Plans - The May 2006 edition of the Standard Plans of the State of California, Department of Transportation. Any reference therein to the State of California or a State agency, Office, or officer shall be interpreted to refer to the City or its corresponding agency, office, or officer acting under this contract.

J. Standard Specifications - The May 2006 edition of the Standard Specifications of the State of California, Department of Transportation. Any reference therein to the State of California or a State agency, Office, or officer shall be interpreted to refer to the City or its corresponding agency, office, or officer acting under this contract.

K. State or Owner - The CITY OF ST. HELENA, California, a legal entity organized and existing in the County of Napa, State of California.

L. Transportation Building-Sacramento: City Hall, CITY OF ST. HELENA, State of California.

SECTION 2 PROPOSAL REQUIREMENTS AND CONDITIONS

2-1.01 GENERAL

The bidder's attention is directed to the provisions in Section 2, "Proposal Requirements and Conditions," of the Standard Specifications and these Special Provisions for the requirements and conditions which the bidder must observe in the preparation of the proposal form and the submission of the bid.

The form of Bidder's Bond mentioned in the last paragraph in Section 2-1.07, "Proposal Guaranty," of the Standard Specifications will be found following the signature page of the Proposal.

In conformance with Public Contract Code Section 7106, a Noncollusion Affidavit is included in the Proposal. Signing the Proposal shall also constitute signature of the Noncollusion Affidavit.

2-1.03 REQUIRED LISTING OF PROPOSED SUBCONTRACTORS

Each bid from bidders who are eligible to use Subcontractors, and which propose to use Subcontractors, shall have listed therein the name and address of each subcontractor to whom the bidder proposes to subcontract portions of the work in an amount in excess of one-half of one percent of the total bid or $10,000, whichever is greater, in accordance with the Subletting and Subcontracting Fair Practices Act, commencing with Section 4100 of the Public Contract Code.

The bidder's attention is directed to other provisions of said Act related to the imposition of penalties for a failure to observe its provisions by using unauthorized Subcontractors or by making unauthorized substitutions. A sheet for listing the subcontractors, as required herein by Law, is included in the proposal.

2-1.04 JOINT VENTURE

If two or more bidders desire to bid jointly on a single project or desire to combine their assets for so doing, they must file an affidavit of joint venture with the City Clerk, and such affidavit of joint venture will be valid only for the specific project for which it is filed. If said affidavit is not filed and approved by the City Engineer prior to the time for opening bids, a joint bid submitted by said bidders will be disregarded.

2-1.05 INTERPRETATION OF DRAWINGS AND DOCUMENTS

Should a bidder find apparent discrepancies in the drawings or documents, or should the bidder be in doubt as to their meaning, the bidder should at once notify the City Engineer, who will send written instructions to all bidders. The CITY OF ST. HELENA will not be responsible for oral instructions or information obtained from an officer, agent, employee, or any other person and the same shall not relieve the bidder from fulfilling any of the conditions or covenants of the contract.

Any addendums or notices issued prior to bid opening will be sent to all holders of drawings and documents and shall become a part of said drawings and documents and shall be covered in the bid and shall be made a part of the contract.

SECTION 3 AWARD AND EXECUTION OF CONTRACT

3-1.01 GENERAL

The bidder's attention is directed to the provisions in Section 3, "Award and Execution of Contract," of the Standard Specifications and these Special Provisions for the requirements and conditions concerning the award and execution of contract.

The second sentence of the second paragraph of Section 3-1.01 "Award of Contract is amended to read:

The award, if made, will be made within sixty (60) calendar days after the opening of the proposals.

The award of the contract, if it be awarded, will be to the lowest responsible bidder whose proposal complies with all the requirements prescribed.

The contract shall be executed by the successful bidder and shall be returned, together with the contract bonds, to the Agency so that it is received within ten (10) calendar days, not including Saturdays, Sundays and legal holidays, after the bidder has received the contract for execution. Failure to do so shall be just cause for forfeiture of the proposal guaranty. The executed contract documents shall be delivered to the following address:

CITY OF ST. HELENA, Public Works Department
1480 Main Street
St. Helena, CA 94574
Attn: Christina Cook

3-1.02 BONDS

The third paragraph of Section 3-1.02 "Contract Bonds" of the Standard Specifications is amended to read:

> The successful bidder shall furnish (1) a faithful performance bond in an amount equal to one hundred percent (100%) of the estimated cost of construction for all potential work under this On Call Contract which equals $175,000 and (2) A bond to guarantee payment of all claims for labor and material furnished, in an amount equal to one hundred percent (100%) of the estimated cost of construction for all potential work under this On Call Contract which equals $175,000
>
> Contract bonds shall be on the CITY OF ST. HELENA forms, copies of which are included in these bid documents or on a substantially similar form as approved by the City Attorney.

In conjunction with the submittal of bonds, the successful bidder shall furnish the following information: (a) the original, or a certified copy, of the unrevoked appointment, power of attorney, bylaws, or other instrument entitling or authorizing the person who executed the bonds to do so; (b) a certified copy of the certificate of authority of the insurer issued by the Insurance Commissioner of the State of California; and (c) a certificate pursuant to CCP 995.640(a) from the clerk of Napa County that the certificate of authority of the insurer has not been surrendered, revoked, canceled, annulled, or suspended, or, in the event that it has, that renewed authority has been granted.

3-1.03 FAILURE TO EXECUTE CONTRACT AND FORFEITURE OF BID SECURITY

Delete Section 3-1.04 "Failure to Execute Contract" of the Standard Specification in its entirety and replace with the following:

In the event that the lowest responsible bidder does not properly and timely execute and submit the contract, required bonds, required insurance policies, and forms within ten (10) calendar days from the date of receipt of the City's award letter, not including Saturdays, Sundays, and legal holidays, the Bid Security shall be forfeited to the City and the City may award the Contract to the next Lowest Responsible Bidder. The forfeited Bid Security may be utilized by the City in accordance with the California Public Contract Code sections 20170 through 20174.

3-1.04 RETURN OF PROPOSAL GUARANTIES

Section 3-1.05 "Return of Proposal Guaranties" of the Standard Specifications is amended to read:

> Proposal Guaranties of all bidders will be retained until the contract has been finally executed, after which those proposal guaranties, except bidders' bonds and any guaranties which have been forfeited, will be returned to the respective bidders whose proposals they accompany.

SECTION 4 BEGINNING OF WORK, TIME OF COMPLETION AND LIQUIDATED DAMAGES

4-1.01 BEGINNING OF WORK AND TIME OF COMPLETION

Attention is directed to the provisions in Section 8-1.03, "Beginning of Work," Section 8-1.06, "Time of Completion," and Section 8-1.07, "Liquidated Damages," of the Standard Specifications; and these Special Provisions.

The Contractor shall diligently prosecute the work to completion. The contract time will begin five (5) working days after the date of the Notice to Proceed or the first day of work by the Contractor, whichever occurs first.

No Notice to Proceed will not be issued until the contract is properly executed, good and approved bonds (are furnished, and all insurance requirements have been met and the certificates have been approved by the City. No work under this On Call Contract, or under any specific scopes of work, may commence until the City issues the Notice to Proceed.

Contractor shall notify the City in writing, forty-eight (48) Hours prior to beginning work.

The CITY OF ST. HELENA calendar of holidays shall be used to calculate working days.

4-1.02 LIQUIDATED DAMAGES

Liquidated Damages do not apply to this contract.

SECTION 5 GENERAL

5-1 SCOPE OF WORK

5-1.01 GENERAL

Attention is directed to the provisions in Section 4, "Scope of Work", of the Standard Specifications.
The work generally consists of various on call construction activities within the public right of way.

5-1.04 REMOVAL OF ASBESTOS AND HAZARDOUS SUBSTANCES

When the presence of asbestos or hazardous substances are not shown on the plans or indicated in the specifications and the Contractor encounters materials which the Contractor reasonably believes to be asbestos or a hazardous substance as defined in Section 25914.1 and 25914.2 of the Health and Safety Code, and the asbestos or hazardous substance has not been rendered harmless, the Contractor may continue work in unaffected areas reasonably believed to be safe. The Contractor shall immediately cease work in the affected area and report the condition to the Engineer in writing.

In conformance with Section 25914.1 and 25914.2 of the Health and Safety Code, removal of asbestos or hazardous substances including exploratory work to identify and determine the extent of the asbestos or hazardous substance will be performed by separate contract, unless disclosed in the bid or contract documents.

5-2 CONTROL OF WORK

5-2.03 CLEANLINESS OF STREET

The Contractor shall keep the streets affected by this project mechanically swept at a frequency to be solely determined by the Engineer.

MEASUREMENT AND PAYMENT - Full compensation for furnishing all labor, materials, tools, equipment and incidentals and for doing all the work involved with conforming to the requirements of this section, as specified in the Standard Specifications, these Special Provisions, and as directed by the Engineer, shall be considered as included in prices paid for the various contract items of work and no additional compensation will be allowed therefor.

5-2.04 PROJECT APPEARANCE

The Contractor shall maintain a neat appearance to the work.

5-2.05 AREAS FOR CONTRACTOR'S USE

Attention is directed to Section 7-1.19, "Rights in Land and Improvements," of the Standard Specifications and these Special Provisions.

The Contractor shall make their own arrangements for staging area(s). Overnight storage and staging of materials within the right-of-way will not be allowed, unless otherwise approved by the Engineer. Any staging areas used by the Contractor shall be subject to the provisions of Section 10-1.02, "Water Pollution Control", of these Special Provisions. Use of the Contractor's staging areas shall be at the Contractor's own risk and the City shall not be held liable for any damage or loss of materials of equipment located within such areas.

The highway right of way shall be used only for purposes that are necessary to perform the required work. The Contractor shall not occupy the right of way, or allow others to occupy the right of way, for purposes which are not necessary to perform the required work.

There are parcels adjacent to the right of way which may be available for the Contractor's use as shown on the plans. Attention is directed to the section titled, "Maintaining Traffic" of these Special Provisions regarding access to nearby businesses. Temporary storage of equipment and materials on the parcels will be subject to the approval of the Engineer on a parcel-by-parcel basis. The Contractor shall fence each of the parcels approved for construction use with 6' high temporary chain link fencing completely covered with opaque black mesh screening. The Contractor shall maintain the fencing continuously. Use of the Contractor's work areas and other City-owned property shall be at the Contractor's own risk, and the City shall not be held liable for any damage to or loss of materials or equipment located within such areas.

5-2.06 WORK SAFETY

The Contractor shall assume sole and complete responsibility for job site conditions for the duration of the project including, but not limited to, the safety and health conditions on the work site. This requirement shall apply continuously and shall not be limited to normal working hours. Contractor shall comply with all applicable provisions of law including the standards, rules, regulations and orders established by the California Division of Industrial Safety. Contractor shall furnish and use safety devices and safeguards and shall adopt and use practices, means, methods, operations, and processes which are reasonably adequate to render the work site safe and healthful. Contractor shall take all steps necessary to ensure that any hazardous condition is corrected promptly either by the Contractor or by assigning such responsibility to the appropriate subcontractor and ensuring that the corrections are completed. The City, design Engineer, construction manager and the officers, agents or employees, shall not have charge of or responsibility for construction or safety means, methods, techniques, procedures, as these are solely the responsibility of Contractor.

5-2.07 CONFINED SPACES

For any work that is to take place in a confined space, the Contractor shall comply with all CAL/OSHA regulations concerning entry into confined spaces. Confined space for the purpose of this Article shall mean the interior of storm drains, sewers, vaults, utility pipelines, manholes, reservoirs, and any other such structure which is similarly surrounded by confining surfaces so as to permit the accumulation of dangerous gases or vapors.

Tests for the presence of combustible or dangerous gases shall be made with an approved device immediately prior to a worker entering a confined space and at intervals frequent enough to ensure a safe atmosphere during the time a worker is in such a structure. A record of such tests shall be kept at the job site.

Sources of ignition, including smoking, shall be prohibited in any confined space until after the atmosphere within the confined space has been tested and found safe.

No employee shall be permitted to enter or remain within a confined space until such confined space is free of concentrations of harmful gases, and lack of oxygen, unless the employee is wearing suitable and approved respiratory equipment.

Confined spaces that contain or that have last been used as containers of toxic gases, light oils, hydrogen sulfide, corrosives, or poisonous substances, shall, in every case, be tested by means of approved devices or chemical analysis before being entered without wearing approved respiratory equipment.

Reservoirs, vessels, or other confined spaces having openings or manholes in the side as well as in the top shall be entered from the side openings or manholes when practicable.

5-2.08 RECORD DRAWINGS

Using colored ink, the Contractor shall provide sketches of the work when requested by the Engineer. These sketches shall indicate all underground utilities to semi-permanent or permanent physical objects. The Contractor shall reference water, sewer, telephone, and electrical lines to corners of buildings and survey markers on sketches.

Sketches shall be kept current with all work instructions. Sketches shall be subject to the inspection of the Engineer at all times. Progress payments, or portions thereof, may be withheld if sketches are not accurate and current.

MEASUREMENT AND PAYMENT - Full compensation for furnishing all labor, tools, equipment, material and incidentals and for doing all the work involved with conforming to the requirements of this section shall be considered as included in the contract prices paid for the various items of work and no additional compensation will be allowed therefor.

5-2.09 SOUND CONTROL REQUIREMENTS

Sound control shall conform to the provisions in Section 7-1.01I, "Sound Control Requirements," of the Standard Specifications and these Special Provisions.

The noise level from the Contractor's operations, between the hours of 9:00 p.m. and 6:00 a.m., shall not exceed 86 dBa at a distance of fifty (50) feet. This requirement shall not relieve the Contractor from responsibility for complying with local ordinances regulating noise level.

The noise level requirement shall apply to the equipment on the job or related to the job, including but not limited to trucks, transit mixers or transient equipment that may or may not be owned by the Contractor. The use of loud sound signals shall be avoided in favor of light warnings except those required by safety laws for the protection of personnel.

MEASUREMENT AND PAYMENT - Full compensation for furnishing all labor, tools, equipment, material and incidentals and for doing all the work involved with conforming to the requirements of this section shall be considered as included in the contract prices paid for the various items of work and no additional compensation will be allowed therefor.

5-3 CONTROL OF MATERIALS

5-3.01 DISPOSAL OF MATERIAL

Disposal of material shall conform to Section 7-1.13 "Disposal of Material Outside the Highway Right of Way" and these Special Provisions.

The Contractor shall make arrangements for disposing of materials outside the street right-of-way, and pay all costs involved. Disposable material shall not be stockpiled in the street beyond the normal working hours. Material shall not be disposed of in any of the following areas:

1. Within the floodway of the CITY OF ST. HELENA or the County of Napa.

2. Within the normal channel of any river, creek, stream, ditch, canal, swale or other water course and within the portions of the adjacent flood plain of same as are required to efficiently carry the flood flow, as determined by the Engineer.

Prior to any disposal of material, the Contractor shall obtain written permission from the owner of the proposed disposal site. Contractor shall submit the property owners written permission to the Engineer and obtain the Engineer's written approval before moving the material offsite.

Whenever any material disposal location is visible from a public street, the disposal area shall be left in a neat and uniform manner to the satisfaction of the Engineer.

If the disposal site is within the CITY OF ST. HELENA city limits, Contractor shall submit to the Engineer an approved grading permit and plan prior to disposing of the material. A grading permit and plan is required when 50 CY of material or more is disposed either temporarily or permanently at a site. Grading permits are issued at the CITY OF ST. HELENA Building Department.

MEASUREMENT AND PAYMENT - Full compensation for furnishing all labor, tools, equipment, material and incidentals and for doing all the work involved with conforming to the requirements of this section shall be considered as included in the contract prices paid for the various items of work and no additional compensation will be allowed therefor.

5-3.02 COMPACTION AND TESTING

Attention is directed to Section 6-3, "Testing", of the Standard Specifications and these Special Provisions. Compaction of all earthwork materials shall be in accordance with Section 19-5, "Compaction," of the Standard Specifications and these Special Provisions.

The CITY OF ST. HELENA will hire an independent testing firm to perform tests as deemed necessary by the City for acceptance of the various items of work. Compaction tests shall be taken on all subgrade, trench backfill, aggregate base, asphalt concrete material unless otherwise approved by the City Engineer.

The cost of the testing will be borne by the City, except the Contractor shall assume all costs of retesting work and/or materials which fail to meet contract requirements. Any costs due from the Contractor for testing will be charged against the contract and deducted from monies due, or to become due, to the Contractor.

The Contractor shall provide a written request to the Engineer for testing of the work at least forty-eight (48) hours in advance. Any cancellations shall be submitted in writing to the Engineer at least twenty-four (24) hours in advance. Failure to provide timely cancellation notices may result in incurred additional costs by the City. These costs shall be backcharged to the Contractor. Any costs due from the Contractor for testing will be charged against the contract and deducted from monies due, or to become due, to the Contractor.

The provisions of this section shall not relieve the Contractor from the responsibility to control the quality of the work as specified in Section 6, "Control of Materials," of the Standard Specifications.

If accepted aggregate base becomes saturated and/or disturbed, the subgrade must again be proof-rolled and testing may be required. The cost of retesting shall be borne by the Contractor.

MEASUREMENT AND PAYMENT - Full compensation for furnishing all labor, tools, equipment, material and incidentals and for doing all the work involved with conforming to the requirements of this section shall be considered as included in the contract prices paid for the various items of work and no additional compensation will be allowed therefor.

5-3.03 SUBMITTALS

GENERAL

Submit samples, drawings, and data for the Engineer's approval which will demonstrate fully that the construction, and the materials and equipment to be furnished will comply with the provisions and intent of this specification.

Submit all samples, drawings and data, unless specified otherwise, in the quantity required for return to the Contractor, plus three, which the Engineer will retain. Label each sample, naming the project, the source of the material, and the proposed location of use on the project.

Restrict each submittal to only one Specification Section or portion thereof. Unless otherwise specifically permitted by the Engineer, make all submittals in groups containing all associated items for complete systems. The Engineer may reject partial submittals as not complying with the provisions of the contract documents.

Specific items to be covered by submittals shall include, as a minimum, the following:

Portland Cement Concrete Mix Design	Paving Mat
Aggregate Base	Resident Notification Letters
Asphalt Concrete Mix Design	Traffic Control Plan
Soil Mix	Traffic Signal Material and Equipment
Tree Stakes/Stabilizers	Shop Drawings
Samples	Substitutions
Brochures, manuals, and test data on equipment proposed to be furnished	Manufacturers Certificates of Compliance

Where the specifications indicate that the Contractor must follow manufacturers instructions for installation of materials or equipment, those instructions shall be submitted to the City prior to the start of work whether or not instructions are listed specifically as a submittal. When referenced, the manufacturers printed installation instructions shall have the same effect as if printed in the contract documents.

Make all shop drawings accurately to a scale sufficiently large to show all pertinent features of the item and its method of connection to the work. Make all shop drawing prints in blue or black line on white background. Reproductions of City drawings are not acceptable.

The Contractor shall not use red color marks on submittals. Duplicate all marks on all copies submitted and ensure marks are photocopy reproducible.

Include legible scale details, sizes, dimensions, performance characteristics, capacities, test data, anchoring details, installation instructions, storage and handling instructions, color charts, layout drawings, parts catalogs, rough-in diagrams, wiring diagrams, controls, weights, and other pertinent data. Provide, at a minimum, the detail provided in the Contract Documents.

Prior to submittal for Engineer's review, use all means necessary to fully coordinate all materials, including the following procedures:

1. Determine and verify all field dimensions and conditions, materials, catalog numbers, and similar data.
2. Coordinate as required with all trades and with all public agencies involved.
3. Secure all necessary approvals from public agencies and others and signify by stamp, or other means, that they have been secured.

The Contractor shall make all submittals far enough in advance of scheduled dates of installation to provide all required time for reviews, for securing necessary approvals, for possible revision and resubmittal, and for placing orders and securing delivery.

In scheduling, allow at least seven (7) calendar days for the Engineer's review, plus the transit time to and from the City office.

At least one copy of each submittal will be returned to the Contractor marked "Approved", "Approved as Noted", "Revise and Resubmit", or "Rejected." Submittals marked "Approved as Noted" need not be resubmitted, but the notes shall be followed. If a submittal is rejected, it will be marked to indicate what is unsatisfactory. Resubmit revised drawings or data as indicated, in number of copies specified above.

Approval of each submittal by the Engineer will be general only and shall not be construed as:

1. Permitting any departure from the contract requirements.
2. Relieving the Contractor of the responsibility for any errors and omissions in details, dimensions, or of other nature that may exist.
3. Approving departures from additional details or instructions previously furnished by the Engineer.
4. Relieving the Contractor from verifying all field conditions and dimensions.

Any submittals which are returned to the contractor for resubmittal due to incompleteness or noncompliance more than once will cause additional review time and expense for the City. The Contractor shall reimburse the City for all costs associated with the third and subsequent review of any submittals. The City reserves the right to deduct resubmittal review costs from amounts due the Contractor.

SUBSTITUTIONS

The contract is based on the materials, equipment, and methods described in the contract documents. Any proposed substitutions by the Contractor are subject to the Engineer's approval.

The Engineer will consider proposals for substitution of materials, equipment, and methods only when such proposals are accompanied by full and complete technical data, and all other information required by the Engineer to evaluate the proposed substitution.

Requests for substitutions shall be accompanied by a cover letter stating the reason for the substitution and any cost difference between the specified and proposed material.

Any deviations from the plans and specifications shall be clearly identified on the submittal.

CLOSE OUT SUBMITTALS

The Contractor shall furnish and deliver to the City three (3) copies of operating and maintenance instructions and parts lists for all mechanical and electrical equipment furnished on the project. These instructions shall be suitably bound in labeled and indexed ring binders. No progress payment in excess of ninety percent (90%) of the Contract amount shall be made until all such instructions have been received from the Contractor.

MEASUREMENT AND PAYMENT - Full compensation for furnishing all labor, tools, equipment, material and incidentals and for doing all the work involved with conforming to the requirements of this section shall be considered as included in the contract prices paid for the various items of work and no additional compensation will be allowed therefor.

5-4 LEGAL RELATIONS AND RESPONSIBILITIES

5-4.01 INSURANCE

Section 7-1.12B "Insurance" of the Standard Specifications is amended to read.

7-1.12B INSURANCE

Without limiting Contractor's indemnification provided herein, Contractor shall take out and maintain at all times during the life of this contract the following policies of insurance with insurers with a current A.M. Best's rating of no less than A: VII, or its equivalent, against injury to persons or damage to property which may arise from or in connection with the performance of work hereunder by Contractor, its agents, representatives, employees or subcontractors:

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Builders Risk/Course of Construction (as applicable for new building construction or additions to existing City buildings)

B. Minimum Limits of Insurance. Consultant shall maintain limits no less than:

1. General Liability: $2,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: $2,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: $2,000,000 per accident for bodily injury or disease.
4. Builders Risk/Course of Construction (as applicable for new building construction or additions to existing City buildings) written on an "all-risk" form, for 100% of the completed value on the insurable part of the project. The Builder's Risk policy shall provide for losses to be payable to City and the Contractor as their interests may appear and that in the event of payment for any loss under the coverage provided, the insurer shall have no rights of recovery against City and Contractor.

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured

retentions of $25,000 or greater must be declared to and approved by the City.

D. Other Insurance Provisions. The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its agent, officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of work or operations performed by the Consultant or Consultant's subconsultants; or automobile owned, leased, hired or borrowed by the Consultant.
2. For any claims related to Consultant's conduct while performing the work of this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its agents, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its agents, officers, officials,

employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subsection (b) of Section 2782 of the Civil Code.

E. Waiver of Subrogation. The workers compensation policy is to be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its agents, officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.

F. The Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the City.

G. Verification of Coverage. Consultant shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on forms that conform to City requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

H. Subcontractors. Contractor shall include all subcontractors as insureds under its policies or require subcontractors to secure and maintain insurance in accordance with all the requirements stated herein.

5-4.02 INDEMNIFICATION

Section 7-1.12A "Indemnification" of the Standard Specifications is amended to read:

7-1.12A RESPONSIBILITY OF CONTRACTOR AND INDEMNIFICATION.

City and each of its officers, employees, consultants and agents including, but not limited to, the Public Works Director and each City's representative, shall not be liable or accountable in any manner for loss or damage that may happen to any part of the Work; loss or damage to materials or other things used or employed in performing the Work; injury, sickness, disease, emotional injury, or death of any person; or damage to property resulting from any cause whatsoever except their sole negligence, willful misconduct or active negligence, attributable to performance or character of the Work, and Contractor releases all of the foregoing persons and entities from any and all such claims.

To the furthest extent permitted by law (including without limitation California Civil Code Section 2782), Contractor shall assume defense of, and indemnify and hold harmless, City and each of its officers, employees, consultants and agents including, but not limited to, the Public Works Director and each City's representative (excluding agents who are design professionals), from claims, suits, actions, losses and liability of every kind, nature and description, including but not limited to claims and fines of regulatory agencies, or relating to claims, etc., for copyright and/or infringement of patent, and attorney's fees and consultant's fees, directly or indirectly, from any cause whatsoever, directly or indirectly, arising out of, connected with, or resulting from performance of the Work, failure to perform the Work, or condition of the Work which is caused in whole or in part by any act or omission of Contractor, Subcontractors, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether it is caused in part by the negligence of City or by any person or entity required to be indemnified hereunder.

With respect to third-party claims against Contractor, Contractor waives any and all rights to any type of express or implied indemnity against City and each of its officers, employees, consultants, and agents including, but not limited to, City, the Public Works Director and each City's representative.

Approval or purchase of any insurance contracts or policies shall in no way relieve from liability nor limit the liability of Contractor, its Subcontractors of any tier, or the officers or agents of any of them.

To the furthest extent permitted by law (including, without limitation, Civil Code Section 2782), the indemnities, releases of liability and limitations of liability, claims, procedures, and limitations of remedy expressed throughout Contract Documents shall apply even in the event of breach of contract, negligence (active or passive), fault or strict liability of the party(ies) indemnified, released, or limited in liability, and shall survive the termination, rescission, breach, abandonment, or completion of the Work or the terms of the Contract Documents.

The Contractor's obligation to defend and indemnify shall not be excused because of the Contractor's inability to evaluate liability or because the Contractor evaluates liability and determines that the Contractor is not liable to the claimant. The Contractor will respond within 30 days to the tender of any claim for defense and indemnity by the City, unless this time has been extended by the City. If the Contractor fails to accept or reject a tender of defense and indemnity within 30 days, in addition to any other remedy authorized by law, so much of the money due the Contractor under and by virtue of the contract as shall reasonably be considered necessary by the City, may be retained by the City until disposition has been made of the claim or suit for damages or until the Contractor accepts or rejects the tender of defense, whichever occurs first.

The indemnities in the Contract Documents shall not apply to any indemnified party to the extent of its sole negligence or willful misconduct; nor shall they apply to City or other indemnified party to the extent of its active negligence.

5-4.03 LABOR NONDISCRIMINATION

Attention is directed to the following Notice that is required by Chapter 5 of Division 4 of Title 2, California Code of Regulations.

NOTICE OF REQUIREMENT FOR NONDISCRIMINATION PROGRAM (GOV. CODE, SECTION 12990)

Your attention is called to the "Nondiscrimination Clause", set forth in Section 7-1.01A(4), "Labor Nondiscrimination," of the Standard Specifications, which is applicable to all nonexempt state contracts and subcontracts, and to the "Standard California Nondiscrimination Construction Contract Specifications" set forth therein. The Specifications are applicable to all nonexempt state construction contracts and subcontracts of $5,000 or more.

5-4.04 PREVAILING WAGE

Attention is directed to Section 7-1.01A(2), "Prevailing Wage," of the Standard Specifications.

The general prevailing wage rates determined by the Director of Industrial Relations are available from the California Department of Industrial Relations' Internet Web Site at: http://www.dir.ca.gov/dlsr/PWD/index.htm. Changes, if any, to the general prevailing wage rates will be available at the same location.

In accordance with California Civil Code Section 1771.1, bids may be accepted only from bidders which (along with all listed subcontractors) are currently registered and qualified to perform public work pursuant to Civil Code Section 1725.5. In addition to all other prevailing wage recording and submittal requirements, in accordance with California Labor Code Section 1771.4, Contractor and its subcontractor(s) shall furnish the records specified in California Labor Code Section 1776 directly to the Labor Commissioner at least monthly (or more frequently if specified in the Contract Documents); and in a format prescribed by the Labor Commissioner.

In accordance with California Labor Code Section 1771.4, the Contractor shall post job site notices, as prescribed by regulation.

By executing the Contract, in accordance with California Labor Code Section 1771(a), the Contractor represents that it and all of its Subcontractors are currently registered and qualified to perform public work pursuant to Labor Code Section 1725.5. Contractor covenants that any additional or substitute Subcontractors will be similarly registered and qualified. non-complying bid may be accepted, provided that bidder (and all listed subcontractors) are registered and qualified at the time of award.

5-4.05 PUBLIC SAFETY

The Contractor shall provide for the safety of traffic and the public in conformance with the provisions in Section 7-1.09, "Public Safety," of the Standard Specifications and these Special Provisions. Attention is also directed to Section 12, "Construction Area Traffic Control Devices," of the Standard Specifications for provisions concerning flagging and traffic handling equipment and devices used in carrying out the provisions of this Public Safety Section.

The Contractor shall install temporary railing (Type K) between a lane open to public traffic and an excavation, obstacle or storage area when the following conditions exist:

A. Excavations.—The near edge of the excavation is twelve (12) feet or less from the edge of the lane, except:

   1. Excavations covered with sheet steel or concrete covers of adequate thickness to prevent accidental entry by traffic or the public.
   2. Excavations less than one (1) foot deep.
   3. Trenches less than one (1) foot wide for irrigation pipe or electrical conduit, or excavations less than one foot in diameter.
   4. Excavations parallel to the lane for the purpose of pavement widening or reconstruction.
   5. Excavations in side slopes, where the slope is steeper than 1:4 (vertical:horizontal).
   6. Excavations protected by existing barrier or railing.

B. Temporarily Unprotected Permanent Obstacles.—The work includes the installation of a fixed obstacle together with a protective system, such as a sign structure together with protective railing, and the Contractor elects to install the obstacle prior to installing the protective system; or the Contractor, for the Contractor's convenience and with permission of the Engineer, removes a portion of an existing protective railing at an obstacle and does not replace such railing complete in place during the same day.

C. Storage Areas.—Material or equipment is stored within 12 feet of the lane and the storage is not otherwise prohibited by the provisions of the Standard Specifications and these special provisions.

The approach end of temporary railing (Type K), installed in conformance with the provisions in this section "Public Safety" and in Section 7-1.09, "Public Safety," of the Standard Specifications, shall be offset a minimum of 15 feet from the edge of the traffic lane open to public traffic. The temporary railing shall be installed on a skew toward the edge of the traffic lane of not more than one foot transversely to 10 feet longitudinally with respect to the edge of the traffic lane. If the 15 foot minimum offset cannot be achieved, the temporary railing shall be installed on the 10 to 1 skew to obtain the maximum available offset between the approach end of the railing and the edge of the traffic lane, and an array of temporary crash cushion modules shall be installed at the approach end of the temporary railing.

Temporary railing (Type K) shall conform to the provisions in Section 12-3.08, "Temporary Railing (Type K)," of the Standard Specifications. Temporary railing (Type K), conforming to the details shown on 1999 Standard Plan T3, may be used. Temporary railing (Type K) fabricated prior to January 1, 1993, and conforming to 1988 Standard Plan B11-30 may be used, provided the fabrication date is printed on the required Certificate of Compliance.

Temporary crash cushion modules shall conform to the provisions in "Temporary Crash Cushion Module" of these Special Provisions.

Except for installing, maintaining and removing traffic control devices, whenever work is performed or equipment is operated in the following work areas, the Contractor shall close the adjacent traffic lane unless otherwise provided in the Standard Specifications, these Special Provisions, or approved by the Engineer:

Approach Speed of Public Traffic {Posted Limit}	Work Areas
Over 45 Miles Per Hour	Within 6 feet of a traffic lane but not on a traffic lane
30 to 45 Miles Per Hour	Within 3 feet of a traffic lane but not on a traffic lane

The lane closure provisions of this section shall not apply if the work area is protected by permanent or temporary railing or barrier.

When traffic cones or delineators are used to delineate a temporary edge of a traffic lane, the line of cones or delineators shall be considered to be the edge of the traffic lane, however, the Contractor shall not reduce the width of an existing lane to less than 10 feet without written approval from the Engineer.

When work is not in progress on a trench or other excavation that required closure of an adjacent lane, the traffic cones or portable delineators used for the lane closure shall be placed off of and adjacent to the edge of the traveled way. The spacing of the cones or delineators shall be not more than the spacing used for the lane closure.

Suspended loads or equipment shall not be moved nor positioned over public traffic or pedestrians.

MEASUREMENT AND PAYMENT - Full compensation for furnishing all labor, tools, equipment, material and incidentals and for doing all the work involved with conforming to the requirements of this section, including furnishing and installing temporary railing (Type K) and temporary crash cushion modules, shall be considered as included in the contract prices paid for the various items of work involved and no additional compensation will be allowed therefor.

5-4.06 PRESERVATION OF PROPERTY

Attention is directed to Section 7-1.11, "Preservation of Property," of the Standard Specifications and these Special Provisions.

PLANTS

Existing trees, plants, shrubs, lawns, other landscaping, irrigation equipment, and other private property that are not to be removed as shown on the plans or specified in these Special Provisions, and are injured or damaged by reason of the Contractor's operations, shall be replaced by the Contractor. The minimum size of tree replacement shall be no. 24 inch box and the minimum size of shrub replacement shall be 15 gallon container. Replacement tree(s) shall be planted in accordance to City Standard Detail T-1. Replacement ground cover plants shall be from flats and shall be planted 12 inches on center. Replacement of Carpobrotus ground cover plants shall be from cuttings and shall be planted 12 inches on center. Replacement planting shall conform to the requirements in Section 20-4.07, "Replacement," of the Standard Specifications. The Contractor shall water replacement plants in conformance with the provisions in Section 20-4.06, "Watering," of the Standard Specifications.

Damaged or injured plants shall be removed and disposed of outside the highway right of way in conformance with the provisions in Section 7-l.13 of the Standard Specifications. At the option of the Contractor, removed trees and shrubs may be reduced to chips.

Replacement planting of injured or damaged trees, shrubs, and other plants shall be completed prior to the start of the plant establishment period. Replacement planting shall conform to the provisions in Section 20-4.05, "Planting," of the Standard Specifications.

Replacement planting of injured or damaged trees, shrubs and other plants shall be completed prior to acceptance of the work and shall conform to the provisions in Section 20-4.05, "Planting," of the Standard Specifications.

MONUMENTS

The Contractor shall be responsible for the protection of all existing survey monuments and control points. All monuments destroyed during construction shall be resurveyed and replaced at the Contractor's expense as outlined in the Business and Professions Code, Section 8771.

In the event the Contractor's operations destroy any of the Engineer's survey control points, the Contractor shall replace such control points at his expense, subject to verification by the Engineer. The cost of any such verification of the Engineer's survey control points will be deducted from any moneys due or to become due the Contractor. The Contractor will not be allowed any adjustment in contract time for such verification of survey control points by the Engineer.

MEASUREMENT AND PAYMENT - Full compensation for furnishing all labor, tools, equipment, material and incidentals, and for doing all the work involved with conforming to the requirements of this section shall be considered as included in the contract price paid for various items of work and no additional compensation will be allowed therefor.

5-4.07 PERMITS AND LICENSES

GENERAL

Attention is directed to Section 7-1.04 "Permits and Licenses" of the Standard Specifications and these Special Provisions.

The Contractor shall provide any and all licenses and permits required by the Work. The Contractor shall abide by any and all Federal, State, County and City Laws and Rules affecting the work and shall maintain all required protection for property, employees and the public and insurance in connection with same, for all of which he shall bear necessary expense.

MEASUREMENT AND PAYMENT - Full compensation for furnishing all labor, tools, equipment, material and incidentals, and for doing all the work involved with conforming to the requirements of this section shall be considered as included in the contract prices paid for the various bid items and no additional compensation will be allowed therefor.

5-4.10 PERFORMANCE OF SUBCONTRACTORS

The subcontractors listed by the Contractor in conformance with Section 2-1.054, "Required Listing of Proposed Subcontractors," of the Standard Specifications, shall perform the work and supply the materials for which they are listed, unless the Contractor has received prior written authorization to perform the work with other forces or to obtain the materials from other sources.

5-4.11 SUBCONTRACTING

Attention is directed to the provisions in Section 8-1.01, "Subcontracting," and Section 2, "Proposal Requirements and Conditions," and Section 3, "Award and Execution of Contract," of the Standard Specifications and these Special Provisions.

Pursuant to the provisions in Section 1777.1 of the Labor Code, the Labor Commissioner publishes and distributes a list of contractors ineligible to perform work as a subcontractor on a public works project. This list of debarred contractors is available from the Department of Industrial Relations web site at http://www.dir.ca.gov/dir/Labor_law/DLSE/Debar.html.

5-5 PROSECUTION AND PROGRESS

5-5.01 PROGRESS SCHEDULE

Progress schedules will be required for this contract and shall conform to requirements of Section 8-1.04, "Progress Schedule," of the Standard Specifications and these Special Provisions.

The Contractor shall submit three (3) copies of initial schedules before or at the Preconstruction Conference. The Engineer will review schedules and if not acceptable return review copy within three (3) working days after the receipt. If required, Contractor shall resubmit revised schedules within three (3) working days after return of review copy. A Notice to Proceed will not be issued and no work shall commence prior to review and approval of the schedule.

Once each month, as a condition of processing the monthly progress payment, the Contractor shall provide an updated schedule to the City. Updates must accurately reflect as-built schedule.

A two-week rolling schedule shall also be updated and provided to the Engineer at the beginning of each work week. The two-week rolling schedule shall include the Contractor's proposed daily activities and location(s) of work during the coming two-week period. During the contract period, the Contractor shall also coordinate his activities daily with the Engineer.

No progress payments will be made for any work if schedules are not provided to the Engineer pursuant to this section.

MEASUREMENT AND PAYMENT - Full compensation for furnishing all labor, tools, equipment, material and incidentals, and for doing all the work involved with conforming to the requirements of this section shall be considered as included in the contract prices paid for the various bid items and no additional compensation will be allowed therefor.

5-5.02 PAYMENT OF WITHHELD FUNDS

Payment of withheld funds shall conform to Section 9-1.065, "Payment of Withheld Funds," of the Standard Specifications and these special provisions.

Funds withheld from progress payments to ensure performance of the contract that are eligible for payment into escrow or to an escrow agent pursuant to Section 10263 of the California Public Contract Code do not include funds withheld or deducted from payment due to failure of the Contractor to fulfill a contract requirement.

5-5.03 PROMPT PROGRESS PAYMENT TO SUBCONTRACTORS

Attention is directed to the provisions in Sections 10262 and 10262.5 of the Public Contract Code and Section 7108.5 of the Business and Professions Code concerning prompt payment to subcontractors.

A prime contractor or subcontractor shall pay any subcontractor not later than ten (10) days of receipt of each progress payment in accordance with the provision in Section 7108.5 of the California Business and Professions Code concerning prompt payment to subcontractors. The ten (10) days is applicable unless a longer period is agreed to in writing. Any delay or postponement of payment over thirty (30) days may take place only for good cause and with the agency's prior written approval. Any violation of Section 7108.5 shall subject the violating contractor or subcontractor to the penalties, sanction and other remedies of that section. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies otherwise available to the contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the prime contractor, deficient subcontract performance, or noncompliance by a subcontractor.

5-5.04 PROMPT PAYMENT OF WITHHELD FUNDS TO SUBCONTRACTORS

The Contractor shall return all moneys withheld in retention from the subcontractor within thirty (30) days after receiving payment for work satisfactorily completed, even if the other contract work is not completed and has not been accepted in conformance with Section 7-1.17, "Acceptance of Contract," of the Standard Specifications. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies otherwise available to the Contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the Contractor or deficient subcontract performance or noncompliance by a subcontractor.

The agency shall hold retainage from the prime contractor and shall make prompt and regular incremental acceptances of portions, as determined by the agency, of the contract work, and pay retainage to the prime contractor based on these acceptances. The prime contractor, or subcontractor, shall return all monies withheld in retention from a subcontractor within thirty (30) days after receiving payment for work satisfactorily completed and accepted including incremental acceptances of portions of the contract work by the agency. Federal law (49CFR26.29) requires that any delay or postponement of payment over thirty (30) days may take place only for good cause and with the agency's prior written approval. Any violation of this provision shall subject the violating prime contractor or subcontractor to the penalties, sanctions and other remedies specified in Section 7108.5 of the Business and Professions Code. These requirements shall not be construed to limit or impair any contractual, administrative, or judicial remedies otherwise available to the prime contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the prime contractor, deficient subcontract performance, or noncompliance by a subcontractor.

5-5.07 WORKING DAYS AND HOURS OF WORK

Attention is directed to Section 8-1.06 "Time of Completion" of the Standard Specifications.

Unless otherwise stated in these Special Provisions, construction activities throughout the entire duration of the project shall be limited to the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday except legal holidays. Machines and equipment shall not be operated prior to 8:00 a.m. nor past 5:00 p.m. Materials or equipment shall not be delivered prior to 7:30 a.m. nor past 5:00 p.m. Machines or equipment shall not be cleaned or serviced past 6:45 p.m.

If the Contractor desires to work on Saturdays, Sundays, City holidays, or hours beyond those stated above, the Contractor shall submit a written request to the Engineer for approval. The request shall state the reason for the change in the working day or schedule, and shall be submitted a minimum of five (5) working days prior to the requested change.

The Engineer shall approve or deny the request within three (3) working days and advise the Contractor in writing of his decision. The Engineer's decision shall be final. If the request is approved, the Contractor will be required to pay the cost of providing inspection services for the work being performed. If inspection services are not available for the requested change, the Engineer may deny the request.

5-5.08 TERMINATION OF CONTROL

The following provisions shall apply in-lieu of Section 8-1.08, "Termination of Control" of the Standard Specifications:

> If, in the opinion of the Engineer, the Contractor has at any time during the life of the contract (a) failed to supply an adequate working force or equipment, or (b) failed to supply materials of specified quality, or (c) failed to comply with any other provisions of these specifications; to the extent that such failures violate the intent of the contract, the Engineer shall give notice thereof in writing to the Contractor and specify in said notice a day by which the Contractor shall attain full compliance with the provisions of the contract relating to said failures. Should the Contractor fail to comply with said notice within the time specified, the Engineer shall have full power to temporarily suspend the operation of the contract pending final decision by the Engineer as to termination of the contract. Notice of temporary suspension shall be given to the Contractor in writing and a copy thereof shall be filed with the Engineer. Upon receipt of said temporary suspension notice, the Contractor's control of the work shall temporarily cease and the Contractor shall not work on any part of the contract. The Engineer shall, within fifteen (15) days of receipt of said notice of temporary suspension, decide whether sufficient grounds are present for termination of the Contractor's control over the work. Should the Engineer decide that the Contractor has failed to provide means for satisfactory compliance with the contract as directed by the Engineer, within the time specified in the notice to comply, the Engineer shall have the power to suspend the operation of the contract. Upon receiving notice of such suspension, the Contractor shall discontinue said work, or such parts of it as the Council may designate. Upon such suspension, the Contractor's control shall terminate and thereupon the Council or its duly authorized representative may take possession of all or any part of the Contractor's materials, tools, equipment and appliances upon the premises, and use the same for the purpose of completing said contract, and hire such force and buy or rent such additional machinery, tools, appliances and equipment and buy such additional materials and supplies at the Contractor's expense as may be necessary for the proper conduct of the work and for the completion thereof; or may employ other parties to carry the contract to completion, employ the necessary workmen, substitute other machinery or materials and purchase the materials contracted for, in such manner as the Engineer may deem proper; or the Engineer may annul and cancel the contract and relet the work or any part thereof. Any excess of cost arising therefrom over and above the contract price will be charged against the Contractor and his sureties, who will be liable therefore. In the event of such suspension, all money due the Contractor or retained under the terms of this contract shall be forfeited to the City, but such forfeiture will not release the Contractor or his sureties from liability for failure to fulfill the contract. The Contractor and sureties will be credited with the amount of money so forfeited toward any excess of cost over and above the contract price, arising from the suspension of the operations of the contract and the completion of the work by the City as above provided and the Contractor will be so credited with any surplus remaining after all just claims for such completion have been paid.
>
> On completion of the contract, the original Contractor shall be entitled to the return of all unused materials, equipment, tools, and appliances, except that the Contractor shall have no claim on account of unusual and ordinary depreciation, loss and wear and tear.

In the determination of the question whether there has been any such non-compliance with the contract as to warrant the suspension or annulment thereof, the decision of the Engineer shall be binding on all parties to the contract.

5-5.09 PERFORMANCE OF SURETIES

In the event of any termination as hereinbefore provided, the Engineer shall immediately give written notice thereof to the Contractor and to the Contractor's sureties, and the sureties shall have the right to take over and perform the contract; provided, however, that if the sureties, within five (5) days after receiving, said notice of termination, do not give the City written notice of their intention to take over the performance of the contract, and do not commence performance thereof within five (5) days after notice to the City of such election, the City may take over the work and prosecute the same to completion as hereinbefore provided

5-5.10 FLOOD EVACUATION

Contractor shall be prepared to evacuate the construction site during a Flood Watch issued by the National Weather Service. The Contractor shall, upon 10 hours notification by the Engineer that the National Weather Service has issued a Flood Warning for the Napa River or Napa Creek, evacuate the construction site. Evacuation shall include removal of all vehicles, equipment, tools, materials, personnel, stockpiled material (including earthwork), trash, etc. Removal shall mean relocation to an area outside the limits of the flood plain, or to an onsite area acceptable to the Engineer, if such an area exists above expected flood elevations. Bridge falsework and constructed permanent improvements only may remain in place. In no event shall the Contractor allow any manmade object or substance to enter or contaminate the floodwaters.

The Contractor shall conduct such a flood evacuation whenever so notified by the Engineer, and as many times as requested prior to final acceptance of the project.

MEASUREMENT AND PAYMENT - Full compensation for flood evacuations shall be considered as included in the contract prices paid for the various items of work involved in the project, and no additional compensation will be allowed therefor, regardless of the number of flood evacuations required therefor.

5-5.12 ARCHAEOLOGICAL SENSITIVE AREAS

The Contractor's attention is directed to the areas designated on the plans as "Archaeological Sensitive Areas," to State and Federal regulations which may pertain to such areas and to the provisions in "Order of Work" of these special provisions. These areas are protected and no entry by the Contractor for any purpose will be allowed unless specifically authorized in writing by the Engineer. The Contractor shall protect these areas and shall take measures to ensure that his forces do not enter or disturb these areas, including giving written notice to his employees and subcontractors.

The Contractor will be required to pay the cost of any mitigation or repairs to the archaeological sensitive areas, shown on the plans, that are damaged or impacted by reason of the Contractor's or his subcontractor's operations and deductions from any moneys due or to become due the Contractor will be made to cover such cost.

If, during excavation, archaeological resources are discovered the Contractor shall stop all work within a fifteen foot radius of the discovery and notify the Engineer of said discovery. Work shall not proceed in this area until the significance of the find can be evaluated by the Engineer. If, in the opinion of the Engineer, the Contractor's operations are delayed or interfered with by reason of such archaeological evaluation, the City will compensate the Contractor for such delays to the extent provided in Section 8-1.09, "Right of Way Delays," of the Standard Specifications.

MEASUREMENT AND PAYMENT - Full compensation for conforming to the above requirements shall be considered as included in the contract prices paid for the various contract items of work and no additional compensation will be allowed therefor.

Full compensation for complying with State or Federal regulations and protecting the archaeological sensitive areas shall be considered as included in the contract prices paid for the various contract items of work and no additional compensation will be allowed therefor.

5-6.02 GUARANTEE

The Contractor hereby guarantees that all work performed and materials provided under the contract will meet fully with the requirements of the contract documents.

The Contractor guarantees all materials and workmanship against defects for a period of one year, unless noted otherwise, from the date of final acceptance of all work performed under the contract. "Final acceptance" as used herein shall be the filing of a "Notice of Completion" with the County Recorder by the City Engineer.

The Contractor assumes responsibility for a similar one-year guarantee, unless noted otherwise, for all work and materials provided or performed by subcontractors, manufacturers, or suppliers.

The Contractor hereby agrees that if, within a period of one year, unless noted otherwise, after final acceptance of the work performed under the contract, any portion of the work installed, constructed, or performed by him fails to fulfill any of the requirements of the contract, he will, without delay and with the least practicable inconvenience and without further cost to the City, repair or replace defective or otherwise unsatisfactory work or materials.

Should the Contractor fail to act promptly in accordance with this requirement, or should the exigencies of the case require repairs or replacements to be made before the Contractor can be notified or can respond to notification, the City may at its option make the necessary repairs or replacements, or perform the necessary work, and the Contractor shall pay to the City the actual cost of such repairs plus 15 percent.

The Contractor shall be responsible for the full expense incidental to making good any and all of the above guarantees and agreements. The above guarantees and agreements are covenants, the performance of which shall be binding upon the Contractor and his sureties.

The final acceptance of the work shall be contingent upon a Contractor's guaranty which may be either an extension of the original Faithful Performance Bond or a separate Maintenance Bond in the amount of ten percent (10%) of the final contract price in favor of the City. Should the Contractor not file said bond as required herein, City may retain the remaining ten percent (10%) of the final contract price as a cash bond for said One (1) Year period.

MEASUREMENT AND PAYMENT - Full compensation for conforming to the above requirements shall be considered as included in the contract prices paid for the various contract items of work and no additional compensation will be allowed therefor.

5-6.03 RECORDS

The Contractor shall maintain cost accounting records for the contract pertaining to, and in such a manner as to provide a clear distinction between, the following six categories of costs of work during the life of the contact:

A. Direct costs of contract item work.

B. Direct costs of changes in character in conformance with Section 4-1.03C, "Changes in Character of Work," of the Standard Specifications.

C. Direct costs of extra work in conformance with Section 4-1.03D, "Extra Work," of the Standard Specifications.

D. Direct costs of work not required by the contract and performed for others.

E. Direct costs of work performed under a notice of potential claim in conformance with the provisions in Section 9-1.04, "Notice of Potential Claim," of the Standard Specifications.

F. Indirect costs of overhead.

Cost accounting records shall include the information specified for daily extra work reports in Section 9-1.03C, "Records," of the Standard Specifications. The requirements for furnishing the Engineer completed daily extra work reports shall only apply to work paid for on a force account basis.

The cost accounting records for the contract shall be maintained separately from other contracts, during the life of the contract, and for a period of not less than 3 years after the date of acceptance of the contract. If the Contractor intends to file claims against the Department, the Contractor shall keep the cost accounting records specified above until complete resolution of all claims has been reached.

MEASUREMENT AND PAYMENT - Full compensation for conforming to the above requirements shall be considered as included in the contract prices paid for the various contract items of work and no additional compensation will be allowed therefor.

8-1.01 CITY FURNISHED MATERIALS

Attention is directed to Section 6-1.02, "State-Furnished Materials," of the Standard Specifications and these special provisions.

None:

10-1.01 ORDER OF WORK

Order of work shall conform to the provisions in Section 5-1.05, "Order of Work," and the section titled, "Potholing," of the Standard Specifications and these Special Provisions.

Attention is directed to Section 10-1.05, "Obstructions", of these Special Provisions.

Prior to beginning any excavation, the Contractor shall pothole all buried utilities and other man-made objects throughout the proposed work area of work, check for conflicts, and provide the pothole data and written notice of any suspected conflicts between existing and proposed facilities to the Engineer. Said pothole data and written notice shall be provided not less than fourteen (14) days prior to beginning any such excavation. For longer facilities such as buried pipelines, the Contractor shall pothole at a number of locations that is adequate, in the opinion of the Engineer, to determine or verify the type, profile, size, and material of the facility. Full compensation for potholing utilities shall be considered as included in the contract prices paid for the various items of work involved and no additional compensation will be allowed therefor.

As the first order of work at the site, the Contractor shall furnish and erect Standard C18 "Road Construction Ahead" and Standard C13 "End Construction" signs to provide advance warning to the traffic at the job site. C18 and C13 signs shall also be installed along all side streets entering the work area. The Contractor shall submit a traffic control plan showing the exact locations of the signs and shall conform to the provisions in Section 10-1.09 "Maintaining Traffic" of these Special Provisions.

Prior to removal of trees, the Contractor shall coordinate with the residents of each property to determine which residents would like to retain all or some of the wood from the removed trees. The Contractor shall provide the wood requested by the resident in no larger than eighteen (18) inch pieces, cut perpendicular to the grain, and stacked at a location outside of the public right-of-way designated by the resident. No wood or remnants of trees shall be left in the public right-of-way. All tree removal work must be completed prior to the installation of any concrete work. Attention is directed to the section titled "Tree Removal", of these Special Provisions.

Prior to saw cutting of existing curb, gutter, sidewalk, driveway, and asphalt concrete for removal and up to the time the new improvements are opened to the public, the Contractor shall erect and maintain necessary signs and barricades as required in the sections titled "Maintaining Traffic" and "Public Safety," of these Special Provisions.

MEASUREMENT AND PAYMENT – Full compensation for furnishing all labor, tools, equipment, material and incidentals and for doing all the work involved with conforming to the requirements of this section shall be considered as included in the contract prices paid for various items of work and no additional compensation will be allowed therefor.

10-1.02 WATER POLLUTION CONTROL

Water pollution control work shall conform to the provisions in Section 7-1.01G, "Water Pollution," of the Standard Specifications and these Special Provisions.

GENERAL

The goal of these requirements is to prevent the pollution of storm water runoff from construction projects by keeping pollution out of storm drains, reducing the exposure and discharge of materials and wastes to storm water, and by reducing erosion and sedimentation. Storm drains discharge runoff directly to creeks and the river without treatment.

The following requirements shall be met on all projects within the CITY OF ST. HELENA.

A. Non hazardous Material / Waste Management

1. Designated Area - The CONTRACTOR shall propose designated areas of the project site and any staging areas, for approval by the ENGINEER, suitable for material delivery, storage, and waste collection that, to the maximum extent practicable, are near construction entrances and away from catch basins, gutters, drainage courses and creeks.

2. Granular Material –

   a. The CONTRACTOR shall store granular material at least ten feet away form catch basin and curb returns.

   b. The CONTRACTOR shall not allow granular material to enter the storm drains or creeks.

   c. When rain is forecast within 24 hours or during wet weather, the ENGINEER may require the CONTRACTOR to cover granular material with a tarpaulin and to surround the material with sand bags.

3. Dust Control

   a. The CONTRACTOR shall use reclaimed water to control dust on a daily basis or as directed by the ENGINEER.

4. Street Sweeping

a. At the end of each working day or as directed by the ENGINEER, the CONTRACTOR shall clean and sweep roadways and on-site paved areas of all materials attributed to or involved in the work. The CONTRACTOR shall not use water to flush down streets in place of street sweeping.

5. Recycling

   a. The CONTRACTOR shall recycle aggregate base material, asphalt concrete, and Portland cement concrete.

   b. In addition, to the maximum extent practicable, the CONTRACTOR shall reuse or recycle any useful construction materials generated during the project providing the material complies with State and Federal regulations.

6. Disposal

   a. At the end of each working day, the CONTRACTOR shall collect all scrap, debris, and waste material, and dispose of such materials properly.

   b. The CONTRACTOR shall inspect dumpsters for leaks and contact trash hauling contractors to replace or repair dumpsters that leak.

   c. The CONTRACTOR shall not discharge water on-site from cleaning dumpsters.

   d. The CONTRACTOR shall arrange for regular waste collection before dumpsters overflow.

B. Hazardous Material / Waste Management

1. Storage

   a. The CONTRACTOR shall label and store all hazardous materials, such as pesticides, paints, thinners, solvents, and fuels; and all hazardous wastes, such as waste oil and antifreeze; in accordance with the CITY OF ST. HELENA Hazardous Materials Storage Ordinance and all applicable State and Federal regulations.

   b. The CONTRACTOR shall store all hazardous materials and all hazardous wastes in accordance with secondary containment regulations, and it is recommended that these materials and wastes be covered, as needed to avoid potential management of collected rain water as a hazardous waste.

   c. The CONTRACTOR shall keep an accurate, up-to-date inventory, including Material Safety Data Sheets (MSDSs), of hazardous materials and hazardous wastes stored on-site, to assist emergency response personnel in the event of a hazardous materials incident.

2. Usage

   a. When rain is forecast within 24 hours or during wet weather, the ENGINEER may prevent the CONTRACTOR from applying chemicals in outside areas.

   b. The CONTRACTOR shall not over-apply pesticides or fertilizers and shall follow material manufacturer's instructions regarding uses, protective equipment, ventilation, flammability, and mixing of chemicals. Over-application of a pesticide constitutes a "label violation" subject to an enforcement action by the Napa County Agriculture Department.

3. Disposal

   a. The CONTRACTOR shall arrange for regular hazardous waste collection to comply with time limits on storage of hazardous wastes.

   b. The CONTRACTOR shall dispose of hazardous waste only at authorized and permitted Treatment, Storage, and Disposal Facilities, and use only licensed hazardous waste haulers to remove the waste off-site, unless quantities to be transported are below applicable threshold limits for transportation specified in State and Federal regulations.

C. Spill Prevention and Control

1. The CONTRACTOR shall keep a stockpile of spill cleanup materials, such as rags or absorbents, readily accessible on-site.
2. The CONTRACTOR shall immediately contain and prevent leaks and spills from entering storm drains, and properly clean up and dispose of the waste and cleanup materials. If the waste is hazardous, the CONTRACTOR shall handle the waste as described in section A.2.c above.
3. The CONTRACTOR shall not wash any spilled material into streets, gutters, storm drains, or creeks and shall not bury spilled hazardous materials.
4. The CONTRACTOR shall report any hazardous materials spill to CITY OF ST. HELENA Dispatch at (707) 257-9223.

D. Vehicle / Equipment Cleaning

1. The CONTRACTOR shall not perform vehicle or equipment cleaning on-site, in any staging area or in the street using soaps, solvents, degreasers, steam cleaning equipment, or equivalent methods.
2. The CONTRACTOR shall perform vehicle or equipment cleaning, with water only, in a designated, bermed area that will not allow rinse water to run off-site or into streets, gutters, storm drains, or creeks.

E. Vehicle / Equipment Maintenance and Fueling

1. The CONTRACTOR shall perform maintenance and fueling of vehicles or equipment in a designated, bermed area or over a drip pan that will not allow run-on of storm water or runoff of spills.
2. The CONTRACTOR shall use secondary containment, such as a drip pan, to catch leaks or spills any time that vehicle or equipment fluids are dispensed, changed, or poured.
3. The CONTRACTOR shall keep a stockpile of spill cleanup materials, such as rags or absorbents, readily accessible on-site.
4. The CONTRACTOR shall clean up leaks and spills of vehicle or equipment fluids immediately and dispose of the waste and cleanup materials as hazardous waste, as described in section A.2.c above.
5. The CONTRACTOR shall not wash any spilled material into streets, gutters, storm drains, or creeks and shall not bury spilled hazardous materials.
6. The CONTRACTOR shall report any hazardous materials spill to CITY OF ST. HELENA Dispatch at (707) 257-9223.
7. The CONTRACTOR shall inspect vehicles and equipment arriving on-site for leaking fluids and shall promptly repair leaking vehicles and equipment. Drip pans shall be used to catch leaks until repairs are made.
8. The CONTRACTOR shall recycle waste oil and antifreeze, to the maximum extent practicable.
9. The CONTRACTOR shall comply with Federal, State, and City requirements for aboveground storage tanks.

F. Contractor Training and Awareness

1. The CONTRACTOR shall train all employees/ subcontractors on the storm water pollution prevention requirements contained in these Specifications.
2. The CONTRACTOR shall inform subcontractors of the storm water pollution prevention contract requirements and include appropriate subcontract provisions to ensure that these requirements are met.
3. The CONTRACTOR shall post warning signs in areas treated with chemicals.

ACTIVITY-SPECIFIC REQUIREMENTS –

The following requirements shall be met on all projects within the CITY OF ST. HELENA that include the listed activities.

A. Dewatering Operations

1. Sediment Control

   a. The CONTRACTOR shall route water through a control measure, such as a sediment trap, sediment basin, or Baker tank to remove settleable solids prior to discharge to the storm drain system.

   b. Approval of the control measure shall be obtained in advance from the ENGINEER.

   c. Filtration of the water following the control measure may be required on a case-by-case basis

   d. If the ENGINEER determines that the dewatering operation would not generate an appreciable amount of settelable solids, the control measure requirement in 1) above may be waived.

   e. The CONTRACTOR shall reuse water for other needs, such as dust control or irrigation, to the maximum extent practicable.

2. Contaminated Groundwater

   a. If the project is with in an area of known groundwater contamination, then water from dewatering operations shall be tested prior to discharge. If the water quality meets Regional Water Quality Control Board (RWQCB) standards, then it may be discharged to the storm drain. If the water quality meets CITY OF ST. HELENA Municipal Code section 8.36, then it may be discharged to the sanitary sewer with prior approval from the Napa Sanitation District. Otherwise, the water shall be treated or hauled off-site for proper disposal.

   b. If the project is not within an area of known groundwater contamination, then monitoring shall only be required if directed by the ENGINEER. The CONTRACTOR shall follow section A.2.a above, if contamination is found.

   c. If the project is found to be within an area of groundwater contamination not identified by the City in the project specifications, a change order shall be negotiated to cover additional work performed by the CONTRACTOR pursuant to 4-1.03D "Extra Work" of the Standard Specifications.

B. Paving Operations

1. Project Site Management

   a. When rain is forecast within 24 hours or during wet weather, the ENGINEER may prevent the CONTRACTOR from paving.

   b. The ENGINEER may direct the CONTRACTOR to protect drainage courses by using control measures, such as earth dike, straw waddles, and sand bag, to divert runoff or trap and filter sediment.

c. The CONTRACTOR shall place drip pans or absorbent material under paving equipment when not in use.

d. The CONTRACTOR shall cover catch basins and manholes when paving or applying seal coat, tack coat, slurry seal, or fog seal.

2. Paving Waste Management

a. The CONTRACTOR shall not sweep or wash down excess sand placed as part of a sand seal or to absorb excess oil) into gutters, storm drains, or creeks. Instead, the CONTRACTOR shall either, collect the sand and return it to the stockpile, or dispose of it in a trash container. The CONTRACTOR shall not use water to wash down fresh asphalt concrete pavement.

C. Saw Cutting

1. During saw cutting, the CONTRACTOR shall cover or barricade catch basins using control measures, such as filter fabric, straw bales, sand bags, and fine gravel dams, to keep slurry out of the storm drain system. When protecting a catch basin, the CONTRACTOR shall ensure that the entire opening is covered.

2. The CONTRACTOR shall shovel, absorb, or vacuum saw cut slurry and pick up the waste prior to moving to the next location or at the end of each working day, whichever is sooner.

3. If saw cut slurry enters catch basins, the CONTRACTOR shall remove the slurry from the storm drain system immediately.

D. Contaminated Soil Management

1. On all projects involving grading or excavation, the CONTRACTOR shall look for contaminated soil as evidenced by site history, discoloration, odor, differences in soil properties, abandoned underground tanks or pipes, or buried debris. If the project is not within an area of known soil contamination and no evidence of soil contamination is found, then testing of the soil shall only be required if directed by the ENGINEER. The CONTRACTOR shall follow section D.2 and D.3 below, if contamination is found.

2. If the project is within an area of known soil contamination or evidence of soil contamination is found, then soil from grading or excavation operations shall be tested. The soil shall be managed as required by the Napa County Environmental Health Department or other agency.

3. If the project is found to be within an area of soil contamination not identified by the City in the project specifications, a change order shall be negotiated to cover additional work performed by the CONTRACTOR pursuant to 4-1.03D "Extra Work" of the Standard Specifications.

E. Concrete, Grout, and Mortar Waste Management

1. Material Management - The CONTRACTOR shall store concrete, grout, and mortar away from drainage areas and ensure that these materials do not enter the storm drain system.

2. Concrete Truck/Equipment Wash Out

a. The CONTRACTOR shall not wash out concrete trucks or equipment into streets, gutters, storm drains, or creeks.

b. The CONTRACTOR shall perform washout of concrete trucks or equipment off-site or in a designated area on-site where the water will flow onto dirt or into a temporary pit in a dirt area. The CONTRACTOR shall let the water percolate into the soil and dispose of the hardened concrete in a trash container. If a suitable dirt area is not available, then the CONTRACTOR shall collect the wash water and remove it off-site.

F. Earthwork - The CONTRACTOR shall maximize the control of erosion and sediment by using the BMPs for erosion and sedimentation in the *California Storm Water Best Management Practice Handbook – Construction Activity.*

MEASUREMENT AND PAYMENT - Full compensation for furnishing all labor, material, tools, equipment, and incidentals, and for doing all the work involved in conforming to the provisions of this Section, as shown on the plans, as specified in the Standard Specifications, these Special Provisions, and as directed by the Engineer, including the submission of a Water Pollution Control Program for approval by the Engineer, shall be considered as included in the contract prices paid for the various contract items of work and no additional compensation will be allowed therefor.

10-1.03 PRE-CONSTRUCTION MEETING

A Pre-Construction Meeting will be held after the contract is signed and prior to issuance of the Notice to Proceed. The Engineer will designate the time and place. The Prime Contractor (and major sub-contractors as required) must attend the meeting. The Contractor's representative at this conference shall include all major superintendents for the work and may include major subcontractors.

At, or prior to, this meeting the Prime Contractor must submit:

1. A copy of their CITY OF ST. HELENA business license
2. A letter or memorandum designating the authorized representative who shall have authority to represent and act for the Contractor during the entire contract period
3. A letter or memorandum designating two 24-hour emergency contact persons and their telephone numbers.
4. A project schedule per the section titled "Progress Schedule" of these Special Provisions.
5. A traffic control plan per the section titled "Maintaining Traffic" of these Special Provisions

10-1.04 COOPERATION

Cooperation shall conform to Section 7-1.14, "Cooperation" of the Standard Specifications. Attention is directed to Section 8-1.10, "Utility and Non-Highway Facilities," of the Standard Specifications.

Attention is directed to the Section titled "Maintaining Traffic" of these Special Provisions regarding resident access to and from private property.

MEASUREMENT AND PAYMENT - Full compensation for furnishing all labor, tools, equipment, material and incidentals and for doing all the work involved with conforming to the requirements of this section shall be considered as included in the contract prices paid for the various items of work and no additional compensation will be allowed therefor.

10-1.05 OBSTRUCTIONS

Attention is directed to Section 8-1.10, "Utility and Non-Highway Facilities," and Section 15, "Existing Highway Facilities," of the Standard Specifications and these Special Provisions.

Attention is directed to the existence of certain underground facilities that may require special precautions be taken by the Contractor to protect the health, safety and welfare of workers and of the public. Facilities requiring special precautions include, but are not limited to: conductors of petroleum products, oxygen, chlorine, and toxic or flammable gases; natural gas in pipelines greater than 6 inches in diameter or pipelines operating at pressures greater than sixty (60) pounds per square inch (gage); underground electric supply system conductors or cables, with potential to ground of more than 300 V, either directly buried or in a duct or conduit which do not have concentric grounded or other effectively grounded metal shields or sheaths.

The Contractor shall notify the Engineer and the appropriate regional notification center for operators of subsurface installations at least two (2) working days, but not more than fourteen (14) calendar days, prior to performing any excavation or other work close to any underground pipeline, conduit, duct, wire or other structure. Regional notification centers include, but are not limited to, the following:

Notification Center	Telephone Number
Underground Service Alert-Northern California (USA)	(800) 642-2444 (800) 227-2600

10-1.06 MOBILIZATION

Mobilization shall conform to the provisions in Section 11, "Mobilization," of the Standard Specifications.

MEASUREMENT AND PAYMENT - Full compensation for furnishing all labor, tools, equipment, material and incidentals and for doing all the work involved with conforming to the requirements of this section shall be considered as included in the contract prices paid for the various items of work and no additional payment will be allowed therefor.

10-1.07 CONSTRUCTION AREA TRAFFIC CONTROL DEVICES

Flagging, signs, and all other traffic control devices furnished, installed, maintained, and removed when no longer required shall conform to the provisions in Section 12, "Construction Area Traffic Control Devices," of the Standard Specifications and these Special Provisions.

Category 1 traffic control devices are defined as those devices that are small and lightweight (less than 45 kg), and have been in common use for many years. The devices shall be known to be crashworthy by crash testing, crash testing of similar devices, or years of demonstrable safe performance. Category 1 traffic control devices include traffic cones, plastic drums, portable delineators, and channelizers.

If requested by the Engineer, the Contractor shall provide written self-certification for crashworthiness of Category 1 traffic control devices. Self-certification shall be provided by the manufacturer or Contractor and shall include the following: date, Federal Aid number (if applicable), expenditure authorization, district, county, route and kilometer post of project limits; company name of certifying vendor, street address, city, state and zip code; printed name, signature and title of certifying person; and an indication of which Category 1 traffic control devices will be used on the project. The Contractor may obtain a standard form for self-certification from the Engineer.

Category 2 traffic control devices are defined as those items that are small and lightweight (less than 45 kg), that are not expected to produce significant vehicular velocity change, but may otherwise be potentially hazardous. Category 2 traffic control devices include: barricades and portable sign supports.

Category 2 devices purchased on or after October 1, 2000 shall be on the Federal Highway Administration (FHWA) Acceptable Crashworthy Category 2 Hardware for Work Zones list. This list is maintained by FHWA and can be located at the following internet address: http://safety.fhwa.dot.gov/fourthlevel/hardware/listing.cfm?code=workzone. The Department maintains a secondary list at the following internet address: http://www.dot.ca.gov/hq/traffops/signtech/signdel/pdf.htm.

If requested by the Engineer, the Contractor shall provide a written list of Category 2 devices to be used on the project at least 5 days prior to beginning any work using the devices. For each type of device, the list shall indicate the FHWA acceptance letter number and the name of the manufacturer.

MEASUREMENT AND PAYMENT - Full compensation for providing self-certification for crashworthiness of Category 1 traffic control devices and for providing a list of Category 2 devices used on the project and labeling Category 2 devices as specified shall be considered as included in the contract prices paid for various items of work and no additional compensation will be allowed therefor.

10-1.08 CONSTRUCTION AREA SIGNS

Construction area signs shall be furnished, installed, maintained, and removed when no longer required in conformance with the provisions in Section 12, "Construction Area Traffic Control Devices," of the Standard Specifications and these Special Provisions.

Attention is directed to the provisions in "Prequalified and Tested Signing and Delineation Materials" of these special provisions. Type II retroreflective sheeting shall not be used on construction area sign panels.

Attention is directed to "Construction Project Information Signs" of these special provisions regarding the number and type of construction project information signs to be furnished, erected, maintained, and removed and disposed of.

The Contractor shall notify the appropriate regional notification center for operators of subsurface installations at least two (2) working days, but not more than fourteen (14) calendar days, prior to commencing excavation for construction area sign posts. The regional notification centers include, but are not limited to, the following:

Notification Center	Telephone Number
Underground Service Alert-Northern California (USA)	1-800-642-2444 1-800-227-2600

Excavations required to install construction area signs shall be performed by hand methods without the use of power equipment, except that power equipment may be used if it is determined there are no utility facilities in the area of the proposed post holes.

Sign substrates for stationary mounted construction area signs may be fabricated from fiberglass reinforced plastic as specified under "Prequalified and Tested Signing and Delineation Materials" of these Special Provisions.

The Contractor may be required to cover certain signs during the progress of the work. Signs that are no longer required or that convey inaccurate information to the public shall be immediately covered, removed, or the information shall be corrected. Covers for construction area signs shall be of sufficient size and density to completely block out the complete face of the signs. The retroreflective face of the covered signs shall not be visible either during the day or at night. Covers shall be fastened securely so that the signs remain covered during inclement weather. Covers shall be replaced when they no longer cover the signs properly.

The Contractor shall notify residents and property owners in writing forty-eight (48) hours (excluding weekends and holidays) prior to performing any work at the site.

The notification form to be provided to residents and property owners shall be submitted to the City for review and approval. Attention is directed to the section titled "Submittals," of these Special Provisions. Street parking may be restricted as necessary to facilitate construction activity. "No Parking" signs, as required, shall be placed by the Contractor forty-eight (48) hours in advance of the parking restriction. "No Parking" signs shall have the following information:

"Tow Away, No Parking

Date of Restriction

Time of Restriction

Construction Zone

"Vehicles in Violation Subject to Tow at Owner's Expense"

"Napa Police Department: 707-257-9223"

CVC 22658 (1); CVC 22651 (L)

"No Parking" signs shall have red letters on a white background. "No Parking" signs shall be spaced no more than thirty (30) feet apart. The City can provide "No Parking" signs at the Contractor's request.

The Contractor shall maintain or update information contained on the signs on a daily basis.

In-lieu of provisions to the contrary in Sections 7-1.08, 7-1.09 and 12 of the Standard Specifications, the following provisions shall apply:

> The cost of furnishing, installing, maintaining and removing signs, sign covers, lights, flares, temporary railing, barricades, flagmen, guards and all construction area traffic control devises shall be borne by the Contractor.

MEASUREMENT AND PAYMENT - Full compensation for furnishing all labor, tools, equipment, material and incidentals and for doing all the work involved with conforming to the requirements of this section shall be considered as included in the contract prices paid for various items of work and no additional payment will be allowed therefor.

10-1.09 MAINTAINING TRAFFIC

Attention is directed to Sections 7-1.08, "Public Convenience," 7-1.09, "Public Safety," and 12, "Construction Area Traffic Control Devices," of the Standard Specifications and to the provisions in the section titled "Public Safety" of these Special Provisions. Nothing in these Special Provisions shall be construed as relieving the Contractor from the responsibilities specified in the Standard Specifications.

Lane closures shall conform to the provisions in section "Traffic Control System for Lane Closure" of these Special Provisions. The term closure, as used herein, is defined as the closure of a traffic lane or lanes, including ramp or connector lanes, within a single traffic control system. Bicycle traffic shall be maintained per these Special Provisions.

No work that would require a lane closure shall be performed.

The Contractor shall provide for the safe and orderly movement of traffic at all times during construction. On all streets, one lane in each direction shall be maintained at all times.

Temporary street closures or providing only one lane for both directions may be approved by the Engineer provided adequate circulation is maintained and/or adequate flagmen and signage satisfactory to the Engineer is provided. Any lane closures shall be limited to the hours of 9:00 AM to 3:00 PM unless approved by the Engineer.

No street closures will be allowed unless directed by the Engineer. If the Contractor desires a street closure, the Contractor shall submit a written request, accompanied with a traffic control plan, to the Engineer for review and approval. The request shall state the reason, locations, and times for the closure, and shall be submitted a minimum of five (5) working days prior to the request.

The Engineer shall approve or deny the request within three (3) working days after the receipt of the request. If the street closure request is approved, then the Contractor shall notify the Police and Fire Department of the City, the Division of Forestry, local ambulance services, the V.I.N.E. Bus Service, Napa Garbage Service, Napa Valley Unified School District Transportation Department, and the U.S. Post Office in writing, forty-eight (48) hours in advance of all lane/street closures and keep the Fire Department posted at all times regarding available access to the streets. The Contractor shall also notify United Parcel Service (UPS), Federal Express, and other mail delivery services of planned lane/street closures and the current schedule.

No vehicular detours will be allowed. Pedestrian detours, if required, shall be clearly signed and included on the traffic control plans supplied by the Contractor.

No street closures will be allowed overnight.

Access for emergency vehicles shall be provided for at all times. Any repairs due to damage caused by emergency vehicle usage during the periods of street closure shall be paid for as extra work.

The Contractor shall furnish, install, maintain, and remove barricades, lights and signs as required, and shall provide flagmen and other facilities to safeguard adequately the general public, local pedestrian and vehicle traffic, and the work as may be deemed necessary by the Engineer.

Traffic signs, flashing lights, lighted arrow boards, barricades, temporary railings, and other traffic safety devices used to control traffic shall conform to the requirements of Section 12, "Construction Area Traffic Control Devices," of the Standard Specifications and the current edition of the Manual of Uniform Traffic Control Devices (including the California Supplement). Flashing lights shall be provided on each barricade.

The Contractor shall take extra care to minimize disruption to the adjacent residences/businesses during the progress of work. The Contractor shall provide access to all residences and/or businesses at all times during the progress of the work. It may be necessary for the Contractor to provide and place steel plating in order to provide access for vehicular traffic. The Contractor shall phase the work to ensure that access to each residence and business is provided at all times. Commercial driveways shall be provided with at least ten (10) feet wide of unobstructed opening at all times, except as outlined below.

Subject to the notification of property owners and approved in advance by the Engineer in writing, temporary closure of driveways may be allowed per these Special Provisions. However, unless a driveway is being reconstructed, a driveway shall not remain closed outside of the hours of work as specified in Section 5-5.05, "Working Days and Hours of Work," of these Special Provisions unless otherwise authorized by the Engineer. If a property has more than one (1) driveway, no more than one (1) driveway closure will be allowed at any time unless otherwise approved by the Engineer. In the case of driveway reconstruction, a driveway shall not remain closed or inaccessible for more than five (5) continuous working days, to allow for P.C.C. curing, unless otherwise authorized by the Engineer. Prior to closure of driveways, the Contractor shall coordinate and notify the property owner or resident at least twice of such closure. Closure notices shall be given to the property owner and/or resident twenty-four (24) hours **and** one (1) hour prior to each closure. A copy of the closure notice shall be furnished to the Engineer for review and approval prior to each closure.

The Contractor shall file, with the Engineer and Police Department, the name and telephone number of his representative (provide minimum two contacts) to be notified after normal working hours and on weekends, in case of emergency. This information shall be provided at the Preconstruction Meeting. If a Preconstruction Meeting is not held, it shall be provided to the City prior to the start of work.

The Contractor shall submit, prior to or at the Preconstruction Meeting, a traffic control plan which conforms to all requirements of these Special Provisions and the Standard Specifications. This plan shall include all lane closures, construction area signs, flag protection, changeable message signs, detours, and parking prohibitions. Traffic control plans shall conform to the most current edition of the "California Manual on Uniform Traffic Control Devices for Streets and Highways". No work shall commence prior to the submittal and approval of a satisfactory traffic control plan. A traffic control plan shall not be deemed satisfactory unless it conforms to the requirements of the aforementioned manual. More than one traffic control plan may be required for different phases of the work, and each traffic control plan shall conform to the requirements of these Special Provisions and the Standard Specifications.

At the end of each working day, if a difference in excess of 0.17-foot exists between the elevation of the existing pavement and the elevation of any excavation within eight (8) feet of the traveled way, material shall be placed and compacted against the vertical cuts adjacent to the traveled way. During excavation operations, native material may be used for this purpose. The material shall be placed to the level of the elevation of the top of the existing pavement and tapered at a slope of 4:1 or flatter to the bottom of the excavation. In the case of PCC curb ramps, there shall be no difference between the elevation of the existing bottom of ramp and the elevation of the existing pavement; ADA compliance shall be maintained for areas open to the public.

MEASUREMENT AND PAYMENT - Full compensation for furnishing all labor, tools, equipment, material and incidentals and for doing all the work involved with conforming to the requirements of this section shall be considered as included in the contract prices paid for various items of work and no additional compensation will be allowed therefor.

Full compensation for placing material on a 4:1 slope, regardless of the number of times it is required, and subsequent removing or reshaping of the material to the lines and grades shown on the plans shall be considered as included in the contract price paid for the various items of work and no additional compensation will be allowed therefor.

SECTION 14

HELENA SEWER, WATER, STORM WATER AND SURFACE ON CALL CONTRACT – JUNE 2015

14-1.01 Description: The work involved in this on-call contract includes but is not limited to repairing, installing and abandoning portions of sewer, water and storm water systems, paving, grading, and repair of curb, gutter and sidewalks. The work will be performed on an "as-needed basis" and will typically consist of small projects which can typically be completed in one week. All work will be at Force Account in accordance with Section 9--1.03, as modified herein. No compensation will be due for travel time between the project site and the Contractor's yard, office or other business location. Set up time and superintendence will be considered as included in the overhead cost and will not receive direct compensation.

This contract requires that the contractor be able to respond to emergency work when needed and therefore the contractor's operation yard where equipment is located shall be within a 30 mile drive of St. Helena City Hall, 1480 Main St., St Helena, CA 94574. **Bids submitted by contractors that do not meet this requirement will be considered nonresponsive.**

The contractor shall own a minimum of the following equipment or equal:

Contractors Equipment List (Must meet or exceed)

1) Ten wheeler and a bobtail dump truck
2) 310 John Deere backhoe
3) 19,000 pound excavator
4) 195 CFM air compressor and jack hammer
5) Water truck
6) 2,400 pound impact jumping jack compactor
7) Bomag 900-50 smooth drum asphalt roller.

14-1.02 Contract Structure: The maximum compensation allowed under this On Call Contract is $175,000. The Contractor is solely responsible for ensuring that he/she does not conduct operations that result in costs in excess of this amount. Prior to commencement of any specific scope of work under this contract, the Contractor shall supply the City with the following:

1. A summary of costs incurred on the On Call Contract as a whole through the last day of the last scope of work; and

2. A detailed estimate of the next scope of work being requested by the City. Payment requests that result in exceeding the maximum contract amount above will be rejected.

This On Call Contract will be valid until closed by the City. Individual repairs or installations will be reviewed in the field by the Engineer and the Contractor and a scope of work agreed upon. Once the scope of work is agreed upon, the Engineer will provide written authorization (Notice to Proceed) to start the specified work. At the end of each work day the Engineer and Contractor will agree upon labor and equipment used. Once the repair or installation is complete, the Contractor shall submit completed extra work forms for the Engineer's review. A contract change order will be issued to the Contractor for payment of work performed. The work shall be started within 14 calendar days of receiving written authorization to start work.

14-2.01 Payment: Full compensation for doing all work as specified and as directed by the Engineer shall be paid for as Force Account in accordance with Section 9-1.03, "Force Account Payment" of the Standard Specifications and the Labor Surcharge & Equipment Rental Rates in effect at the time of the work, ***except that*** in lieu of the Labor Surcharge as defined in Section 9-103A(1b), Labor Surcharge shall be the figure provided in Contractor's bid.

Scopes of work less than $25,000 will be paid in full through the Change Order process once all extended Daily Extra Work Reports (DEWR) have been received by the City. When the scope of work is equal to or greater than $25,000, five percent (5%) of the payment will be withheld for retention until such time as the Contractor supplies the City with acceptable documentation that all Subcontractors and material suppliers have been paid in full. Payment for bonding cost will be paid by the City at the Contractors cost without markup and will be included in the first payment to the Contractor.

14-3.01 Bidding Process: Bonds are required for this project as otherwise specified herein. Insurance as specified herein will be required to execute the contract. The Contractor shall bid on the bid item entitled, "Labor Surcharge". The Bidder whose bid identifies the lowest Labor Surcharge percentage will be determined to be the lowest bidder. In the case of a tie, a coin shall be flipped to determine which Bidder is lowest .

PROPOSAL TO THE CITY OF ST. HELENA
DEPARTMENT OF PUBLIC WORKS
St. Helena Sewer, Water, Storm Water and Surface
On Call Contract – June 2015

NAME OF BIDDER ______________________________

ADDRESS ______________________________

CITY, STATE, ZIP CODE ______________________________

TELEPHONE NO: ______________________________

FAX NO: ______________________________

CONTRACTOR LICENSE NO. ______________________________

The work for which this proposal is submitted is for construction in conformance with the special provisions (including the payment of not less than the State general prevailing wage rates), the project plans described below, including any addenda thereto, the contract annexed hereto, and also in conformance with the City of St. Helena Standard Specifications and Standard Plans dated July 1998, the California Department of Transportation Standard Plans, dated May 2006, the Standard Specifications, dated May 2006, and the Labor Surcharge and Equipment Rental Rates in effect on the date the work is accomplished.

The special provisions for the work to be done are dated **June 23, 2015** and are entitled:

CITY OF ST. HELENA DEPARTMENT OF PUBLIC WORKS NOTICE INVITING BIDS, PROPOSAL, CONTRACT AND SPECIAL PROVISIONS FOR:

St. Helena Sewer, Water, Strom Water and Surface On Call Contract – June 2015

Bids are to be submitted for the entire work. The amount of the bid for comparison purposes will be based on the lowest labor markup rate bid amount.

The Bidder has familiarized itself with the nature and extent of the Contract Documents, the Work, the site, the locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules, and regulations), and the conditions affecting cost, progress or performance of the Work, and has made such independent investigations as Bidder deems necessary.

The undersigned, as bidder, declares that the only persons or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm, or corporation; that he has carefully examined the location of the proposed work, the annexed proposed form of contract, and the plans therein referred to; and he proposes, and agrees if this proposal is accepted, that he will contract with the City of St. Helena, in the form of the copy of the contract annexed hereto, to provide all necessary machinery, tools, apparatus and other means of construction, and to do all the work and furnish all the materials specified in the contract, in the manner and time therein prescribed, and according to the requirements of the Engineer as therein set forth, and that he will take in full payment therefor the following prices, to wit:

BID SCHEDULE

St. Helena Sewer, Water, Storm Water and Surface
On Call Contract – June 2015

Item No.	Labor markup

ADDENDUM ACKNOWLEDGMENT

Bidder acknowledges receipt of the following addenda, which are attached to the proposal:

Addendum No.	Date:
Addendum No.	Date:
Addendum No.	Date:
Addendum No.	Date:

"NONCOLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

State of California)
County of ______________) ss.
)

_________________________________, being first duly sworn, deposes and says that he or she is_______________________ of __________________________________ the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid."

Note: The above Noncollusion Affidavit is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Noncollusion Affidavit. Notarizing this document is not required. Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

Accompanying this proposal is a bidders bond in the amount equal to at least ten percent of the total of the bid.

IMPORTANT NOTICE

If bidder or other interested person is a corporation, state legal name of corporation, also names of the president, secretary, treasurer, and manager authorized to sign contracts; if a copartnership, state true name of firm, also names of all individual copartners composing firm authorized to sign contracts; if bidder or other interested person is an individual, state first and last names in full.

The names of all persons interested in the foregoing proposal as principals are as follows:

____

____

____

____

Licensed in conformance with an act providing for the registration of Contractors,

License No. ____________________ Classification(s) ____________________

ADDENDA

This Proposal is submitted with respect to the changes to the contract included in addenda number/s.

To all the foregoing, and including all Bid Schedule(s), List of Subcontractors, Non-collusion Affidavit, Bidder's General Information and Bid Bond contained in these Bid Forms, said Bidder further agrees to complete the Work required under the Contract Documents within the Contract Time stipulated in said Contract Documents and to accept in full payment therefore the Contract Price based on the Lump Sum or Unit Bid Price(s) named in the aforementioned Bidding Schedule(s).

By my signature on this proposal I certify, under penalty of perjury under the laws of the State of California and the United States of America, that the Noncollusion Affidavit required by Public Contract Code Section 7106 is true and correct.

Date: ____________________

Bidder: ____________________

By: ____________________

Title: ____________________

BID BOND

We, ______________________ as Principal, and ______________________ as Surety are bound unto the City of St. Helena, State of California, hereafter referred to as "Obligee", in the penal sum of ten percent (10%) of the total amount of the bid of the Principal submitted to the Obligee for the work described below, for the payment of which sum we bind ourselves, jointly and severally,

THE CONDITION OF THIS OBLIGATION IS SUCH, THAT:

WHEREAS, the Principal is submitted to the Obligee, for **St. Helena Sewer, Water, Storm Water and Surface On Call Contract – June 2015** for which bids are to be opened at **St. Helena City Hall Building Located at 1480 Main Street, St. Helena, CA on July 23, 2015.**

NOW, THEREFORE, if the Principal is awarded the contract and, within the time and manner required under the specifications, after the prescribed forms are presented to him for signature, enters into a written contract, in the prescribed form, in conformance with the bid, and files two bonds with the Obligee, one to guarantee faithful performance of the contract and the other to guarantee payment for labor and materials as provided by law, then this obligation shall be null and void; otherwise, it shall remain in full force.

The surety, for value received, hereby stipulates and agrees that the obligation of said surety and its bond shall in no way be impaired or affected by any extension of time within which the City of St. Helena may accept such bid; and Surety does hereby waive notice of any such extension.

In the event suit is brought upon this bond by the Obligee and judgement is recovered, the Surety shall pay all costs incurred by the Obligee in such suit, including a reasonable attorney's fee to be fixed by the court.

Dated: ______, 2015.

____

____

____
Principal

____
Surety

By______________________________
Attorney-in-fact

CERTIFICATE OF ACKNOWLEDGEMENT

State of California
City/County of ______________________________ SS

On this ______ day of ______________________________ in the year 20___ before me

______________________________, personally appeared ______________________________,
Attorney-in-fact

personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument as the attorney-in-fact of ______________________________, and acknowledged to me that he (she) subscribed the name of the said company thereto as surety, and his (her) own name as attorney-in-fact.

(SEAL) ______________________________
Notary Public

AGREEMENT

CITY OF ST. HELENA
STATE OF CALIFORNIA

THIS AGREEMENT is made and entered into by and between the City of St. Helena, a Municipal Corporation, hereinafter called "City" and [Click here and insert Contractor] , hereinafter called "Contractor," for the **St. Helena Sewer, Water, Storm Water and Surface On Call Contract – June 2015.**

RECITALS

City has taken appropriate proceedings to authorize construction of the public work and improvements herein provided and execution of this contract.

A notice was duly published for bids, and bids were received for the improvement hereinafter described.

On [Click here and insert date of award], after notice duly given, the City Council of the City of St. Helena awarded the contract for the construction of the improvement hereinafter described to Contractor, which Contractor said Council found to be the lowest responsive and responsible bidder for construction of said improvement.

City and Contractor desire to enter into this Agreement for the construction of said improvements.

THE PARTIES HERETO AGREE AS FOLLOWS:

1. Contract Documents

The complete contract consists of the following documents:

A. The Notice to Contractors
B. The Special Provisions
C. The Bid Proposal Form
D. This Agreement
E. The Standard Specifications and Standard Plans of the State of California, Dept. of Transportation, dated May 2006
F. City of St. Helena General Conditions for City of St. Helena Construction Projects September 1997 (as amended)
G. The Faithful Performance Bond, Labor and Material Bond, and Warranty/Maintenance Bond
H. City of St. Helena Standard Specifications and Standard Plans, dated July 1998.
I. Addenda

All rights and obligations of City and Contractor are fully set forth and described in the contract documents.

All of the above-named documents are intended to cooperate so that any work called for in one and not mentioned in the other, or vice versa, is to be executed the same as if mentioned in all said documents. The documents comprising the complete contract will hereinafter be referred to as "the contract documents."

2. Scope of Work

The scope of work is described in the contract documents.

3. Performance of Work

Contractor shall furnish all tools, equipment, apparatus, facilities, labor and materials necessary to perform and complete in a good and workmanlike manner the work of construction as called for, and in the time and manner designated in, and in strict conformity with, the contract documents for said work.

The equipment, apparatus, facilities, labor and material shall be furnished, and said work performed and completed, as required in said plans and specifications under the direction and supervision, and subject to the approval, of the City Engineer of the City of St. Helena, or his designated assistant or assistants.

4. Contract Price

City shall pay, and Contractor shall accept, in full payment for the work agreed to be done, the dollar amounts shown on the attached Bid Schedule. Increases or decreases in the contract quantities shall operate in the manner provided for in the contract documents. Payment in installments shall be as provided for in the contract documents.

5. Extra and/or Additional Work and Changes

Should City at any time during the progress of said work request any alterations, deviations, additions or omissions from said plans, specifications or other contract documents, it shall be at liberty to do so and the same shall in no way affect or make void the contract. The value of such will be added to, or deducted from, the contract price, as the case may be, in accordance with the provisions for such contained in the contract documents.

6. Provisions Cumulative

The provisions of this Agreement are cumulative and in addition to, and not in limitation of, any other rights or remedies available to City.

7. Notices

All notices shall be in writing and delivered in person or transmitted by certified mail, postage prepaid. Notices required to be given to City shall be addressed as follows:

City of St. Helena
1480 Main Street
St. Helena, CA 94559
Attn: Public Works Department

Notices required to be given to Contractor shall be addressed as follows:

[Click here and insert Contractor]
[Click here and insert address]
[Click here and insert City]

Notices required to be given to Sureties of Contractor shall be addressed as follows:

[Click here and insert Surety Company]
c/o [Click here and insert Surety]
[Click here and insert address]
[Click here and insert City]

DATED this day of , 2015.

CITY OF ST. HELENA, a Municipal Corporation

____
Steven Palmer,
Director of Public Works

ATTEST:

____
Cindy Black, City Clerk

APPROVED AS TO FORM:

____
Tom Brown, City Attorney

CONTRACTOR: (Name and form of organization)

Contractors License No.

By:________________________
[Click here to insert Name and Title]

By:________________________
[Click here to insert Name and Title]

BID SCHEDULE

Item No. 1 Labor Surcharge ______________________%

FAITHFUL PERFORMANCE BOND
(Construction)

KNOW ALL PERSONS BY THESE PRESENTS, that the City of St. Helena (hereinafter designated as "City"), a municipal corporation located in the County of Napa, State of California, has awarded a contract to and has entered into an agreement with [Click here and insert Contractor] , hereinafter designated as "Principal," whereby Principal agrees to complete the improvements more particularly described in all documents forming the complete contract entitled "**St. Helena Sewer Main Cleaning and TV Inspection Project Capital Project S-38,**" which said agreement is hereby referred to and made a part hereof; and

WHEREAS, said Principal is required under the terms of said agreement to furnish a bond for the faithful performance of said agreement.

NOW, THEREFORE, we, the Principal and [Click here and insert Surety Agent Name and Number] , as surety, are held and firmly bound unto the City in the penal sum of dollars ($) lawful money of the United States, being not less than one hundred percent (100%) of the estimated contract cost of the work for the payment of which sum well and truly to be made, we bind ourselves, our heirs, successors, executors and administrators, jointly and severally, firmly by these presents.

The condition of this obligation is such that if the above-bounded Principal, his/her/its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, therein provided, on his/her/its part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify, defend and save harmless City, its officers, agents and employees, as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a part of the obligation secured hereby and in addition to the face amount specified therefor, there shall be included costs and reasonable expenses and fees, including reasonable attorney's fees, incurred by City in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

The surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the agreement or to the work to be performed thereunder or the specifications accompanying the same shall in any way affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the agreement or to the work or to the specifications.

IN WITNESS WHEREOF, the above-bounded parties have executed this instrument under their seals this day of , 20 , the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

NOTE: To be signed by Principal, and Admitted Surety and acknowledgement and notarial seal for both attached. Attach copy of authority for surety agent and County Clerk certificate under CCP §995.660)
[SEAL]

(Principal Signature)

[Click and insert Principal Name and Title]

[Click and insert Principal Business Name]

(Surety Signature)

[Click and insert Name and Title]

[Click and insert Surety Business Name]

LABOR AND MATERIALS BOND
(Construction)

KNOW ALL PERSONS BY THESE PRESENTS, that the City of St. Helena (hereinafter designated as "City"), a municipal corporation located in the County of Napa, State of California, has awarded a contract to and has entered into an agreement with [Click here and insert Contractor], hereinafter designated as "Principal," whereby Principal agrees to complete the improvements more particularly described in all documents forming the complete contract entitled "**St. Helena Sewer Main Cleaning and TV Inspection Project Capital Project S-38,**" which said agreement is hereby referred to and made a part hereof; and

WHEREAS, said Principal is required to furnish a bond in connection and with said contract; provided that if said Principal, or any of his/her/its contractors, shall fail to pay for any materials, provisions, provider or other supplies or teams used in, upon, for or about the performance of the work contracted to be done, or for any work or labor done thereon of any kind, the Surety of this bond will pay the same to the extent hereinafter set forth.

NOW, THEREFORE, we, the Principal and [Click here and insert Surety Agent Name and Number] , as surety, are held and firmly bound unto the City in the penal sum of dollars ($) lawful money of the United States, we bind ourselves, our heirs, successors, executors and administrators, jointly and severally, firmly by these presents.

The condition of this obligation is such that if said Principal, his/her/its heirs, executors, administrators, successors or assigns, or its subcontractors, shall fail to pay any of the persons named in Section 3181 of the Civil Code, or to pay for any materials, provisions, provender, or other supplies or teams used in, upon, for or about the performance of the work contracted to be done, or for any work or labor thereon of any kind or for amounts due under the Unemployment Insurance Code with respect to such work or labor, then said Surety will pay the same in or to an amount not exceeding the amount hereinabove set forth, and also will pay in case suit is brought upon this bond a reasonable attorney's fee in such suit, which fee shall be fixed by the Court.

AS FURTHER TERMS OF THIS BOND, IT IS UNDERSTOOD AS FOLLOWS:

1. This bond and all its provisions shall insure to the benefit of any and all persons named in Section 3181 of the Civil Code so as to give a right of action to such persons or their assigns in any suit brought upon this bond.

2. This bond is given to comply with the provisions of Chapter 7, Part 4, Division 3, of the Civil Code. The liability of the Principal and Surety hereunder is governed by the provisions of said chapter, all acts amendatory thereof, and all other statutes referred to therein. The said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed thereunder or the specifications accompanying the same shall in any way effect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the work to be performed thereunder or the specifications accompanying the same shall in any way effect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the work or to the specifications.

IN WITNESS WHEREOF, the above-bounded parties have executed this instrument under their seals this day of , 2015 , the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

NOTE: To be signed by Principal, and Admitted Surety and acknowledgement and notarial seal for both attached. Attach copy of authority for surety agent and County Clerk certificate under CCP §995.660)
[SEAL]

(Principal Signature)

[Click and insert Principal Name and Title]

[Click and insert Principal Business Name]

(Surety Signature)

[Click and insert Name and Title]

[Click and insert Surety Business Name]

WARRANTY/MAINTENANCE BOND

WHEREAS, the City Council of the CITY OF ST. HELENA, State of California (hereinafter designated as "City"), and [Click here and insert Contractor] (hereinafter designated as "Principal"), have entered into an agreement ("Agreement") dated , 2015, whereby Principal guaranteed that all improvements (as defined therein) constructed by or on behalf of Principal shall be free from defects of materials or work quality and shall perform satisfactorily for a period of at least one (1) year from the date of final acceptance of all work performed under the Agreement and further, the principal agreed to repair defects and replace improvements which cannot be repaired within said one (1) year period; and

WHEREAS, said Principal is required to furnish a bond for the faithful performance of its responsibility to maintain repair and replace said improvements.

NOW, THEREFORE, we the Principal and [Click here and insert Surety Agent Name and Number] as surety are held and firmly bound unto the City in the penal sum of $ lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, successors, executors and administrators, jointly and severally, firmly by these presents.

The condition of this obligation is such that if the above-bounded Principal, his, her or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and provisions in the said agreement and any alteration thereof made as therein provided, on this or their part, to be kept and performed by Principal as required therein and in all respects according to their true intent and meaning, and shall indemnify and save harmless the City and its officers, agents and employees, as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a part of the obligation secured hereby and in addition to the face amount specified therefore, there shall be included costs and reasonable expenses and fees, including reasonable attorney's fees, incurred by City in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

The surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the agreement or to the work to be performed thereunder or the specifications accompanying the same shall in any wise affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the agreement or to the work or to the specifications.

In witness hereof, this instrument has been duly executed by the Contractor and surety above named on , 2015.

NOTE: To be signed by Principal, and Admitted Surety and acknowledgement and notarial seal for both attached. Attach copy of authority for surety agent and County Clerk certificate under CCP §995.660)
[SEAL]

(Principal Signature)

[Click and insert Principal Name and Title]

[Click and insert Principal Business Name]

(Surety Signature)

[Click and insert Name and Title]

[Click and insert Surety Business Name]

ACORD CERTIFICATE OF INSURANCE ISSUE DATE:__________

PRODUCER:

THIS CERTIFICATE OF INSURANCE IS NOT AN INSURANCE POLICY AND DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE:	NAIC#
INSURER A: [illegible]	?
INSURER B: Insurance Company name	7
INSURER C: Insurance Company name	7
INSURER D: ____________________	

INSURED:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	ALL LIMITS IN THOUSANDS	
	GENERAL LIABILITY				EACH OCCURRENCE	$2,000,000
A	☐ COMMERCIAL GENERAL LIABILITY	__________			DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	☐ CLAIMS MADE ☐ OCCURRENCE				MED EXP (Any one person)	$
	☐ OWNER'S & CONTRACTOR'S PROT.				PERSONAL & ADV INJURY	$
	☐ OTHER				GENERAL AGGREGATE	$2,000,000
					PRODUCTS-COMP/OP AGG	$2,000,000
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	$2000000
B	☐ ANY AUTO				BODILY INJURY (Per person)	
	☐ ALL OWNED AUTOS					
	☐ SCHEDULED AUTOS				BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS					
	☐ NON-OWNED AUTOS				PROPERTY DAMAGE	$
	EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	$
	☐ OCCURRENCE ☐ CLAIMS MADE				AGGREGATE	$
	☐ DEDUCTIBLE					
	☐ RETENTION					
	WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY				☐ WC STATUTORY LIMITS ☐ OTHER	$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				EACH ACCIDENT	$1,000,000
	If yes, describe under SPECIAL PROVISIONS below				DISEASE - POLICY LIMIT	$1,000,000
					DISEASE - EACH EMPLOYEE	$1,000,000
	PROPERTY INSURANCE				AMOUNT OF INSURANCE	$
	☐ COURSE OF CONSTRUCTION					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

The City of St. Helena, its agents, officials, officers, employees and volunteers are added as additional insured

RE: ____________________________

CERTIFICATE HOLDER

CITY OF ST. HELENA
1480 MAIN STREET
ST HELENA, CA 94574

CANCELLATION 10 Days for Non-Payment

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

 Last Updated 1 22-08

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED- OWNERS, LESSEES OR CONTRACTORS- SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

shown in the Declarations as

A. **Section II – Who Is An Insured** is amended to include as an insured the person or organizatio shown in the Schedule, but only with respect to l ability arising out of your ongoing operatio s performed for that insured.

All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations has been completed; or

(2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

Certificate pursuant to 995.640(a) Code of Civil Procedure

State of California)
)*ss.*
County of Napa)

I, JOHN TUTEUR, County Clerk of the County of Napa, State of California, in and for said County DO HEREBY CERTIFY THAT

....
has been issued a certificate of authority as an admitted surety by the Insurance Commissioner authorizing the insurer to transact surety insurance in the State of California, and that based on the records in this office, that authority has not been surrendered, revoked, canceled, annulled, or suspended.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said County this .... Day of ...., 20.........

JOHN TUTEUR, COUNTY CLERK

By: ....
Deputy Recorder-County Clerk

Item No: 11

Report to the City Council
Council Meeting of June 23, 2015

Agenda Section: **Consent Calendar**

Subject: **Consideration and proposed approval of a resolution clarifying purposes for which Tweed Trust Funds may be expended and rescinding City Council Resolution No. 2006-47**

CEQA Status: **Not a CEQA Project**

Prepared By: **April Mitts, Finance Director**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

The St Helena Public Library has established several trusts over recent years, funded through the generous donations and bequests from library patrons and community members. Currently the Library has three (3) trusts from which it receives funding. These include the Tweed Trust, Ryan Trust and Martin Trusts.

In early 2011, the Library Board of Trustees began discussions on how to pay for the Library's new heating and ventilation system. The minutes from February 9 and March 9 meetings of the Library Board of Trustees show that the Board recommended a loan from the Tweed Trust to pay for a portion of the new system (Attachment A). On April 26, 2014 staff recommended to City Council that Resolution No. 2006-47 (Attachment B) be rescinded. From viewing the video of the meeting and reviewing the related staff report it was concluded that the rescission of Resolution No 2006-47 was intended to be Resolution No. 2006-102 and was rescinded due to a typographical error.

DISCUSSION

City staff have been reviewing trust documentation to ensure use of funds comply with the intent of the trusts. In researching the Tweed Trust it was discovered Resolution No. 2006-47 impacts the income and proceeds from the real property jointly held with Pacific Union College and was erroneously rescinded on April 26, 2011.

To ensure that no confusion exists due to the typographical error, the City would like to formally rescind Resolution No. 2006-47 and readopt the same principles in a new resolution. Since 2006, the City Council and Library Board of Trustees have maintained the principles stated in Resolution No. 2006-47 and only expended Tweed Trust Funds for the benefit of the St. Helena Public Library.

FISCAL IMPACT
None

RECOMMENDED ACTION
Approve Resolution No. 2015-_____.

ATTACHMENTS
Attachment A – Minutes of the Board of Trustees of the St. Helena Public Library
Attachment B – Resolution No. 2006-47
Attachment C – Resolution No. 2015-_____

Attachment A

Board of Trustees of the St. Helena Public Library

Minutes of the Meeting of February 9, 2011

The regular meeting of the Board of Trustees was called to order at 5 p.m. Trustee president Dr. Darter, Lynda Burton, Bonnie Long, Susan Swan and Julie Dickson were present, as were Library Director Jennifer Baker and Mary Neilan. A motion to approve the consent items was seconded and passed. The minutes of the meeting of January 12 were approved.

HVAC refurbishment/funding. Pursuant to discussion at the joint trustee/foundation meeting February 2, the trustees' proposed approach to the city was reviewed with Mary Neilan. Trustees will propose that a long-term loan of Tweed Trust monies to the city fund the much needed project, to be repaid as affordable. Jennifer will prepare a staff report and recommendation to go to city council as soon as possible. Other subjects to go before the council in the future were addressed: (1) obtaining a conservation easement to protect the library's viewshed ; and (2) providing that the remainder of the Tweed Trust, when available, go directly to the foundation.

Trustee recommendation. It was agreed, pursuant to Bonnie's suggestion, that approval of weekly Friday Reports to City Council, which trustees receive by e-mail between meetings, be added to consent items.

Library Director's Report. Trustees studied, and Jennifer clarified, a January 20 memo on operating expenses and statistics. Jennifer explained, and Mary concurred, that the library's budget proposal to the city can only be tentative until elements of state and city funding are determined. The library's proposed budget for the upcoming fiscal year is slightly less than the current year, thanks to the generosity of the FOL.

SNAP contract renewal. Trustees reviewed SNAP figures for the upcoming 12 months, which will be flat or down. Trustees discussed how long our SNAP reserves could sustain services as funding drops.

NorthNet/NBCLS fiscal status. These programs are at risk, depending upon state budget decisions. Jennifer outlined the economies of scale which will no longer be available without them.

Coffee service in library. The current rental arrangement is not proving viable. Trustees approved Jennifer's recommendation that approximately $250 be spent on purchasing a Keurig brewing machine, similar to the one in use at city hall.

DVD thefts. Dvds are disappearing from the HOLD shelf. Staff suspects a young person, based upon the materials taken. The police chief suggests installation of a camera. Trustees discussed the efficacy of a permanent, comprehensive camera system.

Library policy on animals in the building. Trustees **MOVED, SECONDED,** and **PASSED** a policy recommended by Jennifer which welcomes service and companion animals provided they are well behaved, leashed, and do not impede the use of library facilities and services by others.

Job reclassification. Jennifer distributed the job description of the new part time employee, a replacement for two former positions.

Napa Valley Wine Library Association. Julie announced that enrollment was proceeding for the March 5 "Wine Tasting 101" course to be held at the library, and that Jennifer and trustees are welcome to attend as the association's guests.

In Kelly's absence, there was no report from the FOL.

The meeting adjourned at 6:10 p.m.

Julie Dickson, recording secretary

Board of Trustees of the St. Helena Public Library

Minutes of the Meeting of March 9, 2011

The regular meeting of the Board of Trustees was called to order at 5:05 p.m. Trustee president Dr. Darter, Lynda Burton, and Julie Dickson were present, as were Library Director Jennifer Baker and Friends representative Kelly Wheaton. A motion to approve the consent items was seconded and passed. The minutes of the meeting of February 9 were approved.

Drinking fountains/restroom tile resealing. Trustees **MOVED, SECONDED,** and **PASSED** the directive that Jennifer investigate replacement of the failing drinking fountains and attention to the tile problem in the restrooms, with the recommendation that improvements be financed by the Friends.

Library Director's Report. Jennifer summarized her meeting with City Council to review the budget in its final draft form, and explained which aspects elicited questions and comment. The per capita expense is approximately $190/year. This is borne only by city residents: the suggestion has been made that patrons living outside city limits be asked to make a tax-deductible donation for library services which they enjoy.

Update on state budget. Assuming the upcoming floor vote and June election are positive, we may expect a 50% cut in the remaining CLSA funds. The original proposal cut 100% of library funding so this is a positive change.

Library fund balances. Accounting errors were recently discovered and corrected. The actual balances in the Tweed Trust and CLSA funds are several hundred thousand dollars less that previously reported. The income on Tweed Trust property is higher than reported. Overall there is less money than discussed last month, but neither the coming year's budget proposal nor plans for the next few years will be impacted. Jennifer also reviewed the balances and restrictions for use on the Ryan and Martin Trusts.

Funding of HVAC project. Extensive discussion concluded that there could be sufficient funds from the various sources delineated above, including also a possible loan against future Tweed property rent proceeds, to meet the expected $420K expense to refurbish the library's HVAC system. In Jennifer's annual report to the city council April 12, she will introduce the project. Our formal proposal to commence the HVAC process could be made at the April 26 meeting or in May; at that time, trustees will also request a formal easement from the city to protect in perpetuity the library's viewshed over Barney's backyard and the adjacent vineyard.

Additional financial discussions. Interest on the corpus of the Martin Fund, established in the 1960s, is dedicated to California and local history projects. Jennifer proposes to explore digitization of the *St. Helena Star* microfilm, with the support of the trustees. The local tax surcharge for Fire Department debt will expire; perhaps an extension could be sought to support the library. The library will offer a "Program Patron" status for an annual fee of $50: such patrons will receive advanced notice of programs, reserved seating, and free refreshments. Jennifer distributed copies of a form the Seattle Public library uses to collect fines and fees via PayPal. Jennifer was asked to explore this possibility with the city, and further discussion will ensue re where the proceeds would be directed.

Adult programming. The library will collaborate with the Cameo Theater beginning in April. A film based upon a book will be shown at the Cameo one Tuesday a month, with a library-sponsored event immediately following at Cindy's Backstreet Diner. The foundation has set aside $800 to support adult programming, and it will be asked to fund the moderator, a film professor. The first film is "Jane Eyre." Wineries will be solicited to sponsor adult events, and restaurants asked to consider offering concessions to patrons attending library events: "library date night."

Twitter bookmark to be printed. This piece will encourage Twitter users to check with the library re the availability of best sellers/popular items.

Visioning Project status. Each week, two survey questions are proffered; patrons and citizens are advised re e-mail newsletter and the *St. Helena Star*. Responses are available on the library's Facebook page—link on the library's website. The "Community Workshop" to review these responses and translate them into action for the community and the library is scheduled for **Saturday, May 21**, probably at the firehouse. One hundred people will be invited, a cross section of community leaders and opinion makers. Trustees are asked to begin to build the invitation list; Lynda asked that trustees be sent an e-mail with full details.

St. Helena Public Library Foundation. Dr. Darter announced the addition of a new board member, with grant writing experience.

FOL. Kelly distributed the treasurer's report of January 20. Kelly's term as president concludes in June; no successor has yet been determined.

Napa Valley Wine Library Association. Julie reported upon the March 5 "Wine Tasting 101" course held at the library. Jennifer and Robyn were impressed with the instructor, and have tentatively scheduled her to present an adult program -- "Wine Snob Smack-Down" -- as a joint library/NVWLA program in January, the kick-off of a year addressing potables (this year is cuisine.) The fourth annual Books on Wine Festival will take place at the library on Thursday, April 7. Julie advised that the August 2012 tasting for members will be the Fiftieth Annual tasting, and that

association president Carolyn Martini has begun planning for special observations and related events.

The meeting adjourned at 6:10 p.m.

Julie Dickson, recording secretary

Attachment B

CITY OF ST. HELENA

RESOLUTION NO. 2006-47

CLARIFYING PURPOSES FOR WHICH TWEED TRUST FUNDS MAY BE EXPENDED

RECITALS

1. The St. Helena Public Library was named in 2000 as a co-beneficiary with Pacific Union College of the "Dorothy Tweed Trust." Mrs. Tweed passed away in April, 2004.

2. Late in 2005, the attorney for the Dorothy Tweed Trust asked that the City of St. Helena and Pacific Union College "…accept a distribution of an undivided one-half interest in the property rather than a one-half interest in any proceeds of sale." This portion of the trust concerns a 129.7-acre parcel of real estate located in Lower Chiles Valley.

3. On January 10, 2006, the St. Helena City Council passed Resolution No. 2006-07 APPROVING ACCEPTANCE OF TWEED TRUST REAL PROPERTY ON BEHALF OF THE ST. HELENA PUBLIC LIBRARY.

4. The City asked that title be given to the "City of St. Helena."

5. The attorney for the Tweed Trust, in a letter dated February 9, 2006, wrote that "before we make the transfer, we request a resolution from the St. Helena City Council stating that any assets distributed to the city from the Dorothy L. Tweed 2000 Revocable Trust, and any income and proceeds of sale of such assets, will be used solely for the benefit of the St. Helena Public Library."

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. All assets distributed to the city from the Dorothy L. Tweed 2000 Revocable Trust, and any income and proceeds of sale of such assets, will be used solely for the benefit of the St. Helena Public Library.
2. Directs funds resulting from the administration of the Tweed Trust will be used solely for the benefit of the St. Helena Public Library.

Approved at a Regular Meeting of the St. Helena City Council on April 11, 2006, by the following vote:

AYES: Councilmembers Sklar, Novak, Schoch, Potter, Mayor Britton
NOES: None

APPROVED:

Delford Britton
Mayor

ATTEST:

Delia Guijosa
City Clerk

\\Sh\Data\Admin\Delia\Resolutions\Tweed Trust 2006.doc

Attachment C

CITY OF ST. HELENA

RESOLUTION NO. 2015-____

CLARIFYING PURPOSES FOR WHICH TWEED TRUST FUNDS MAY BE EXPENDED AND RESCINDING CITY COUNCIL RESOLUTION 2006-47

RECITALS

A. The St. Helena Public Library was named in 2000 as co-beneficiary with Pacific Union College for the "Dorothy Tweed Trust". Mrs. Tweed passed away in April, 2004.

B. Late in 2005, the attorney for the Dorothy Tweed Trust asked that the City of St. Helena and Pacific Union College "...accept a distribution of an undivided one-half interest in the property rather than a one-half interest in any proceeds of sale." This portion of the trust concerns a 129.7-acre parcel of real estate located in Lower Chiles Valley.

C. On January 10, 2006, the St. Helena City Council passed Resolution 2006-07 APPROVING ACCEPTANCE OF TWEED TRUST REAL PROPERTY ON BEHALF OF THE ST. HELENA PUBLIC LIBRARY.

D. The City asked that the title be given to the "City of St. Helena."

E. The attorney for the Tweed Trust, in a letter dated February 9, 2006, wrote that "before we make the transfer, we request a resolution from the St. Helena City Council stating that any assets distributed to the City from the Dorothy L. Tweed 2000 Revocable Trust, and any income and proceeds of sale of such assets, will be used solely for the benefit of the St. Helena Library." This resolution, Resolution No. 2006-47, was approved by the St. Helena City Council on April 11, 2006.

F. The City Council at its April 26, 2011, Regular Meeting, took action to rescind Resolution 2006-47 by voice vote, however this was a typographical error in the staff report and minutes and the action was to rescind Resolution 2006-102.

G. To ensure that no confusion exists due to the typographical error, the City is formally rescinding Resolution 2006-47 and readopting the same principles herein.

H. Since 2006, the City Council and Library Board of Trustees have maintained the principles stated in Resolution 2006-47 and only expended Tweed Trust Funds for the benefit of the St. Helena Public Library.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena hereby resolves as follows:

1. Resolution 2006-47 is hereby rescinded.
2. All assets distributed to the City from the Dorothy L. Tweed 2000 Revocable Trust, and any income and proceeds of sale of such assets, will be used solely for the benefit of the St. Helena Public Library.
3. Direct funds resulting from the administration of the Tweed Trust will be used solely for the benefit of the St. Helena Public Library.

Approved at a Regular Meeting of the St. Helena City Council on June 23, 2015, by the following vote:

Mayor Galbraith: __________

Vice Mayor White: __________

Councilmember Crull: __________

Councilmember Dohring: __________

Councilmember Pitts: __________

APPROVED:	ATTEST:
____________________	____________________
Alan Galbraith, Mayor	Cindy Black, City Clerk

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Item No: 12

Report to the City Council
Council Meeting of June 23, 2015

Agenda Section: **Consent Calendar**

Subject: Consideration and proposed approval of a resolution adopting the Five-Year Capital Improvement Plan (Fiscal Years 2015/2016 to 2019/2020)

CEQA Status: **Categorically Exempt Sections 15301, 15302, 15303. Each project proposes to modify or improve to existing facilities, replace or reconstruct existing facilities and/or construct or convert small facilities or structures. Individual projects will have separate CEQA action.**

Prepared By: **Steven Palmer, PE – Director of Public Works/City Engineer**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

The proposed City of St Helena Capital Improvement Plan (CIP) is a five-year planning tool that identifies anticipated capital improvements and their funding sources for fiscal years 2015/2016 through 2019/2020. The CIP does not appropriate funds, but rather, it functions as a budgeting and planning tool which supports actual appropriations that are made through the budget adoption.

DISCUSSION

This staff report summarizes the five-year funding strategy to fund capital improvements to City infrastructure. The expenditures shown for the first year of the CIP are consistent with the operating budget in fiscal year 2015/2016. The subsequent four years are subject to change due to more detail engineering analysis becoming available, City Council direction on project priorities, updates to revenues, and changes in project costs. This is why the Five-Year CIP is updated annually.

CIP programs and projects are dedicated to maintaining and improving City infrastructure in four divisions: Civic, Streets, Wastewater, and Water. The following table summarizes the project funding by division for the Five-Year CIP.

CATEGORY	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Five Year Total
Civic	*$588,284*	*$20,000*	*$20,000*	*$20,000*	*$20,000*	*$668,284*
Streets	*$535,367*	*$430,000*	*$430,000*	*$880,000*	*$880,000*	*$3,155,367*
Wastewater	*$564,205*	*$895,000*	*$365,000*	*$35,000*	*$135,000*	*$1,994,205*
Water	*$5,102,802*	*$4,045,543*	*$70,560*	*$70,560*	*$70,560*	*$9,360,025*
TOTAL	**$6,790,658**	**$5,390,543**	**$885,560**	**$1,005,560**	**$1,105,560**	**$15,177,181**

California Government Code Section 65401requires that the Planning Commission find that the proposed CIP is consistent with the City's General Plan prior to City Council adoption of the CIP. The Planning Commission made this finding at its meeting on June 16, 2015.

FISCAL IMPACT

The City's CIP consists of 39 projects in four divisions totaling approximately $15.2 million and constrained against $15.2 million in funding. The fiscal impact o the CIP is identified in the operating budget for Fiscal Year 2015/2016. All funds and expenditures beyond Fiscal Year 2015/2016 have no direct fiscal impact because the CIP is not a financial commitment by City Council, but rather a planning and forecasting tool.

RECOMMENDED ACTION

Approve the attached Resolution adopting the Five-Year Capital Improvement Plan (Fiscal Years 2015/2016 to 2019/2020).

ATTACHMENTS

1. Resolution
2. Five-Year CIP

CITY OF ST. HELENA

RESOLUTION NO. __________

ADOPTING THE FIVE YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2015/2016 TO 2019/2020

RECITALS

A. The City of St Helena has prepared a Five Year Capital Improvement Plan (CIP) which sets forth a funding strategy for proposed capital projects.

B. The CIP is a planning tool that identifies anticipated capital improvements for fiscal years 2015/2016 to 2019/2020.

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

D. The expenditures shown for the first year of the CIP comprise the Capital Budget starting in fiscal year 2015/2016. Subsequent years are also included in the CIP, although these "future years" are subject to change due to more detailed engineering analysis becoming available, possible changes in project priorities, updates or revisions to anticipated revenues, and/or changes in cost and funding projections.

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

F. City Council of the City of St Helena has designated the City Planning Commission as the planning agency for the City of St Helena.

G. State Law requires that designated planning agencies review their agency's capital improvement plan to ensure compliance with the adopted General Plan.

H. On June 16, 2015 the Planning Commission, during a regularly scheduled meeting, considered the projects and programs for FY 2015/16 in the City's Capital Improvement Plan and their conformity to the adopted City General Plan.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St Helena resolves as follows:

A. The Five Year Capital Improvement Plan for Fiscal Years 2015/2016 to 2019/2020 is hereby adopted.

Approved at a Regular Meeting of the St. Helena City Council on June 23, 2015 by the following vote:

Mayor Galbraith: ____________

Vice Mayor White: ____________

Councilmember Crull: ____________

Councilmember Dohring: ____________

Councilmember Pitts: ____________

APPROVED:

ATTEST:

____
Alan Galbraith, Mayor

____
Cindy Black, City Clerk

Attachment 2

St. Helena, California

Capital Improvement Plan

2015-2020

Safety

Infrastructure

Community

Adopted DRAFT June 18, 2015

TABLE OF CONTENTS

INTRODUCTION

The City of St. Helena's five-year Capital Improvement Plan (CIP) is a multi-year planning instrument to guide the construction of new facilities/infrastructure; and for the expansion, rehabilitation or replacement of existing City-owned assets. The five-year CIP is developed by City Staff and adopted City Council, then becomes the guiding document for the prioritization of projects.

The information included in the CIP is based on the current information available and updated regularly to reflect changing priorities, funding availability and project completion. A new five-year CIP will be submitted to City Council annually with recommended adjustments to project budgets, funding sources, descriptions, and/or schedules. Inclusion of a project in the CIP does not commit the City to specific expenditures or appropriations for any particular project.

The CIP includes all projects and programs expected to be undertaken during the next five fiscal years. Specific projects and related schedules are selected based upon:

- Implementation of the City's General Plan
- Availability of funding
- Minimizing disruptions associated with construction activity
- City Council direction

Approximately $15.2 million CIP programs and projects over the next five years have been identified. The estimated project expenditures planned for the five-year CIP are broken into four major categories: Civic, Streets, Wastewater, and Water. The following table includes an overview of funding by project category for FY 15/16 – FY 19/20.

FY 15/16 – FY 19/20 Capital Improvement Plan Funding by Project Category						
	FY 15/16	**FY 16/17**	**FY 17/18**	**FY 18/19**	**FY 19/20**	**Five Year Total**
Civic	$588,284	$20,000	$20,000	$20,000	$20,000	$668,284
Streets	$535,367	$430,000	$430,000	$880,000	$880,000	$3,155,367
Wastewater	$564,205	$895,000	$365,000	$35,000	$135,000	$1,994,205
Water	$5,107,802	$4,045,543	$70,560	$70,560	$70,560	$9,365,025
Total	$6,795,658	$5,390,543	$885,560	$1,005,560	$1,105,560	$15,182,181

A QUICK LOOK AT INFRASTRUCTURE

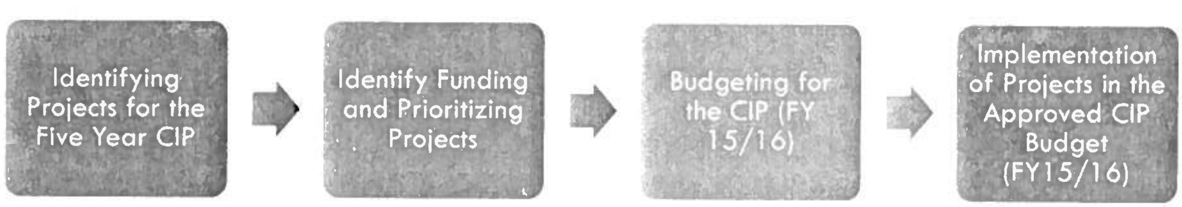
What is infrastructure, and why is it important?
Infrastructure includes the basic physical structures, systems, and facilities needed to provide services to residents and for the functioning of a community and its economy; such as sidewalks, streets, parks, fire stations, police facilities, and the water and wastewater systems. Infrastructure impacts public health, safety, and the quality of life for residents of St. Helena as well as other industries which are an important part of the City's economy. Decisions made regarding infrastructure projects are very important because they are generally large and expensive, and the assets created will require decades of public use.

What infrastructure is within the City's area of responsibility?
The City of St. Helena is responsible for maintaining storm drains, streets, water treatment and distribution system, wastewater collection and treatment system, parks, and City government buildings and facilities. Napa County, State of California, and U.S. governments may also have responsibility for certain assets within the City of St. Helena. For example, the California Department of Transportation (Caltrans) has jurisdiction and responsibility for State Route 29 (Main Street).

What happens when infrastructure assets are not maintained?
Providing ongoing maintenance and repair, such as resurfacing streets and repairing or replacing water and wastewater piping, is vital for maintaining the condition of assets. When maintenance and repair is not fully funded, deferred maintenance and capital improvement costs increase significantly. The City has not fully funded maintenance and repair due to tight budgetary constraints and competing priorities for several years. As a result the City now has a multi-million dollar backlog in deferred maintenance of storm drains, streets, water treatment and distribution system, wastewater collection and treatment system, parks, and City government buildings and facilities. For example, the 2014 Pavement Management Program Update calculated a $6.2 million backlog for street maintenance in St. Helena. Without adequate investment, these deferred maintenance costs will increase significantly over time.

Compounding the problem, as assets continue to deteriorate, the cost of repair exponentially increases and can result in peripheral damage. For example, deferring roof replacement could later result in needing to replace the roof structural members, walls, and floor of a building.

How does the CIP process work?



FUNDING SOURCES

The Five-Year CIP is funded by various unrestricted and restricted funds. Unrestricted funds are free from external restrictions and can be used for any purpose, as directed by the City Council. The City's General Fund is an unrestricted fund. The General Fund is made up of funding from property tax revenues, sales tax, and transient occupancy taxes. Restricted funds are legally required to be used for a specific purpose. For example, water enterprise funds can only be used to operate, maintain, and improve the City's water treatment and distribution system. Other examples of restricted funding sources include local, state, and federal grants; and wastewater enterprise funds. A detailed description of the various funding sources is presented in the following table.

Funding Source	Description and Restrictions
Gas Tax	**Description:**
	The Gas Tax Fund collects revenue resulting from a tax on the sale of gasoline. The City's share of gas tax revenue is based on a formula that takes into account vehicle registration, assessed property valuation, and population.
	Restrictions:
	These funds must be used to perform research, planning, construction, improvement, maintenance, and operation of public streets and highways (and their related public facilities for non-motorized traffic), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes. There are currently five separate Gas Tax funds each with additional specific criteria.
General Fund	**Description:**
	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.
	Restrictions:
	General Fund monies are one of the least restrictive funding sources, funding can be used for salaries, capital improvements, supplies and other municipal related expenses.
Grant Funding	**Description:**
	Some projects are entirely or partially funded by grants and reimbursements from the State and federal government, as well as other agencies.

	Restrictions:
	Funding restrictions related to grant funding can vary greatly, and each grant will have specific project restrictions related to the funding source.
Impact Fees	**Description:**
	In 2013, the City retained Colgan Consulting Corporation to prepare an impact fee study, analyzing the impact of development on certain capital facilities and to calculate impact fees based on that analysis. The methods used to calculate impact fees in the study were intended to satisfy all legal requirements.
	Restrictions:
	By Law impact fees can only be collected to cover the impact of new development on existing infrastructure. Impact fees cannot be used to correct "existing deficiencies". **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. **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. **PARK IMPACT:** This fund is used to accumulate funds from new or proposed residential development solely for park land acquisition and park improvements. **TRAFFIC MITIGATION (STREET) IMPACT:** This fund is used to accumulate funds from new or proposed development to pay for circulation improvements to reduce the impacts of traffic generated by new development within the City. **WATER IMPACT:** This fund is used to accumulate funds from new or proposed development to pay for Water System Capital Improvements needed to support new development. **WASTEWATER (SEWER) IMPACT:** This fund is established to account for the costs of constructing and improving the Wastewater Treatment Plant and Sewer Collection System in order to support new development.
Measure T	**Description:**
	Measure T resulted in a countywide half-cent sales tax increase. Money generated from the sales tax increase will be used for road repairs in the county. The amount raised by the tax is expected to

	be about $300 million countywide and St. Helena will receive 5.9% of the annual revenues. Funding from Measure T will first be available to the City in 2018 and the tax will expire in 25 years.
	Restrictions:
	Measure T requires that 99% of the funds raised be spent on street maintenance and rehabilitation and only 1% can be used for administrative and reporting costs. The funds cannot be used for new roads or congestion relief —the tax is only for maintenance of local streets. Funds cannot be used to offset current City funding for road maintenance.
Wastewater Utility	**Description:**
	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.
	Restrictions:
	The fund is operated in a manner similar to a private business enterprise. Funding must be used to operate, maintain, and improve the sewer system and cannot be used for other purposes.
Water and Wastewater Bonds	**Description:**
	California Statewide Communities Development authority Water and Wastewater revenue bonds Series 2012B.
	Restrictions:
	Funds must be expended in accordance with project descriptions in the official Statement for the bond issuance, dated May 30, 2012.
Water Utility	**Description:**
	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.
	Restrictions:
	The fund is operated in a manner similar to a private business enterprise. Funding must be used to operate, maintain, and improve the water system and cannot be used for other purposes.

IMPORTANT FACTS: CIP FUNDING

- In addition to one-time construction projects, the CIP also includes ongoing maintenance and repair programs and projects. These are typically smaller projects that are expected to last for less than one year.
- The City uses "phased funding" for certain complex or expensive CIP projects. For example, a project will be started when it has sufficient funds to complete planning and design. The remaining funds needed for project completion are shown in the budget as "unidentified funding." It is anticipated that funding to complete the construction of the project will be identified when it is needed in a future fiscal year. In some cases, funding cannot be identified when needed, resulting in a project being put on hold. The projects are generally shown in the CIP budget as "unfunded or underfunded."
- Unless additional revenue sources are pursued, the General Fund and Water Enterprise Fund are projected to have annual operating deficits for the foreseeable future. For this reason, Capital Projects in these two categories are funded from the existing CIP fund balance and no new transfers from the General Fund or Water Enterprise Fund are proposed at this time.
- New or expanded infrastructure will frequently increase operations and maintenance costs for the asset-owning department, thus impacting the General Fund.
- The last CIP was adopted in 2012 and over the past several years funding and priorities have shifted dramatically. This is not a complete list of all the capital or infrastructure needs for the City, but the CIP is a planning tool to help guide decision making on capital projects.

PROJECT CATEGORY SUMMARIES

CIVIC

The Civic Improvements category comprises general government projects that focus on constructing or improving existing facilities and buildings. These projects cover all departments and focus on a variety of improvements. Funding for Civic Improvements is comprised of General Fund, grants and special restricted fund such as: the Bocce Fund or the Ryan Library Trust. At this time there is minimal funding in the special restricted funds, and no projects are planned to utilize the special restricted funding sources. The table below summarizes the funding source for Civic projects by fiscal year.

CIVIC FUNDING BY SOURCE							
Funding Source	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Total	%
General Fund	$588,284	$20,000	$20,000	$20,000	$20,000	$668,284	100%
Total	$588,284	$20,000	$20,000	$20,000	$20,000	$668,284	100%

Civic improvement projects programmed in the Capital Improvement Plan, 2015-2020 are listed below. A project is only listed if there is funding programmed during Fiscal Year 2015/16 through Fiscal Year 2019/20, or if the project was listed in the current CIP and is being deferred to future years. Projects from prior CIPs that have been completed are listed in Appendix A. Detailed project costs estimates with expenditure plans for each project listed below are included in Appendix B.

CIVIC

PROJECT NUMBER	PROJECT NAME	FY 15/16 BUDGET	ESTIMATED EXPENDITURES 2015-2020	TOTAL ESTIMATED PROJECT COSTS	UNFUNDED AMOUNT	NOTES
C-09	Signorelli Barn		**$0**	TBD		The funding for this project has been reallocated to other Civic Projects
C-11	General Plan Update			N/A		Project moved to the Operating Budget
C-19	Misc. Building Repairs	$20,000	**$100,000**	$144,858		
C-46	Softball Lights	$20,000	**$20,000**	$20,000		
C-62	Library HVAC System	$81,284	**$81,284**	$628,945		
C-69	Library Roof Repairs	$71,000	**$71,000**	$71,000		
C-71	Wappo Dog Park Water Fountain		**$0**	$5,000	$5,000	
C-75	City Hall/Police Facility		**$0**	TBD		Project is unfunded at this time
C-79	Deferred Maintenance			N/A		Project moved to the Operating Budget
C-80	Shooting Range Cleanup	$100,00	**$100,00**	$100,000		
C-82	Downtown Restrooms	$296,000	**$296,000**	$296,000		
	Total	**$588,284**	**$668,284**	$1,265,803		

STREETS

The Streets category includes projects that upgrade and maintain pavement, striping, curb and gutter, street lighting, access ramps, sidewalks and storm drain infrastructure. Funding for Streets is comprised of General Fund, Gas Tax, grants, sales tax, Measure T (funding beginning in 2018) and development impact fees. The table below summarizes the funding source for Streets projects by fiscal year.

Streets							
	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Total	%
Gas Tax	$395,323	$280,000	$280,000	$155,000	$155,000	$1,265,323	40%
General Fund	$0	$0	$0	$125,000	$125,000	$250,000	8%
Grant-TFCA	$30,000	$0	$0	$0	$0	$30,000	1%
Grant-TDA	$107,278	$0	$0	$0	$0	$107,278	3%
Street Impact Fee	$2,766	$0	$0	$0	$0	$2,766	0%
Measure T	$0	$0	$0	$600,000	$600,000	$1,200,000	38%
Grant-STIP	$0	$150,000	$150,000	$0	$0	$300,000	10%
Total	$535,367	$430,000	$430,000	$880,000	$880,000	$3,155,367	100%

Street improvement projects programmed in the Capital Improvement Plan, 2015-2020 are listed below. A project is only listed if there is funding programmed during Fiscal Year 2015/16 through Fiscal Year 2019/20, or if the project was listed in the current CIP and is being deferred to future years. Projects from prior CIPs that have been completed are listed in Appendix A. Detailed project costs estimates with expenditure plans for each project listed below are included in Appendix B.

STREETS

PROJECT NUMBER	PROJECT NAME	FY 15/16 BUDGET	ESTIMATED EXPENDITURES 2015-2020	TOTAL ESTIMATED PROJECT COSTS	UNFUNDED AMOUNT	NOTES
R-05	Main Street Mills Lane/Grayson	$2,766	**$302,766**	$441,106		
R-15	Access Ramps	$10,000	**$50,000**	$50,000		
R-25	Pinot/Sylvaner Alley		**$0**	TBD		Project is unfunded at this time
R-29	Curb, Gutter & Sidewalk Repair	$20,000	**$100,000**	$100,000		
R-30	Pope Street Bike Lane	$30,000	**$30,000**	$50,000		
R-34	Downtown Sidewalk Acquisition		**$0**	TBD		Project is unfunded at this time
R-38	Downtown Renaissance		**$0**	TBD		Project is unfunded at this time
R-73	Hunt Ave & RLS Bike/Ped Improvements	$0	**$400,000**	$400,000	$400,000	A grant has been submitted for this project, but it is currently unfunded
R-74	2015 Pavement Rehabilitation	$276,601	**$2,476,601**	$2,476,601		
R-75	Valley View Street Bike Lanes	$70,000	**$70,000**	$70,000		
R-76	Mitchell Street Sidewalk	$126,000	**$126,000**	$126,000		
	Total	$535,367	**$3,555,367**	$3,713,707		

***Projects R-49 through R-68 were identified as individual projects in the previous CIP. As funding becomes available these projects will be grouped as one capital project.**

WASTEWATER

Wastewater collection and treatment includes projects focused on upgrading and improving the infrastructure of the wastewater system. Many of the improvements that have been identified as maintenance needs were identified through the Sewer System Management Plan (SSMP) updated in 2014. In addition to the needs identified in the SSMP, the City complies with all Regional Water Quality Control Board directives and regulatory permits. Funding for Wastewater is comprised of Wastewater rates (paid by consumers) and development impact fees. Wastewater is an enterprise fund and all improvements are planned to be constructed without General Fund contributions. The table below summarizes the funding source for Wastewater projects by fiscal year.

Wastewater							
	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Total	%
Wastewater Utility	$501,040	$856,750	$310,250	$29,750	$114,750	$1,812,540	91%
Wastewater Impact Fee	$37,800	$38,250	$54,750	$5,250	$20,250	$156,300	8%
Bonds	$25,365	$0	$0	$0	$0	$25,365	1%
Total	$564,205	$895,000	$365,000	$35,000	$135,000	$1,994,205	100%

Wastewater improvement projects programmed in the Capital Improvement Plan, 2015-2020 are listed below. A project is only listed if there is funding programmed during Fiscal Year 2015/16 through Fiscal Year 2019/20, or if the project was listed in the current CIP and is being deferred to future years. Projects from prior CIPs that have been completed are listed in Appendix A. Detailed project costs estimates with expenditure plans for each project listed below are included in Appendix B.

WASTEWATER

PROJECT NUMBER	PROJECT NAME	FY 15/16 BUDGET	ESTIMATED EXPENDITURES 2015-2020	TOTAL ESTIMATED PROJECT COSTS	UNFUNDED AMOUNT	NOTES
S-09	Recycled Water (Teritiary Treatment)		**$0**		TBD	Project is unfunded at this time
S-16	Misc. Maintenance Projects	$35,000	**$175,000**	$175,000	$0	
S-47	Regulatory Compliance Permit Renewal	$32,205	**$32,205**	$32,205	$0	
S-50	Algae Removal Device	$0	**$100,000**	$1,000,000	$900,000	
S-52	Construct Solids Management Ponds	$60,000	**$600,000**	$600,000	$0	
S-53	Reclamation Field Improvements	$142,000	**$142,000**	$142,000	$0	
S-59	Split Pond 3	$0	**$110,000**	$110,000	$0	
S-61	Pond 2 & 3 Levee	$60,000	**$60,000**	$60,000	$0	
S-62	Automation for Disinfection and Dechlorination	$50,000	**$150,000**	$150,000	$0	
S-64	Oak Avenue Sewer Line Replacement	$0	**$365,000**	$365,000	$0	
S-65	Improve Solids Management Ponds	$45,000	**$45,000**	$45,000	$0	
S-66	New Well	$65,000	**$65,000**	$65,000	$0	
S-67	Sludge Removal	$75,000	**$150,000**	$150,000	$0	
	Total	**$564,205**	**$1,994,205**	$2,894,205		

WATER

The Water category includes projects that support delivery of water throughout the city, upgrading infrastructure and improvements to existing water system. The City complies with all applicable local, state and federal regulations related to water. Funding for Water is comprised of Water rates (paid by consumers), bonds, grants, and development impact fees. Water is an enterprise fund and all improvements are planned to be constructed without General Fund contributions. The table below summarizes the funding source for Water projects by fiscal year.

Water							
	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Total	%
Water Utility	$853,984	$1,351,530	$35,280	$35,280	$35,280	$2,311,354	25%
Water Bond	$2,190,242	$713,158	$0	$0	$0	$2,903,400	31%
Water Impact Fee	$316,750	$239,030	$35,280	$35,280	$35,280	$661,620	7%
Unfunded	$852,888	$847,887	$0	$0	$0	$1,695,775	18%
Grants	$893,938	$893,938	$0	$0	$0	$1,787,876	19%
Total	$5,107,802	$4,045,543	$70,560	$70,560	$70,560	$9,360,025	100%

Water improvement projects programmed in the Capital Improvement Plan, 2015-2020 are listed below. A project is only listed if there is funding programmed during Fiscal Year 2015/16 through Fiscal Year 2019/20, or if the project was listed in the current CIP and is being deferred to future years. Projects from prior CIPs that have been completed are listed in Appendix A. Detailed project costs estimates with expenditure plans for each project listed below are included in Appendix B.

WATER

PROJECT NUMBER	PROJECT NAME	FY 15/16 BUDGET	ESTIMATED EXPENDITURES 2015-2020	TOTAL ESTIMATED PROJECT COSTS	UNFUNDED AMOUNT	NOTES
W-26	York Creek Upper Dam Removal/Mitigation	$3,737,134	$6,177,117			
W-27	Meadowood Tank Upgrade	$245,100	$245,100			
W-35	Bell Canyon Reservoir Improvements			$900,000	$900,000	Unfunded
W-70	Recycled Water Mains			$200,000	$200,000	Unfunded
W-80	Dwyer Road Booster	$55,857	$338,097	$5,450,200		
W-82	Water Rights and Permitting	$132,711	$132,711	$132,711		
W-84	Bell Canyon Intake Mid-Valve Repair	$100,000	$100,000	$198,179		
W-85	Bell Valve House Valve Replacement			$575,135	$526,105	Unfunded
W-86	Holmes Tank Upgrade	$250,000	$250,000	$250,000		
W-90	High Service Pump				TBD	Unfunded
W-91	Bell Canyon Creek Inflow Measurement	$85,000	$750,000			
W-93	Sludge Handling Program				TBD	Unfunded
W-94	Replace Telemetry at LSWTP				TBD	Unfunded
W-95	Influent Valve Actuator				TBD	Unfunded
W-96	Lower Reservoir Water Treatment				TBD	Unfunded
W-97	Raw Water Metering Station				TBD	Unfunded
W-100	VFD Controllers				TBD	Unfunded
W-101	Tank 2 Rehabilitation	$60,000	$750,000			
W-102	Well Filter Rehabilitation	$210,000	$210,000			
W-105	Sludge Handling	$62,000	$62,000			
W-106	Pump Station Upgrades	$20,000	$200,000			
W-107	Replace 12" Transmission Main		$400,000		$400,000	Unfunded
W-108	Lower York Creek Dam Rehab	$100,000	$100,000		$400,000	
W-109	Bell Canyon Intake Tower Replacement			$1,062,279	$1,000,000	Unfunded
	Total	$5,107,802	$9,365,025			

Appendix A – Completed Projects

CIVIC	
C-20	Financial Software
C-26	Wappo Park Restrooms & Path
C-44	Library Capital Repairs (C-30)
C-44	Baldwin Bridge (C-41)
C-50	Skate Park
C-51	Bocce Court
C-61	Impact Fee Study
C-63	R.I.M.S. Extension MDC
C-65	Meily Park
C-66	Fire Truck
C-67	Lyman Park
C-68	Wappo Park-Pope Street Bike Trail
C-70	Police Radio Repeaters
C-72	Financial Software Upgrade
C-73	McCorkle Avenue
C-74	McCullagh Park
C-76	Parks Equipment
C-77	Police Equipment
C-78	Admin Equipment
C-81	FD Vehicle Replacement

STREETS

R-04	Pope Street Bridge Re-Alignment
R-19	Channelization
R-32	Replacement Main Street Electroliers
R-39	Ten-Wheeler Used Dump Truck
R-40	Radar Speed Check Display Sign
R-41	Micro-Surfacing
R-42	Slurry Seal Rehabilitation
R-44	Solar Message Board
R-46	Citywide Street Sign Replacement
R-47	Annual Cracked Seal Maintenance
R-48	Annual Slurry Seal Maintenance
R-69	Pope-Starr Lighted Cross Walk
R-70	Sentinel Street Sweeper Overhaul
R-71	SH Street Repair/Rehab Project 2013
R-72	Streets Equipment Replacement

*Projects R-49 through R-68 were identified as individual projects in the previous CIP. As funding becomes available these projects will be grouped as one capital project.

WASTEWATER

S-06	Sulphur Springs Sewer Extension
S-28	Chlorine Analyzer/SCADA System
S-30	Pond 2 Walkway
S-33	Rock Slope Protection & Levee Repair
S-37	Charter Oak (SS & FM Construction)
S-38	Main Street Sewer Rehabilitation
S-41	Brush Aerators
S-43	WWTP Diffuser Permits
S-46	Front End Loader
S-49	Crinella Pump Station
S-51	Rehabilitation - Pond 1A
S-54	Security Gate
S-55	Shop HVAC
S-56	Radio Repeater/Infrastructure
S-57	Oak Ave Infrastructure
S-58	Chlorine Pump
S-60	Sealing of Pond 1A
S-63	Sewer Equipment Replacement
S57-01	Collections Vehicle Replacement Program
S57-02	Treatment Vehicle Replacement

WATER	
W-01	Bale Slough (Rutherford W-28)
W-02	Tank 2 - PAX Mixer
W-08	Pratt Avenue Transmission Bridge
W-12	Community Drive
W-13	Howell Mountain Road
W-28	Rutherford
W-31	Water Treatment Plant Upgrades
W-37	Corp Yard Improvements
W-38	Machinery & Equipment
W-42	SCADA
W-57	WTP Worker Housing
W-62	Water Valve Replacement
W-67	Charter Oak Water Main Replacement
W-69	Stonebridge Well Upgrades
W-83	Tank 1A Design/Construction
W-88	Surge Protection at LSWTP & SBW
W-89	Fixed Gas Chlorine Analyzer
W-98	Toilet Retrofit Program
W-99	Radio Repeater/Infrastructure
W76-01	Distribution Vehicle Replacement Program
W76-02	Treatment Vehicle Replacement Program
W-103	Stonebridge Well Roof
W-104	412 Crystal Springs Road Roof

Appendix B – Project Details

C-19: MISCELLANEOUS BUILDING REPAIRS

Project Name: Miscellaneous Building Repairs
Project Number: C19
Project Description: Miscellaneous Building Repairs
Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
General Fund	44,858	20,000	20,000	20,000	20,000	20,000		144,858
Total	44,858	20,000	20,000	20,000	20,000	20,000	0	144,858

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering								0
Environmental								0
Land/ROW Acquisition								0
Construction Engineering	0	0						0
Construction Contract	0	20,000	20,000	20,000	20,000	20,000	0	100,000
Other CIP Costs	44,858							44,858
Total	44,858	20,000	20,000	20,000	20,000	20,000	0	144,858

C-46: SOFTBALL LIGHTS

Project Name: Softball Lights
Project Number: C46
Project Description: Softball Lights
Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
General Fund	0	20,000						20,000
Total	0	20,000	0	0	0	0	0	20,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering								0
Environmental								0
Land/ROW Acquisition								0
Construction Engineering	0	0						0
Construction Contract	0	20,000	0	0	0	0	0	20,000
Other CIP Costs	0							0
Total	0	20,000	0	0	0	0	0	20,000

C-62: LIBRARY HVAC SYSTEM

Project Name: Library HVAC System
Project Number: C62
Project Description: Construct and install new HVAC system in library

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
General Fund	547,661	81,284						628,945
Total	547,661	81,284	0	0	0	0	0	628,945

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering								0
Environmental								0
Land/ROW Acquisition								0
Construction Engineering								0
Construction Contract		81,284	0	0	0	0		81,284
Other CIP Costs	547,661							547,661
Total	547,661	81,284	0	0	0	0	0	628,945

C-69: LIBRARY ROOF REPAIRS

Project Name: Library Roof Repair
Project Number: C69
Project Description: Repair/Rehab Library Roof

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
General Fund		71,000						71,000
Total	0	71,000	0	0	0	0	0	71,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering								0
Environmental								0
Land/ROW Acquisition								0
Construction Engineering								0
Construction Contract		71,000	0	0	0	0		71,000
Other CIP Costs								0
Total	0	71,000	0	0	0	0	0	71,000

C-79: DOWNTOWN RESTROOMS

Project Name: Downtown Restrooms
Project Number: C79
Project Description: Construct restrooms downtown
Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
General Fund	0	296,000						296,000
Total	0	296,000	0	0	0	0	0	296,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering	0	23,000						23,000
Environmental								0
Land/ROW Acquisition								0
Construction Engineering		23,000	0	0				23,000
Construction Contract		250,000	0	0				250,000
Other CIP Costs								0
Total	0	296,000	0	0	0	0	0	296,000

R-05: MAIN STREET AT GRAYSON SIGNALIZATION

Project Name: Main Street at Grayson Traffic Signal
Project Number: R05
Project Description: Install 3-way traffic signal at Main Street and Grayson
Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Impact Fee (100%)	138,340	2,766						141,106
State Grants - STIP			150,000	150,000				300,000
Total	138,340	2,766	150,000	150,000	0	0	0	441,106

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering	138,340							138,340
Environmental		2,766						2,766
Land/ROW Acquisition								0
Construction Engineering			22,500	22,500				45,000
Construction Contract			127,500	127,500				255,000
Other CIP Costs								0
Other - TBD								0
Total	138,340	2,766	150,000	150,000	0	0	0	441,106

R-15: ACCESS RAMPS UPGRADES

Project Name: Access Ramp Upgrades
Project Number: R15
Project Description: Annual installation and replacement of curb ramps to meet accessibility requirements
Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Gas Tax Fund		10,000	10,000	10,000	10,000	10,000		50,000
Total	0	10,000	10,000	10,000	10,000	10,000	0	50,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering								0
Environmental								0
Land/ROW Acquisition								0
Construction Engineering								0
Construction Contract		10,000	10,000	10,000	10,000	10,000		50,000
Other CIP Costs								0
Other - TBD								0
Total	0	10,000	10,000	10,000	10,000	10,000	0	50,000

R-29: CURB, GUTTER AND SIDEWALK REPAIR

Project Name: Curb, Gutter, Sidewalk Repair
Project Number: R29
Project Description: Annual installation and replacement of damaged curb, gutter, and sidewalk
Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Gas Tax Fund		20,000	20,000	20,000	20,000	20,000		100,000
Total	0	20,000	20,000	20,000	20,000	20,000	0	100,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering								0
Environmental								0
Land/ROW Acquisition								0
Construction Engineering								0
Construction Contract		20,000	20,000	20,000	20,000	20,000		100,000
Other CIP Costs								0
Other - TBD								0
								0
								0
Total	0	20,000	20,000	20,000	20,000	20,000	0	100,000

R-30: POPE STREET BIKE LANES

Project Name: Pope Street Bike Lanes
Project Number: R30
Project Description: Install bike lanes on Pope Street
Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Gas Tax Fund	10,000							10,000
Grant - TFCA	10,000	30,000						40,000
Total	20,000	30,000	0	0	0	0	0	50,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering	5,000							5,000
Environmental	5,000							5,000
Land/ROW Acquisition								0
Construction Engineering	1,500	4,500						6,000
Construction Contract	8,500	25,500						34,000
Other CIP Costs								0
Other - TBD								0
Total	20,000	30,000	0	0	0	0	0	50,000

R-73: CITYWIDE PEDESTRIAN IMPROVEMENTS

Project Name: Hunt Ave & RLS Bike and Pedestrian Improvements
Project Number: R73
Project Description: Construct sidewalk in gaps along Hunt Ave, trail connection to Adams St, and various sidewalks near RLS Middle School

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Unfunded				100,000	400,000			500,000
Total	0	0	0	0	0	0	0	0

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering				30,000	30,000			60,000
Environmental				10,000				10,000
Land/ROW Acquisition								0
Construction Engineering				20,000	20,000	0		40,000
Construction Contract				40,000	350,000	0		390,000
Other CIP Costs								0
Other - TBD								0
Total	0	0	0	100,000	400,000	0	0	500,000

R-74: 2015 PAVEMENT REHABILITATION

Project Name: 2015 Pavement Rehabilitation
Project Number: R-74
Project Description: 2015 Pavement Rehabilitation

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
General Fund		0			125,000	125,000		250,000
Gas Tax Fund	18,000	258,601	250,000	250,000	125,000	125,000		1,026,601
Measure					600,000	600,000		1,200,000
Total	18,000	258,601	250,000	250,000	850,000	850,000		2,476,601

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering		18,000	5,000	30,000	30,000	30,000		113,000
Environmental								0
Land/ROW Acquisition								0
Construction Engineering		25,860	25,000	25,000	85,000	85,000		245,860
Construction Contract		214,741	220,000	195,000	735,000	735,000		2,099,741
Other CIP Costs								0
Other - TBD								0
Total	0	258,601	250,000	250,000	850,000	850,000		2,458,601

R-75: VALLEY VIEW STREET BIKE LANES

Project Name: Valley View Street Bike Lanes
Project Number: R-75
Project Description: Install "green" bike lane on Valley View Street between Grayson Avenue and Birch Avenue

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Gas Tax Fund		70,000						70,000
Total	0	70,000	0	0	0	0	0	70,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering		1,000						1,000
Environmental								0
Land/ROW Acquisition								0
Construction Engineering		5,000						5,000
Construction Contract		64,000						64,000
Other CIP Costs								0
Other - TBD								0
Total	0	70,000	0	0	0	0	0	70,000

R-76: MITCHELL STREET SIDEWALK

Project Name: Mitchell Street Sidewalk
Project Number: R50
Project Description: Construct sidewalk on north side of Mitchell Drive between Oak Avenue and St James Drive

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Gas Tax Fund		18,722						18,722
Grant - TDA-3		107,278						107,278
Total	0	126,000	0	0	0	0	0	126,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering		18,722						18,722
Environmental								0
Land/ROW Acquisition								0
Construction Engineering		12,000						12,000
Construction Contract		95,278						95,278
Other CIP Costs								0
Other - TBD								0
Total	0	126,000	0	0	0	0	0	126,000

S-16: MISCELLANEOUS MAINTENANCE PROJECTS

Project Name: Misc. Maintenance Projects
Project Number: S-16
Project Description: Various Annual Maintenance Projects
Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Wastewater Utility		29,750	29,750	29,750	29,750	29,750		148,750
Wastewater Impact Fee (15%)		5,250	5,250	5,250	5,250	5,250		26,250
Total	0	35,000	35,000	35,000	35,000	35,000	0	175,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering		5,250	5,250	5,250	5,250	5,250		26,250
Environmental								0
Land/ROW Acquisition								0
Construction Engineering								0
Construction Contract		29,750	29,750	29,750	29,750	29,750		148,750
Other CIP Costs								0
Other - TBD								0
Total	0	35,000	35,000	35,000	35,000	35,000	0	175,000

S-47: REGULATORY COMPLIANCE PERMIT RENEWAL

Project Name: Regulatory Compliance
Project Number: S-47
Project Description: Regulatory Compliance
Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Wastewater Utility	306,255	32,205						338,460
Total	306,255	32,205	0	0	0	0	0	338,460

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering	306,255	32,205	0	0	0	0		338,460
Environmental								0
Land/ROW Acquisition								0
Construction Engineering								0
Construction Contract			0	0	0	0		0
Other CIP Costs								0
Other - TBD								0
Total	306,255	32,205	0	0	0	0	0	338,460

S-50: ALGAE REMOVAL/REDUCTION

Project Name: Algae Removal Device
Project Number: S-50
Project Description: Install device such as rock filter for algae removal, as recommended by WFE Improvement Number 3

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Wastewater Utility						85,000	765,000	850,000
Wastewater Impact Fee (15%)						15,000	135,000	150,000
Total	0	0	0	0	0	100,000	900,000	1,000,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering						100,000		100,000
Environmental								0
Land/ROW Acquisition								0
Construction Engineering							90,000	90,000
Construction Contract							810,000	810,000
Other CIP Costs								0
Other - TBD								0
Total	0	0	0	0	0	100,000	900,000	1,000,000

S-52: CONSTRUCT SOLIDS MANAGEMENT PONDS

Project Name: Construct Solids Management Ponds
Project Number: S-52
Project Description: Construct solids management ponds and associated yard piping in accordance with WFE Improvement Number 1a

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Wastewater Utility		60,000	540,000					600,000
Total	0	60,000	540,000	0	0	0	0	600,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering		60,000						60,000
Environmental								0
Land/ROW Acquisition								0
Construction Engineering			54,000					54,000
Construction Contract			486,000					486,000
Other CIP Costs								0
Other - TBD								0
Total	0	60,000	540,000	0	0	0	0	600,000

S-53: RECLAMATION FIELD IMPROVEMENTS

Project Name: Reclamation fields improvement
Project Number: S-53
Project Description: Improve irrigation facilities in reclamation field
Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Wastewater Utility		120,700						120,700
Wastewater Impact Fee (15%)		21,300						21,300
Total	0	142,000	0	0	0	0	0	142,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering		21,000						21,000
Environmental								0
Land/ROW Acquisition								0
Construction Engineering		11,000						11,000
Construction Contract		110,000						110,000
Other CIP Costs								0
Other - TBD								0
Total	0	142,000	0	0	0	0	0	142,000

S-59: SPLIT POND 3

Project Name: Split Pond 3
Project Number: S-59
Project Description: Split Pond 3 into two ponds in series per WFE Improvement Number 1c
Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Wastewater Utility			110,000					110,000
Total	0	0	110,000	0	0	0	0	110,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering			15,000					15,000
Environmental								0
Land/ROW Acquisition								0
Construction Engineering			10,000					10,000
Construction Contract			85,000					85,000
Other CIP Costs								0
Other - TBD								0
Total	0	0	110,000	0	0	0	0	110,000

S-61: POND 2 & 3 LEVEE REPAIR

Project Name: Pond 2 & 3 Levee Repair
Project Number: S-61
Project Description: Repair levees between ponds and install rock slope protection
Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Wastewater Utility		60,000						60,000
Total	0	60,000	0	0	0	0	0	60,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering		9,000						9,000
Environmental								0
Land/ROW Acquisition								0
Construction Engineering		6,000		0				6,000
Construction Contract		45,000		0				45,000
Other CIP Costs								0
Other - TBD								0
Total	0	60,000	0	0	0	0	0	60,000

S-62: AUTOMATION FOR DISINFECTION

Project Name: Automation for Disinfection and Dechlorination
Project Number: S-62
Project Description: Automate disinfection and declorination facilities per WFE Improvement Number 2
Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Wastewater Utility		50,000	100,000					150,000
Total	0	50,000	100,000	0	0	0	0	150,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering		22,500						22,500
Environmental								0
Land/ROW Acquisition								0
Construction Engineering		2,500	10,000					12,500
Construction Contract		25,000	90,000					115,000
Other CIP Costs								0
Other - TBD								0
Total	0	50,000	100,000	0	0	0	0	150,000

S-64: OAK AVENUE SEWER LINE REPLACEMENT

Project Name: Oak Avenue Sewer Line Replacement
Project Number: S-
Project Description: Reconstruct or rehabilitate sewer line in Oak Avenue

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Wastewater Utility			29,750	280,500				310,250
Wastewater Impact Fee (15%)			5,250	49,500				54,750
Total	0	0	35,000	330,000	0	0	0	365,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering			35,000					35,000
Environmental								0
Land/ROW Acquisition								0
Construction Engineering				30,000				30,000
Construction Contract				300,000				300,000
Other CIP Costs								0
Other - TBD								0
Total	0	0	35,000	330,000	0	0	0	365,000

S-65: SOLIDS MANAGEMENT PONDS IMPROVEMENTS

Project Name: Improve solids management ponds
Project Number: S-
Project Description: Install aerator moorings and electrical provisions as recommended by WFE Improvement Number 1b

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Wastewater Utility		45,000						45,000
Total	0	45,000	0	0	0	0	0	45,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering		4,500						4,500
Environmental								0
Land/ROW Acquisition								0
Construction Engineering		4,500						4,500
Construction Contract		36,000						36,000
Other CIP Costs								0
Other - TBD								0
Total	0	45,000	0	0	0	0	0	45,000

S-66: NEW WELL

Project Name: New Well
Project Number: S-60
Project Description: Install new well at wastewater treatment and reclamation plant
Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Wastewater Utility		65,000						65,000
Total	0	65,000	0	0	0	0	0	65,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering		10,000						10,000
Environmental								0
Land/ROW Acquisition								0
Construction Engineering		5,000						5,000
Construction Contract		50,000						50,000
Other CIP Costs								0
Other - TBD								0
Total	0	65,000	0	0	0	0	0	65,000

S-67: SLUDGE REMOVAL

Project Name: Sludge Removal
Project Number: S-67
Project Description: Remove accumulated sludge from Ponds 1B and 2
Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Wastewater Utility		75,000	75,000					150,000
Total	0	75,000	75,000	0	0	0	0	150,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering		20,000						20,000
Environmental								0
Land/ROW Acquisition								0
Construction Engineering		5,000	10,000					15,000
Construction Contract		50,000	65,000					115,000
Other CIP Costs								0
Other - TBD								0
Total	0	75,000	75,000	0	0	0	0	150,000

W-26: YORK CREEK UPPER DAM REMOVAL

Project Name: Upper York Creek Dam Removal
Project Number: W-26
Project Description: Remove Upper York Creek Dam and restore creek habitat

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Water Bond	322,883	1,995,308	698,158					3,016,349
Unfunded		847,888	847,887					1,695,775
EPA Grant SFBWQIF		493,938	493,938					987,876
Proposition 84		400,000	400,000					800,000
Total	322,883	3,737,134	2,439,983	0	0	0	0	6,500,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering	322,883	262,123						585,006
Environmental		262,123						262,123
Land/ROW Acquisition								0
Construction Engineering		125,000	125,718					250,718
Construction Contract		3,087,888	2,314,265					5,402,153
Other CIP Costs								0
Other - TBD								0
Total	322,883	3,737,134	2,439,983	0	0	0	0	6,500,000

W-27: MEADOWOOD & HOLMES TANK UPGRADES

Project Name: Meadowood Tank Upgrade
Project Number: W-27
Project Description: Replace and upgrade Meadowood Tanks and associated systems

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Water Utility	148,948	114,210						263,158
Water Impact Fee (50%)		125,000						125,000
Water Bond	4,900	5,890						10,790
Total	153,848	245,100	0	0	0	0	0	398,948

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering	153,848	17,100						170,948
Environmental		3,000						3,000
Land/ROW Acquisition								0
Construction Engineering		20,000						20,000
Construction Contract		205,000						205,000
Other CIP Costs								0
Other - TBD								0
Total	153,848	245,100	0	0	0	0	0	398,948

W-35: BELL CANYON RESERVOIR IMPROVEMENTS

Project Name: Bell Canyon Reservoir Improvements
Project Number: W-35
Project Description: Dredging to restore storage capacity lost by sediment accumulation

Financial Impact

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Water Utility							900,000	900,000
Total	0	0	0	0	0	0	900,000	900,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering							70,000	70,000
Environmental							20,000	20,000
Land/ROW Acquisition								0
Construction Engineering							90,000	90,000
Construction Contract							720,000	720,000
Other CIP Costs								0
Other - TBD								0
Total	0	0	0	0	0	0	900,000	900,000

W-80: DWYER ROAD BOOSTER (PUMP STATION)

Project Name: Dwyer Road Pump Station
Project Number: W-80
Project Description: Contribute a fair share contribution to the City of Napa for a pump station to deliver water to St Helena and Calistoga. Project will improve system reliability and increase pressure in the southern end of the system.

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Water Utility		10,857	35,280	35,280	35,280	35,280	358,900	510,877
Water Impact Fee (50%)		45,000	35,280	35,280	35,280	35,280	358,900	545,020
Water Bond	34,143							34,143
Total	34,143	55,857	70,560	70,560	70,560	70,560	717,800	1,090,040

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering	102,429	167,571						270,000
Environmental								0
Land/ROW Acquisition								0
Construction Engineering								0
Construction Contract			352,800	352,800	352,800	352,800	3,769,000	5,180,200
Other CIP Costs								0
Other - TBD								0
Total	102,429	167,571	352,800	352,800	352,800	352,800	3,769,000	5,450,200

W-82: WATER RIGHTS AND PERMITTING

Project Name: Water Rights and Permitting
Project Number: W-82
Project Description: Secure water rights and permits for water entering Bell Canyon Reservoir

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Water Utility		127,711						127,711
Total	0	127,711	0	0	0	0	0	127,711

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering		127,711						127,711
Environmental								0
Land/ROW Acquisition								0
Construction Engineering								0
Construction Contract								0
Other CIP Costs								0
Other - TBD								0
Total	0	127,711	0	0	0	0	0	127,711

W-84: BELL CANYON INTAKE TOWER REPAIR

Project Name: Bell Canyon Intake Tower Repair
Project Number: W-84
Project Description: Replace and repair mid-valve on the intake tower

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Water Utility	23,763	97,416						121,179
Water Impact Fee (15%)								0
Water Bond	74,416	2,584						77,000
Total	98,179	100,000	0	0	0	0	0	198,179

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering	98,179							98,179
Environmental								0
Land/ROW Acquisition								0
Construction Engineering		10,000						10,000
Construction Contract		90,000						90,000
Other CIP Costs								0
Other - TBD								0
Total	98,179	100,000	0	0	0	0	0	198,179

W-85: BELL VALVE HOUSE IMPROVEMENTS

Project Name: Bell Canyon Valve House Improvements
Project Number: W-85
Project Description: Improve valve house at Bell Canyon Reservoir

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Water Utility	49,030						447,189	496,219
Water Impact Fee (15%)							78,916	78,916
Total	49,030	0	0	0	0	0	526,105	575,135

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering	49,030						50,000	99,030
Environmental								0
Land/ROW Acquisition								0
Construction Engineering							50,000	50,000
Construction Contract							426,105	426,105
Other CIP Costs								0
Other - TBD								0
Total	49,030	0	0	0	0	0	526,105	575,135

W-86: HOLMES TANK UPGRADE

Project Name: Holmes Tank Upgrade
Project Number: W-86
Project Description: Replace and upgrade Holmes Tank and associated systems

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Water Utility		125,000						125,000
Water Impact Fee (50%)		125,000						125,000
Total	0	250,000	0	0	0	0	0	250,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering		20,000						20,000
Environmental		5,000						5,000
Land/ROW Acquisition								0
Construction Engineering		20,000						20,000
Construction Contract		205,000						205,000
Other CIP Costs								0
Other - TBD								0
Total	0	250,000	0	0	0	0	0	250,000

W-91: BELL CREEK INFLOW WEIR

Project Name: Bell Canyon Creek Inflow Measurement
Project Number: W-91
Project Description: Install stilling basin and inflow measuring devices

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Water Utility	22,645		550,250					572,895
Water Impact Fee (15%)		12,750	99,750					112,500
Water Bonds	100,000	72,250	15,000					187,250
Total	122,645	85,000	665,000	0	0	0	0	872,645

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering	122,645	65,000						187,645
Environmental		20,000						20,000
Land/ROW Acquisition								0
Construction Engineering			60,000					60,000
Construction Contract			605,000					605,000
Other CIP Costs								0
Other - TBD								0
Total	122,645	85,000	665,000	0	0	0	0	872,645

W-101: TANK 2 REHABILITATION

Project Name: Tank 2 Rehabilitation
Project Number: W-101
Project Description: Rehabilitate Tank 2

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Water Utility		51,000	586,000					637,000
Water Impact Fee (15%)		9,000	104,000					113,000
Total	0	60,000	690,000	0	0	0	0	750,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering		60,000						60,000
Environmental								0
Land/ROW Acquisition								0
Construction Engineering			69,000					69,000
Construction Contract			621,000					621,000
Other CIP Costs								0
Other - TBD								0
Total	0	60,000	690,000	0	0	0	0	750,000

W-102: WELL FILTER REHABILITATION

Project Name: Well Filter Rehabilitation
Project Number: W-102
Project Description: Rehabilitate well filters

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Water Utility		210,000						210,000
Total	0	210,000	0	0	0	0	0	210,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering		20,000						20,000
Environmental		5,000						5,000
Land/ROW Acquisition								0
Construction Engineering		20,000						20,000
Construction Contract		165,000						165,000
Other CIP Costs								0
Other - TBD								0
Total	0	210,000	0	0	0	0	0	210,000

W-105: SLUDGE HANDLING

Project Name: Sludge Handling
Project Number: W-105
Project Description: Replace sludge collector piping

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Water Utility		62,000						62,000
Total	0	62,000	0	0	0	0	0	62,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering								0
Environmental								0
Land/ROW Acquisition								0
Construction Engineering								0
Construction Contract		62,000						62,000
Other CIP Costs								0
Other - TBD								0
Total	0	62,000	0	0	0	0	0	62,000

W-106: PUMP STATION UPGRADES

Project Name: Pump Station Upgrades
Project Number: W-106
Project Description: Upgrade existing pump stations to provide backup power. This upgrade is required by the Department of Public Health

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Water Utility		20,000	180,000					200,000
Total	0	20,000	180,000	0	0	0	0	200,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering		20,000						20,000
Environmental								0
Land/ROW Acquisition								0
Construction Engineering			20,000					20,000
Construction Contract			160,000					160,000
Other CIP Costs								0
Other - TBD								0
Total	0	20,000	180,000	0	0	0	0	200,000

W-107: REPLACE 12" TRANSMISSION MAIN

Project Name: Replace 12" Transmission Main
Project Number: W-107
Project Description: Replace 12" Water Transmission Main from Rutherford Pump Station to City of Napa

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Water Utility							400,000	400,000
Total	0	0	0	0	0	0	400,000	400,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering							40,000	40,000
Environmental								0
Land/ROW Acquisition								0
Construction Engineering							40,000	40,000
Construction Contract							320,000	320,000
Other CIP Costs								0
Other - TBD								0
Total	0	0	0	0	0	0	400,000	400,000

W-108: LOWER YORK CREEK DAM REHAB

Project Name: Lower York Creek Dam Rehab
Project Number: W-108
Project Description: Rehab Lower York Creek Dam as required by Division of Dam Safety. Repair 12" diameter gate in the outlet tower, repair 24" diameter spillway gate, geotechnical investigation and stability analysis, seismic stability analysis of intake tower, and survey and rehab 12" dia low level outlet pipe

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Water Utility		150,000					350,000	500,000
Total	0	150,000	0	0	0	0	350,000	500,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering		100,000					40,000	140,000
Environmental								0
Land/ROW Acquisition								0
Construction Engineering							40,000	40,000
Construction Contract							320,000	320,000
Other CIP Costs								0
Other - TBD								0
Total	0	100,000	0	0	0	0	400,000	500,000

W-109: BELL CANYON INTAKE TOWER REPLACEMENT

Project Name: Bell Canyon Intake Tower Replacement
Project Number: W-109
Project Description: Replace inntake tower

Funding Sources:

Sources	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Water Utility							773,000	773,000
Water Impact Fee (15%)							150,000	150,000
Water Bond							77,000	77,000
Total	0	0	0	0	0	0	1,000,000	1,000,000

Project Cost Estimate:

Elements	Prior Years	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	Future Years	Total
Preliminary Engineering							100,000	100,000
Environmental								0
Land/ROW Acquisition								0
Construction Engineering							100,000	100,000
Construction Contract							800,000	800,000
Other CIP Costs								0
Other - TBD								0
Total	0	0	0	0	0	0	1,000,000	1,000,000

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Item No: 13

Report to the City Council
Council Meeting of June 23, 2015

Agenda Section: **New Business**

Subject: **Introduce, Waive First Reading, and Read by Title Only an Ordinance to Amend Chapter 13.04 Water Service System of the St Helena Municipal Code to include Emergency Drought Regulations**

CEQA Status: **Categorically Exempt, Sections 15269(c) and 15307**

Prepared By: **Jennifer Tuell, Water Conservation Coordinator**
Steven Palmer, PE, Director of Public Works/City Engineer

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

Beginning in January 17, 2014 the Governor issued a Proclamation of a State of Emergency and has most recently issued Executive Order B-28-14, continuing the State of Emergency.

In response to the Governor's proclamations, the State Water Resources Control Board (SWRCB) adopted mandatory water conservation regulations that were adopted on July 15, 2014. These regulations prohibited the following for all water users in California:

- The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;
- The use of a hose that dispenses potable water to wash a motor vehicle, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
- The application of potable water to driveways and sidewalks;
- The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system;

The City amended its municipal code to reflect these mandatory water conservation measures on August 26, 2014.

On March 17, 2015, the SWRCB re-authorized the previous mandatory water conservation regulations and required the following additional water conservation practices:

- Prohibit the application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall;
- Prohibit the serving of drinking water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased;
- To promote water conservation, operators of hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this option in each guestroom using clear and easily understood language; and
- To promote conservation, limit outdoor irrigation of ornamental landscapes or turf with potable water to no more than two (2) days per week.

On April 1, 2015 Executive Order B-29-15, which, in part, directed the SWRCB to impose more stringent restrictions to achieve a statewide 25% reduction in potable urban water usage through February 28, 2016 as compared to 2013. Per the State Water Resources Control Board May 5, 2015 resolution, the new emergency regulations include:

- Prohibit irrigation with potable water of ornamental turf on public street medians;
- Require drip or microspray irrigation for newly constructed homes and buildings;
- Limit outdoor irrigation utilizing potable water on ornamental landscapes or turf to no more than two days per week;
- Require City to submit a report to the SWRCB by December 15, 2015 which reports total potable water production by month from June through November 2015, and total potable water production by month from June through November 2013; or confirmation that the City limited outdoor irrigation of ornamental landscapes or turf with potable water by its customers to no more than two days per week.

On April 28, 2015 the St. Helena City Council adopted an uncodified Interim Urgency Ordinance Prohibiting Certain Activities that Waste Water and implemented Mandatory Restrictions on Outdoor Irrigation to Promote Water Conservation.

DISCUSSION

Ordinance

The April 28, 2015 ordinance was brought before the City Council as an urgency ordinance because the Emergency Regulations adopted by SWRCB by Resolution 2015-0013, included a short timeframe for compliance. In order to avoid incurring any penalties or fines the City was required by the State to adopt these regulations on or before May 11, 2015.

The SWRCB issued the final Emergency Regulations by Resolution No, 2015-0032 "To Adopt an Emergency Regulation for statewide Urban Water Conservation." Staff has reviewed the new regulations and prepared an additional ordinance for City Council action.

The Interim Urgency Ordinance adopted on April 28, 2015 included the following water conservation regulations:

- Prohibit the application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall;
- Prohibit the serving of drinking water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased;
- To promote water conservation, operators of hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this option in each guestroom using clear and easily understood language; and
- To promote conservation, limit outdoor irrigation of ornamental landscapes or turf with potable water to no more than two (2) days per week.

Additionally, the existing City Code already included the following regulations:

- The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;
- The use of a hose that dispenses potable water to wash a motor vehicle, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
- The application of potable water to driveways and sidewalks; and
- The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system.

This Ordinance will codify all the regulations included in the interim urgency ordinance as well as the following additional provisions:

- The Director of Public Works shall specify the two days per week in accordance with the needs of any geographical area within the City.
- No person shall use potable water to irrigate landscaping between the hours of 8:00 a.m. and 8:00 p.m.
- No person shall use potable water to irrigate ornamental turf on public street medians.

- Irrigation with potable water of landscapes outside of newly constructed homes and buildings in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development.

Environmental

This Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to the statutory exemption set forth in Section 15269(c) (specific actions necessary to prevent or mitigate an emergency) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because this ordinance is a direct response to the State's Emergency Regulation, and pursuant to the categorical exemption set forth in Section 15307 (actions by regulatory agencies for protection of natural resources) because the SWRCB has mandated that St. Helena, as a distributor of a public water supply, protect and conserve the natural resource of water during the severe drought.

FISCAL IMPACT

The City will incur additional costs associated with enforcement. This work will be coordinated and performed by the Water Conservation Coordinator, and funded from the water rates. Violations of this ordinance are punishable by a fine of up to $500 for each day in which the violation occurs. To date, the City's customers have been very responsive to water conservation requirements and voluntary compliance has been effective.

RECOMMENDED ACTION

Staff recommends the City Council of the City of St. Helena, introduce, waive first reading, and read by title only an ordinance to amend Chapter 13.04 of the St Helena Municipal Code to include Emergency Drought Regulations.

ATTACHMENTS

1. Ordinance

CITY OF ST. HELENA

ORDINANCE NO. 2015-____

AMENDING CHAPTER 13.04 (WATER SERVICE SYSTEM), ARTICLE 2 (WATER SHORTAGE EMERGENCIES) OF THE ST. HELENA MUNICIPAL CODE TO FULFILL THE STATE WATER RESOURCES CONTROL BOARD RESOLUTION NO. 2015-0032: EMERGENCY REGULATIONS FOR STATEWIDE URBAN WATER CONSERVATION

The City Council of the City of St. Helena does hereby ordain as follow:

SECTION 1: Chapter 13.04 (Water Service System), Article 2 (Water Shortage Emergencies), is amended to read as follows (deletions indicated by strike-through and additions indicated by underline):

Chapter 13.04
WATER SERVICE SYSTEM

Article 2

Water Shortage Emergencies and Drought

Sections:

Article 2

Water Shortage Emergencies and Drought

13.04.220 Procedure for establishing water emergency phases.

At any time that the city council finds and determines that a water shortage emergency condition exists within the criteria of Sections 13.04.230 through 13.04.250, and that it is necessary to limit usage by the customers of the municipal water department, the city council shall adopt a resolution setting forth the applicable phase. As soon as is practicable after adoption of such resolution, the city clerk shall cause to be published at least once, in a newspaper of general circulation published and circulated in the city, a notice declaring the establishment of such regulatory phase. Such notice shall set forth the limitations of water use applicable to the particular phase being established and shall further declare that violations of such limitations are punishable in accordance with the provisions of Sections 13.04.290 and 13.04.310. The establishment of a particular phase shall be completed and effective at midnight of the day on which the newspaper containing such notice is distributed.

Whenever the cumulative rainfall for the current water year (beginning November 1st) is less than the median amount for the same time period, the director of public works shall report at least monthly to the city council and recommend whether the city should enter into a water shortage phase, and if so, which phase is recommended. ~~(Ord. 11-7 (part); Ord. 02-7A § 1 (part); prior code § 18.23).~~

At any time the State of California may require the City to conform with emergency drought regulations. Notwithstanding any other provisions of this article, the City Council may, at the recommendation of the Director of Public Works, activate a water shortage phase as a means of compliance with emergency drought regulations adopted by the State.

13.04.230 Phase I water regulations.

A. The criteria for establishing Phase I shall be any or all of the following:

1. The supply/usage balance, as calculated at the beginning of the fiscal year, is in deficit;

2. The volume of water to be delivered by the city of Napa in any fiscal year will not exceed four hundred (400) AF;

3. The volume of water anticipated to be available prior to the next November 1st, as determined by the director of public works, is not sufficient to meet projected demand through November 1st without demand reduction measures being implemented; or

4. Conditions requiring the establishment of a Phase II water emergency, as determined by the director of public works, appear to be imminent.

B. During the Phase I water emergency, the following mandatory conservation measures by customers of the department shall be enforced by the department and publicized by the city:

1. All customers must be in compliance with all water use efficiency requirements of Chapter 13.12 (Water Use Efficiency and Use Guidelines). If a customer is found to be out of compliance with any part of Chapter 13.12 or provisions of these water shortage emergency requirements, the customer must immediately install the appropriate water-saving devices in their plumbing, appliances, or improvements, or take other such actions to bring about full compliance.

2. All customers are prohibited from expanding or installing new water-using appliances, plumbing or improvements, such as lawns, gardens, landscaping, pools, sprinkler irrigation systems, wash-down equipment, larger washing machines or garbage disposal units where the installation may result in an increase in water use. Replacement of existing appliances, plumbing, or improvements shall be allowed only if the change can be documented to the satisfaction of the director of public works to result in more efficient water using fixtures or systems.

3. Any new water connection for new development must offset new demand by an amount of water equal to the new demand on the city water system using the methodology defined in Section 13.12.050. The offset must be clearly demonstrated, to the satisfaction of the director of public works.

4. The application of potable water to any driveway or sidewalk is prohibited, unless conditions of public health hazard are documented.

5. Using a hose that dispenses potable water to wash a motor vehicle is prohibited, unless the hose is fitted with a shut-off nozzle.

6. Customers shall install new landscaping in existing or new development that is water efficient within the meaning of the water efficient landscape ordinance.

7. Customers shall cease the operation of air-cooling outdoor misting systems using treated water supplied by the city, unless on a timer.

8. Using potable water to water outdoor landscapes in a manner that causes runoff to adjacent property, nonirrigated areas, private and public walkways, roadways, parking lots or structures is prohibited.

9. Using potable water in a fountain or decorative water feature is prohibited, unless the water is part of a recirculating system.

10. Withdrawing water from fire hydrants, except for fire fighting, fire fighting training, and water system maintenance purposes, is prohibited;

11. Use of water for cleaning streets during or following construction activities; flushing storm drains; and flow testing for fire sprinkler design is prohibited, except as approved by city director of public works;

12. Use of potable water for grading, dust control, street, pipeline or similar construction is prohibited.

13. The application of potable water to outdoor landscapes during and up to 48 hours after measurable rainfall is prohibited.

14. Outdoor irrigation of ornamental landscapes or turf with potable water is limited to no more than two days a week. The Director of Public Works shall specify the two days per week in accordance with the needs of any geographical area within the City.

15. No person shall use potable water to irrigate landscaping between the hours of 8:00 a.m. and 8:00 p.m.

16. No person shall use potable water to irrigate ornamental turf on public street medians.

17. Restaurants, hotels, cafes, cafeterias, bars or other public places where food or drink are served and/or purchased shall supply water to patrons only upon request. ~~(Ord. 04-2 (part): Ord. 01-11 § 2 (part): prior code § 18.43)~~

18. <u>Operators of hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this option in each bathroom using clear and easily understood language.</u>

19. <u>Irrigation with potable water of landscapes outside of newly constructed homes and buildings shall be in a manner consistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development. If irrigation systems are installed as a part of new development, they shall be drip or microspray irrigation systems.</u>

20. In accordance with Section 864 of Title 23 of the California Code of Regulations or any successor regulation, the taking of any action prohibited in this ~~section~~<u>paragraph B</u>, in addition to any other applicable civil or criminal penalties (including the penalties set forth in Sections 13.04.290 and 13.04.310), is an infraction, punishable by a fine of up to five hundred dollars ($500.00) for each day in which the violation occurs.

C. During the Phase I water emergency, the following actions shall be carried out by the city:

1. The city shall notify customers that one or more of the criteria for Phase I has been met, and shall identify and explain in sufficient detail each criterion that forms a basis for establishing a Phase I water emergency.

2. The city shall notify customers of the water usage allocation for each account that would be allowed under a Phase II water emergency if a Phase II water emergency appears to be imminent.

3. The city shall advise customers of the Phase I water shortage and of restrictions and opportunities for exception permits that are available under Section 13.04.280 if a Phase II water emergency appears to be imminent.

4. Any applicant for, or holder of, a building permit for construction that may be affected by the existence of this or future water emergency phases shall be informed of the impact of such phases, but lack of such notice shall not permit a new water connection that is otherwise

prohibited.

5. The city shall not issue permits for construction of any new swimming pool unless the pool is to be supplied with water other than treated water supplied by the city. Customers are encouraged to fill existing pools from water other than treated water.

6. The city shall make plans for implementation of a water shortage disaster plan, which shall include provisions for:

a. Emergency water stations;

b. Acquisition of private property under the right of eminent domain, with immediate possession to alleviate the emergency; and

c. Application for relief assistance from county, state, and federal sources.

7. The city council shall give notice to any customer that has a terminable contract with the department (whereby the department is the supplier) that such contract will be terminated upon implementation of Phase III by the city council.

8. If the declaration of a Phase II emergency appears reasonably imminent, the city council shall cause a water advisory board to be formed consisting of one city council member, one planning commissioner, one winery customer, and two public members, one of whom shall be solely a residential customer. The director of public works shall be an ex officio member of this board. Unless the city council otherwise directs, the board will disband when the water emergency is no longer in effect. The water advisory board shall have access to all records in the possession of the water enterprise necessary in its judgment to perform its duties, including customer records. The board shall maintain the confidentiality of individual customer records unless the board determines by resolution that release of such information is necessary in the pursuit of its duties.

D. In addition to the mandatory measures defined in subsection C of this section, customers of the department and members of the community are encouraged to do the following:

1. Reduce all indoor water use to not more than an average of seventy-five (75) gallons per person per day within the residence, including single-family residences, apartments, condominiums, townhomes, and mobile homes.

2. Reduce indoor water use in the work places and commercial establishments by a minimum of ten percent (10%) from customary consumption.

3. Eliminate or defer all nonessential water use such as topping off swimming pools.

4. All schools, social and professional groups, churches, etc., are encouraged to discuss water conservation as a regular agenda item and to forward worthwhile suggestions to the department for consideration.

5. All sites with irrigated landscapes or gardens are encouraged to establish the following irrigation practices:

   a. Turn off irrigation systems during the nonirrigation season.

   b. Encourage customers to invest in SMART controllers or equivalent water-saving devices to control the operation of outdoor sprinkler systems. (Ord. 14-11 § 3 (Exh. A): Ord. 14-9 § 5 (Exh. A): Ord. 11-7 (part): Ord. 02-7A § 1 (part): prior code § 18.23.1)

13.04.240 Phase II water regulations.

A. The criteria for establishing Phase II shall be:

1. The volume of water anticipated to be available prior to the next November 1st from all potable water sources is not sufficient to meet the projected demands through November 1st without demand reduction measures beyond the Phase I reductions being implemented; or

2. Conditions requiring the establishment of a Phase III water emergency appear imminent.

3. In assessing the need to impose Phase II restrictions due weight shall be accorded to the trigger system developed by the safe yield committee for use by the director of public works. The trigger system is based on

water levels in Bell Canyon Reservoir, with the level necessary to trigger a water emergency being adjusted each month to reflect the supply capacity of groundwater and water to be delivered by the city of Napa at that time. Details of the system can be obtained from the director of public works.

B. All mandatory and voluntary measures established by Phase I, Section 13.04.230(B), (C) and (D) shall be included in Phase II and publicized by the city except insofar as they are inconsistent with subsections C and D of this section.

C. The following mandatory conservation measures by customers of the department shall be enforced by the department:

1. The mandatory conservation measures in Section 13.04.230(B) shall be enforced by the city, except insofar as they are inconsistent with this subsection C.

2. Commercial, industrial, and institutional users other than dedicated irrigation accounts will receive an allocation per billing period which will be ten percent (10%) less than the average use during the four winter months of the preceding nonshortage year; provided, that no commercial, industrial, or institutional user will be required to reduce usage to less than sixty (60) gallons per day. Users with no prior record of use shall be governed by comparable facilities' usage records as determined by the department. Commercial, industrial, and institutional customers with irrigation and domestic use provided by the same water meter may receive an additional landscape allocation of up to seventy (70) gallons day per thousand (1,000) square feet of landscaped area during April through October by documenting the landscaped square footage served by city water to the satisfaction of the director of public works. For purposes of landscape allocation, the April allocation period will begin on the date the water meter is read in April, and the October allocation period will end on the date the water meter is read in November.

3. Residential users in the single-family residential, multifamily residential, and mobile home customer classes will receive an allocation per billing period which will be limited to sixty-five (65) gallons per person per day. Single-family residences will receive an additional twenty-five

hundred (2,500) gallons per month from April through October for landscape irrigation. Multifamily residential and mobile home customers may receive a landscape allocation of up to seventy (70) gallons per day per thousand (1,000) square feet of landscaped area during April through October by documenting the landscaped square footage served by city water to the satisfaction of the director of public works. For purposes of landscape allocation, the April allocation period will begin on the date the water meter is read in April, and the October allocation period will end on the date the water meter is read in November.

4. For a lawn, landscaping, vineyard or field watered or irrigated through a meter dedicated to that use, usage shall be limited to sixty percent (60%) of current reference evapotranspiration as measured at California Irrigation Management Information Systems (CIMIS) Station No. 77 (in Oakville).

5. No new water connections shall be permitted during a Phase II water emergency.

D. During the Phase II water emergency, the following actions shall be carried out by the city:

1. The city shall notify customers of the water usage allocation for each account that would be allowed under a Phase III water emergency.

2. The department of public works shall make available, or arrange to have delivered, nonpotable water from either lower reservoir or, if permitted and available, tertiary treated wastewater to city-owned properties for irrigation purposes.

3. Nothing herein shall restrict the authority of the director of public works from imposing more severe usage restrictions on each class of water customer if circumstances so warrant. (Ord. 11-7 (part): Ord. 02-7A § 1 (part))

13.04.250 Phase III water regulations.

A. The criteria for establishing Phase III shall be:

1. The volume of water anticipated to be available prior to the next November 1st from all potable water sources is not sufficient to meet the projected demands through November 1st without demand

reduction measures beyond the Phase II reductions being implemented.

2. In assessing the need to impose Phase III restrictions due weight shall be accorded the trigger system developed by the safe yield committee for use by the director of public works. The trigger system is based on water levels in Bell Canyon Reservoir, with the level necessary to trigger a water emergency being adjusted each month to reflect the supply capacity of groundwater and water to be delivered by the city of Napa at that time. Details of the system can be obtained from the director of public works.

B. All mandatory and voluntary measures established by Phases I and II, Sections 13.04.230(B), (C) and (D) and 13.04.240(B), (C) and (D), shall be included in Phase III and publicized by the city, except insofar as they are inconsistent with subsections C and D of this section.

C. The following mandatory conservation measures by customers of the department shall be enforced by the department:

1. The mandatory conservation measures in Sections 13.04.230 and 13.04.240 shall be enforced by the city, except insofar as they are inconsistent with this subsection C.

2. Commercial, industrial, and institutional users other than dedicated irrigation accounts will receive an allocation per billing period which will be twenty percent (20%) less than the average use during the four winter months of the preceding nonshortage year; provided, that no commercial, industrial, or institutional user will be required to reduce usage to less than fifty (50) gallons per day. Users with no prior record of use shall be governed by comparable facilities' usage records as determined by the department. The allocation for landscape irrigation will be fifty percent (50%) of the allocation in Phase II and will be based on the same meter reading period as for Phase II. Landscape allocations are provided for established nonturf plants only.

3. Residential users in single-family residential, multifamily residential, and mobile home customer classes will receive an allocation per billing period which will be limited to sixty (60) gallons per person per day. The

allocation for landscape irrigation will be fifty percent (50%) of the allocation in Phase II and will be based on the same meter reading period as for Phase II. Landscape allocations are provided for established nonturf plants only.

4. For a vineyard or approved field (as approved by the water advisory board) watered or irrigated through a meter dedicated to that use, the allocation shall be limited to thirty percent (30%) of current reference evapotranspiration as measured at California Irrigation Management Information Systems (CIMIS) Station No. 77—Oakville, and irrigation will be allowed for established nonturf plants only.

5. All nonessential uses of water shall be prohibited. Nonessential uses shall include, but not be limited to, the following:

a. The use of water for irrigation of turf, lawns, or landscaping;

b. The refilling of swimming pools, hot tubs and spas, except as required by the fire chief for use as standby neighborhood fire protection. The fire chief shall cause a list of such pools to be on file at the fire department.

6. No new water connections for new development shall be permitted.

D. During the Phase III water emergency, the following actions shall be carried out by the city:

1. The department shall terminate all nonessential contracts which are terminable. (Ord. 11-7 (part): Ord. 02-7A § 1 (part): prior code § 18.25)

13.04.270 Termination of water emergency phases.
Water emergency phases shall be terminated or changed to a less critical phase in the same manner as they are established in accordance with criteria set forth in the preceding sections and at the discretion of the city council. (Ord. 11-7 (part): Ord. 02-7A § 1 (part): prior code § 18.28)

13.04.280 Exception permits.
A. Under a Phase II or Phase III water emergency, the director of public works shall, with such conditions as seem to him or her to be reasonable, grant exception permits in addition to any basic allocation, on application of a water customer submitted under penalty of perjury, based on the conditions defined in this section. The city may provide a process for certification of

efficiency, lot size, medical condition, or efficient and essential use prior to declaration of a water shortage emergency condition which could result in a customer being prequalified for exception.

1. For any customer with an allocation based on previous water use, if it can be demonstrated to the satisfaction of the director of public works that water conservation measures beyond those required in Chapter 13.12 were in place prior to the preceding nonshortage year, an additional quantity of water may be allocated to recognize the higher efficiency in place prior to the water emergency condition.

2. For single-family residential parcels exceeding seven thousand (7,000) square feet in area, the quantity of up to twenty (20) gallons per day for each one thousand (1,000) square feet that the property area exceeds seven thousand (7,000) square feet for the purpose of maintaining mature landscape or orchard plants. For purposes of this subsection, multiple parcels maintained and fully landscaped as one property may be computed as being one parcel. An exception granted based on this subsection shall allow the use of no more than an additional two hundred fifty (250) gallons per day for this purpose.

3. For medical conditions of a resident, a quantity as required to maintain health standards.

4. For any customer with an allocation based on previous winter water use, if it can be demonstrated to the satisfaction of the director of public works that efficient and essential water uses are not represented in average winter water use, an additional quantity of water may be allocated to provide for these efficient and essential needs.

B. The water advisory board shall meet at least monthly and may grant permits for uses of water or for exceptions to water conservation measures or for water connections otherwise prohibited by Sections 13.04.230, 13.04.240, and 13.04.250 if it finds and determines that such regulations would:

1. Cause an unnecessary and undue hardship to the applicant or to the public;

2. Cause an emergency condition affecting the health, sanitation, fire protection, or safety of the applicant or public; or

3. Promote water conservation by providing for the establishment of

water efficient landscaping meeting the standards of Section 17.112.140 and such policies and regulations as have been adopted to implement the provisions of that chapter, replacing more water-intensive landscaping.

C. The water advisory board of the city shall prescribe necessary procedures for application for and use of exception permits.

D. Any decision of the director of public works in granting or denying exceptions may be appealed by the applicant or any other person to the water advisory board by filing a written appeal with the city clerk within ten (10) calendar days after the date of mailing of written notice to the applicant of the decision rendered. The water advisory board shall use its best efforts to hear and determine such appeal within twenty (20) days, and shall affirm, reverse, or modify the decision.

E. Any decision of the water advisory board may be appealed by the applicant to the city council according to the provisions of Chapter 1.16. (Ord. 11-7 (part): Ord. 02-7A § 1 (part): prior code § 18.28.1)

13.04.290 Noncompliance with mandatory water conservation measures. In addition to the provisions of Section 13.04.310, any person who fails to comply with any of the mandatory water conservation measures imposed by the implementation of this article, including the allocations assigned in Phases II and III, shall be subject to an improper water user's fee or charge as hereinafter set forth. Absence of a customer from the city, existence of an undetected leak, or other circumstance does not relieve the customer of the responsibility for ensuring that mandatory water conservation measures are observed and complied with and shall not serve as a basis for reversal of any action or the imposition of any fee or charge.

A. The following charges are not imposed as a penalty but as a charge for excessive or improper use of water. The charges are necessary in order to recover the reasonable cost of enforcement of the mandatory water provisions and in order to obtain the goals of the water conservation measures contained in this section:

1. First Violation. The city shall issue a written warning to the customer for the first violation.

2. Second Violation. The city shall issue a written notice and assess an improper water use fee of fifty cents ($0.50) for each gallon by which the customer's usage exceeded the amount allowed per billing period. If the fee is not paid in full within fifteen (15) days of issuance of the notice, the amount will be added to the customer's water bill.

3. Third Violation. The city shall issue a written notice, charge an improper water use fee of one dollar ($1.00) for each gallon by which the customer's usage exceeded the amount allowed per billing period and install a flow-restricting device on the customer's water service, or otherwise restrict the flow of water through a meter, for a period of not less than seventy-two (72) hours. Such flow-restricting device or other means shall reduce water flow to one gallon per minute for metered services one and one-half inches or under. Similar devices or restrictions will be placed on larger meters. The fee shall be paid prior to the resumption of normal water service.

4. Fourth Violation. The city shall issue a written notice, charge an improper water use fee of one dollar and twenty-five cents ($1.25) for each gallon by which the customer's usage exceeded the amount allowed per billing period, and install a flow-restricting device on the customer's water service, or otherwise restrict the flow of water through a meter, for a period of not less than five days. Such flow restriction device or other means shall reduce water flow to one gallon per minute for the metered services one and one-half inches or under. Similar devices or restrictions will be placed on larger meters. The fee shall be paid prior to resumption of normal water service.

5. Fifth or Subsequent Violation. The city shall issue a written notice, charge an improper water use fee of one dollar and fifty cents ($1.50) for each gallon by which the customer's usage exceeded the amount allowed per billing period, and may either install a water-flow-restricting device on the customer's water service, or otherwise restrict the flow of water through a meter, for an indefinite period or discontinue water service under the provisions of Section 13.04.130. Such flow-restricting device or other means shall reduce water flow to one gallon per minute for metered services one and one-half inches or under. The fee shall be paid prior to restoration of unrestricted water service.

B. Notification of Violation. Notification shall include a description of the facts in regard to the violation, a statement of the possible penalties for each violation and the statement of the customer's rights to hearing on the merits of the violation as stated in Section 13.04.300.

1. Notice of violation shall be given in writing by personal delivery of the notice to the customer at the service address and by first-class mail to the billing address, excepting that notice of a first violation may be by first-class mail to the billing address only.

2. If the customer is absent from or unavailable at the service address, the notice can be left with a responsible person at the premises.

3. If a responsible person is not available at the service address, then the notice can be left in a conspicuous place on the premises.

4. Failure of any notice to so state shall not constitute a defense to the validity of any written notice. A copy of all written notices of violation shall be delivered to the water advisory board. All written notices of violation shall state that a copy is being provided to the water advisory board. (Ord. 11-7 (part): Ord. 02-7A § 1 (part): prior code § 18.29)

13.04.300 Violation hearings.
Any customer receiving a second or subsequent violation notice shall be entitled to file an appeal with the city council according to the provisions of Chapter 1.16. The following shall apply in the case of such appeal:

A. All such appeals shall be automatically referred by the city council to the water advisory board (if in existence) for review and disposition. Any person dissatisfied with the disposition as determined by the water advisory board may seek review of the board's disposition by the city council by filing a petition for review with the city clerk no later than ten (10) calendar days following disposition by the board. The city council shall not entertain evidence not first presented to the water advisory board, and shall give due deference to the disposition of the board in resolving any petition seeking review of the board's disposition.

B. An appeal shall automatically stay installation of a flow-restricting device or shutoff on the customer's water service until the decision is final. The appeal must be filed prior to installation of the restricting device or before shutoff has occurred.

C. The customer's appeal shall not stay the imposition of a fee. If it is determined that a fee is wrongly assessed, the city will refund any fee paid by the customer. (Ord. 11-7 (part): Ord. 02-7A § 1 (part): prior code § 18.29.1)

13.04.310 Violation—Misdemeanor.

Notwithstanding any provision of this code to the contrary, the provisions of Section 377 of the California Water Code shall be applicable to any violation of this article. Any person violating any of the provisions of this article shall be guilty of a misdemeanor. Upon conviction thereof, such person shall be punished by imprisonment in the county jail and/or fined in accordance with the penalties as set forth in the provisions of Section 377 of the California Water Code. (Ord. 11-7 (part): Ord. 02-7A § 1 (part): prior code § 18.30)

SECTION 2. Compliance with CEQA. The City Council hereby finds that the action to adopt this ordinance to amend Chapter 13.04 of the St. Helena Municipal Code is exempt from CEQA pursuant to the statutory exemption set forth in Section 15269(c) (specific actions necessary to prevent or mitigate an emergency) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because this ordinance is a direct response to the State's Emergency Regulation, and pursuant to the categorical exemption set forth in Section 15307 (actions by regulatory agencies for protection of natural resources) because the SWRCB has mandated that St. Helena, as a distributor of a public water supply, protect and conserve the natural resource of water during the severe drought.

SECTION 3. Severability. The City Council hereby declares every section, paragraph, sentence, cause and phrase is severable. If any section, paragraph, sentence, clause or phrase of this ordinance is for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 4: Effective Date. This ordinance shall take effect and be in force 30 days after its adoption, and a summary of this ordinance shall be published once with the names of the members of the Council voting for and against the ordinance in the St. Helena Star, a newspaper of general circulation published in the city of St. Helena.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St. Helena

City Council on the 23rd day of June, 2015, and was adopted at a regular meeting of the St. Helena City Council on the _____ day of _____________, 2015, by the following vote:

Mayor Galbraith: __________

Vice Mayor White: __________

Councilmember Crull: __________

Councilmember Dohring: __________

Councilmember Pitts: __________

APPROVED: ATTEST:

____

Alan Galbraith, Mayor

____

Cindy Black, City Clerk

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Item No: 14

Report to the City Council
Council Meeting of June 23, 2015

Agenda Section: **New Business**

Subject: **Consideration and proposed approval of a resolution authorizing submittal of a grant application to the California Department of Housing and Community Development for funding under the HOME Investment Partnership Program**

CEQA Status: **Exempt-Not a project.**

Prepared By: **Noah Housh, Planning and Community Improvement Director**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

The Department of Housing and Community Development (HCD) has announced funding availability for an owner-occupied low-income household rehabilitation program. The City is authorized to apply for up to $500,000 in grant funds this Notice of Funding Availability (NOFA) round. Applications are due by July 15, 2015 and are required to be authorized by City Council resolution.

DISCUSSION

The HOME Investment Partnership Program funds are intended to assist low-income home owners with making needed repairs to their homes. The Home Program has very specific guidelines as to how the funds are expended and, if awarded, staff would return to the City Council to accept the grant funds and approve the program and program guidelines.

The City currently contracts with the Housing Authority of the City of Napa (HACN) to administer housing authority services for St. Helena. City staff would partner with the HACN to submit the application under the HOME Program. If awarded, City staff would then work with HACN to use the funds to create and administer the program.

FISCAL IMPACT

If awarded the grant, there would be some additional administrative costs associated with management of the funds. However the grant allows a fifteen-percent allocation for administration costs of which the City would receive a portion. The administrative portion is anticipated to cover a majority of the costs of managing the program with HACN. Further information on the fiscal impact of project management will be brought back to the Council, should the grant be awarded.

RECOMMENDED ACTION

Staff recommends that the City Council adopt a resolution authorizing the City manager to submit a grant application to the California Department of Housing and Community Development for the HOME Investment Partnership Program.

ATTACHMENTS

Resolution authorizing submittal of an application.

Attachment 1

CITY OF ST. HELENA

RESOLUTION NO. 2015-____

APPROVING AN APPLICATION TO THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE HOME INVESTMENT PARTNERSHIP PROGRAM

RECITALS

WHEREAS, the California Department of Housing and Community Development ("Department") is authorized to allocate HOME Investment Partnerships Program ("HOME") funds made available from the U.S. Department of Housing and Urban Development ("HUD"). HOME funds are to be used for the purposes set forth in Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, in federal implementing regulations set forth in Title 24 of the Code of Federal Regulations, part 92, and in Title 25 of the California Code of Regulations commencing with section 8200, and

WHEREAS, on May 15, 2015, the Department issued a 2015 Notice of Funding Availability announcing the availability of funds under the HOME program (the "NOFA"), and

WHEREAS, in response to the 2015 NOFA, the City of Saint Helena, a municipal corporation (the "Applicant"), wishes to apply to the Department for, and receive an allocation of, HOME funds.

RESOLUTION

Therefore, The City Council of the City of St. Helena hereby resolves as follows:

1. In response to the 2015 NOFA, the Applicant shall submit an application to the Department to participate in the HOME program and for an allocation of funds not to exceed Five Hundred Thousand Dollars ($500,000) for an owner-occupied housing rehabilitation assistance program to be located in the city limits of Saint Helena.
2. If the application for funding is approved, then the City of Saint Helena hereby agrees to use the HOME funds for eligible activities in the manner presented in its application as approved by the Department in accordance with the statutes and regulations cited above.
3. The Applicant may also execute a standard agreement, any amendments thereto, and any and all other documents or instruments necessary or required by the Department or HUD for participation in the HOME program (collectively, the required documents).

4. The applicant authorizes the City Manager or her designee(s) to execute, in the name of the City of Saint Helena, the application, the standard agreement, and all required program documents required by the Department or HUD for participation in the HOME program, and any amendments thereto.

Approved at a Regular Meeting of the Saint Helena City Council on June 23, 2015, by the following vote:

Mayor Galbraith: __________

Vice Mayor White: __________

Councilmember Crull: __________

Councilmember Dohring: __________

Councilmember Pitts: __________

APPROVED:	ATTEST:
____________________	____________________
Alan Galbraith, Mayor	Cindy Black, City Clerk

Item No: 15

Report to the City Council
Council Meeting of June 23, 2015

Agenda Section: **New Business**

Subject: **Consideration of a notification of an interest to sell an affordable housing unit located at 1641 Voorhees Circle and direction as to whether the City desires to exercise its option to purchase the property.**

CEQA Status: **Not a Project**

Prepared By: **Noah Housh, Planning and Community Improvement Director**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

On June 11, 2015, the City received notice from St. Helena's affordable housing agency, the Housing Authority of the City of Napa ("Housing Authority") that the home owners of 1641 Voorhees Circle in St. Helena intend to sell their home. The home is a single-family, owner-occupied affordable housing unit in the Wallis Subdivision. The owners, James and Brittany Eyer purchased the home in 2009.

DISCUSSION

As an owner-occupied affordable housing unit, 1641 Voorhees Circle was sold to the current owner ("Owner") subject to a Resale Restriction Agreement and Option to Purchase ("Agreement"). This Agreement provides that if Owner wishes to sell the home, the City of St. Helena has first option to purchase the property before the owner attempts to market and sell the home to an income-qualified buyer. If the City decides not to exercise this option, then the home must be sold to an income-qualified buyer at a price set by the Agreement at either fair market value or the restricted sales price, whichever is lower. The restricted sales price is $319,114.00. The sale of the property would be subject to another agreement to continue income restricted resale under similar terms, intended to keep the home as an affordable housing unit.

City's Option

As previously stated, the Agreement gives the City an option to purchase the property before the owner attempts to market and sell the home to an income-qualified buyer.

The City has two opportunities to exercise the option; now, upon Owner's notice of intent to sell or later, if the Owner's six (6) month marketing period ends without a sale to an income-qualified buyer. If the City exercises its option to purchase the home, either before or after the Owner's marketing period, the option can be assigned to a purchaser identified and selected by the Housing Authority through implementation of the City's preference policy.

Factors Affecting Exercise of Option

One factor to consider in the City's decision whether or not to exercise the option is that the City has 45 days from the time it received the notice of intent to sell to inform the owner in writing whether or not it intends to exercise its option to purchase. A letter indicating their interest in selling was received by the Housing Authority on June 8, 2015 thus, the City must respond to the owner by July 23, 2015. In addition, once the option is exercised, escrow on a sale of the home must close no later than 90 days after the notice of intent to sell, which would be September 6, 2015. The Housing Authority has cautioned that these time limits may not allow sufficient time to advertise for and then conduct a lottery in order to find an income-qualified buyer under the City's preference policy.

It has been past practice for the City to waive their option to purchase the property and instruct the owner to sell the home to a qualified purchaser at the restricted sales price. Further, the Housing Authority has recommended that the City not exercise its option to purchase at this time, and that the direction should be to instruct the owner to proceed with marketing their home to an eligible buyer.

However, it is at the Councils discretion to exercise the City's option, and then assign the right to purchase (to a qualified individual) before the deadline to close escrow. The 90-day limit for close of the escrow would also apply to any assignee. Additionally, the City could exercise its option to purchase the unit, but enter into a sale and purchase agreement with another buyer before the close of escrow. However, by the terms of the Agreement, if the City exercises its option it must close escrow by September 6, 2015. As identified by the Housing Authority, the chance is high that no buyer will have been identified by then, and the City will have to close escrow and hold the home until a buyer can be found.

Sale by the Owner

If the City does not exercise the option to buy, the owner would proceed under the Resale Agreement restrictions that were written in 2009, when they purchased the home. Under these agreements the owner would be required to sell the property subject to the City's Local Preference Policy which was adopted by the St. Helena City Council in 2005 and amended in July 2010.

Sale by the Owner would further require that the Owner cooperate with the Housing Authority in finding an income-qualified buyer, who would purchase the home according to the Agreement (at the restricted sales price, subject to another similar agreement). The owner would then have six (6) months to market and sell the home in this manner.

FISCAL IMPACT

If the City exercises its option to purchase, the City will pay $319,114.00, plus any costs associated with close of escrow according to the terms of the Agreement. Additional costs may be incurred with amending and recording the regulatory agreements to include the provisions of the Local Preference Policy, and any costs associated with the resale to an income-qualified buyer identified through implementation of said preference policy.

RECOMMENDED ACTION

Discuss and provide direction to staff regarding exercising the City's option to purchase the property or waiving the option and allowing the owners to attempt to sell the property according to the requirements of the agreement.

ATTACHMENTS

1. June 11, 2015 letter from City of Napa Housing Authority
2. 2009 Resale Restriction Agreement for 1641 Voorhees Circle
3. Resolution

Attachment 1

CITY of NAPA

Housing Authority
Site Address: 1115 Seminary Street
Mailing Address: P.O. Box 660
Napa, CA 94559-0660
Phone: (707) 257-9543
TTY: 711 (Telecommunication Relay Service)
FAX: (707) 257-9239 •
www.cityofnapa.org

June 11, 2015

Jennifer Phillips, City Manager
City of St. Helena
1480 Main Street
St. Helena, CA 94574

Re: Notice of Intent to Sell
1641 Voorhees Circle, St. Helena
James and Brittany Eyer

Dear Jennifer:

The Housing Authority is in receipt of a letter from James Eyer dated May 28, 2015 and received in this office on June 8, 2015. The letter states that they intend to sell their below market rate affordable housing unit located at 1641 Voorhees Circle.

Under the Resale Restriction Agreement and Option to Purchase signed by James and Brittany Eyer and the City of St Helena (the City) on November 16, 2009, the City has "the first right to exercise its option to purchase the property. The City has 45 days from the time it received notification of intent to sell to inform the owner in writing whether or not it intends to exercise its option to purchase

Should the City exercise its option, the City should be prepared to purchase the home at the fair market value or restricted sales price of $319,114.00, whichever is lower. If the City elects to exercise its option to purchase it has 90 days from the receipt of Owner's notice of intent to sell to close the escrow. The 90-day period commenced when the City received the owner's notice to sell, which was June 8, 2015 with the period ending on **September 4, 2015.**

If the City does not want to exercise their option to purchase, the City may notify the Owner that it will not at this time exercise the option to purchase the residence and the owner may proceed to sell the residence to an eligible purchaser at a price not to exceed the restricted sales price. The owner shall then make a bonafide good faith effort to market the home for at least six months. If they are not able to locate an eligible buyer within the six month marketing period, the owner may then send a second notice to the City and allow an additional 30-day period to exercise the City option.

In accordance with the Resale Restriction Agreement, a pest control inspection report has been ordered by the homeowner and any damage noted on the report must be repaired prior to close of escrow or within 60 days of the notice of intent to sell.

As we discussed, it has been the past practice of the City Council to waive their option to purchase the property and instruct the owner to sell the home to an eligible purchaser at the restricted sales price.

The Housing Authority therefore recommends that the City not exercise its option at this time and instruct the owner to proceed with marketing their home to an eligible purchaser. I am requesting that you place this item for consideration on the June 23, 2015 City Council Agenda.

Sincerely,

Andrea Clark

Andrea Clark
Affordable Housing Representative

Attachments: Copy of Resale Restriction Agreement
Eyer letter of May 28, 2015

cc: Noah Housh

5/28/2015

To whom it may concern,

We, Brittany and James Eyer, are giving notice to the City of St. Helena of our intent to sell our property on 1641 Voorhees Cir., St. Helena. This notification is in accordance with the resale agreement section 6C.

Thank you,

James and Brittany Eyer

2009-0033470

Recorded Official Records County of Napa JOHN TUTEUR Assessor-Recorder-Cou | REC FEE 0.00

CW

12:44PM 23-Dec-2009 | Page 1 of 23

RECORDING REQUESTED BY
AND WHEN RECORDED RETURN TO:

City Clerk
City of St. Helena
1480 Main Street
St. Helena, CA 94574

No fee for recording pursuant to
Government Code Section 27383

LOAN NO. WALL-Lot 19
APN: 009-602-008

ESCROW NO. 00097554-LT

DBL

RESALE RESTRICTION AGREEMENT AND OPTION TO PURCHASE

This RESALE RESTRICTION AGREEMENT AND OPTION TO PURCHASE (the "Agreement") is entered into as of November 16, 2009, by and between the City of St. Helena (the "City"), and James D. Eyer and Brittany S. Eyer (the "Owner").

RECITALS

A. WHEREAS, the City developed a program to provide housing opportunities to moderate income purchasers of homes to be offered for sale at prices which are below those otherwise prevailing in the market as described in St. Helena Municipal Code Chapter 17.146 (the "Program").

B. Owner intends to purchase the home located on the property at 1641 Voorhees Circle in St. Helena, California described in Exhibit A attached hereto (the "Residence"). The Residence has been designated by the City to be affordable to households whose combined income does not exceed one hundred percent (120%) of the median annual income, adjusted for household size, for a household in Napa County, as published by the United States Department of Housing and Urban Development from time to time, or in the event that such income determination is no longer published, or has not been updated for a period of at least eighteen (18) months, the City may use or develop such other reasonable method as it may choose to determine such income determination ("Income Eligible Households"). This Agreement restricts future sales of the residence to persons who qualify as Income Eligible Households.

C. To implement the Program, the City requires the Owner to execute this Agreement and accompanying documents as a condition of the Owner's purchase of the Residence. The Owner has agreed to execute and comply with this Agreement in consideration of the affordable purchase price of the Residence which is below the fair market value under the Program.

D. The purpose of this Agreement is to place resale controls on the Residence and to require the payment of any excess proceeds of sale or excess rental proceeds to the City. This Agreement also provides the City an option to purchase the Residence at a restricted price, given in consideration of the economic benefits to the Owner resulting from purchase of the Residence at a below market price under the City's Program. This Agreement is accompanied by a promissory note from the Owner to the City (the "City Note") pursuant to which the Owner agrees to pay any excess proceeds of sale or excess rental proceeds to the City. This Agreement and the accompanying City Note shall be secured by a deed of trust on the Residence (the "City Deed of Trust").

E. This Agreement and the City Deed of Trust shall be subordinate only to the purchase money deed(s) of trust from Wells Fargo Bank, N.A., (if applicable) (the "First Lender(s)"), securing a fully amortized loan or loans in the original principal amount(s) of Two Hundred Ninety Seven Thousand One Hundred Eighty Four Dollars ($297,184.00) (the "First Lender(s) Loan(s)"), and to any subsequent deed(s) of trust approved by the City in accordance with Section 21 (the "First Lender(s) Deed(s) of Trust").

NOW, THEREFORE, in consideration of the benefits received by the Owner and the City, the Owner and the City agree as follows:

SECTION 1. DEFINITIONS

The following terms are specially defined for this Agreement and their definitions can be found in the sections indicated below:

A. "Affordable Rent" – Section 4.B

B. "Agreement" - First sentence of the Agreement on page 1

C. "City" - First sentence of the Agreement on page 1

D. "City Deed of Trust" - Recital D

E. "City Note" - Recital D

F. "City Option" - Section 7

G. "City Response Notice" - Section 6.E

H. "Excess Rental Proceeds" – Section 4.B

I. "Excess Sales Proceeds" - Section 10

J. "Fair Market Value" - Section 9.D

K. "First Lender(s)" - Recital E

L. "First Lender(s) Deed of Trust" - Recital E

M. "First Lender(s) Loan" - Recital E

N. "Housing Agency" – Section 6.C

O. "Income Eligible Households" – Recital B

P. "Increased Base Price" - Section 9.A

Q. "Notice of Intent to Transfer" - Section 6.C

R. "Owner" - First sentence of the Agreement on Page 1

S. "Program" - Recital A

T. "Qualified Homebuyer" - Section 3

U. "Residence" - Recital B

V. "Restricted Sales Price" - Section 9

W. "Term" – Section 28

X. "Transfer" - Section 6.A

SECTION 2. DESCRIPTION OF PROPERTY

This Agreement concerns the Residence located on certain real property, as more fully described in Exhibit A attached hereto and incorporated herein.

SECTION 3. OWNER CERTIFICATIONS

The Owner certifies that (a) the financial and other information previously provided to the City in order to qualify to purchase the Residence is true and correct as of the date first written above, (b) the Owner is a Qualified Homebuyer and (c) the Owner shall occupy the Residence as the Owner's principal place of residence in accordance with Section 4. A "Qualified Homebuyer" is defined as:

(a) a homebuyer who has not had an ownership interest in residential real estate during the three (3)-year period immediately prior to this Agreement; or

(b) a "displaced homemaker" who has not worked full time in the labor force for the preceding two (2) years but has, during such years, worked primarily without remuneration to care for the home and family, and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment; or

(c) a parent who is unmarried or legally separated from a spouse, and has one or more minor children for whom the individual has custody or joint custody or is pregnant; or

(d) a current owner-occupant of a home that does not meet local codes and cannot be brought into compliance with codes for less than the cost of construction of a new home; or

(e) an owner of a manufactured home that is not permanently affixed to a permanent foundation in accordance with local code.

SECTION 4. OCCUPANCY OF RESIDENCE

A. Principal Place of Residence. The Owner shall occupy the Residence as the Owner's principal place of residence throughout the Term of this Agreement (as defined in Section 28). The Owner shall be considered as occupying the Residence as the Owner's principal place of residence if the Owner is living in the unit for at least ten (10) months during any twelve (12)-month period. The City Council may grant a temporary waiver of this occupancy requirement for good cause in its sole discretion, on terms and conditions it deems appropriate. Upon the City's request, the Owner shall provide written certification that Owner continues to occupy the Residence as the Owner's principal place of residence.

B. Renting. The Owner shall not rent or lease the Residence to another party for more than two (2) months during any twelve (12)-month period, unless such rental or lease is first approved by the City Council. The City shall be provided with a copy of any rental agreement. In no case shall Owner rent out the Residence for periods of less than thirty (30) consecutive days. The City shall approve the renting or leasing of the Residence only if all of the following conditions are met: (1) the term of the rental or lease is not greater than twelve (12) months and cannot be extended without City approval; (2) the Owner demonstrates to the City's reasonable satisfaction that the Owner will incur substantial hardship if he or she is not permitted to rent or lease the Residence to a third party; (3) the tenant qualifies as an Income Eligible Household, as certified to the City, and (4) the rent for the Residence does not exceed rent determined by the City to be affordable to an Income Eligible Household (the "Affordable Rent"). Any rental or lease of the Residence in violation of this Agreement is prohibited, and shall be a default under this Agreement and the City Deed of Trust. The Owner further agrees that, in the event the Owner rents or leases the Residence to a third party in violation of this Section 4, any excess rents paid to the Owner by the lessee over the Affordable Rent ("Excess Rental Proceeds") shall be due and payable to the City immediately upon receipt thereof by the Owner. Such Excess Rental Proceeds shall be considered a recourse debt of the Owner to the City, as evidenced by the City Note, which the City may collect by legal action against the Owner, including by foreclosure under the City Deed of Trust.

SECTION 5. MAINTENANCE AND INSURANCE REQUIREMENTS

A. Maintenance. The Owner shall maintain the Residence, including landscaping, in good repair and in a neat, clean and orderly condition (and, as to landscaping, in a healthy condition) and in accordance with all applicable laws, rules, ordinances, orders and regulations of all federal, state, county, municipal, and other governmental agencies and bodies having or claiming jurisdiction and all their respective departments, bureaus, and officials. Owner will not commit waste or permit deterioration of the Residence, and shall make all repairs and replacements necessary to keep the Residence in good condition and repair. Failure by the Owner to maintain the Residence shall constitute a default under this Agreement for which the City may exercise the City Option to purchase the Residence pursuant to Section 12 below.

In the event that the Owner breaches any of the covenants contained in this section and such default continues for a period of ten (10) days after written notice from the City with respect to graffiti, debris, waste material, and general maintenance or thirty (30) days after written notice from the City with respect to landscaping and building improvements, then the City, in addition to whatever other remedy it may have at law or in equity, shall have the right to enter the Residence and perform or cause to be performed all such acts and work necessary to cure the default. Pursuant to such right of entry, the City shall be permitted (but is not required) to enter the Residence and perform all acts and work necessary to protect, maintain, and preserve the improvements and landscaped areas, and to attach a lien on the Residence, or to assess the Residence, in the amount of the expenditures arising from such acts and work of protection, maintenance, and preservation by the City and/or costs of such cure, which amount shall be promptly paid by the Owner to the City, plus an administrative charge equal to fifteen percent (15%) of the cost of such work upon demand.

B. Insurance. The Owner shall maintain a standard all risk property insurance policy equal to the replacement value of the Residence (adjusted every five (5) years by appraisal, if requested by City), naming the City as an additional insured. Additional insurance requirements are set forth in Section 5 of the City Deed of Trust. The Owner shall provide the City with evidence of required insurance coverage upon request of the City.

SECTION 6. TRANSFER RESTRICTIONS

A. Transfers Restricted. Any transfer of the Residence shall be subject to the provisions of this Agreement including, without limitation, the City Option. "Transfer" means any sale, assignment or transfer, voluntary or involuntary, of any interest in the Residence, including, but not limited to, a fee simple interest, a joint tenancy interest, a life estate, a leasehold interest of more than two (2) months in any twelve (12) month period without the City's consent pursuant to Section 4.B above, an interest evidenced by a land contract by which possession of the Residence is Transferred and Owner retains title, or a deed of trust. Any Transfer without satisfaction of the provisions of this Agreement is prohibited.

B. Exempt Transfers. The following transfers shall not be considered a Transfer for purposes of this Agreement ("Exempt Transfers"), provided, however, that all the provisions of this Section 6.B are met:

(1) Transfers by gift, devise, or inheritance to the Owner's spouse, registered domestic partner, surviving joint tenant, children, and step-children;

(2) Transfer of title to a spouse as part of a dissolution of marriage proceeding or in connection with marriage;

(3) Transfer of title to an inter vivos or testamentary trust for estate planning purposes where the Owner is the beneficiary of such trust; and

(4) Refinance of the First Lender(s) Loan(s) meeting the requirements of Section 21 of this Agreement.

The Owner shall provide written notice of all such Exempt Transfers described in this Section 6.B to the City; and the Owner shall continue to occupy the Residence as his or her principal place of residence (except where the Exempt Transfer occurs pursuant to subsection (1) or (2) above, in which event the transferee shall owner-occupy the Residence and affirmatively assume the Owner's obligations under this Agreement, the City Note, and the City Deed of Trust). All other Transfers shall require prior written notice to the City pursuant to Section 6.C below and shall comply with the provisions of the Agreement, including but not limited to Sections 7 and 8.

C. Notice of Intent to Transfer. If the Owner intends to Transfer or vacate the Residence, the Owner shall promptly notify the City in writing of such intent (the "Notice of Intent to Transfer"). The Notice of Intent to Transfer notice shall be given in accordance with Section 19 of this Agreement, with a copy to the Housing Agency of the City of Napa or successor agency designated by the City (the "Housing Agency"), and at least ninety (90) days prior to the actual vacation of the Residence. The notice from the Owner shall be sent by certified mail, return receipt requested. Following receipt of such notice, the City may purchase the Residence in accordance with Section 7.

The Owner's Notice of Intent to Transfer shall include the information necessary for the City to determine the Restricted Sales Price of the Residence, including the following information:

(1) the address of the Residence;

(2) the date of purchase of the Residence by the Owner;

(3) the purchase price of the Residence paid by the Owner at the time of his/her purchase;

(4) a copy of the HUD-1 Settlement Statement or equivalent document from the close of escrow on the Owner's purchase of the Residence;

(5) if Owner has made capital improvements to the Residence, a request for credit for such capital improvements in the calculation of Restricted Sales Price;

(6) if the Owner believes the Residence is in good repair, with no deferred maintenance that would warrant a downward adjustment of the Increased Base Price, a request for City inspection to verify good condition;

(7) the date on which the Owner intends to vacate the Residence;

(8) the date the Residence will be placed on the market; and

(9) the name and phone number of the person to contact to schedule inspection of the Residence by the City.

The Owner may not wish to contract with a real estate broker to sell the Residence, since the services of a broker will not be required if the City exercises the City Option to purchase the Residence pursuant to Section 7 below or the Housing Agency selects a purchaser.

D. Preparation for Sale. Following delivery to the City of the Owner's Notice of Intent to Transfer, the Owner shall prepare the Residence for sale, as follows:

(1) within thirty (30) days of delivery of the Owner's Notice of Intent to Transfer, the Owner shall obtain and deliver to the City a current written report of inspection of the Residence by a licensed structural pest control operator;

(2) within the sooner of (a) sixty (60) days from the date of delivery of the Owner's Notice of Intent to Transfer, or (b) prior to close of escrow on the Transfer, the Owner shall repair all damage noted in the pest report including damage caused by infestation or infection by wood-destroying pests;

(3) within thirty (30) days of the date of the Owner's Notice of Intent to Transfer, the Owner shall allow the City, or its designee, to inspect the Residence to determine its physical condition and, if requested by the City, following such inspection, the Owner shall obtain and deliver to the City a home inspection report prepared by a licensed home inspector; and

(4) if the Residence is vacant, the Owner shall maintain utility connections until the close of escrow on the Transfer.

E. City Response to Owner's Notice of Intent to Transfer. The City shall respond in writing (the "City Response Notice") to the Owner's Notice of Intent to Transfer within forty-five (45) days of City receipt of a complete Owner's Notice of Intent to Transfer that includes all information required under Section 6.C above or, if the City receives the pest control report and home inspection report (if any) required pursuant to Section 6.D above after City receipt of a complete Owner's Notice of Intent to Transfer, within forty-five (45) days of City receipt of such reports. The City Response Notice shall inform the Owner of the City's election to proceed under one of the following two alternatives:

(1) Exercise of City Option. The City Response Notice may notify the Owner that the City or its assignee elects to exercise the City Option to purchase the Residence, as granted in Section 7 below, and shall include the City's calculation of the Restricted Sales Price pursuant to Section 9 below; or

(2) Owner Sale at Restricted Sales Price to Eligible Purchaser. The City Response Notice may notify the Owner that the City will not at this time exercise the City Option to purchase the Residence and that the Owner may proceed to sell the Residence to an Eligible Purchaser at a price not to exceed the Restricted Sales Price, pursuant to the procedure set forth in Section 8 below. In this event, the City Response Notice shall include the following information: (1) the maximum qualifying income for an Income Eligible Household; (2) the certifications required of an Income Eligible Household; and (3) the Restricted Sales Price the Owner may receive for the Residence, calculated by the City pursuant to Section 9 below. The Owner may then proceed to request referrals from the Housing Agency pursuant to Section 8.A below to sell the Residence to an Income Eligible Household.

SECTION 7. CITY OPTION

A. Exercise of City Option. The Owner agrees that the City shall have the option to purchase the Residence for an amount equal to the Restricted Sales Price as calculated in the manner set forth in Section 9 of this Agreement (the "City Option"). If the City decides to exercise its Option to purchase the Residence, it shall, within forty-five (45) days of receipt of the Notice of Intent to Transfer specified in Section 6.A above, notify the Owner in accordance with Section 19 of this Agreement that it chooses to exercise the City Option. If the City exercises the City Option to purchase, it shall purchase the Residence within ninety (90) days of the date it receives the Notice of Intent to Transfer, or such longer period as may be agreed between the Owner and the City. The City may, instead of purchasing the Residence itself, assign its right to purchase the Residence to an Income Eligible Household who meets the criteria established by the City or to another governmental agency or nonprofit organization which is devoted to developing or operating affordable housing. If City decides to assign its right to purchase, it may do so by implementing any adopted policy giving preference to Income Eligible Households with members who live and/or work in St. Helena, in which case Owner shall cooperate in good faith with purchase by the assignee, including by granting a longer period for purchase. In the event of exercise of the City Option and purchase of the Residence by the City or its assignee, the Owner shall permit a final walk-through of the Residence by the City or its assignee in the final three (3) days prior to close of escrow on the Transfer.

B. Procedure on Sale. Sale shall be through an escrow with a title insurance company selected by the City, utilizing the form of escrow agreement customarily used by such title company in residential transactions in Napa County, modified to the extent necessary to conform to this transaction. The escrow shall be opened upon delivery by the City to the Owner of the City Response Notice. Closing costs and title insurance shall be paid pursuant to the custom and practice in Napa County. At the closing, the Owner shall furnish the City or assignee an ALTA owner's residential title insurance policy, subject to its exclusions from coverage, special exceptions for current taxes and assessments not yet due, and such matters (other than taxes, assessments, and encumbrances created or suffered by the Owner who signed this Agreement and all those claiming under that the Owner) which were exceptions to title on the date of this Agreement. At the closing, the Owner shall convey title to the City or assignee by grant deed.

SECTION 8. TRANSFER BY OWNER IF CITY DOES NOT EXERCISE OPTION

A. Sale To Housing Agency Purchaser. If the City does not exercise the City Option pursuant to Section 7, the Owner must sell the Residence to an Income Eligible Household selected by the Housing Agency and meeting the requirements of subsection B of this Section 8. The Housing Agency shall respond in writing within forty-five (45) days after receiving a request for a referral of an Income Eligible Household from Owner. Escrow shall close within ninety (90) days after the Housing Agency notifies the Owner that it has found an Income Eligible Household that has met the Requirements of subsection B below.

B. Sale To Eligible Income Eligible Household. If the Housing Agency, in its sole discretion, certifies that an Income Eligible Household meets the requirements of this subsection B, then the Owner may sell the Residence to such household for the Restricted Sales Price in accordance with Section 9. The Income Eligible Household shall provide the following documents to the Housing Agency:

(1) The name, address and telephone number in writing of the Income Eligible Household;

(2) A signed financial statement of the Income Eligible Household in a form acceptable to the Housing Agency and any other supporting documentation requested by the Housing Agency. The financial information shall be used by the Housing Agency to determine the income eligibility of the Income Eligible Household;

(3) The proposed sales contract and all other related documents which shall set forth the terms of the sale of the Residence. Such documents shall include the following terms:

(a) the sales price; and

(b) the price to be paid by the Income Eligible Household for the Owner's personal property, if any, and for the services of the Owner, if any;

(4) A written certification from the Owner and the Income Eligible Household in a form acceptable to the Housing Agency that:

(a) the sale shall be closed in accordance with the terms of the sales contract and other documents submitted to and approved by the Housing Agency; and

(b) the Income Eligible Household or any other party has not paid and will not pay to the Owner, and the Owner has not received and will not receive from the Income Eligible Household or any other party, money or other consideration, including personal property, in addition to what is set forth in the sales contract and documents submitted to the Housing Agency;

(c) in the event a Transfer is made in violation of the terms of this Agreement or false or misleading statements are made in any documents or certification submitted to the City, the City shall have the right to file an action at law or in equity to require the parties to terminate and/or rescind the sales contract and/or declare the sale void, notwithstanding the fact that the sale may have closed and become final between the Owner and the Income Eligible Household;

(d) any costs, liabilities or obligations incurred by the Owner and/or the Income Eligible Household for the return of any moneys paid or received in violation hereunder or for any costs and legal expenses, shall be borne by the Owner and/or the Income Eligible Household and they shall hold the City, the Housing Agency and their designees harmless and reimburse their expenses, legal fees and costs for any action they reasonably take in good faith in enforcing the terms of this Agreement;

(5) An executed Resale Restriction Agreement and Option to Purchase in a form required by City, an executed promissory note to the City, and an executed deed of trust from the Income Eligible Household in a form required by the City. The recordation of the new Resale Restriction Agreement and deed of trust shall be a condition of the City's or its designee's approval of the proposed sale. The new Resale Restriction Agreement shall be recorded at closing and, upon recordation, shall supersede the terms of this Agreement and this Agreement shall be of no further force and effect and shall terminate as provided by Section 28; and

(6) Upon the close of the proposed sale, conformed copies of the recorded Resale Restriction Agreement and Option to Purchase, a copy of the final sales contract, settlement statement, escrow instructions, and any other document which the City or Housing Agency may reasonably request.

C. <u>Marketing By Owner</u>. If the Housing Agency does not provide an Income Eligible Household and close escrow as described in subsections A and B of this Section 8, the Owner must make bona fide good faith efforts to market and sell the Residence to an Income Eligible Household meeting the requirements of subsection B of this Section 8 during the following six (6) months.

D. <u>Second Notice To City</u>. If the Owner fails to Transfer the Residence during the Owner's six (6) month marketing period, or an extended period as allowed by the City Council, the Owner must send the City a second notice and allow the City an additional thirty (30)-day period to exercise the City Option.

E. Sale To Ineligible Household. The Owner may offer the Residence for sale to a household that does not meet the requirements of an Income Eligible Household and/or the requirements of subsection B of this Section 8, if all of the following conditions are met:

(1) The City does not exercise the City Option pursuant to Section 7; and

(2) The Housing Agency does not provide an Income Eligible Household and close escrow as described in subsections A and B of this Section 8; and

(3) The Owner offers the Residence for sale for the six (6)-month period described in subsection C of this Section 8; and makes a bona fide good faith effort to sell the Residence to an Income Eligible Household during such period; and

(4) The Owner complies with the second notice requirement to the City as described in subsection D of this Section 8; and

(5) The City still declines to exercise the City Option.

In the event of sale pursuant to this subsection E, the Owner shall pay any and all Excess Sales Proceeds (as defined in Section 10) to the City. The City shall have no obligation to cause reconveyance of this Agreement or of the City Deed of Trust until the Excess Sales Proceeds have been paid to the City.

SECTION 9. DETERMINATION OF RESTRICTED SALES PRICE

If the City (or its assignee) exercises the Option, or if the Owner sells to an Eligible Purchaser, the maximum sales price (the "Restricted Sales Price") that the Owner shall receive for any type of Transfer of the Residence shall be the lesser of the (i) Increased Base Price as adjusted by subsections 10.B and 10.C, or (ii) the Fair Market Value determined by subsection 10.D.

A. Increased Base Price: The "Increased Base Price" of the Residence means Three Hundred Two Thousand Six Hundred Seventy Seven Dollars ($302,677.00), (the original purchase price of the Residence), increased by the percentage increase in household income for a household of four (4) at one hundred percent (100%) of the Median Income between the date of the original purchase of the Residence by the Owner and the date of receipt of the Notice of Intent to Transfer. As of the date of the Owner's purchase of the Residence, the Median Income for a household of four (4) persons is Eighty One Thousand Eight Hundred Dollars ($81,800.00).

B. Increase For Improvements: The Increased Base Price shall also be increased by the value of substantial structural or permanent fixed improvements that meet all of the following criteria:

(1) The improvements cannot be removed without substantial damage to the Residence or substantial or total loss of value of such improvements; and

(2) The improvements were made or installed by or under the direction of the Owner; and

(3) The improvements were approved in advance by the City or its designee; and

(4) The initial cost of the improvements was Two Thousand Dollars ($2,000) or more.

The value of such improvements by which the Increased Base Price shall be adjusted shall be the appraised market value of the improvements when considered as additions or fixtures to the Residence (i.e., the amount by which such improvements enhance the market value of the Residence at the time of sale), or such an amount as may be agreed upon by the Owner and the City. The adjustment to the Increased Base Price for such improvements shall be limited to increase in value, not the cost of the improvements to the Residence. The cost of any appraisal prepared for the purpose of adjusting the Increased Base Price shall be borne by the Owner.

C. Decrease For Damage And Maintenance. The Increased Base Price shall be decreased by an amount necessary to repair any damages and to put the Residence into a "sellable condition". Items necessary to put a Residence into sellable condition shall be determined by the Housing Agency, and may include cleaning, painting and making needed structural, mechanical, electrical, plumbing and fixed appliance repairs and other deferred maintenance repairs.

D. Fair Market Value. In certain circumstances it may be necessary to determine the fair market value of the Home (the "Fair Market Value"). These circumstances include: (1) where the parties wish to determine if the Increased Base Price exceeds the Fair Market Value in order to determine the Restricted Sales Price pursuant to this Section 9; and (2) where the Owner wishes to refinance the First Lender(s) Loan(s) as described in Section 21. If it is necessary to determine the Fair Market Value of the Residence, it shall be determined by an appraisal prepared by an independent residential appraiser selected by the Owner from a list of appraisers provided by the Housing Agency. Each appraiser on the Housing Agency's list shall have been previously approved by the Federal National Mortgage Association or the Federal Housing Administration and placed on its list of approved single family housing appraisers. If possible, the appraisal shall be based upon the sales prices of comparable properties sold in the market area during the preceding three (3)-month period. The cost of the appraisal shall be shared equally by the City and the Owner. In the event that the Owner has made capital improvements to the Residence that satisfy subsection B of this Section 9 or if damage or deferred maintenance has occurred while the Owner owned the Residence which has decreased the value of the Residence as described in subsection C of this Section 9, the appraisal shall specifically ascribe a value to these adjustment factors and state what the Fair Market Value of the Residence would be without such adjustments. Nothing in this Section 9 shall preclude the Owner and the City from establishing the Fair Market Value of the Residence by mutual agreement in lieu of an appraisal pursuant to this Section 9.

SECTION 10. PAYMENT TO CITY OF EXCESS SALES PROCEEDS

If the Owner sells the Residence to a non-Eligible Purchaser pursuant to Section 8.E or makes a Transfer in violation of this Agreement, the Owner shall pay the Excess Sales Proceeds to the City. For purposes of this Agreement, "Excess Sales Proceeds" shall mean the amount by which the gross sales proceeds received by the Owner from the new purchaser exceed the Maximum Restricted Sales Price for the Residence (in the amount that was stated in the City Response Notice). This amount shall be a debt of the Owner to the City, further evidenced by the City Note, and secured by the City Deed of Trust. The Owner acknowledges that the City shall have no obligation to cause reconveyance of this Agreement or of the City Deed of Trust until the Excess Sales Proceeds are paid to the City. The City shall utilize the Excess Sales Proceeds for City affordable housing programs. The Owner and the City acknowledge that the formula for calculation of the amount of Excess Sales Proceeds due from the Owner to the City is intended to cause the Owner to receive the same or fewer net sales proceeds from sale of the Residence at an unrestricted price to a market purchaser as the Owner would receive from sale of the Residence to the City or to an Eligible Purchaser at the Restricted Sales Price.

SECTION 11. DEFAULTS AND REMEDIES

A. Events Of Default. The following events shall constitute a Default by the Owner under this Agreement:

(1) The City determines that the Owner has made a misrepresentation to obtain the benefits of purchase of the Residence or in connection with its obligations under this Agreement;

(2) The Owner fails to owner occupy the Residence, as required pursuant to Section 4.A, and such failure continues following written notice by the City and sixty (60) days' opportunity to cure following the date of such notice;

(3) The Owner rents the Residence in violation of Section 4.B, and such failure continues following written notice by the City and sixty (60) days' opportunity to cure;

(4) The Owner fails to provide information to the City necessary to determine Owner's compliance with the requirements of this Agreement;

(5) The Owner makes a Transfer in violation of this Agreement;

(6) The Owner otherwise fails to comply with the requirements of this Agreement and such violation is not corrected to the satisfaction of the City within thirty (30) days after the date of written notice by the City to the Owner of such violation;

(7) A notice of default is issued under First Lender(s) Loan(s) or other financing secured by the Residence;

(8) A lien is recorded against the Residence other than the lien of a bone fide mortgage loan;

(9) Owner places a mortgage on the Residence in violation of Section 21 below; or

(10) Owner declares bankruptcy or makes an assignment of assets for the benefit of creditors.

B. Notice Of Default. Upon an event of Default described in subsection A of this Section 11, the City may give written notice to the Owner specifying the nature of the violation. If the violation is not corrected to the satisfaction of the City within the time frame set forth above or within such further time as the City determines is necessary to correct the violation within its full discretion, the City may declare a default under this Agreement.

C. Notice To First Lender(s). The City shall notify First Lender(s) if the City has declared a default under this Agreement or upon a default under any City promissory note, deed of trust or other lien, including a judgment lien recorded against the Residence. The notice to First Lender(s) shall indicate that the City may exercise its option to purchase the Residence pursuant to Sections 7 and 12 of this Agreement.

D. Remedies. Upon a declaration of Default by the City under this Agreement, the City may exercise any remedies at law or in equity, including without limitation, any or all of the following, none of which shall be an exclusive remedy:

(1) Declare all Excess Sales Proceeds and/or Excess Rental Proceeds immediately due and payable without further demand, accelerate payments due under the City Note;

(2) Invoke the power of sale under the City Deed of Trust;

(3) Apply to a court of competent jurisdiction for such relief at law or in equity as may be appropriate;

(4) Take such enforcement action as is authorized under the City Municipal Code;

(5) Declare a Default under the City Note and the City Deed of Trust and pursue all remedies under the City Note and the City Deed of Trust;

(6) Enter the Residence to correct maintenance failures, and place a lien upon the Residence to collect City costs to remedy maintenance failures, pursuant to Section 5.A above; and

(7) Exercise the City Option upon Default as described in Section 12.

SECTION 12. PURCHASE OPTION UPON DEFAULT OR FORECLOSURE

A. Purchase Option: In addition to or in place of the remedies provided to the City in Section 11.D, the Owner hereby grants to the City the City Option upon occurrence of any of the following events:

(1) Upon the declaration by the City of a Default under this Agreement;

(2) Upon a judicial determination that a Transfer of the Residence in a transaction that does not meet the requirements of this Agreement is null and void;

(3) Upon the receipt of any notice of sale pursuant to Civil Code Section 2924b and/or Civil Code Section 2924f under any deed of trust or mortgage with power of sale encumbering the Residence;

(4) Upon service of summons or other papers in any judicial foreclosure against the Residence; or

(5) Upon execution by the Owner of any deed in lieu of foreclosure transferring ownership of the Residence.

Such option to purchase is given in consideration of the economic benefits received by the Owner resulting from ownership of the Residence made possible by the assistance of the City in acquiring and developing the Residence.

B. Exercise Of Option: The City shall have forty-five (45) days after each event described in subsection A of this Section 12 to give notice of its decision to exercise its option to purchase to the Owner in accordance with Section 19 of this Agreement and to the First Lender(s), if applicable, by certified mail. Not later than ninety (90) days after the notice to exercise its option is given, the City shall purchase the Residence in accordance with the provisions of Section 7 for the Restricted Sales Price set forth in Section 9.

SECTION 13. NONLIABILITY OF THE CITY

In no event shall the City become in any way liable or obligated to the Owner or any successor-in-interest to the Owner by reason of its option to purchase under Sections 7 and 12 nor shall the City be in any way obligated or liable to the Owner or any successor-in-interest to the Owner for any failure to exercise its option to purchase the Residence.

The Owner acknowledges, understands and agrees that the relationship between the Owner and the City is solely that of an owner and an administrator of a City inclusionary housing program, and that the City does not undertake or assume any responsibility for or duty to the Owner to select, review, inspect, supervise, pass judgment on, or inform the Owner of the quality, adequacy or suitability of the Residence or any other matter. The City owes no duty of care to protect Owner against negligent, faulty, inadequate or defective building or construction or any condition of the Residence and the Owner agrees that neither the Owner, or the Owner's heirs, successors or assigns shall ever claim, have or assert any right or action against the City for any loss, damage or other matter arising out of or resulting from any condition of the Residence and will hold the City harmless from any liability, loss or damage for these things.

The Owner agrees to defend, indemnify, and hold the City harmless from all losses, damages, liabilities, claims, actions, judgments, costs, and reasonable attorneys fees that the City may incur as a direct or indirect consequence of: (1) the Owner's default, performance, or failure to perform any obligations as and when required by this Agreement or the City Deed of Trust; (2) the failure at any time of any of the Owner's representations to the City to be true and correct; or (3) the Owner's purchase or ownership of the Residence.

SECTION 14. RUN WITH THE LAND

All the provisions of this Agreement, including the benefits and burdens, run with the land and the Residence and this Agreement shall bind, and the benefit hereof shall inure to, the Owner, his or her heirs, legal representatives, executors, successors in interest and assigns, and to the City and its successors throughout the Term.

SECTION 15. SUPERIORITY OF AGREEMENT

The Owner covenants that the Owner has not, and will not, execute any other agreement with provisions contradictory to or in opposition to the provisions of this Agreement hereof, and that, in any event, this Agreement is controlling as to the rights and obligations between and among the Owner, the City and their respective successors.

SECTION 16. RIGHTS OF BENEFICIARIES UNDER DEEDS OF TRUSTS

This Agreement shall not diminish or affect the rights of the City under the City Deed of Trust. Notwithstanding any other provision in this Agreement to the contrary, this Agreement shall not diminish or affect the rights of the California Housing Finance Agency ("CalHFA"), HUD, or the Veterans Administration ("VA") under the First Lender(s) Deed(s) of Trust or any subsequent First Lender(s) deed(s) of trust hereafter recorded against the Residence in compliance with Section 23. Notwithstanding any other provisions in this Agreement to the contrary, all of the provisions of this Agreement shall terminate and have no further force in the event that title to the Residence is acquired by CalHFA, HUD, or VA upon foreclosure of a deed of trust to CalHFA, a deed of trust insured by HUD, or a deed of trust guaranteed by the VA.

SECTION 17. INVALID PROVISIONS

If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions contained in this Agreement, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

SECTION 18. CONTROLLING LAW

The terms of this Agreement shall be interpreted under the laws of the State of California.

SECTION 19. NOTICES

All notices required herein shall be sent by certified mail, return receipt requested or express delivery service with a delivery receipt and shall be deemed to be effective as of the date received or the date delivery was refused as indicated on the return receipt as follows:

To the Owner:

At the address of the Residence.

To the City:

City Manager
City of St. Helena
1480 Main Street
St. Helena, California 94574

With copy to:

Housing Authority of the City of Napa
P.O. Box 660
Napa, California 94559
Attn: Housing Manager

The parties may subsequently change addresses by providing written notice of the change in address to the other parties in accordance with this Section 19.

SECTION 20. HUD FORBEARANCE RELIEF

Notwithstanding any other provision of this Agreement, the City Option shall not be exercised by the City when a deed of trust insured by HUD is secured by the Residence, and: i) the Owner is undergoing consideration by HUD for assignment forbearance relief; or ii) the Owner is undergoing consideration for relief under HUD's Temporary Mortgage Assistance Payment (TMAP) program

SECTION 21. REFINANCE OF FIRST LENDER(S) LOAN(S); FURTHER ENCUMBRANCE OF RESIDENCE

"Refinancing" includes the refinancing of the First Lender(s) Loan(s) on the Residence and/or adding an additional mortgage on the Residence. The Owner may refinance so long as the total outstanding balance of principal and any accrued interest on all loans secured by the Residence does not exceed the Restricted Sales Price, calculated by the City pursuant to Section 9 of this Agreement. The City and the Owner agree that the requirements of this Section 21 are necessary to ensure the continued affordability of the Residence to Owner and to minimize the risk of loss of the Residence by the Owner through default and foreclosure of mortgage loans. The Owner further acknowledges that violation of the provisions of this Section 21 shall constitute a Default under this Agreement. In no case shall the City Deed of Trust and this Agreement be in lower than third lien position on the Residence. Any subordination agreement to be executed by the City shall include notice and cure rights for the City regarding any defaults in the mortgage to which the City is subordinating. The Owner may take "cash out" from the refinancing proceeds, so long as the requirements of this Section 21 are met.

SECTION 22. SUBORDINATION

The Lender(s) Deed(s) of Trust shall be prior and superior to this Agreement and the City Deed of Trust. Any party and its successors and assigns, receiving title to the Residence through a trustee's sale or a judicial foreclosure sale, and any conveyance or transfer thereafter, shall receive title free and clear of the provisions of this Agreement, subject to Section 12. If the First Lender(s) acquire(s) title to the Residence pursuant to a deed or assignment in lieu of foreclosure, the First Lender(s) shall receive title free and clear of the provisions of this Agreement, provided that (i) the City has been given forty-five (45) days' written notice of a default under the First Lender(s) Deed(s) of Trust, and (ii) the City shall not have cured the default under such deed of trust nor exercised the City Option within the forty-five (45)-day period.

SECTION 23. MONITORING AND INSPECTION BY CITY

A. The City (or its designee) may enter the Residence for inspection following two (2) business days advance written notice.

B. The Owner shall retain all records related to compliance with obligations under this Agreement for a period of not less than five (5) years, and shall make such records available to the City or its designee for inspection and copying upon five (5) business days advance written notice.

C. The City shall monitor the Owner's compliance with the requirements of this Agreement and the City's Inclusionary Ordinance on an annual basis. The Owner shall cooperate with City monitoring and provide required certifications and other information required by the City to determine compliance within ten (10) days of receipt of a written request by the City.

SECTION 24. DEFAULT AND FORECLOSURE.

A request for notice of default and any notice of sale under any deed of trust or mortgage with power of sale encumbering the Residence shall be recorded by the City or any designee. Any notice of default given pursuant to Civil Code Section 2924b, as amended, shall constitute an Owner's Notice of Intent to Transfer under Section 6 of this Agreement, and the City may exercise the City Option pursuant to the provisions of this Agreement; provided however, that, notwithstanding any language contained in this Agreement to the contrary, with regard to the rights of the lien holder, the City must complete such purchase no later than the end of the period established by California Civil Code Section 2924c for reinstatement of a monetary default under the deed of trust or mortgage.

In the event of default and foreclosure, the City shall have the same right as the Owner to cure defaults and redeem the Residence prior to the foreclosure sale. Such redemption shall be subject to the same fees, charges and penalties which would otherwise be assessed against the Owner. Nothing herein shall be construed as creating any obligation on the part of the City to cure any default, nor shall this right to cure and redeem operate to extend any time limitations in the default provisions of the underlying deed of trust or mortgage.

In the event that no request for notice is recorded, the City Option shall run from the date the notice of default is given to the Owner.

SECTION 25. DISTRIBUTION OF INSURANCE AND CONDEMNATION PROCEEDS

If the Residence is condemned or destroyed (or if the Residence consists of a unit in a condominium project and the condominium project is destroyed and insurance proceeds are distributed to the Owner, instead of being used to rebuild, or in the event of condemnation, if proceeds thereof are distributed to the Owner, or in the event of termination of the condominium, liquidation of the association and distribution of the assets of the association to the members thereof, including the Owner), any surplus proceeds from insurance or condemnation so distributed remaining after payment of encumbrances on the Residence shall be distributed as follows: That portion of the surplus up to but not to exceed the net amount that the Owner would have received under the formula set forth in Section 9 if the City had exercised the City Option on the date of the destruction, condemnation valuation date, or liquidation, shall be distributed to the Owner, and the balance of such surplus, if any, shall be distributed to the City.

SECTION 26. ATTORNEY FEES AND COSTS

If either party to this Agreement shall bring any action for any relief against the other, declaratory or otherwise, arising out of this Agreement, the losing party shall pay to the prevailing party a reasonable sum for attorneys' fees in bringing such suit and/or enforcing any judgment granted therein, all of which shall be deemed to have accrued upon the commencement of such action and shall be paid whether or not such action is prosecuted to judgment. Any judgment or order entered in such action shall contain a specific provision providing for the recovery of attorney fees and costs incurred in enforcing such judgment. For purposes of this Section 26, attorney fees shall include, without limitation, fees incurred in the following: (a) post-judgment motions; (b) contempt proceedings; (c) garnishment, levy and debtor and third party examinations; (d) discovery; and (e) bankruptcy litigation.

SECTION 27. TIME OF THE ESSENCE

Time is of the essence with respect to this entire Agreement. Whenever under the terms of this Agreement the time for performance falls on a day which is not a business day, such time for performance shall be on the next day that is a business day.

SECTION 28. TERM; TERMINATION

The term of this Agreement shall commence on the close of escrow of the sale of the Residence to the Owner and end on the earlier of (1) the close of an Eligible Transfer, (2) conveyance to the City or its assignee pursuant to exercise of the City Option, (3) acquisition of title in accordance with Section 12 through a foreclosure of any consensual lien to which this Agreement has been subordinated, (4) acquisition of title pursuant to a deed or assignment in lieu of foreclosure in accordance with Section 23, or (5) forty-five (45) years from the effective date of this Agreement (the "Term").

This Agreement shall terminate at the end of the Term. Upon termination of this Agreement, on request of the then record owner of the fee title to the Residence, the City and any assignee shall execute, acknowledge and record a termination of this Agreement. To the extent permitted by law, any unfulfilled obligations of any Owner which arise during the term of this Agreement shall survive the termination of this Agreement, but this Agreement shall no longer affect title to the Residence.

SECTION 29. EFFECTIVE DATE.

This Agreement shall become effective upon close of escrow of the sale of the Residence.

SECTION 30. INTERPRETATION OF AGREEMENT

The terms of this Agreement shall be interpreted so as to avoid speculation on the Residence and to insure to the extent possible that its sales price and mortgage payment remain affordable to low to moderate income persons and households.

SECTION 31. NO WAIVER

No delay or omission in the exercise of any right or remedy of the City upon any default by the Owner shall impair such right or remedy or be construed as a waiver. The City's failure to insist in any one or more instance upon the strict observance of the terms of this Agreement shall not be considered a waiver of the City's right thereafter to enforce the provisions of the Agreement. The City shall not waive its rights to enforce any provision of this Agreement unless it does so in writing, signed by an authorized agent of the City.

IN WITNESS WHEREOF, the parties have executed this Agreement on or as of the date first written above.

CITY OF ST. HELENA:

Mary Neilan, City Manager

COUNTERSIGNED:

Delia Guijosa, City Clerk

OWNER:

James D. Eyer

Brittany S. Eyer

STATE OF CALIFORNIA)
)
COUNTY OF NAPA)

On November 23, 2009 before me, Delia H. Guijosa, Notary Public, personally appeared Mary Neilan, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Delia H. Guijosa
Notary Public

DELIA H. GUIJOSA
COMM #1757618
NOTARY PUBLIC - CALIFORNIA
Napa County
Comm. Expires Jul 16, 2011

STATE OF CALIFORNIA)
)
COUNTY OF NAPA)

On 12-21-09, before me, L Tschida, Notary Public, personally appeared James D Eyer and Brittany S. Eyer who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

L. TSCHIDA
COMM. #1745636
NOTARY PUBLIC - CALIFORNIA
NAPA COUNTY
COMM. EXPIRES JUNE 15, 2011

Notary Public

END OF DOCUMENT

EXHIBIT "A"

Legal Description of Residence

The land situated in the City of St. Helena, County of Napa, State of California, and is described as follows:

Lot 19, as shown on the map entitled "Final Map of The Wallis Project", filed August 25, 1992, in Book 19 of Maps, page(s) 9 – 11, in the office of the County Recorder of Napa County.

APN: 009-602-008

Attachment 3

CITY OF ST. HELENA

RESOLUTION NO. 2015-____

Directing the City Manager to decline to exercise an option to purchase the owner-occupied affordable housing unit at 1641 Voorhees Circle

RECITALS

A. Whereas the property at 1641 Voorhees Circle is designated as an owner-occupied affordable housing unit; and

B. Whereas the City of St. Helena's affordable housing agency, the Housing Authority of the City of Napa ("Housing Authority"), entered into a contract with the current owner ("Owner") of the subject property in 2009, and

C. Whereas, said contract, termed a Resale Restriction Agreement and Option to Purchase ("Agreement"), limited the owners' ability to sell the property by both requiring the property to remain a designated affordable housing unit and granting the City of St. Helena the right to purchase the property before it is offered to other qualified buyers; and

B. Whereas the current owners of the home notified the Housing Authority of their interest in selling the property on June 8, 2015, leaving the City 45-days to respond to indicate an interest in exercising their option to purchase the property.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

1. The City of Saint Helena does not currently have an interest in exercising the option to purchase the property, as outlined in the Agreement, given that the property will remain an owner-occupied affordable housing unit and re-sale of the property will be subject to all limitations and restrictions as such.

2. Therefore the City Council of the City of St. Helena hereby directs the City Manager not to exercise the City's option to purchase the property, thereby waiving the option and allowing the Owner to sell the property according to the requirements and limitations of the Agreement.

Approved at a Regular Meeting of the St. Helena City Council on June 23, 2015, by the following vote:

Mayor Galbraith: ____________

Vice Mayor White: ____________

Councilmember Crull: ____________

Councilmember Dohring: ____________

Councilmember Pitts: ____________

APPROVED:

____
Alan Galbraith, Mayor

ATTEST:

____
Cindy Black, City Clerk

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Item No: 16

Report to the City Council
Council Meeting of June 23, 2015

Agenda Section: **New Business**

Subject: **Grant Closeout of CA Office of Emergency Services (OES) Project 1628, Notification of Unclaimed Reimbursement of $113,760.00, and Resolution to Authorize City Manager to Return $52,772 in Unspent Funds**

CEQA Status: **Not a project**

Prepared By: **April Mitts, Finance Director**

Tracey Perkosky, Grants Manager

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

On February 3, 2006, President Bush declared a major disaster for Napa County and surrounding areas for the California Severe Storms, Flooding, Mudslides, and Landslides which occurred between December 17, 2005 and January 3, 2006. The City of St. Helena received an initial award $352,699.24 in grant funding for 19 projects, divided between 18 "small" and 1 "large" projects. A small grant is defined as under $100,000. The small emergency mitigation grants are paid to the City, minus a small retention, who can then draw-down expenses. The large emergency mitigation grants are reimbursement grants. The emergency relief grants are funded 75% through the Federal Emergency Management Agency (FEMA) and 25% through the California Office of Emergency Services (OES). FEMA only requires a signature certifying completion for small grants while OES requires proof of expenditures. However, if selected for a random audit, the City would have to prove that the project was completed.

The projects associated with the major disaster ranged from debris clean-up to fence repair to a new wastewater lift system to replace the damaged septic tank and leach system. One-time extensions were granted by OES for 3 of the small projects, fence repair and clean-up at the Corporation Yard through 2007 and 2008. Only the fence repair was completed as the Corporation Yard was demolished and new structures and repairs were ongoing.

The City failed to meet the close-out period for the grants despite multiple attempts by OES for compliance. Therefore, errors and incomplete projects were not discovered until the project period had lapsed and scope changes or time extensions could no longer be granted. The City received a notification of immediate corrective action on May 1, 2012, citing requests on January 12, 2012, January 18, 2012, February 8, 2012, March 29, 2012, April 2, 2012, and April 18, 2012, for information. The City received a letter on June 7, 2013, requesting immediate corrective action and referenced requests for information on February 7, 2013, and June 5, 2013, which went unheeded. Additional information was provided by staff on July 10, 2014 which was the original back-up information for all projects and notified OES that one project, the Spring Mountain Road repairs near York Creek were not completed. This should have required the City to return $24,877.00 in unspent funds upon receipt of an invoice from OES.

OES had a further delay in closing out the project as the Napa earthquake struck in August 2014 and personnel resources were diverted to that disaster. The City of St. Helena was asked for further documentation on April 30, 2015, about two projects both surrounding the clean-up and repair to the Corporation Yard, as OES worked to close-out these projects before June. Staff researched the invoices and back-up provided to OES and learned that the receipts were for the reconstruction of the Corp Yard. Unfortunately these are not eligible expenses as the Scope of Work clearly listed the clean-up as the only eligible expenses. No requests for a project scope change were approved by OES. Since this project was not completed, the City is required to return $17,559.00. Each time a substantial change is made to a project, such as non-completion, the City has to complete a new "Completion and Certification" form, known as the "P4" form.

On the P4 form, the City certifies via signature that all work has been completed. In June 2015, all projects were verified and re-reviewed for compliance before submission to OES. As staff reviewed all projects for compliance, one additional project which was to replace the Stream Gauging Station at Bell Canyon Reservoir was cause for concern. It was marked completed on May 1, 2006 but had no expenses claimed. FEMA would pay 75% of the full amount of $10,600.00 despite claiming $0.00 in expenses solely on the City Manager's assurance of project completion. Note that on an earlier P4 form received by OES on August 20, 2012, this project is marked as "not complete, no plans to complete". After researching the project, and determining that it was not completed, OES was notified. This project will require the return of $10,336.00 and bring the total return of funds to $52,771.00.

DISCUSSION

There were several lapses of grant management with this project including the failure to use proper fund accounting, complete projects, request project scope changes and cost overruns for additional reimbursement. There was also a failure to request the reimbursement of $111,922.62 in eligible project costs and $1,837.59 in retention. This delay resulted in the long withholding of $113,760.21 in reimbursements to the City. The failure to complete the reimbursement was discovered by City staff while reviewing the documentation for the return of unspent funds, as the reimbursements to the City could not be tracked. Staff reached out to the Grants Payment unit who provided copies of the historical payment information.

Full reimbursement has now been requested by staff. It takes approximately 4 to 6 months for processing of the reimbursements and about 6 to 8 months for the payment of the retention.

Effective grants management will help prevent issues such as this one. The new grants management policy is scheduled to be presented at the July 14, 2015 City Council Meeting.

FISCAL IMPACT

The City will be required to return the unspent funds in the amount of $52,772.00 after the entire project is reviewed and approved by the California Office of Emergency Services and the Federal Emergency Management Agency. This process typically takes about 6 to 8 months. If this occurs prior to the release of the now completed reimbursement request, it will be deducted, or the City may receive the entire reimbursement and then be asked for the return of the unspent funds.

Regardless of the order of the reimbursement and invoice, there will no negative impact to the General Fund in Fiscal Year 15/16, instead there will be a positive contribution of $60,988 in outstanding grant reimbursements.

RECOMMENDED ACTION

Authorize the City Manager to approve the return of $52,772.00 in unspent grant funds upon receipt of the invoice from California OES, should this amount not be deducted from the reimbursement owed to the City.

ATTACHMENTS

Attachment A – Resolution
Attachment B - Completed P4 Form
Attachment C - Project Payments

Attachment A

CITY OF ST. HELENA

RESOLUTION NO. 2015-____

AUTHORIZE CITY MANAGER TO APPROVE RETURN OF $52,772 IN UNSPENT FUNDS TO CALIFORNIA OFFICE OF EMERGENCY SERVICES FOR DISASTER 1628 (2006 FLOOD)

RECITALS

A. The City of St. Helena received pre-payment for approved disaster related projects in 2006 and 2007.

B. Three of the projects were not completed, including repairs to the previous Corporation Yard structures, stream gauging station at Bell Canyon Reservoir and road repairs on Spring Mountain Road, which totaled $52,772.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

The request for City Council resolves that:

1. The City Council authorizes the City Manager to return $52,772 in unspent funds to California Office of Emergency Services (OES) upon receipt of invoice.

Approved at a Regular Meeting of the St. Helena City Council on (date), by the following vote:

Mayor Galbraith: ____________

Vice Mayor White: ____________

Councilmember Crull: ____________

Councilmember Dohring: ____________

Councilmember Pitts: ____________

APPROVED:

Alan Galbraith, Mayor

ATTEST:

Cindy Black, City Clerk

Date: 05/27/2015

Attachment B

FEDERAL EMERGENCY MANAGEMENT AGENCY
Project Completion and Certification Report (P.4)
Disaster #: 1628

P.A. ID: 055-64140-00 **Applicant:** SAINT HELENA, CITY OF

PW#	INF	Approved Proj. Amt.	Version	C S	Cat	PKG	Work Done By	Projected Compl. Date	% Compl. at Insp.	Elig Amount	Actual Date Completed	Amt. Claimed by Applicant	Comments
609	N	$15,745.28	0	N	B	39		08/03/2006	70	$15,745.28	3/27/06	$ 15,745.28	
611	N	$33,384.57	0	N	A	38		08/03/2006	70	$33,384.57	3/27/06	$ 23,679.77	
2160	N	$6,182.62	0	N	B	91		08/03/2006	100	$6,182.62	05/08/06	$ 6,182.62	
2169	N	$1,407.28	0	N	E	91		08/03/2007	100	$1,407.28	05/08/06	$ 1,407.28	
2625	N	$136,439.00	0	N	F	113		08/03/2007	95	$136,439.00	10/01/07	$ 136,439.00	
2741	N	$0.00	0	N	B	121		08/03/2006	0	$0.00	N/A	$ 0.00	
2908	N	$11,399.08	0	N	B	164		08/03/2006	100	$11,399.08	05/16/06	$ 11,399.08	
2912	N	$8,237.66	0	N	A	110		08/03/2006	0	$8,237.66	04/01/06	$ 2,125.00	
3222	N	$25,515.85	0	N	C	137		08/03/2007	0	$25,515.85	N/A	$ 0.00	Work not completed
3237	N	$10,600.00	0	N	E	141		08/03/2007	5	$10,600.00	N/A	$ 0.00	Work not completed
3368	N	$51,618.46	0	N	E	145		08/03/2007	100	$51,618.46	05/13/06	$ 51,618.46	
3370	N	$0.00	0	N	C	140		08/03/2007	100	$0.00	N/A	$ 0.00	
3393	N	$6,890.65	0	N	B	135		08/03/2006	100	$6,890.65	05/17/06	$ 6,890.65	
3396	N	$0.00	0	N	E	141		08/03/2007	100	$0.00	N/A	$ 0.00	
3401	N	$1,790.38	0	N	E	130		08/03/2007	95	$1,790.38	06/09/06	$ 1,790.38	
3528	N	$13,150.94	0	N	E	140		08/03/2007	5	$13,150.94	N/A	$ 0.00	Work not completed
3665	N	$4,860.25	0	N	E	146		08/03/2007	5	$4,860.25	N/A	$ 0.00	Work not completed
3671	N	$3,351.80	0	N	E	140		08/03/2007	100	$3,351.80	06/15/06	$ 3,351.80	
3677	N	$14,229.36	0	N	G	133		08/03/2007	40	$14,229.36	09/01/07	$ 43,521.00	

Total for 19 PWs	$344,803.18	$ 304,150.32
Subgrantee Admin:	$7,896.06	
Grand Total:	$352,699.24	

Date: 05/27/2015

FEDERAL EMERGENCY MANAGEMENT AGENCY
Project Completion and Certification Report (P.4)
Disaster #: 1628

P.A. ID: 055-64140-00 **Applicant:** SAINT HELENA, CITY OF

CERTIFICATION

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL WORK AND COSTS CLAIMED ARE ELIGIBLE IN ACCORDANCE WITH THE GRANT CONDITIONS, ALL WORK CLAIMED HAS BEEN COMPLETED, AND ALL COSTS CLAIMED HAVE BEEN PAID IN FULL.

SIGNED: XXXXXXXXXXXXXXXX DATE: 6/10/15
APPLICANT'S AUTHORIZED REPRESENTATIVE

I CERTIFY THAT ALL FUNDS WERE EXPENDED IN ACCORDANCE WITH THE PROVISIONS OF THE FEMA-STATE AGREEMENT AND I RECOMMEND AN APPROVED AMOUNT OF $ ____________

______________________________ DATE: __________
GOVERNOR'S AUTHORIZED REPRESENTATIVE

Attachment C

PROJECT PAYMENT REPORT

Decl#: 1628 **Applicant Name: St. Helena, City of**

OES ID#: 055-64140

OES#: 055-64140-00 **Department: St. Helena, City of**

OES Proj# **21595** PW# **2160** PW Ref# **LOP17** Total Project Obligations to Date (Fed&CDAA) **6,182** Retention: **0** Available: **0**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13537	61557	03/14/07	70065	07/31/07	6,182	4,637	1,159	5,796
13874			70065	07/31/07		0	386	386
					Total Project Payments for Project:	4,637	1,545	6,182

OES Proj# **21604** PW# **2169** PW Ref# **LOP7** Total Project Obligations to Date (Fed&CDAA) **1,407** Retention: **0** Available: **0**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13537	61557	03/14/07	70065	07/31/07	1,407	1,055	264	1,319
13874			70065	07/31/07		0	88	88
					Total Project Payments for Project:	1,055	352	1,407

Please Note: This report includes projects for which payment has been approved and paid and does not include any payments made for Administrative Costs. Report includes all processed payments.

PROJECT PAYMENT REPORT

Decl#: 1628 **Applicant Name: St. Helena, City of**

OES ID#: 055-64140

OES#: 055-64140-00 **Department: St. Helena, City of**

OES Proj# **22009** PW# **2625** PW Ref# **LOP2** Total Project Obligations to Date (Fed&CDAA) **136,439** Retention: **13,644** Available: **92,096**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13874			70065	07/31/07		0	7,675	7,675
13539			70065	07/31/07		0	23,024	23,024
Total Project Payments for Project:						0	30,699	30,699

OES Proj# **22121** PW# **2741** PW Ref# **LOP19** Total Project Obligations to Date (Fed&CDAA) **0** Retention: **0** Available: **0**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13874			70065	07/31/07		0	0	0
Total Project Payments for Project:						0	0	0

Please Note: This report includes projects for which payment has been approved and paid and does not include any payments made for Administrative Costs. Report includes all processed payments.

PROJECT PAYMENT REPORT

Decl#: 1628 **Applicant Name: St. Helena, City of**

OES ID#: 055-64140

OES#: 055-64140-00 **Department: St. Helena, City of**

OES Proj# **24203** PW# **2908** PW Ref# **LOP14** Total Project Obligations to Date (Fed&CDAA) **11,399** Retention: **0** Available: **0**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13874			70065	07/31/07		0	713	713
13548	61557	03/14/07	70065	07/31/07	11,399	8,549	2,137	10,686
					Total Project Payments for Project:	8,549	2,850	11,399

OES Proj# **22267** PW# **2912** PW Ref# **LOP09** Total Project Obligations to Date (Fed&CDAA) **8,237** Retention: **206** Available: **0**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13874			70065	07/31/07		0	463	463
13538	61557	03/14/07	70065	07/31/07		6,178	1,390	7,568
					Total Project Payments for Project:	6,178	1,853	8,031

Please Note: This report includes projects for which payment has been approved and paid and does not include any payments made for Administrative Costs. Report includes all processed payments.

PROJECT PAYMENT REPORT

Decl#: **1628** **Applicant Name: St. Helena, City of**

OES ID#: 055-64140

OES#: 055-64140-00 **Department: St. Helena, City of**

OES Proj# **21595** PW# **2160** PW Ref# **LOP17** Total Project Obligations to Date (Fed&CDAA) **6,182** Retention: **0** Available: **0**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13537	61557	03/14/07	70065	07/31/07	6,182	4,637	1,159	5,796
13874			70065	07/31/07		0	386	386
Total Project Payments for Project:						4,637	1,545	6,182

OES Proj# **21604** PW# **2169** PW Ref# **LOP7** Total Project Obligations to Date (Fed&CDAA) **1,407** Retention: **0** Available: **0**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13537	61557	03/14/07	70065	07/31/07	1,407	1,055	264	1,319
13874			70065	07/31/07		0	88	88
Total Project Payments for Project:						1,055	352	1,407

Please Note: This report includes projects for which payment has been approved and paid and does not include any payments made for Administrative Costs. Report includes all processed payments.

PROJECT PAYMENT REPORT

Decl#: 1628 **Applicant Name:** St. Helena, City of

OES ID#: 055-64140

OES#: 055-64140-00 **Department:** St. Helena, City of

OES Proj# **22009** PW# **2625** PW Ref# **LOP2** Total Project Obligations to Date (Fed&CDAA) **136,439** Retention: **13,644** Available: **92,096**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13874			70065	07/31/07		0	7,675	7,675
13539			70065	07/31/07		0	23,024	23,024
Total Project Payments for Project:						0	30,699	30,699

OES Proj# **22121** PW# **2741** PW Ref# **LOP19** Total Project Obligations to Date (Fed&CDAA) **0** Retention: **0** Available: **0**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13874			70065	07/31/07		0	0	0
Total Project Payments for Project:						0	0	0

Please Note: This report includes projects for which payment has been approved and paid and does not include any payments made for Administrative Costs. Report includes all processed payments.

PROJECT PAYMENT REPORT

Decl#: 1628 **Applicant Name: St. Helena, City of**

OES ID#: 055-64140

OES#: 055-64140-00 **Department: St. Helena, City of**

OES Proj# **24203** PW# **2908** PW Ref# **LOP14** Total Project Obligations to Date (Fed&CDAA) **11,399** Retention: **0** Available: **0**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13874			70065	07/31/07		0	713	713
13548	61557	03/14/07	70065	07/31/07	11,399	8,549	2,137	10,686
					Total Project Payments for Project:	8,549	2,850	11,399

OES Proj# **22267** PW# **2912** PW Ref# **LOP09** Total Project Obligations to Date (Fed&CDAA) **8,237** Retention: **206** Available: **0**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13874			70065	07/31/07		0	463	463
13538	61557	03/14/07	70065	07/31/07		6,178	1,390	7,568
					Total Project Payments for Project:	6,178	1,853	8,031

Please Note: This report includes projects for which payment has been approved and paid and does not include any payments made for Administrative Costs. Report includes all processed payments.

PROJECT PAYMENT REPORT

Decl#: 1628 **Applicant Name: St. Helena, City of**

OES ID#: 055-64140

OES#: 055-64140-00 **Department: St. Helena, City of**

OES Proj# **22519** PW# **3222** PW Ref# **LOP18** Total Project Obligations to Date (Fed&CDAA) **25,515** Retention: **638** Available: **0**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13874			70065	07/31/07		0	1,435	1,435
13543	61557	03/14/07	70065	07/31/07		19,136	4,306	23,442
				Total Project Payments for Project:		19,136	5,741	24,877

OES Proj# **22533** PW# **3237** PW Ref# **LOP20** Total Project Obligations to Date (Fed&CDAA) **10,600** Retention: **265** Available: **0**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13545	61557	03/14/07	70065	07/31/07		7,950	1,789	9,739
13874			70065	07/31/07		0	596	596
				Total Project Payments for Project:		7,950	2,385	10,335

Please Note: This report includes projects for which payment has been approved and paid and does not include any payments made for Administrative Costs. Report includes all processed payments.

PROJECT PAYMENT REPORT

Decl#: 1628 **Applicant Name: St. Helena, City of**

OES ID#: 055-64140

OES#: 055-64140-00 **Department: St. Helena, City of**

OES Proj# **22649** PW# **3368** PW Ref# **LOP06** Total Project Obligations to Date (Fed&CDAA) **51,618** Retention: **0** Available: **0**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13874			70065	07/31/07		0	3,226	3,226
13546	61557	03/14/07	70065	07/31/07	51,618	38,714	9,678	48,392
					Total Project Payments for Project:	38,714	12,904	51,618

OES Proj# **22650** PW# **3370** PW Ref# **LOP5** Total Project Obligations to Date (Fed&CDAA) **0** Retention: **0** Available: **0**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13874			70065	07/31/07		0	0	0
					Total Project Payments for Project:	0	0	0

Please Note: This report includes projects for which payment has been approved and paid and does not include any payments made for Administrative Costs. Report includes all processed payments.

PROJECT PAYMENT REPORT

Decl#: 1628   **Applicant Name:** St. Helena, City of

OES ID#: 055-64140

OES#: 055-64140-00   **Department: St. Helena, City of**

OES Proj# **22669**   PW# **3393**   PW Ref# **LOP1213**   Total Project Obligations to Date (Fed&CDAA) **6,890**   Retention: **0**   Available: **0**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13542	61557	03/14/07	70065	07/31/07	6,890	5,168	1,292	6,460
13874			70065	07/31/07		0	430	430
					Total Project Payments for Project:	5,168	1,722	6,890

OES Proj# **22672**   PW# **3396**   PW Ref# **LOP11**   Total Project Obligations to Date (Fed&CDAA) **0**   Retention: **0**   Available: **0**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13874			70065	07/31/07		0	0	0
					Total Project Payments for Project:	0	0	0

Please Note: This report includes projects for which payment has been approved and paid and does not include any payments made for Administrative Costs. Report includes all processed payments.

PROJECT PAYMENT REPORT

Decl#: 1628 **Applicant Name: St. Helena, City of**

OES ID#: 055-64140

OES#: 055-64140-00 **Department: St. Helena, City of**

OES Proj# **22677** PW# **3401** PW Ref# **LOP10-1** Total Project Obligations to Date (Fed&CDAA) **1,790** Retention: **45** Available: **0**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13874			70065	07/31/07		0	100	100
13540	61557	03/14/07	70065	07/31/07		1,343	302	1,645
					Total Project Payments for Project:	1,343	402	1,745

OES Proj# **22775** PW# **3528** PW Ref# **LOP1-1** Total Project Obligations to Date (Fed&CDAA) **13,150** Retention: **329** Available: **0**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13874			70065	07/31/07		0	739	739
13544	61557	03/14/07	70065	07/31/07		9,863	2,219	12,082
					Total Project Payments for Project:	9,863	2,958	12,821

Please Note: This report includes projects for which payment has been approved and paid and does not include any payments made for Administrative Costs. Report includes all processed payments.

PROJECT PAYMENT REPORT

Decl#: 1628 **Applicant Name: St. Helena, City of**

OES ID#: 055-64140

OES#: 055-64140-00 **Department: St. Helena, City of**

OES Proj# **22903** PW# **3665** PW Ref# **LOP1** Total Project Obligations to Date (Fed&CDAA) **4,860** Retention: **122** Available: **1**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13874			70065	07/31/07		0	273	273
13547	61557	03/14/07	70065	07/31/07		3,645	820	4,465
					Total Project Payments for Project:	3,645	1,093	4,738

OES Proj# **22908** PW# **3671** PW Ref# **LOP10-2** Total Project Obligations to Date (Fed&CDAA) **3,351** Retention: **0** Available: **0**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13874			70065	07/31/07		0	210	210
13544	61557	03/14/07	70065	07/31/07	3,351	2,513	628	3,141
					Total Project Payments for Project:	2,513	838	3,351

Please Note: This report includes projects for which payment has been approved and paid and does not include any payments made for Administrative Costs. Report includes all processed payments.

PROJECT PAYMENT REPORT

Decl#: 1628 **Applicant Name: St. Helena, City of**

OES ID#: 055-64140

OES#: 055-64140-00 **Department: St. Helena, City of**

OES Proj# **22914** PW# **3677** PW Ref# **LOP8-16** Total Project Obligations to Date (Fed&CDAA) **14,229** Retention: **356** Available: **0**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13874			70065	07/31/07		0	800	800
13541	61557	03/14/07	70065	07/31/07		10,672	2,401	13,073
				Total Project Payments for Project:		10,672	3,201	13,873

OES Proj# **16987** PW# **609** PW Ref# **LOP3** Total Project Obligations to Date (Fed&CDAA) **15,745** Retention: **394** Available: **0**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13874			70065	07/31/07		0	885	885
13536	61557	03/14/07	70065	07/31/07		11,809	2,657	14,466
				Total Project Payments for Project:		11,809	3,542	15,351

Please Note: This report includes projects for which payment has been approved and paid and does not include any payments made for Administrative Costs. Report includes all processed payments.

PROJECT PAYMENT REPORT

Decl#: 1628 **Applicant Name: St. Helena, City of**

OES ID#: 055-64140

OES#: 055-64140-00 **Department: St. Helena, City of**

OES Proj# **16967** PW# **611** PW Ref# **LOP4** Total Project Obligations to Date (Fed&CDAA) **33,384** Retention: **835** Available: **0**

Payment ID#	Federal Claim Schedule#	Federal Claim Schedule Date	State Claim Schedule#	State Claim Schedule Date	Reported Expenditures	Federal Payment	CDAA Payment	Total Payment
13535	61557	03/14/07	70065	07/31/07		25,038	5,634	30,672
13874			70065	07/31/07		0	1,877	1,877
Total Project Payments for Project:						25,038	7,511	32,549
Total Project Payments for Suffix:						156,270	79,596	235,866
Total Project Payments for Applicant:						***156,270***	***79,596***	***235,866***

Please Note: This report includes projects for which payment has been approved and paid and does not include any payments made for Administrative Costs. Report includes all processed payments.

Item No: 17

Report to the City Council
Council Meeting of June 23, 2015

Agenda Section: **Regular Business**

Subject: **Consideration of Resolution No. 2015-____ Adopting Fiscal Year 2015/16 City of St. Helena Annual Budget**

CEQA Status: **Not a CEQA project**

Prepared By: **April Mitts, Finance Director**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

On February 24, 2015, the City Manager presented to the City Council a Long Range Financial Forecast, which provided a high level view of projected General Fund revenues and expenditures over the next ten years. This forecast indicated that with only modest increases in operating expenditures the City was projected to fall short in revenues in the coming years, especially when any type of capital expenditures were included.

In February 2015, the City Council held an all-day goal setting session to discuss priorities for FY 2015-16. The goal of securing the City's financial future was set and six strategic objectives were agreed to that would help guide the City over the year ahead.

On May 11, 2015, staff presented the draft proposed FY 2015-16 budget during a seven-hour workshop. This draft budget was presented with an estimated $1 million General Fund shortfall. Each department presented their proposed budgets and many offered service options for Council consideration and direction for staff to further pursue and analyze for the purpose of reducing expenditures and presenting a balanced proposed budget to Council as required by State law.

On June 9, 2015, the City Manager presented to Council a staff report with proposed General Fund budget reductions and various revenue enhancements (Attachment A). In addition the City Council was presented information about the use of Tweed Trust Funds. After much discussion the Council provided direction to the City Manager regarding the proposed budget reductions and revenue enhancements and adopted Resolution No. 2015-61 (Attachment C) re-establishing governing framework for the administration of the Tweed Trust Funds for St. Helena Public Library. From this direction, staff has finalized the Proposed Fiscal Year 2015/16 Budget which is balanced and being presented to Council for consideration and adoption.

DISCUSSION

General Fund

Seven items were presented to the City Council for budget reduction consideration.

1. Postpone filling the Economic Vitality/Assistant City Manager Position
   - Estimated GF Savings = $118,150

2. Reduce City Attorney Budget by $100,000
   - Estimated GF Savings = $100,000

3. Close City Hall During Winter Holidays - proposal of furloughs for staff
   - Estimated GF Savings = 40,800

4. Library Services - Reduce Library General Fund Budget
   - Estimated GF Savings = $300,000

5. Consolidation of Library and Recreation - proposal to close the Teen Center so the property could potentially be leased or sold
   - Estimated GF Savings = $0

6. Police Department Service Options - Lay off of Police Chief effective June 30, 2015 and appoint Lt. Imboden as Acting Chief
   - Estimated GF Savings = $229,400
7. Fire Department - Expenditure Reductions
   - Estimated GF Savings = $40,000

Following discussion by City Council, items #3 and #5 were removed. After the removal of these items the total General Fund savings is $785,500.

Additional Information Gathered Since the June 9, 2015 Council Meeting

1. Kaiser Health Care Benefits – The City of St. Helena received confirmation from Kaiser that they are lowering their rates for fiscal year 2015/16. This resulted in a 20% reduction in anticipated rates for health care coverage. Total savings is: $118,646. A total of $78,421 for General Fund (101), $23,952 for Water Fund (561), $14,905 for Wastewater Fund (571), and $1,370 for other funds.

2. COPS (224) – The Police Department proposed new equipment that is eligible for the Citizens Options for Public Safety Grant (COPS) because it serves front line officers in the amount of $25,000.

Budget Changes by Department:

NON-DEPARTMENTAL	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
General Fund	$1,745,251	$1,745,739
Water Fund	$1,226,239	$1,226,239
Wastewater Fund	$ 413,931	$ 413,931
Other Funds	$ 627,076	$ 508,270
TOTAL	**$4,012,497**	**$3,894,179**
VARIANCE		**($ 118,318)**

The primary reduction in Non-Departmental is in "Other Funds" and is due to the use of the State Gas Tax. In previous years, the State Gas Tax funds were placed in the General Fund and transferred to the City's individual State Gas Tax funds. For FY 2015/16 these funds will be placed directly into the City's individual State Gas Tax fund accounts.

CITY COUNCIL	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
General Fund	$149,505	$135,877
Water Fund	$ 54,936	$ 52,114
Wastewater Fund	$ 31,392	$ 29,780
TOTAL	**$235,833**	**$217,771**
VARIANCE		**($ 18,062)**

The reduction in City Council is primarily attributed to: (1) the decrease in health care benefit costs through Kaiser and (2) $10,000 erroneously stated in the May 11, 2015 Proposed Budget.

CITY MANAGER	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
General Fund	$622,171	$481,482
Water Fund	$133,221	$110,843
Wastewater Fund	$124,345	$102,100
TOTAL	**$879,737**	**$694,425**
VARIANCE		**($185,312)**

The primary reduction in City Manager is attributed to the postponement of the Economic Vitality Manager position, the secondary reduction is due to the decrease in heath care benefit costs through Kaiser.

FINANCE	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
General Fund	$348,588	$340,917
Water Fund	$273,358	$267,679
Wastewater Fund	$232,598	$228,373
TOTAL	**$854,544**	**$836,969**
VARIANCE		**($17,575)**

The reduction in Finance is primarily attributed to the decrease in health care benefit costs through Kaiser.

CITY ATTORNEY	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
General Fund	$770,000	$670,000
Water Fund	$ 15,000	$ 15,000
Wastewater Fund	$ 15,000	$ 15,000
Affordable Housing	$ 0	$ 2,000
TOTAL	**$800,000**	**$702,000**
VARIANCE		**($98,000)**

The reduction in City Attorney was at the directive of the City Council on June 9, 2015.

PLANNING/BUILDING	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
General Fund	$787,918	$771,928
VARIANCE		**($ 15,990)**

The reduction in Planning/Building is primarily attributed to the decrease in health care benefit costs through Kaiser.

PUBLIC WORKS	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
General Fund	$1,662,849	$1,605,691
Water Fund	$ 452,918	$ 415,674
Wastewater Fund	$ 279,330	$ 273,040
Garage Fund	$ 214,820	$ 212,560
Tree City	$ 73,120	$ 72,533
TOTAL	**$2,683,037**	**$2,579,498**
VARIANCE		**($ 103,539)**

The reduction in Public Works is primarily attributed to the decrease in health care benefit costs through Kaiser.

WATER	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
Water Fund	$2,720,486	$2,768,243
VARIANCE		**$ 47,757**

The increase in the Water fund is primarily due to a combination of the following: (1) a correction from the original budget document increasing the amount the City pays to the City of Napa per the water contract and (2) a decrease in health care benefit costs through Kaiser.

WASTEWATER	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
Wastewater Fund	$897,123	$880,885
VARIANCE		**($ 16,238)**

The reduction in the Wastewater fund is primarily attributed to the decrease in health care benefit costs through Kaiser.

FIRE	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
General Fund	$620,702	$581,893
VARIANCE		**($ 38,809)**

The reduction in Fire is primarily due to the Fire Department expenditure reductions presented to Council on June 9, 2015.

POLICE	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
General Fund	$3,001,920	$2,712,578
Other Funds	$ 103,000	$ 128,800
TOTAL	**$3,104,920**	**$2,841,378**
VARIANCE		**($ 263,542)**

The decrease in the Police Department General fund is primarily due to a combination of the following: (1) the layoff of the Police Chief and appointment of Lt. Imboden as Acting Chief and (2) a decrease in health care benefit costs through Kaiser.

RECREATION	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
General Fund	$ 95,211	$ 93,905
Teen Center	$171,731	$169,263
Bocce Ball	$ 36,982	$ 36,495
Recreation Program	$186,841	$185,292
TOTAL	**$490,765**	**$484,955**
VARIANCE		**($ 5,810)**

The reduction in Recreation is primarily attributed to the decrease in health care benefit costs through Kaiser.

LIBRARY	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
General Fund	$1,079,961	$849,517*
Public Library Foundation	$ 10,353	$ 10,353
California Library Services Act	$ 0	$ 15,000
Napa Valley Now	$ 11,000	$ 6,000
Friends & Foundation	$ 103,901	$111,031
Ryan Trust	$ 10,983	$ 7,000
Tweed Trust	$ 181,753	$ 75,774
TOTAL	**$1,397,951**	**$1,074,675**
VARIANCE		**($ 323,276)**

The reductions and changes in the various Library funds are primarily due to the following: (1) not filling vacated positions, (2) cancellation of a proposed position, (3) reduction of service hours, (4) reduction in part-time staffing, (5) renegotiated contracts, (6) cancellation or reduction of subscriptions, (7) expenditures reallocated to various funds, (8) reduction in library materials and supplies, (9) a decrease in health care benefit costs through Kaiser.

*The target General Fund reduction for the Library was $300,000. To achieve this amount, reductions to the Library would have been too drastic, so the City Manager has worked with Library Staff and the Finance Director to develop the proposed budget which recommends a total General Fund reduction of $230,444.

Notes:
Most expenditure reductions listed above are one time solutions to help close the budget shortfall for fiscal year 2015-16. To address the ongoing structural deficit, the City Manager, Finance Director, Library Director, Library staff, the Library Board of Trustees, and the Friends and Foundation have committed to work over the next year to find more permanent solutions to that will allow Library still produce quality services at a reduced budget.

<u>Final Budget Summary (General Fund, Water Fund, and Wastewater Fund):</u>

GENERAL FUND:

Estimated GF Reserves (total) @ 6/30/15		$2,173,868
Total Revenues	$10,004,816	
Transfers In	$2,984	
Total GF Revenues & Transfers In		$10,007,800
Total Expenditures	($9,665,439)	
Transfers Out	($324,088)	
Total GF Expenditures and Transfers Out		($9,989,527)
Surplus to General Fund Reserve	$18,273	
Estimated GF Reserves (total) @ 6/30/16		$2,192,141
Estimated Reserve Percentage		22%

WATER FUND BUDGET SUMMARY

Water Unrestricted Net Position @ 6/30/14		$6,140,160
Estimated Water Unrestricted Net Position @ 6/30/15		$4,680,824
Total Revenues	$4,581,628	
Total Expenses	($4,855,792)	
Revenue less Expenses		($274,164)
Use of Water Cash	$266,691	
Estimated Water Net Position @ 6/30/16		$4,406,660
Restricted Funds for Water Capital Projects	$3,059,438	
Estimated Water Unrestricted Net Position @ 6/30/15		$1,347,222
Estimated Percentage of Expenses		28%

WASTEWATER FUND BUDGET SUMMARY

Wastewater Unrestricted Net Position @ 6/30/14		$1,550,443
Estimated WW Unrestricted Net Position @ 6/30/15		$328,927
Total Revenues	$2,265,235	
Total Expenses	($1,943,109)	
Revenue less Expenses		$322,126
Use of Waste Water Cash	$0	
Estimated WW Unrestricted Net Position @ 6/30/16		$651,053
Estimated Percentage of Expenses		34%

RECOMMENDED ACTION

Staff recommends adoption of Resolution No. 2015-____ approving Fiscal Year 2015-16 budget.

ATTACHMENTS

Attachment A – Resolution No. 2015-_______

Attachment A

CITY OF ST. HELENA

RESOLUTION NO. 2015-__

ADOPTION OF ANNUAL BUDGET FOR THE CITY OF ST. HELENA FOR FISCAL YEAR 2015-16

RECITALS

A. The City is required to adopt estimates of revenues and expenditures on a fiscal year basis; and

B. Per Municipal Code 2.12.060.B.9, the City Manager supervises the preparation of a detailed, proposed municipal budget and submit to the Council on or before May 15th of each year; and

C. On May 11, 2015 the City Manager presented to the City Council a proposed budget; and

D. Between the dates of May 12, 2015 and June 5, 2015 the City Manager worked with the Finance Director and departments to reduce expenditures; and

E. On June 9, 2015, the City Manager proposed a budget reduction package to City Council and received Council direction; and

F. Between June 9, 2015 and June 18, 2015, the City Manager continued working with departments based on Council direction to reduce expenditures; and

G. Staff, with Council direction, determined the appropriations needed for Fiscal Year 2015-16 and prepared a draft budget for Council Review; and

H. The City provides a policy for subsequent modification of such appropriations.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Revenue estimates and appropriations by fund and department are shown in "Exhibit A", a copy of which is attached and hereby made part of this Resolution, is hereby adopted.

2. Any unexpended portion of the General Fund balance as of June 30, 2014, is hereby assigned to a Reserve.

3. Any remaining Capital fund projects and encumbrances will be rolled into the next fiscal year.

4. Department Heads may authorize the transfer of appropriations within a department, except transfers: (1) that would purport an increase in the number of regular personnel, and (2) that would decrease appropriations for capital outlay.

5. The City Manager may transfer appropriations between departments so long as total appropriations are not increased within a fund.

6. The City Council has the overriding authority to control the use of revenues and the appropriations of funds and therefore may modify this policy at any time. The total appropriations in any fund may not be increased except by the City Council.

7. All changes in appropriations will be authorized on a "Budget Adjustment Form." All increases in appropriations will be authorized by Council.

8. Any expenditure must be made in accordance with Title 3, Chapter 3.04 of the Municipal Code.

Approved at a Regular Meeting of the St. Helena City Council on June 23, 2015 by the following vote:

Mayor Galbraith: ________

Vice Mayor White: ________

Councilmember Crull: ________

Councilmember Dohring: ________

Councilmember Pitts: ________

APPROVED: ATTEST:

______________________ ______________________

Alan Galbraith, Mayor Cindy Black, City Clerk

Item 17 Attachment

City of St. Helena
"We will conduct city affairs on behalf of our citizens using an open and creative process."

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

www.cityofsthelena.org

June 23, 2015

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

I am submitting the Proposed Fiscal Year (FY) 2015-16 Operations and Maintenance Budget for the City of St. Helena for City Council consideration and adoption.

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 services to our community continues to outpace revenues. This year the struggle to balance the budget continues, as was exhibited during the May 11 and June 9 Council meetings. To balance the General Fund budget and retain a General Fund Reserve around 20%, a budget gap of $1 million needed to be closed. With sacrifices from many departments, the gap was closed and staff is presenting a balanced budget to the Council.

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 committed to the 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 concentrated on records management, improved transparency and community engagement to assist the public in accessing 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 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 & Wastewater:
   Conduct a financial assessment of the Water & Wastewater Enterprise Funds (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 with be used throughout the year.

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 $9,989,527 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.

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 any vacant position as they arise to ensure the level and assigned duties are appropriate and necessary;
3) Seeking opportunities for sharing services with neighboring communities;
4) Improving the Records Management program 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, Senior 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, searching for all possible efficiencies and reductions, and working together to present a budget that provides detailed information to help the Council better understand the City's overall budget.

Sincerely,

Jennifer Phillips
City Manager

CITY OF ST. HELENA
OPERATING BUDGET
FISCAL YEAR 2015-16
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CITY OF ST. HELENA
OPERATING BUDGET
FISCAL YEAR 2015-16
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Item No:

Report to the City Council
Council Meeting of June 23, 2015

Agenda Section: **Regular Business**

Subject: **Consideration of Resolution No. 2015-____ Adopting Fiscal Year 2015/16 City of St. Helena Annual Budget**

CEQA Status: **Not a CEQA project**

Prepared By: **April Mitts, Finance Director**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

On February 24, 2015, the City Manager presented to the City Council a Long Range Financial Forecast, which provided a high level view of projected General Fund revenues and expenditures over the next ten years. This forecast indicated that with only modest increases in operating expenditures the City was projected to fall short in revenues in the coming years, especially when any type of capital expenditures were included.

In February 2015, the City Council held an all-day goal setting session to discuss priorities for FY 2015-16. The goal of securing the City's financial future was set and six strategic objectives were agreed to that would help guide the City over the year ahead.

On May 11, 2015, staff presented the draft proposed FY 2015-16 budget during a seven-hour workshop. This draft budget was presented with an estimated $1 million General Fund shortfall. Each department presented their proposed budgets and many offered service options for Council consideration and direction for staff to further pursue and analyze for the purpose of reducing expenditures and presenting a balanced proposed budget to Council as required by State law.

On June 9, 2015, the City Manager presented to Council a staff report with proposed General Fund budget reductions and various revenue enhancements (Attachment A). In addition the City Council was presented information about the use of Tweed Trust Funds. After much discussion the Council provided direction to the City Manager regarding the proposed budget reductions and revenue enhancements and adopted Resolution No. 2015-61 (Attachment C) re-establishing governing framework for the administration of the Tweed Trust Funds for St. Helena Public Library. From this direction, staff has finalized the Proposed Fiscal Year 2015/16 Budget which is balanced and being presented to Council for consideration and adoption.

DISCUSSION

General Fund

Seven items were presented to the City Council for budget reduction consideration.

1. Postpone filling the Economic Vitality/Assistant City Manager Position
    - Estimated GF Savings = $118,150
2. Reduce City Attorney Budget by $100,000
    - Estimated GF Savings = $100,000
3. Close City Hall During Winter Holidays - proposal of furloughs for staff
    - Estimated GF Savings = 40,800
4. Library Services - Reduce Library General Fund Budget
    - Estimated GF Savings = $300,000
5. Consolidation of Library and Recreation - proposal to close the Teen Center so the property could potentially be leased or sold
    - Estimated GF Savings = $0
6. Police Department Service Options - Lay off of Police Chief effective June 30, 2015 and appoint Lt. Imboden as Acting Chief
    - Estimated GF Savings = $229,400
7. Fire Department - Expenditure Reductions
    - Estimated GF Savings = $40,000

Following discussion by City Council, items #3 and #5 were removed. After the removal of these items the total General Fund savings is $785,500.

Additional Information Gathered Since the June 9, 2015 Council Meeting

1. Kaiser Health Care Benefits – The City of St. Helena received confirmation from Kaiser that they are lowering their rates for fiscal year 2015/16. This resulted in a 20% reduction in anticipated rates for health care coverage. Total savings is: $118,646. A total of $78,421 for General Fund (101), $23,952 for Water Fund (561), $14,905 for Wastewater Fund (571), and $1,370 for other funds.

2. COPS (224) – The Police Department proposed new equipment that is eligible for the Citizens Options for Public Safety Grant (COPS) because it serves front line officers in the amount of $25,000.

Budget Changes by Department:

NON-DEPARTMENTAL	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
General Fund	$1,745,251	$1,745,739
Water Fund	$1,226,239	$1,226,239
Wastewater Fund	$ 413,931	$ 413,931
Other Funds	$ 627,076	$ 508,270
TOTAL	**$4,012,497**	**$3,894,179**
VARIANCE		**($ 118,318)**

The primary reduction in Non-Departmental is in "Other Funds" and is due to the use of the State Gas Tax. In previous years, the State Gas Tax funds were placed in the General Fund and transferred to the City's individual State Gas Tax funds. For FY 2015/16 these funds will be placed directly into the City's individual State Gas Tax fund accounts.

CITY COUNCIL	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
General Fund	$149,505	$135,877
Water Fund	$ 54,936	$ 52,114
Wastewater Fund	$ 31,392	$ 29,780
TOTAL	**$235,833**	**$217,771**
VARIANCE		**($ 18,062)**

The reduction in City Council is primarily attributed to: (1) the decrease in health care benefit costs through Kaiser and (2) $10,000 erroneously stated in the May 11, 2015 Proposed Budget.

CITY MANAGER	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
General Fund	$622,171	$481,482
Water Fund	$133,221	$110,843
Wastewater Fund	$124,345	$102,100
TOTAL	**$879,737**	**$694,425**
VARIANCE		**($185,312)**

The primary reduction in City Manager is attributed to the postponement of the Economic Vitality Manager position, the secondary reduction is due to the decrease in heath care benefit costs through Kaiser.

Item No:

FINANCE	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
General Fund	$348,588	$340,917
Water Fund	$273,358	$267,679
Wastewater Fund	$232,598	$228,373
TOTAL	**$854,544**	**$836,969**
VARIANCE		**($17,575)**

The reduction in Finance is primarily attributed to the decrease in health care benefit costs through Kaiser.

CITY ATTORNEY	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
General Fund	$770,000	$670,000
Water Fund	$ 15,000	$ 15,000
Wastewater Fund	$ 15,000	$ 15,000
Affordable Housing	$ 0	$ 2,000
TOTAL	**$800,000**	**$702,000**
VARIANCE		**($98,000)**

The reduction in City Attorney was at the directive of the City Council on June 9, 2015.

PLANNING/BUILDING	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
General Fund	$787,918	$771,928
VARIANCE		**($ 15,990)**

The reduction in Planning/Building is primarily attributed to the decrease in health care benefit costs through Kaiser.

PUBLIC WORKS	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
General Fund	$1,662,849	$1,605,691
Water Fund	$ 452,918	$ 415,674
Wastewater Fund	$ 279,330	$ 273,040
Garage Fund	$ 214,820	$ 212,560
Tree City	$ 73,120	$ 72,533
TOTAL	**$2,683,037**	**$2,579,498**
VARIANCE		**($ 103,539)**

The reduction in Public Works is primarily attributed to the decrease in health care benefit costs through Kaiser.

WATER	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
Water Fund	$2,720,486	$2,768,243
VARIANCE		**$ 47,757**

The increase in the Water fund is primarily due to a combination of the following: (1) a correction from the original budget document increasing the amount the City pays to the City of Napa per the water contract and (2) a decrease in health care benefit costs through Kaiser.

WASTEWATER	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
Wastewater Fund	$897,123	$880,885
VARIANCE		**($ 16,238)**

The reduction in the Wastewater fund is primarily attributed to the decrease in health care benefit costs through Kaiser.

FIRE	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
General Fund	$620,702	$581,893
VARIANCE		**($ 38,809)**

The reduction in Fire is primarily due to the Fire Department expenditure reductions presented to Council on June 9, 2015.

POLICE	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
General Fund	$3,001,920	$2,712,578
Other Funds	$ 103,000	$ 128,800
TOTAL	**$3,104,920**	**$2,841,378**
VARIANCE		**($ 263,542)**

The decrease in the Police Department General fund is primarily due to a combination of the following: (1) the layoff of the Police Chief and appointment of Lt. Imboden as Acting Chief and (2) a decrease in health care benefit costs through Kaiser.

RECREATION	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
General Fund	$ 95,211	$ 93,905
Teen Center	$171,731	$169,263
Bocce Ball	$ 36,982	$ 36,495
Recreation Program	$186,841	$185,292
TOTAL	**$490,765**	**$484,955**
VARIANCE		**($ 5,810)**

The reduction in Recreation is primarily attributed to the decrease in health care benefit costs through Kaiser.

LIBRARY	May 11, 2015 Proposed Budget	June 23, 2015 Proposed Budget
General Fund	$1,079,961	$849,517*
Public Library Foundation	$ 10,353	$ 10,353
California Library Services Act	$ 0	$ 15,000
Napa Valley Now	$ 11,000	$ 6,000
Friends & Foundation	$ 103,901	$111,031
Ryan Trust	$ 10,983	$ 7,000
Tweed Trust	$ 181,753	$ 75,774
TOTAL	**$1,397,951**	**$1,074,675**
VARIANCE		**($ 323,276)**

The reductions and changes in the various Library funds are primarily due to the following: (1) not filling vacated positions, (2) cancellation of a proposed position, (3) reduction of service hours, (4) reduction in part-time staffing, (5) renegotiated contracts, (6) cancellation or reduction of subscriptions, (7) expenditures reallocated to various funds, (8) reduction in library materials and supplies, (9) a decrease in health care benefit costs through Kaiser.

*The target General Fund reduction for the Library was $300,000. To achieve this amount, reductions to the Library would have been too drastic, so the City Manager has worked with Library Staff and the Finance Director to develop the proposed budget which recommends a total General Fund reduction of $230,444.

Notes:
Most expenditure reductions listed above are one time solutions to help close the budget shortfall for fiscal year 2015-16. To address the ongoing structural deficit, the City Manager, Finance Director, Library Director, Library staff, the Library Board of Trustees, and the Friends and Foundation have committed to work over the next year to find more permanent solutions to that will allow Library still produce quality services at a reduced budget.

Final Budget Summary (General Fund, Water Fund, and Wastewater Fund):

GENERAL FUND:

Estimated GF Reserves (total) @ 6/30/15		$2,173,868
Total Revenues	$10,004,816	
Transfers In	$2,984	
Total GF Revenues & Transfers In		$10,007,800
Total Expenditures	($9,665,439)	
Transfers Out	($324,088)	
Total GF Expenditures and Transfers Out		($9,989,527)
Surplus to General Fund Reserve	$18,273	
Estimated GF Reserves (total) @ 6/30/16		$2,192,141
Estimated Reserve Percentage		22%

WATER FUND BUDGET SUMMARY

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WASTEWATER FUND BUDGET SUMMARY

Wastewater Unrestricted Net Position @ 6/30/14		$1,550,443
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Total Revenues	$2,265,235	
Total Expenses	($1,943,109)	
Revenue less Expenses		$322,126
Use of Waste Water Cash	$0	
Estimated WW Unrestricted Net Position @ 6/30/16		$651,053
Estimated Percentage of Expenses		34%

RECOMMENDED ACTION

Staff recommends adoption of Resolution No. 2015-____ approving Fiscal Year 2015-16 budget.

ATTACHMENTS

Attachment A – Resolution No. 2015-_______

CITY OF ST. HELENA

RESOLUTION NO. 2015-__

ADOPTION OF ANNUAL BUDGET FOR THE CITY OF ST. HELENA FOR FISCAL YEAR 2015-16

RECITALS

A. The City is required to adopt estimates of revenues and expenditures on a fiscal year basis; and

B. Per Municipal Code 2.12.060.B.9, the City Manager supervises the preparation of a detailed, proposed municipal budget and submit to the Council on or before May 15^{th} of each year; and

C. On May 11, 2015 the City Manager presented to the City Council a proposed budget; and

D. Between the dates of May 12, 2015 and June 5, 2015 the City Manager worked with the Finance Director and departments to reduce expenditures; and

E. On June 9, 2015, the City Manager proposed a budget reduction package to City Council and received Council direction; and

F. Between June 9, 2015 and June 18, 2015, the City Manager continued working with departments based on Council direction to reduce expenditures; and

G. Staff, with Council direction, determined the appropriations needed for Fiscal Year 2015-16 and prepared a draft budget for Council Review; and

H. The City provides a policy for subsequent modification of such appropriations.

RESOLUTION

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

1. Revenue estimates and appropriations by fund and department are shown in "Exhibit A", a copy of which is attached and hereby made part of this Resolution, is hereby adopted.

2. Any unexpended portion of the General Fund balance as of June 30, 2014, is hereby assigned to a Reserve.

3. Any remaining Capital fund projects and encumbrances will be rolled into the next fiscal year.

4. Department Heads may authorize the transfer of appropriations within a department, except transfers: (1) that would purport an increase in the number of regular personnel, and (2) that would decrease appropriations for capital outlay.

5. The City Manager may transfer appropriations between departments so long as total appropriations are not increased within a fund.

6. The City Council has the overriding authority to control the use of revenues and the appropriations of funds and therefore may modify this policy at any time. The total appropriations in any fund may not be increased except by the City Council.

7. All changes in appropriations will be authorized on a "Budget Adjustment Form." All increases in appropriations will be authorized by Council.

8. Any expenditure must be made in accordance with Title 3, Chapter 3.04 of the Municipal Code.

Approved at a Regular Meeting of the St. Helena City Council on June 23, 2015 by the following vote:

Mayor Galbraith: __________

Vice Mayor White: __________

Councilmember Crull: __________

Councilmember Dohring: __________

Councilmember Pitts: __________

APPROVED: ATTEST:

______________________ ______________________

Alan Galbraith, Mayor Cindy Black, City Clerk

INTRODUCTORY SECTION

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City of St. Helena, *California*

CITY COUNCIL

Alan Galbraith

Mayor

Peter White

Vice Mayor

Greg Pitts

Council Member

Sharon Crull

Council Member

Paul Dohring

Council Member

Jennifer Phillips – City Manager/Treasurer

Thomas Brown – City Attorney

Cindy Black – City Clerk

ADMINISTRATIVE TEAM

Noah Housh – Community Improvement Director

April Mitts – Finance Director

John Sorensen – Fire Chief

Christina Kreiden – Acting Library Director

Jacqueline Rubin – Police Chief

Steve Palmer – Public Works Director

Haidi Arias – Recreation Director

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

	ESTIMATED 6/30/2015 FUND BALANCE	BUDGET 2016 REVENUES	BUDGET 2016 EXPENDITURES	PROJECTED 6/30/2016 ENDING BALANCE
FUND 101, GENERAL FUND	2,173,868	10,007,800		
Non-Departmental			1,745,739	
City Council			135,877	
City Manager/Clerk/Human Resources			481,482	
Finance			340,917	
City Attorney			670,000	
Planning/Building			771,928	
Library			849,517	
Recreation			93,905	
Fire			581,893	
Police			2,712,578	
Public Works Administration			260,242	
Government Buildings			227,418	
Storm Drains			146,778	
Streets			242,866	
Parks			728,387	
TOTAL GENERAL FUND	**$ 2,173,868**	**$ 10,007,800**	**$ 9,989,527**	**$ 2,192,141**
OTHER FUNDS				
Fund 210, Community Development Block Grant	(5,100)	42,580	37,480	-
Fund 216, Public Safety Impact Fees	254,539	30,500	-	285,039
Fund 218, Public Library Foundation	10,353	-	10,353	-
Fund 219, CLSA Library Restoration	14,966	-	15,000	(34)
Fund 220, Napa Valley Now	(4,680)	11,000	6,000	320
Fund 222, Park Bond Act	221	-	-	221
Fund 223, Skate Park Lighting	1,157	5	-	1,162
Fund 224, Public Safety (COPS)	164,217	100,350	125,800	138,767
Fund 225, State Gas Tax 2105	18,057	34,614	-	52,671
Fund 226, State Gas Tax 2106	8,802	22,704	-	31,506
Fund 227, State Gas Tax 2107	6,368	49,687	7,600	48,455
Fund 228, State Gas Tax 2107.5	1,683	2,025	-	3,708
Fund 229, State Gas Tax 2103	7,138	27,463	-	34,601
Fund 235, Measure A	-	-	-	-
Fund 237, Emergency Flood Relief	130,506	475	-	130,981
Fund 238, Training Development	18,855	7,045	2,000	23,900
Fund 279, Asset Forfeiture	47,235	5,025	1,000	51,260
Fund 280, Community Activities	75,703	169,863	169,263	76,303
Fund 283, Tree City USA	42,649	72,533	72,533	42,649
Fund 286, Bocce Ball	81,250	48,000	36,495	92,755
Fund 287, Harvest Festival	-	10,400	5,000	5,400
Fund 288, Fourth of July	-	43,000	43,000	-
Fund 289, Recreation Programs	(3)	185,292	185,292	(3)
Fund 290, Tourism Improvement District	1,055	304,324	304,324	1,055
Fund 291, SB-1186 State Fees	2,374	825	-	3,199
Fund 295, N.O.A.A.	2,567	10	-	2,577

	ESTIMATED 6/30/2015 FUND BALANCE	BUDGET 2016 REVENUES	BUDGET 2016 EXPENDITURES	PROJECTED 6/30/2016 ENDING BALANCE
Fund 329, Stabo Trust	35,345	140	-	35,485
Fund 375, Murray Ex Trust	38,432	1,650	-	40,082
Fund 380, Friends and Foundation	-	111,031	111,031	-
Fund 381, Ryan Library Trust	13,440	425	7,000	6,865
Fund 382, Martin Library Trust	24,617	315	-	24,932
Fund 384, Tweed Trust Enhancement Dist	753,062	46,700	75,774	723,988
Fund 420, Fire Station GO Bonds	338,550	-	184,718	153,832
Fund 443, South St. Helena Drainage	28,529	120	-	28,649
Fund 561, Water Enterprise	4,680,824	4,581,628	4,855,792	4,406,660
Fund 571, Sewer Enterprise	328,927	2,265,235	1,943,109	651,053
Fund 582, Garage	22,730	212,560	212,560	22,730
Fund 592, Equipment Replacement	95,739	150	-	95,889
TOTAL OTHER FUNDS	**$ 7,240,107**	**$ 8,387,674**	**$ 8,411,124**	**$ 7,216,657**
CAPITAL FUNDS*				
Fund 713, Civic Improvement Impact Fees	428,603	76,200	-	504,803
Fund 733, General Fund Capital Projects	842,990	-	588,284	254,706
Fund 734, Park Impact Fees	274,618	151,000	-	425,618
Fund 740, Traffic Mitigation Impact Fees	1,840,559	204,500	2,766	2,042,293
Fund 741, Street Improvement	929,964	140,044	535,367	534,641
Fund 742, Storm Drain Impact Fees	540,079	57,000	-	597,079
Fund 744, Housing Impact Fees	25,793	100	-	25,893
Fund 745, Parking In-Lieu	551,000	3,400	-	554,400
Fund 751, Affordable Housing	907,159	178,000	10,862	1,074,297
Fund 763, Water Capital Projects	5,920,455	1,210,688	5,107,802	2,023,341
Fund 764, Water Impact Fees	806,581	111,500	316,750	601,331
Fund 773, Wastewater Capital Projects	1,710,488	37,800	564,205	1,184,083
Fund 774, Wastewater Impact Fees	690,353	17,000	37,800	669,553
TOTAL CAPITAL FUNDS	**$ 15,468,642**	**$ 2,187,232**	**$ 7,163,836**	**$ 10,492,038**

Capital Funds 2016 revenue estimates include grant funds that should be received in FY16

CITY OF ST HELENA

SCHEDULE OF TRANSFERS

Fiscal Year 2015/2016

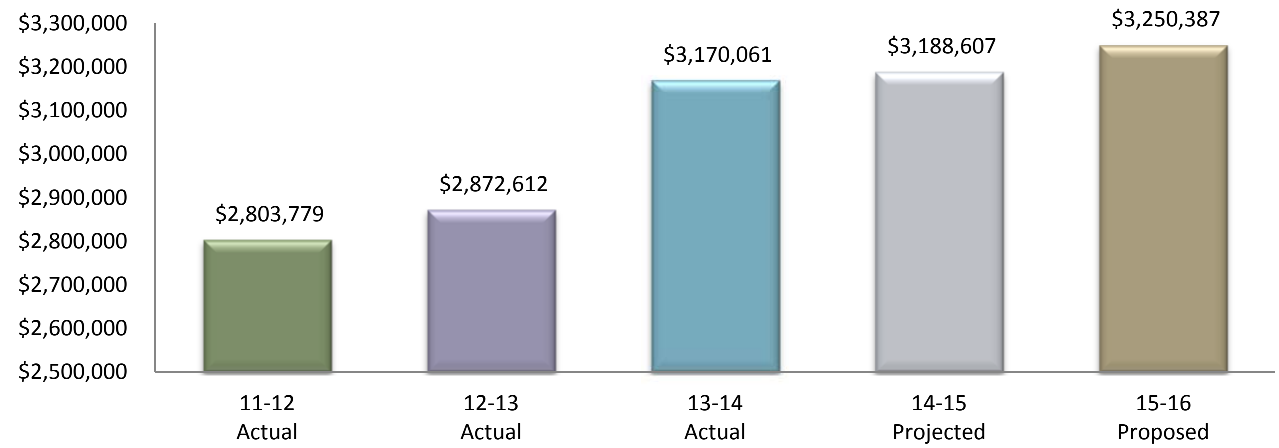
#	FROM: FUND #	FROM: AMOUNT	TO:	FUND #	AMOUNT
	TRANSFER FUNDS FOR TEEN CENTER OPERATION				
1	101	$ 169,263	*Teen Center does not have a revenue source and is 100% General Funded*	280	$ 169,263
	TRANSFER FUNDS FOR TREE CITY USA EXPENSES				
2	101	$ 72,533	*Tree City does not have a revenue source and is 100% General Funded*	283	$ 72,533
	TRANSFER FUNDS FOR RECREATION				
3	101	$ 82,292	*Recreation Program is supplemented by the General Fund*	289	$ 82,292
	TRANSFER FUNDS FOR TID ASSESSMENT				
5	290	$ 3,043	*A designated portion of the 2% TID Assessment is transferred to the General Fund for administrative costs*	101	$ 3,043
	TRANSFER FUNDS FOR CAPITAL PROJECTS				
6	740	$ 2,766	*Impact fees collected are assigned to capital projects for expenses per the Impact Fee Study*	741	$ 2,766
	TRANSFER FUNDS FOR CAPITAL PROJECTS				
7	764	$ 316,750	*Impact fees collected are assigned to capital projects for expenses per the Impact Fee Study*	763	$ 316,750
	TRANSFER FUNDS FOR CAPITAL PROJECTS				
8	774	$ 37,800	*Impact fees collected are assigned to capital projects for expenses per the Impact Fee Study*	773	$ 37,800
TOTALS		**$ 684,447**			**$ 684,447**

SUMMARY TRANSFERS OUT:			
OPERATIONAL			
General Fund	101 =		324,088
Tourist Improvement	290 =		3,043
Subtotal Operational		$	327,131
CAPITAL			
Street Impact	740 =		2,766
Water Impact	764 =		316,750
Sewer Impact	774 =		37,800
Subtotal Capital		$	357,316
TOTALS		**$**	**684,447**

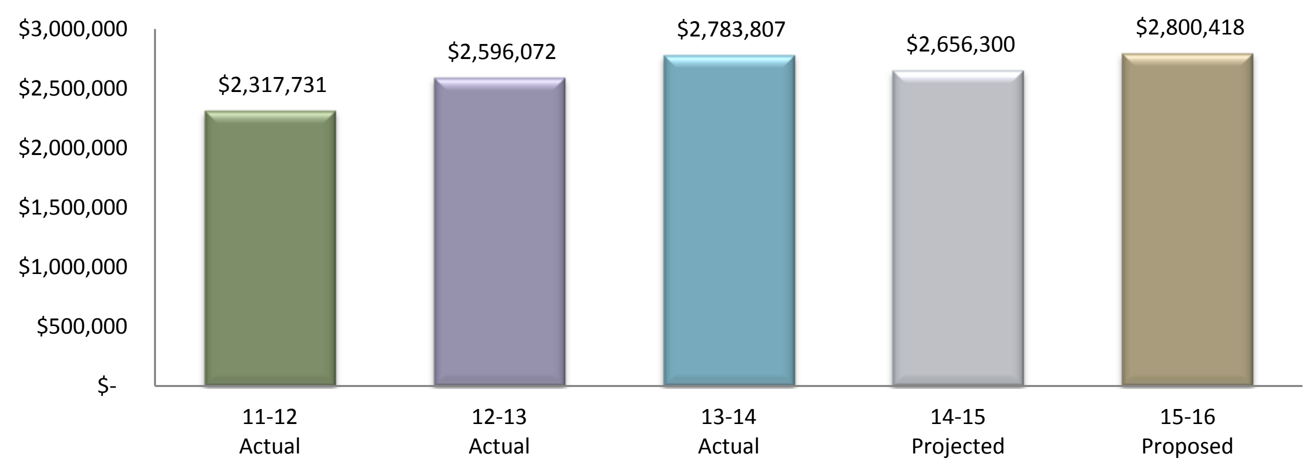
SUMMARY TRANSFERS IN:			
OPERATIONAL			
General Fund	101 =		3,043
Teen Center	280 =		169,263
Tree City	283 =		72,533
Recreation	289 =		82,292
Subtotal Operational		$	327,131
CAPITAL			
Streets Improvement	741 =		2,766
Water Capital	763 =		316,750
Sewer Capital	773 =		37,800
Subtotal Capital		$	357,316
TOTALS		**$**	**684,447**

GENERAL FUND

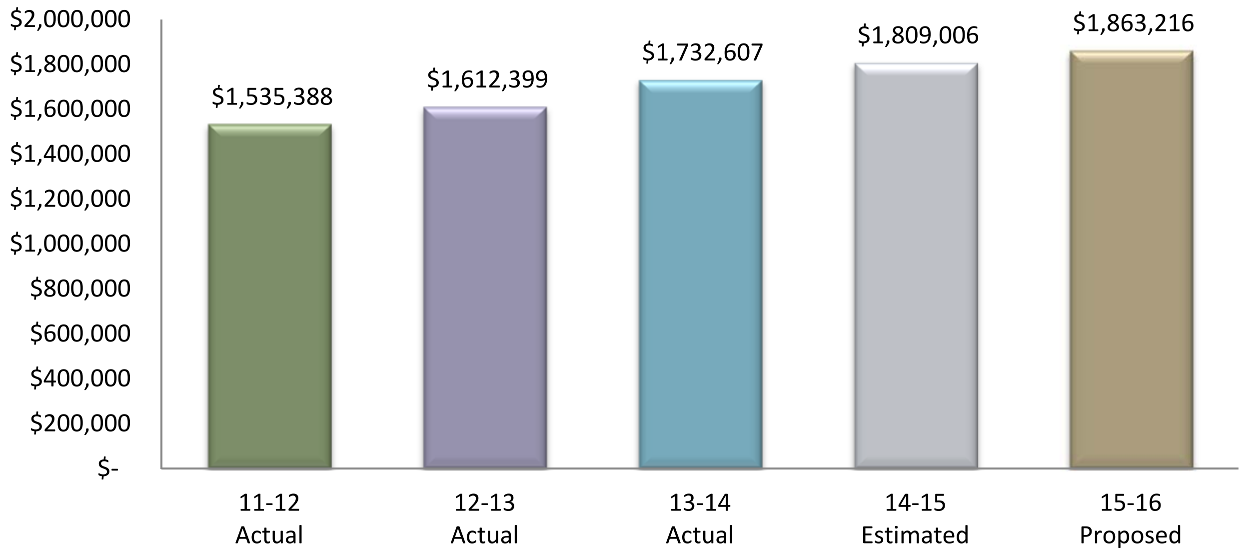
<u>Property Taxes ($3,250,387)</u> - Real property within the City is taxed at 1% of assessed value as determined by the County Assessor. The City's share of this tax is approximately 16%. For fiscal year 2015-2016 a growth factor of 2% has been applied per the County Assessor. Napa County is using the 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.



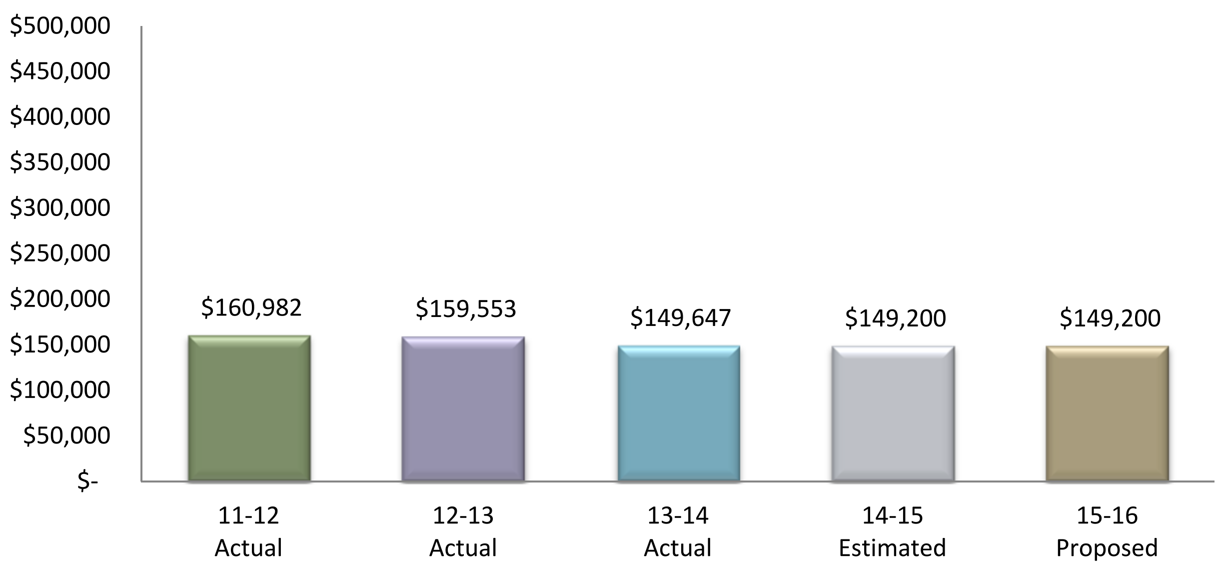
<u>Sales Tax and Sales Tax in Lieu ($2,800,418)</u> - The City receives 1% of retail sales made within the City limits. The diversity of commercial operations such as retail shops, restaurants, building supply, and car dealers insure a constant level of income from this source. Sales Tax for the City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



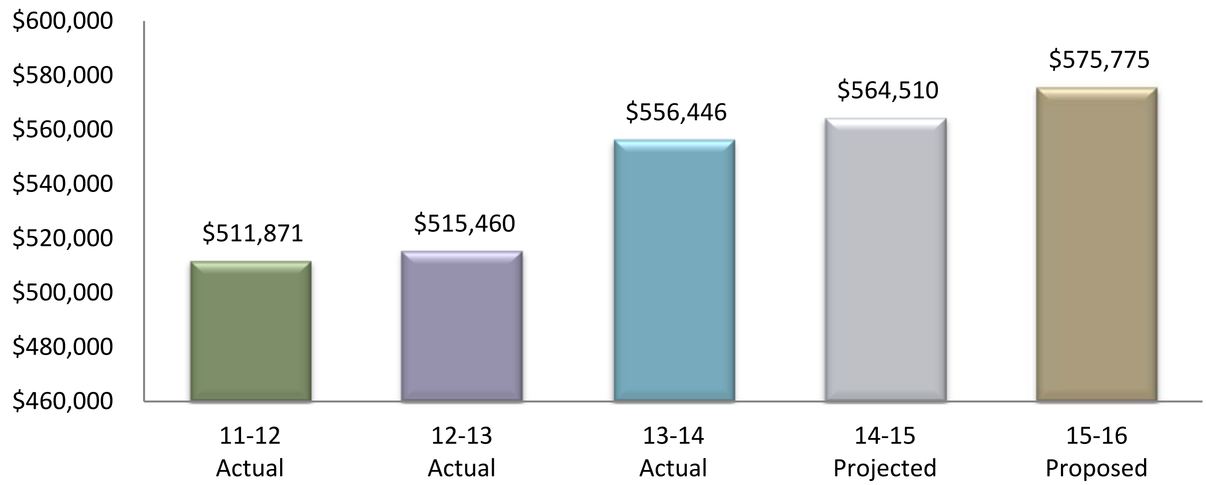
Transient Tax ($1,863,950) - The City has a tax rate of 12% on all revenues paid to Hotels and Bed and Breakfast Inns. The tax is paid by the guests staying at these accommodations. This revenue is estimated to increase at a rate of 3% or $54,210 for the next fiscal year based on estimated year end revenues.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



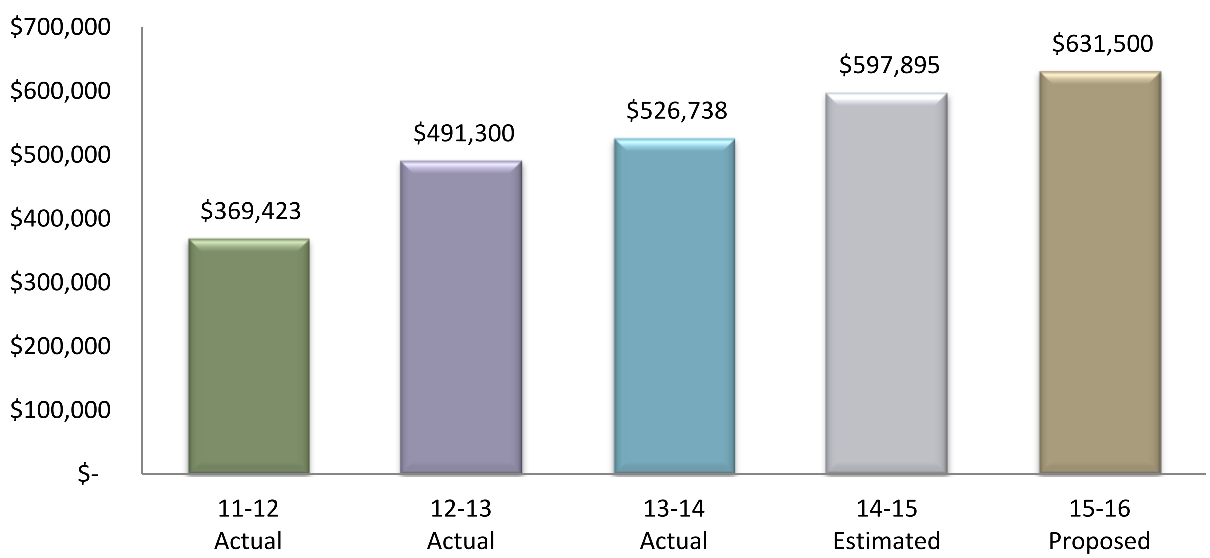
Business License Tax ($149,200) - This revenue is generated by a license tax paid by all businesses operating within the City. Considering prior year actual and the current state of the economy, it is projected that revenues will remain constant.



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.

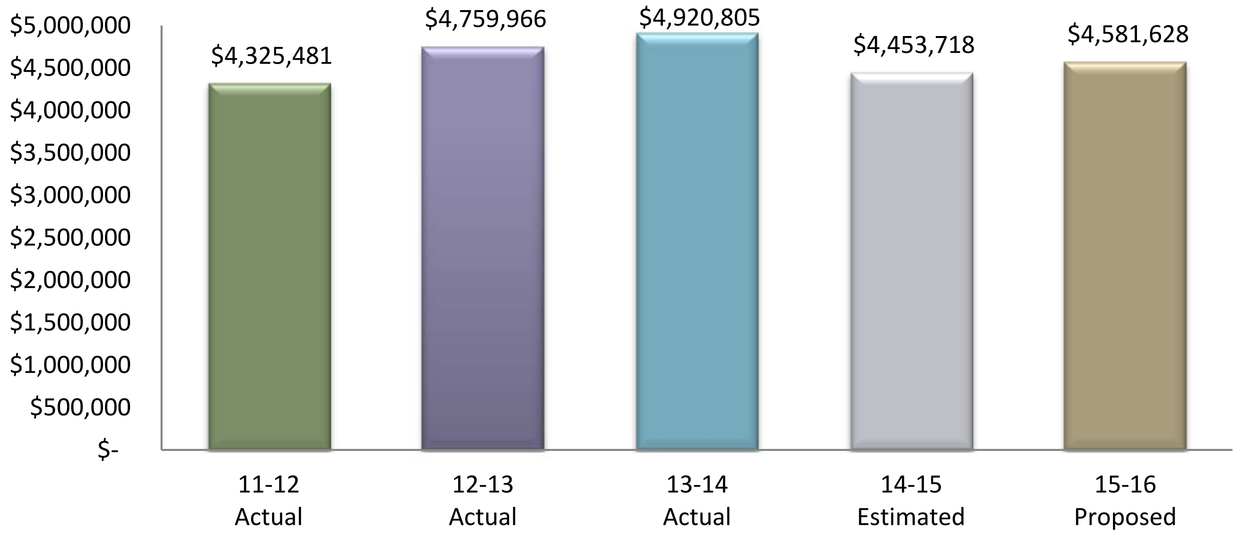


Building & Planning Revenue ($631,500) - This category includes revenues for Building Permits, Building Inspection and Administrative fees, Planning Application and Permit Fees, and Short Term Rental Permit Fees.

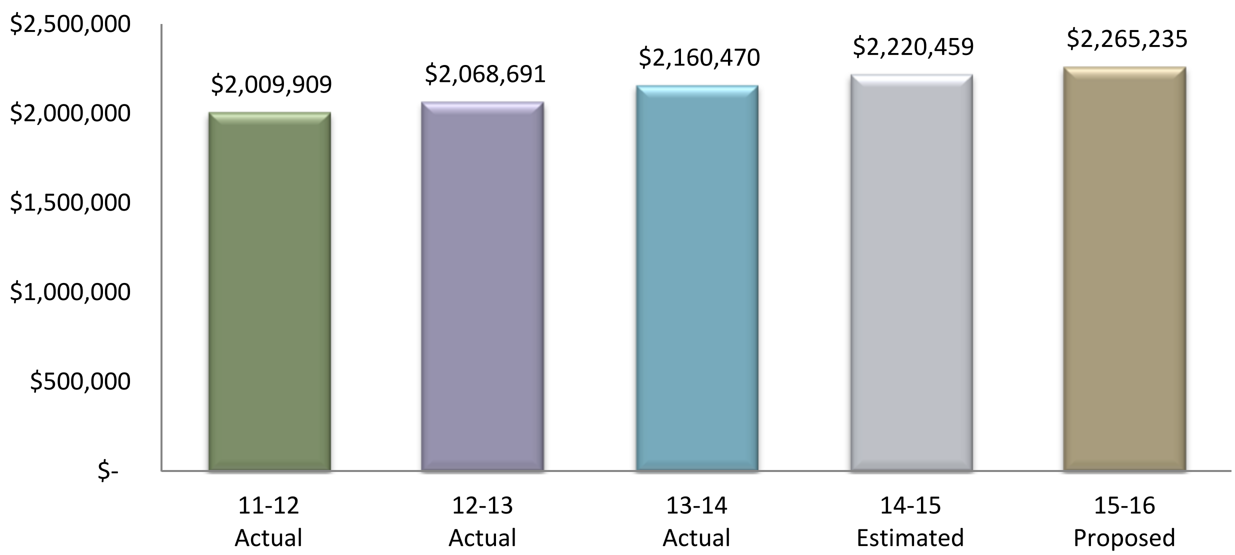


ENTERPRISE FUNDS

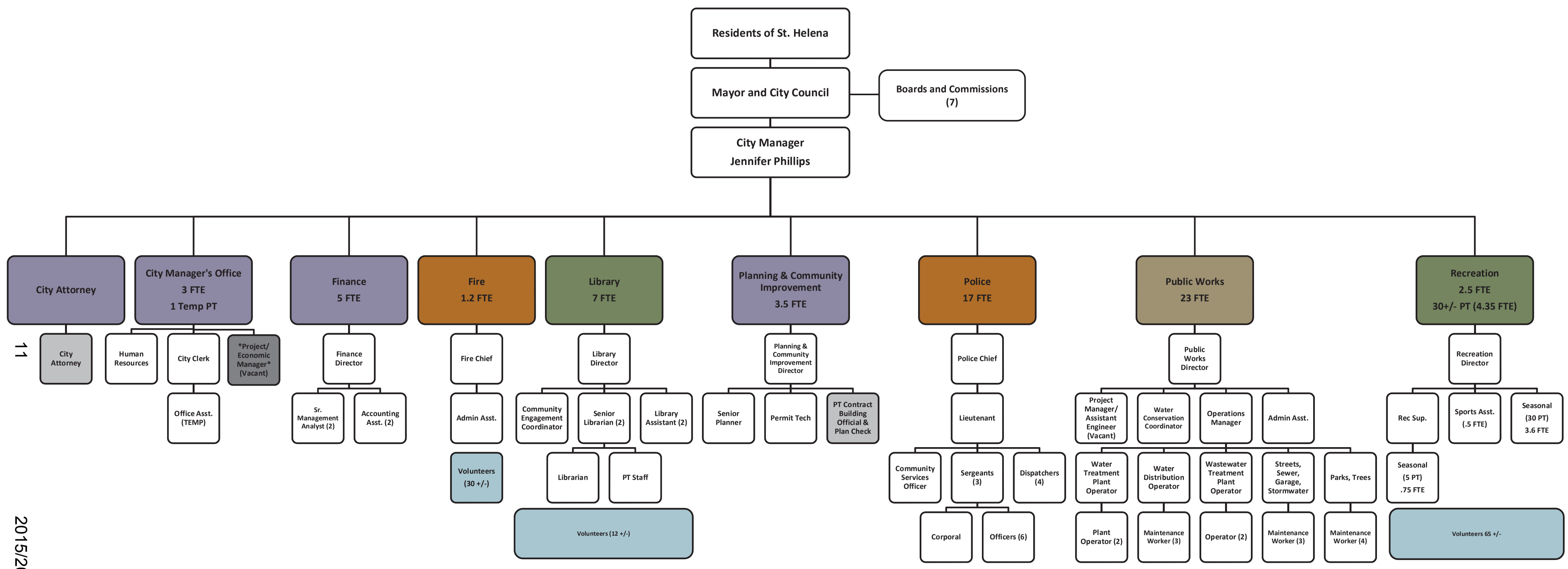
Water Enterprise Service Charges ($4,581,628) - Revenues charged to users of the municipal water system. A long-range financial plan and multi-year rate increase was approved by Council in April 2011. The most recent rate increase was effective with the January 2014 billing cycle. The last increase occurred 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.



Wastewater (Sewer) Enterprise Service Charges ($2,265,235) - 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 Citywide Organizational Chart FY 2015/16



*Project/Economic Manager is currently an unfilled position due to lack of funding.

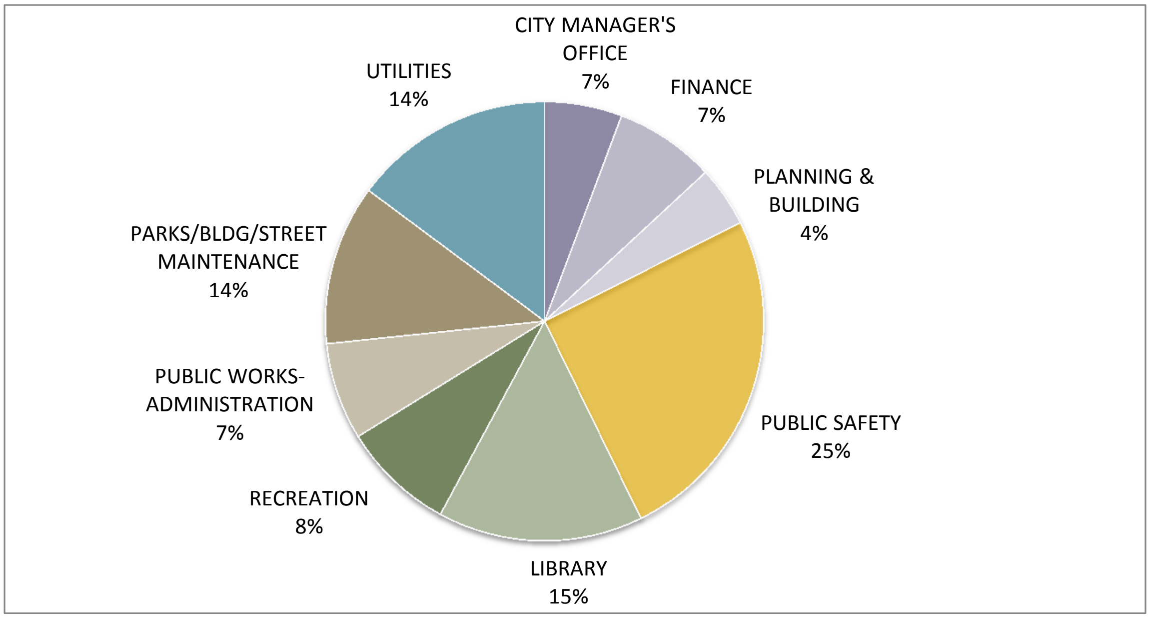
CITY OF ST. HELENA

ALLOCATION OF CITY POSITIONS

Fiscal Years 2014/15 - 2015/16

STAFF OVERVIEW

A significant part of the City's Operating Budget is salary and benefits. Funding for employees who in turn provide services to our citizenry make up 46% of the total operational budget; amounting to $8,397,377. The following graph identifies full-time equivalent (FTE) positions by department.



STAFFING COMPARISON BY DEPARTMENT
IN FULL-TIME EQUIVALENTS

DEPARTMENTS	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	*CURRENT +/-*
CITY MANAGER/CLERK	2.50	2.00	2.00	2.00	3.85	1.85
FINANCE	5.00	5.00	5.00	5.00	5.00	0.00
PLANNING/BUILDING	5.00	2.00	1.00	3.00	3.00	0.00
POLICE	16.50	16.50	16.50	16.75	15.75	-1.00
FIRE	1.80	1.80	2.00	1.20	1.20	0.00
LIBRARY	10.54	11.32	11.32	11.32	10.20	-1.12
RECREATION	5.09	5.09	5.09	5.60	5.60	0.00
PUBLIC WORKS-ADMINISTRATION	5.50	4.00	4.00	4.00	4.82	0.82
BUILDINGS MAINTENANCE	2.00	0.00	0.00	0.00	0.25	0.25
STREET MAINTENANCE	4.00	4.00	4.00	4.00	3.20	-0.80
TREE CITY U.S.A.	0.10	0.10	0.10	0.10	0.10	0.00
PARKS MAINTENANCE	4.90	4.90	4.90	4.90	4.65	-0.25
CITY GARAGE	0.00	0.00	0.00	0.00	0.80	0.80
WATER DISTRIBUTION	4.00	3.47	3.47	4.00	4.00	0.00
WATER TREATMENT PLANT	2.00	2.00	2.00	3.00	3.00	0.00
WASTEWATER TREATMENT PLANT	3.00	3.00	3.00	3.00	3.00	0.00
TOTAL FTE'S	**71.93**	**65.18**	**64.38**	**67.87**	**68.42**	**0.55**

*Authorized positions for fiscal year 2016 are 72.07 FTE's. Part-time positions make up 8.37 FTE's of the total FTE's. Not included in the above figures are 1 Mayor, 4 Council Members, 5 Planning Commissioners, recreation program instructors or tree maintenance workers who are hired on an as needed basis.

*The proposed budget shows the transfer of the Human Resources Manager to the City Manager's budget along with the addition of 25% of Sr. Mgmt Analyst and .60% Office Assistant equivalent to 24 hours per week. The Finance Department added a full time Grants Manager position. Public Works Admin added a 75% Water Conservation Specialist and a PT Engineer (.07 FTE). The Library is not rehiring a PT employee who resigned and decreased other PT hours. The Planning Department added a Building Permit Technician in FY2015 which was unbudgeted last year. In order to more clearly reflect the duties of our public works department, .25% of the Parks Department Staff has been transferred to the Government Buildings division and .80% of the Streets Department Staff has been transferred to the Garage division.

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.

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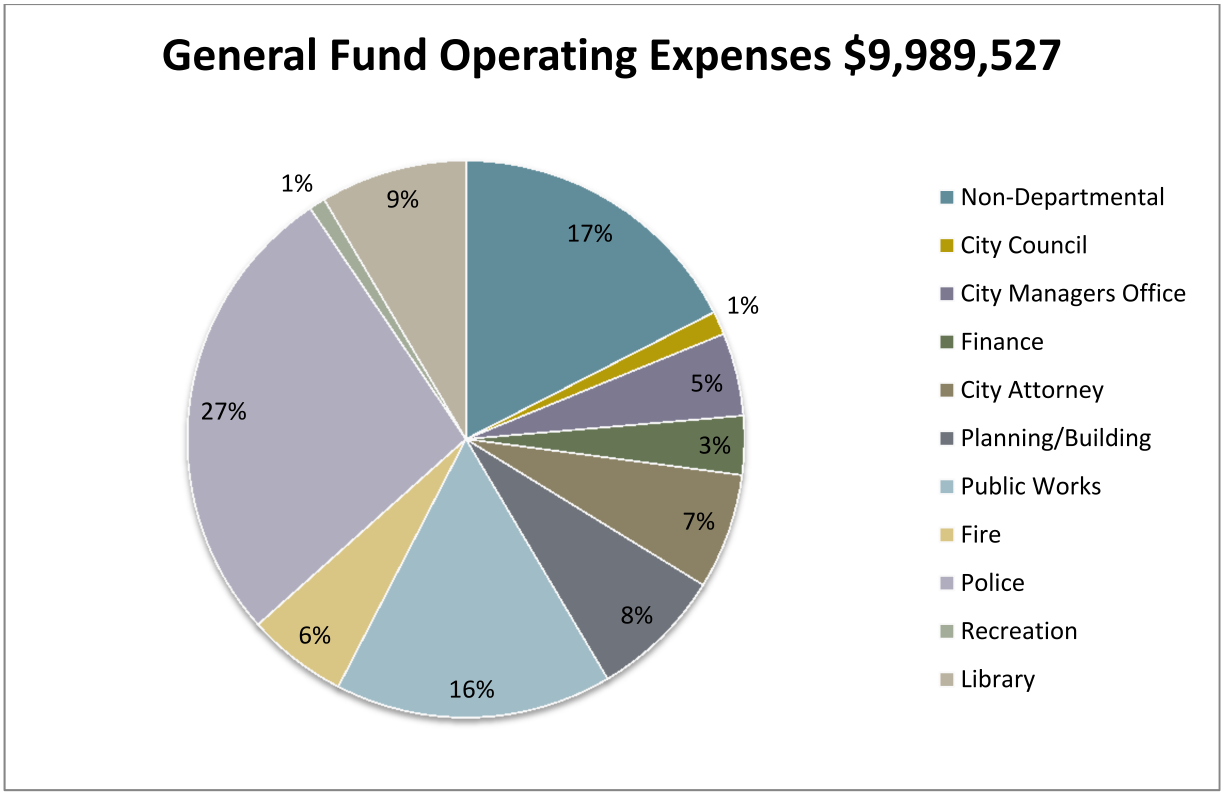
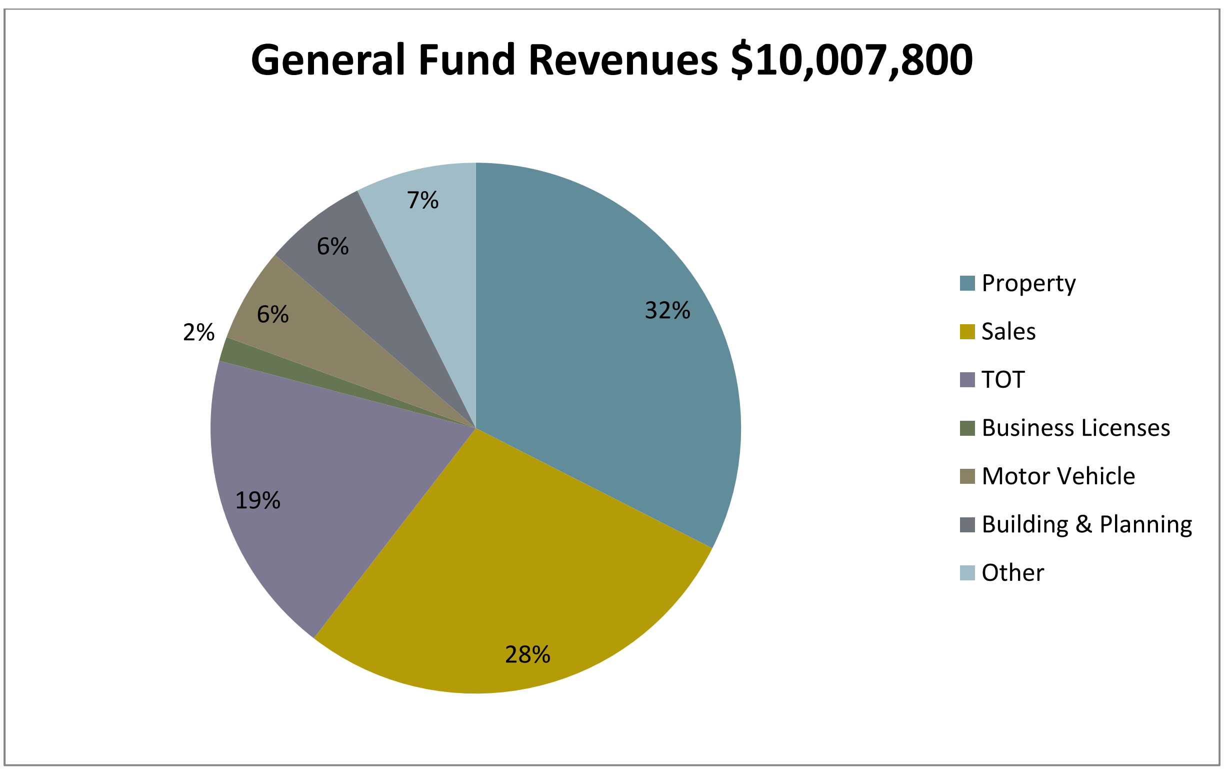
CITY OF ST. HELENA
GENERAL FUND REVENUES AND EXPENDITURES

FISCAL YEAR 2015/2016



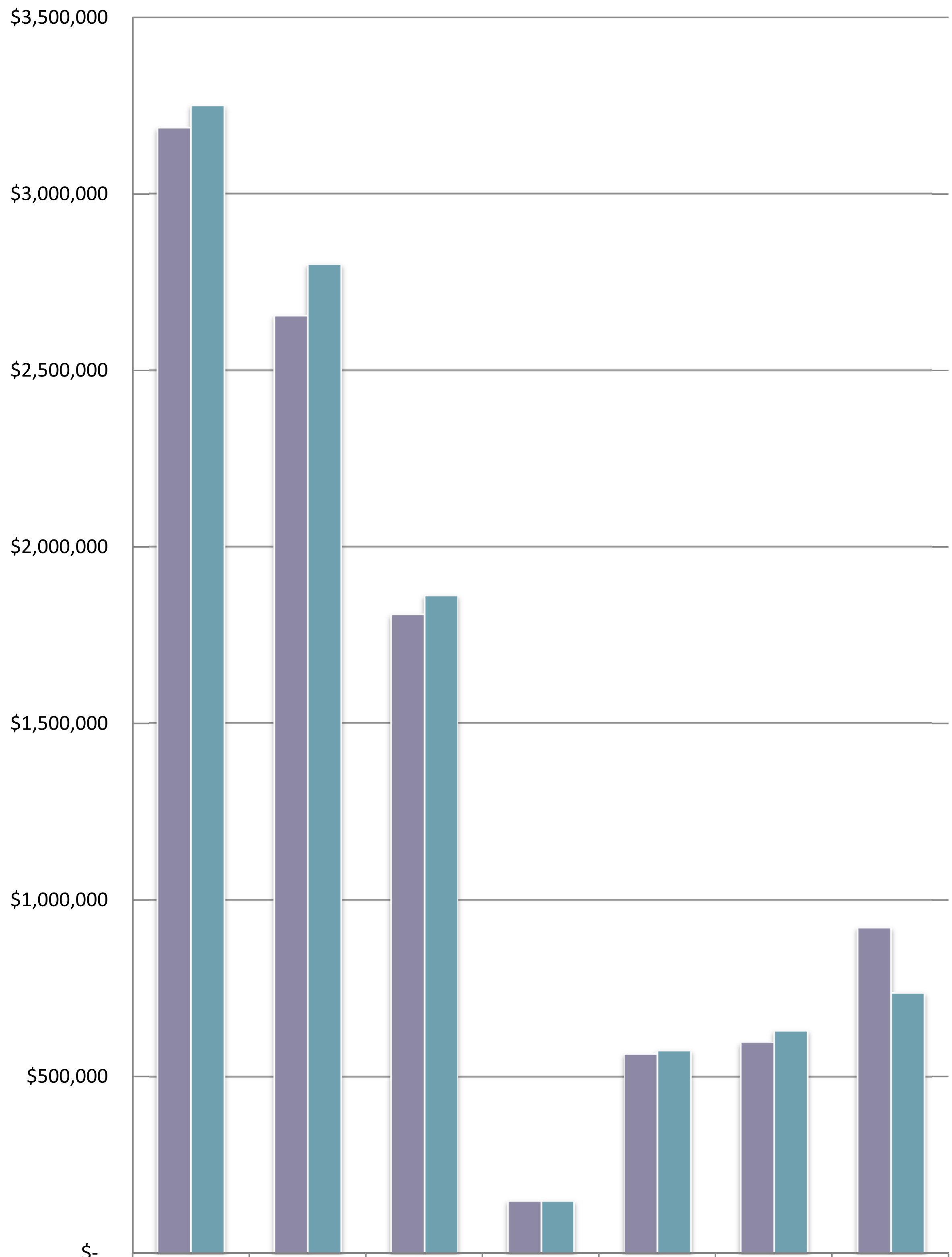


CITY OF ST. HELENA
GENERAL FUND REVENUES, EXPENDITURES, FUND BALANCE

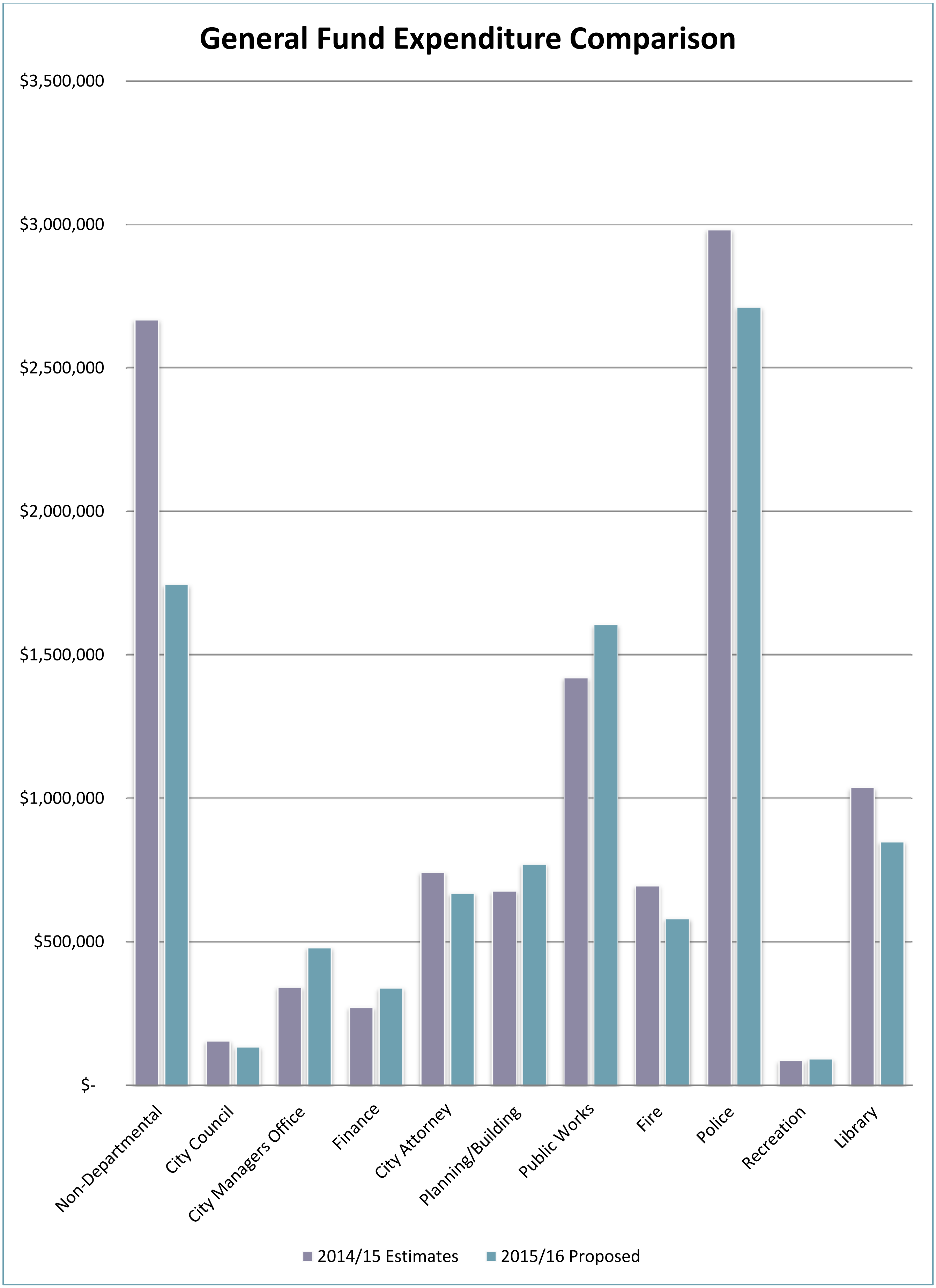
FISCAL YEAR 2015-2016

	Revenues	Expenditures	Total Fund Balance
			$ 2,173,868
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	631,500		
Other	737,304		
TOTAL REVENUES	**$ 10,007,800**		
			$ 12,181,688
EXPENDITURES BY DEPARTMENT			
Non-Departmental		(1,745,739)	
City Council		(135,877)	
City Manager		(481,482)	
Finance		(340,917)	
City Attorney		(670,000)	
Planning/Building		(771,928)	
Public Works		(1,605,691)	
Fire		(581,893)	
Police		(2,712,578)	
Library		(849,517)	
Recreation		(93,905)	
TOTAL EXPENDITURES		**($ 9,989,527)**	
General Fund Balance			**$ 2,192,141**
Estimated Reserve %			**22%**

General Fund Revenues Comparison



	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	$597,895	$922,496
2015/16 Proposed	$3,250,387	$2,800,418	$1,863,216	$149,200	$575,775	$631,500	$737,304



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
- Review fee changes and updates
- Conduct a financial assessment of the Water and Wastewater Enterprises
- Assess infrastructure needs
- 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
- Adopt an annual balanced budget
- 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

FUND	DEPT		FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
101	4100	General Fund	199,711	200,159	106,586	147,695	155,216	135,877
235	4100	Measure A	975	729	-	-	-	-
561	4100	Water Enterprise	34,136	36,737	38,908	52,858	43,204	52,114
571	4100	Wastewater Enterprise	19,507	21,017	22,234	30,205	24,689	29,780
		Total Expenses	**$ 254,329**	**$ 258,642**	**$ 167,729**	**$ 230,758**	**$ 223,109**	**$ 217,771**

City Council Expense Summary

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 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	130,898
Capital Equipment*	-	-	-	-	-	-
Communications	1,255	1,307	1,337	1,300	1,867	1,900
Computer Equipment*	3,890	892	3,011	2,551	5,571	2,500
Contracts**	7,427	8,119	8,119	17,000	29,500	17,000
Contributions	107,018	115,610	35,333	46,833	46,833	36,833
Dept supplies/services***	7,858	8,470	7,865	9,050	7,615	7,250
Training/Conference	5,118	8,133	-	3,000	4,000	3,390
Total Expenses	**$ 254,329**	**$ 258,642**	**$ 167,729**	**$ 230,758**	**$ 223,109**	**$ 217,771**

**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	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 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	53,176
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*	*67,004*
101-41-00-21-10	Communications	1,255	1,307	1,337	1,300	1,867	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	6,000	8,000
101-41-00-21-45	Other Contract Services	7,427	8,119	8,119	9,000	23,500	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	4,000	3,390
101-41-00-21-60	Other Travel	-	-	-	-	-	-
21	*Services*	*19,377*	*23,032*	*16,754*	*27,550*	*41,582*	*28,540*
101-41-00-22-07	Copies	514	-	-	-	-	-
101-41-00-22-12	Computer Equipment	3,890	892	3,011	2,551	5,571	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*	*6,971*	*3,500*
101-41-00-24-05	Contributions	107,018	115,610	35,333	46,833	46,833	36,833
101-41-00-24-25	Taxes & Other Charges	-	-	-	-	-	-
24	*Taxes, Insurances & Contributi*	*107,018*	*115,610*	*35,333*	*46,833*	*46,833*	*36,833*
Grand Total		**199,711**	**200,159**	**106,586**	**147,695**	**155,216**	135,877
101	**General Fund**	**199,711**	**200,159**	**106,586**	**147,695**	**155,216**	135,877
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 Enterprise**						
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	41,359
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	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
20	*Salaries & Benefits*	*34,136*	*36,737*	*38,908*	*52,858*	*43,204*	*52,114*
Grand Total		**34,136**	**36,737**	**38,908**	**52,858**	**43,204**	52,114
561	**Water Entreprise**	**34,136**	**36,737**	**38,908**	**52,858**	**43,204**	52,114
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	23,634
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*	*29,780*
Grand Total		**19,507**	**21,017**	**22,234**	**30,205**	**24,689**	29,780
571	**Sewer Enterprise**	**19,507**	**21,017**	**22,234**	**30,205**	**24,689**	29,780
Grand Total		**254,329**	**258,642**	**167,729**	**230,758**	**223,109**	217,771

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*	
Work Connection		$ 10,000	$ 10,000
Rianda House		$ 10,000	$ 10,000
Family Resource Center		$ 7,500	$ 7,500
Boys & Girls Club		$ 6,000	$ 6,000
Napa Valley Community Foundation		$ 3,333	$ 3,333
TOTAL - Contributions	***2405***	***$ 36,833***	***$ 36,833***

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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
- 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
- Oversee completion of the General Plan Update
- 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
- Continue development of document retention program

HUMAN RESOURCES

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

CITY MANAGER'S OFFICE - 4200
BUDGET SUMMARY

City Manager/Clerk/HR Expenses By Fund			FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
FUND	**DEPT**							
101	4200	General Fund	208,146	340,335	406,832	443,106	343,804	481,482
561	4200	Water Enterprise	111,330	8,675	11,991	30,953	55,958	110,843
571	4200	Wastewater Enterprise	59,833	7,572	9,852	6,456	77,530	102,100
751	4200	Affordable Housing	-	-	26	-	-	-
		Total Expenses	**$ 379,310**	**$ 356,581**	**$ 428,701**	**$ 480,515**	**$ 477,292**	**$ 694,425**

City Manager/Clerk/HR Expense Summary	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Salary	199,757	207,107	260,486	322,050	302,130	429,205
Benefits	144,001	132,447	115,680	108,495	113,638	187,962
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	32,539	51,450
Dept supplies/services***	26,629	3,651	7,388	6,650	12,077	10,645
Election Expense	-	7,078	141	10,000	10,970	-
Equipment/Software Maintenance	210	-	-	-	-	4,248
Training/Conference	4,313	4,328	3,587	3,500	2,528	8,415
Total Expenses	**$ 379,310**	**$ 356,581**	**$ 428,701**	**$ 480,515**	**$ 477,292**	**$ 694,425**

**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	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
101	**General Fund**						
101-42-00-20-10	Salary-Regular	89,891	198,021	244,750	225,000	183,227	261,865
101-42-00-20-20	Temp/Part-time salary			0	72,050	17,500	19,968
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	14,865	19,074
101-42-00-20-45	Employer PERS	14,649	31,256	29,562	14,409	14,419	27,570
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	51,672
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	1,877
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	5,217
101-42-00-20-85	Auto Allowance	1,080	2,160	1,710	7,210	4,330	7,440
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*	*282,439*	*407,056*
101-42-00-21-05	Advertising	5,393	2,428	4,913	5,000	6,075	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	28,000	51,450
101-42-00-21-53	Memberships & Publications	517	260	683	500	500	3,095
101-42-00-21-55	Training & Conference	3,038	3,594	2,708	3,500	2,500	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*	*46,695*	*71,010*
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	3,100	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	600	0
22	*Supplies*	*3,821*	*8,005*	*3,118*	*11,100*	*14,670*	*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**	**343,804**	481,482
101	**General Fund**	**208,146**	**340,335**	**406,832**	**443,106**	**343,804**	481,482
561	**Water Enterprise**						
561-42-00-20-10	Salary-Regular	69,915	4,543	6,992	21,500	41,191	73,859
561-42-00-20-20	Temp/Part-time salary	0	0	0	0	0	2,496
561-42-00-20-30	Overtime	0	0	0	0	159	-

CITY MANAGER'S OFFICE - 4200
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
561-42-00-20-40	FICA/Medicare	5,165	356	97	1,211	3,211	4,986
561-42-00-20-45	Employer PERS	9,977	772	548	1,721	3,296	9,067
561-42-00-20-50	Employee PERS	4,883	334	658	175	361	-
561-42-00-20-55	Health Insurance	10,467	1,115	312	3,892	4,875	12,535
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	505
561-42-00-20-75	Deferred Comp	1,523	125	72	380	670	1,384
561-42-00-20-85	Auto Allowance	840	120	99	240	1,290	2,040
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*	*109,427*
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**	110,843
561	**Water Enterprise**	**111,330**	**8,675**	**11,991**	**30,953**	**55,958**	110,843
571	**Sewer Enterprise**						
571-42-00-20-10	Salary-Regular	39,951	4,543	6,992	3,500	58,004	68,521
571-42-00-20-20	Temp/Part-time salary	0	0	0	0	0	2,496
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	4,562
571-42-00-20-45	Employer PERS	5,725	772	548	280	4,643	8,009
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	11,217
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	457
571-42-00-20-75	Deferred Comp	871	125	72	125	906	779
571-42-00-20-85	Auto Allowance	480	120	99	0	1,840	1,920
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*	*100,684*
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**	102,100
571	**Sewer Enterprise**	**59,833**	**7,572**	**9,852**	**6,456**	**77,530**	102,100
751	**Affordable Housing**						
751-42-00-21-55	Training & Conference	0	0	26	0	0	0
21	*Services*	*0*	*0*	*26*	*0*	*0*	*0*
Grand Total		**0**	**0**	**26**	**0**	**0**	0
751	**Affordable Housing**	**0**	**0**	**26**	**0**	**0**	0
Grand Total		**379,310**	**356,581**	**428,701**	**480,515**	**477,292**	694,425

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
County of Napa Official Records Index and Document Images (split with CM, Planning, and Public Works)		1,200			1,200
TOTAL - Memberships & Publications	***2153***	***$ 3,095***	***$ -***	***$ -***	***$ 3,095***
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

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FINANCE (4300)

PURPOSE

The Finance Department is responsible for providing financial management of all City Funds, grants management and administrating internal service functions for all departments. Major activities include: maintaining the City's investment program and providing necessary financing for capital needs; preparing management and financial analysis reports; developing the Annual Budget; grant contract review, verification of grant reimbursements and audit closeout; 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)
Sr. Management Analyst (2)
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
- Prepare a balanced budget and monitor revenue and expenses
- Create grant management program
- Increase new grant funding by submitting more grant applications
- Update purchasing policy
- Complete user fee and water/wastewater rate studies
- Hire Muniservices to conduct a TOT audit

FINANCE - 4300
BUDGET SUMMARY

Finance Expenses By Fund			FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
FUND	**DEPT**							
101	4300	General Fund	280,784	252,882	252,737	307,336	273,518	340,917
235	4300	Measure A	3,467	(1,073)	4,533	-	-	-
561	4300	Water Enterprise	253,473	232,552	258,827	269,583	291,424	267,679
571	4300	Wastewater Enterprise	171,555	145,855	164,457	174,583	187,032	228,373
		Total Expenses	**$ 709,279**	**$ 630,217**	**$ 680,554**	**$ 751,502**	**$ 751,974**	**$ 836,969**

Finance Expense Summary	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Salary	345,017	300,376	316,518	359,898	340,405	357,360
Benefits	203,524	187,393	195,823	227,594	210,184	198,418
Capital Equipment*	-	-	-	-	-	-
Communications	606	727	565	885	2,285	885
Computer Equipment**	2,883	-	2,120	400	200	300
Contracts	81,355	57,850	37,294	61,450	87,988	163,291
Dept supplies/services***	53,771	59,244	104,854	73,275	79,953	83,270
Software/Equipment Maintenance	20,489	20,804	22,313	24,700	28,113	25,343
Training/Conference	1,633	3,222	968	3,300	2,845	8,102
Total Expenses	**$ 709,279**	**$ 630,217**	**$ 680,554**	**$ 751,502**	**$ 751,974**	**$ 836,969**

**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	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budgeted	FY 14/15 Estimated Year End	FY 15/16 Proposed
101	**General Fund**						
101-43-00-20-10	Salary-Regular	131,925	129,090	116,380	152,230	118,050	166,042
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	13,027
101-43-00-20-45	Employer PERS	20,655	19,505	15,417	25,449	14,165	18,080
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	44,268
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	1,454
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*	*257,939*
101-43-00-21-05	Advertising	0	121	75	0	650	0
101-43-00-21-10	Communications	306	527	245	500	2,100	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	4,615	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	44,500	45,723
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	1,300	340
101-43-00-21-55	Training & Conference	829	2,658	334	2,500	2,200	2,634
101-43-00-21-60	Other Travel	2	0	0	200	100	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*	*72,145*	*69,497*
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	2,570	3,500
22	*Supplies*	*3,308*	*1,197*	*2,516*	*1,900*	*3,595*	*4,300*
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**	**273,518**	340,917
101	**General Fund**	**280,784**	**252,882**	**252,737**	**307,336**	**273,518**	340,917
235	**Measure A**						
235-43-00-20-10	Salary-Regular	0	0	0	0	0	0

FINANCE - 4300
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budgeted	FY 14/15 Estimated Year End	FY 15/16 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	108,941
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	8,484
561-43-00-20-45	Employer PERS	20,320	16,353	19,459	19,715	18,165	8,459
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	32,261
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	931
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*	*168,740*
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	2,900	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	19,184	55,034
561-43-00-21-53	Memberships & Publications	78	0	0	0	222	340
561-43-00-21-55	Training & Conference	400	282	300	300	245	2,634
561-43-00-21-60	Other Travel	2	0	0	0	0	0

FINANCE - 4300
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budgeted	FY 14/15 Estimated Year End	FY 15/16 Proposed
21	*Services*	*35,388*	*39,133*	*35,115*	*37,400*	*46,992*	*86,608*
561-43-00-22-07	Copies	128	0	0	0	0	0
561-43-00-22-12	Computer Equipment	661	0	200	200	0	150
561-43-00-22-13	Office Supplies	386	541	400	400	960	600
561-43-00-22-15	Special Department Supplies	2,962	981	3,000	3,000	2,302	3,500
22	*Supplies*	*4,137*	*1,522*	*3,600*	*3,600*	*3,262*	*4,250*
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**	**291,424**	**267,679**
561	**Water Enterprise**	**253,473**	**232,552**	**258,827**	**269,583**	**291,424**	**267,679**
571	**Sewer Enterprise**						
571-43-00-20-10	Salary-Regular	79,781	59,352	65,086	75,619	79,267	81,877
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	6,378
571-43-00-20-45	Employer PERS	12,216	8,666	8,762	11,532	10,036	6,768
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	26,018
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	707
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*	*129,099*
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	13,689	55,034
571-43-00-21-53	Memberships & Publications	78	0	145	0	222	340

FINANCE - 4300
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budgeted	FY 14/15 Estimated Year End	FY 15/16 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*	*41,682*	*85,593*
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	1,000	600
571-43-00-22-15	Special Department Supplies	2,962	981	897	3,000	2,300	3,500
22	*Supplies*	*4,137*	*1,522*	*2,497*	*3,600*	*3,500*	*4,250*
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**	**187,032**	**228,373**
571	**Sewer Enterprise**	**171,555**	**145,855**	**164,457**	**174,583**	**187,032**	**228,373**
Grand Total		**709,279**	**630,217**	**680,554**	**751,502**	**751,974**	**836,969**

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		10,000	10,000	10,000	30,000
California Municipal Statistic (CAFR Stats)		134	134	134	400
AK&Co (Reimbursement Claims)		900	900	900	2,700
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***	***$ 45,723***	***$ 55,034***	***$ 55,034***	***$ 155,791***
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
TOTAL - Special Department Supplies	***2215***	***$ 3,500***	***$ 3,500***	***$ 3,500***	***$ 10,500***
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
Springbrook - Utility Billing Suite		-	1,243	1,243	2,485

FINANCE - 4300
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
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 the 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				FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
FUND	DEPT								
101	4400	General Fund		364,820	477,028	517,111	720,000	741,773	670,000
235	4400	Measure A		401,003	412,616	14,952	-	-	-
561	4400	Water Enterprise		5,712	16,350	4,282	15,000	2,500	15,000
571	4400	Wastewater Enterprise		10,045	1,613	10,434	15,000	136,350	15,000
751	4400	Affordable Housing		-	3,149	4,424	-	4,887	2,000
			Total Expenses	**$ 781,580**	**$ 910,757**	**$ 551,202**	**$ 750,000**	**$ 885,510**	**$ 702,000**

City Attorney Expense Summary		FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Billable Services		26,314	65,972	74,301	35,000	35,000	35,000
Contracts*		746,047	267,776	336,252	415,000	650,437	367,000
Dept Supplies/Services**		2,500	325,000	-	-	73	-
Litigation		6,709	251,968	140,649	300,000	200,000	300,000
Training/Conference		10	40	-	-	-	-
	Total Expenses	**$ 781,580**	**$ 910,757**	**$ 551,202**	**$ 750,000**	**$ 885,510**	**$ 702,000**

** 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*

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budgeted	FY 14/15 Estimated Year End	FY 15/16 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	506,700	335,000
101-44-00-21-32	Litigation Cost	1,092	201,203	132,607	300,000	200,000	300,000
101-44-00-21-33	Contract Billable Services	26,314	65,972	74,301	35,000	35,000	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*	*741,700*	*670,000*
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**	**741,773**	670,000
101	**General Fund**	**364,820**	**477,028**	**517,111**	**720,000**	**741,773**	670,000
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	2,500	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*	*2,500*	*15,000*
Grand Total		**5,712**	**16,350**	**4,282**	**15,000**	**2,500**	15,000
561	**Water Enterprise**	**5,712**	**16,350**	**4,282**	**15,000**	**2,500**	15,000
571	**Sewer Enterprise**						
571-44-00-21-30	Professional Contracts	10,045	1,613	10,434	15,000	136,350	15,000
571-44-00-21-45	Other Contract Services	-	-	-	-	-	-
21	*Services*	*10,045*	*1,613*	*10,434*	*15,000*	*136,350*	*15,000*
Grand Total		**10,045**	**1,613**	**10,434**	**15,000**	**136,350**	15,000
571	**Sewer Enterprise**	**10,045**	**1,613**	**10,434**	**15,000**	**136,350**	15,000
751	**Affordable Housing**						
751-44-00-21-30	Professional Contracts	-	3,149	4,424	-	4,887	2,000
21	*Services*	-	*3,149*	*4,424*	-	*4,887*	*2,000*

CITY ATTORNEY - 4400
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budgeted	FY 14/15 Estimated Year End	FY 15/16 Proposed
Grand Total		-	3,149	4,424	-	4,887	2,000
751	**Affordable Housing**	-	3,149	4,424	-	4,887	2,000
Grand Total		781,580	910,757	551,202	750,000	885,510	702,000

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 and Housing Element 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
- 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.
- Provided efficient plan check and building inspections
- Review short-term rental ordinance
- Implement a fee study and cost recovery plan
- Economic Vitality/Development
- Continue partnership with the St. Helena Renaissance organization to implement additional streetscape improvements.
- Continue expedited in-house plan check services for the public
- Ordinance review and update
- Continue to seek affordable housing opportunities

PLANNING AND COMMUNITY IMPROVEMENT - 4500
BUDGET SUMMARY

Planning and Community Improvement Expenses By Fund			FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
FUND	DEPT							
101	4500	General Fund	756,624	382,782	518,045	873,127	678,316	771,928
101	4542	General Fund	-	62,164	57,191	-	-	-
		Total Expenses	**$ 756,624**	**$ 444,946**	**$ 575,237**	**$ 873,127**	**$ 678,316**	**$ 771,928**

Planning and Community Improvement Expense Summary	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Salary	324,766	185,867	175,772	197,633	146,865	291,540
Benefits	206,519	123,418	91,881	122,687	54,085	125,432
Capital Equipment*	-	-	-	-	-	-
Communications	1,245	1,164	444	716	1,951	716
Computer Equipment*	522	-	64	500	1,773	500
Contracts**	199,508	115,877	249,352	318,028	404,547	303,000
Dept supplies/services***	13,542	9,019	17,858	15,926	11,347	18,112
Equipment/Software Maintenance	6,837	6,112	36,718	21,500	16,100	18,500
Programs	-	-	-	190,500	35,500	-
Training/Conference	277	393	(16)	2,000	2,510	8,650
Vehicle Maintenance	3,408	3,096	3,164	3,637	3,637	5,478
Total Expenses	**$ 756,624**	**$ 444,946**	**$ 575,237**	**$ 873,127**	**$ 678,316**	**$ 771,928**

**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	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
101	**General Fund**						
101-45-00-20-10	Salary-Regular	318,596	141,857	129,319	191,633	132,327	285,540
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	21,993
101-45-00-20-45	Employer PERS	51,986	21,283	16,777	25,020	11,018	30,446
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	52,478
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	2,375
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*	*416,972*
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	30,000	-
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 - Plan.	110,229	79,845	205,469	282,028	358,570	75,000
101-45-00-21-47	Other Contract Services - Bldg	-	-	-	-	-	228,000
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	4,686
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*	*417,230*	*324,052*
101-45-00-22-07	Copies	353	-	-	-	25	-
101-45-00-22-12	Computer Equipment	522	-	64	500	1,773	500
101-45-00-22-13	Office Supplies	866	155	657	1,000	1,600	1,000
101-45-00-22-15	Special Department Supplies	307	2,471	6,018	5,426	1,500	5,426
101-45-00-22-25	Fuel/Oil	-	-	-	-	-	-
22	*Supplies*	*2,048*	*2,626*	*6,739*	*6,926*	*4,898*	*6,926*
101-45-00-23-11	Maint Office Equip	-	-	-	500	100	500
101-45-00-23-35	Software Maintenance	6,837	6,112	36,718	21,000	16,000	18,000
101-45-00-23-50	Vehicle Alloc Expense	3,408	3,096	3,164	3,637	3,637	5,478
23	*Maintenance*	*10,245*	*9,208*	*39,882*	*25,137*	*19,737*	*23,978*

PLANNING AND COMMUNITY IMPROVEMENT- 4500
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
101-45-00-24-25	Taxes & Other Charges	-	-	-	-	-	-
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	-	-
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*	*35,500*	-
Grand Total		**756,624**	**444,946**	**575,237**	**873,127**	**678,316**	**771,928**
101	**General Fund**	**756,624**	**444,946**	**575,237**	**873,127**	**678,316**	**771,928**
Grand Total		**756,624**	**444,946**	**575,237**	**873,127**	**678,316**	**771,928**

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***	***$***	***6,000***
Other Contract Services - Planning	*2145*	*101*		
Planning Services (MRG, Haag) *		75,000		75,000
TOTAL - Other Contract Services	***2145***	***$ 75,000***	***$***	***75,000***
Other Contract Services- Building	*2147*	*101*		
Building Plan Check and Building Inspections (Interwest) *		228,000		228,000
TOTAL - Other Contract Services	***2147***	***$ 228,000***	***$***	***228,000***
Memberships & Publications	*2153*	*101*		
APA and AICP Dues		900		900
Membership/Subscriptions (ICC, ENR, NFPA, Building Codes, Planning & Building Codes)		2,086		2,086
Supplementary Code/Guide Books		500		500
County of Napa Official Records Index and Document Images (split with CM, Planning, and Public Works)		1,200		1,200
TOTAL - Memberships & Publications	***2153***	***$ 4,686***	***$***	***4,686***
Training and Conferences	*2155*	*101*		
Planning Commissioners and Staff		2,000		2,000
APA Calfiornia Conference (Senior Planner and Planning Director)		1,900		1,900
Miscellaneous Staff Training		1,000		1,000
Plan Check/Inspection Training and Materials		2,250		2,250
CRW - Report Writing Training (Permit Technician)		1,500		1,500
TOTAL - Training and Conferences	***2155***	***$ 8,650***	***$***	***8,650***
Software Maintenance	*2335*	*101*		
CRW		18,000		18,000
TOTAL - Software Maintenance	***2335***	***$ 18,000***	***$***	***18,000***

BUILDING AND PLANNING - 4500
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
* 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, debt service 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
- Supported community partners
- Provided animal care and sheltering services

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

Non-Departmental Expenses By Fund

FUND	DEPT		FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
101	4000	General Fund	788,331	1,774,099	3,738,438	1,932,081	2,669,698	1,745,739
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	-
226	4000	Gas Tax 2106	-	60,270	20,550	20,550	20,550	-
227	4000	Gas Tax 2107	49,000	75,588	42,450	42,450	42,450	-
228	4000	Gas Tax 2107.5	-	6,471	2,030	2,030	2,030	-
229	4000	Gas Tax 2103	22,006	173,345	56,520	65,430	65,430	-
235	4000	Measure A	526,805	526,805	2,428,505	526,805	526,000	-
286	4000	Bocce Ball	22,000	25,000	-	15,000	-	-
290	4000	Tourism Improvement District	287,846	259,206	284,761	273,540	298,357	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	166,240	-
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	2,666,555	1,226,239
571	4000	Wastewater Enterprise	220,344	362,237	240,516	1,923,522	1,939,018	413,931
751	4000	Affordable Housing	-	743,629	32,440	-	9,612	8,862
		Total Expenses	**$ 3,342,653**	**$ 5,084,994**	**$ 7,674,553**	**$ 7,154,266**	**$ 8,623,214**	**$ 3,883,783**

Non-Departmental Expense Summary

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Salary	231	-	-	-	-	-
Benefits	201	18,051	19,714	-	-	-
Capital Equipment	-	14,316	6,455	15,000	11,000	55,402
Capital Improvement Land	-	705,212	236	-	-	-
Chamber of Commerce	-	-	196,941	163,548	163,548	210,000
Communications	2,755	3,862	6,942	3,740	7,168	6,400
Computer Equipment*	5,180	21,445	7,998	12,000	6,675	16,927
Contracts**	272,463	84,859	101,337	91,815	186,649	150,465
Contributions & County Partnerships	153,454	138,316	126,278	69,888	102,761	130,176
Debt Payments	1,276,746	1,428,885	1,356,650	2,209,664	2,213,560	2,209,385
Dept supplies/services***	360,387	276,509	308,179	298,504	329,591	335,723
Equipment Lease	20,502	17,167	16,810	21,438	16,930	21,438
Equipment/Software Maintenance	600	4,823	11,704	5,800	18,154	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	350	500
Transfers to other funds****	972,236	2,098,266	5,248,616	3,448,572	4,732,710	327,131
Vehicle Maintenance	-	3,096	3,164	3,637	3,637	5,478
Web Support	-	14,750	-	3,000	-	3,000
Total Expenses	**$ 3,342,653**	**$ 5,084,994**	**$ 7,674,553**	**$ 7,154,266**	**$ 8,623,214**	**$ 3,883,783**

**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*

***** FY 15/16 Transfers are listed in detail on pg. 8 (Teen Center Operations, Tree City USA, Street Improvements and TID Assessment)*

NON-DEPARTMENTAL - 4000
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 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	3,500	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	4,120	5,500
101-40-00-21-40	Professional Fees	727	-	311	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	3,400	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	2,340	2,180
101-40-00-21-55	Training & Conference	-	3,090	590	500	350	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*	*520,480*	*61,593*
101-40-00-22-07	Copies	1,707	1,320	2,421	1,500	1,800	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	2,044	1,800
101-40-00-22-15	Special Department Supplies	12,368	3,844	4,526	4,000	1,200	1,000
22	*Supplies*	*20,037*	*19,186*	*11,600*	*11,100*	*10,819*	*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	5,478
23	*Maintenance*	*200*	*7,919*	*9,759*	*9,037*	*11,137*	*9,646*
101-40-00-24-05	Contributions	98,356	74,088	81,037	56,888	74,674	90,176
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*	*497,155*
101-40-45-25-05	Retire Principal	115,502	194,711	200,179	205,810	206,271	589,571
101-40-45-25-15	Interest Expense	26,881	41,564	36,096	30,465	30,809	173,509
25	*Debt*	*142,384*	*236,275*	*236,275*	236,275	237,080	763,080
101-40-00-26-30	Capital Equipment	-	4,772	6,455	15,000	11,000	40,134
101-40-00-26-40	Furniture & Fixtures	-	-	-	-	-	-
26	*Capital*	-	*4,772*	*6,455*	*15,000*	*11,000*	*40,134*
101-40-00-28-99	Transfers to Capital	-	-	1,046,000	347,766	411,121	-

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
28	*Transfers to Capital*	-	-	*1,046,000*	*347,766*	*411,121*	-
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	1,003,138	324,088
29	*Transfers*	*295,711*	*1,135,415*	*1,840,337*	*382,885*	*1,003,138*	*324,088*
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**	**2,669,698**	1,745,739
101	**General Fund**	**788,331**	**1,774,099**	**3,738,438**	**1,932,081**	**2,669,698**	1,745,739
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	-
29	*Transfers*	-	*75,656*	*28,660*	*28,660*	*28,660*	-
Grand Total		**-**	**75,656**	**28,660**	**28,660**	**28,660**	-
225	**State Gas Tax 2105**	**-**	**75,656**	**28,660**	**28,660**	**28,660**	-
226	**State Gas Tax 2106**						
226-40-00-29-99	Transfer to other Funds	-	60,270	20,550	20,550	20,550	-
29	*Transfers*	-	*60,270*	*20,550*	*20,550*	*20,550*	-
Grand Total		**-**	**60,270**	**20,550**	**20,550**	**20,550**	-
226	**State Gas Tax 2106**	**-**	**60,270**	**20,550**	**20,550**	**20,550**	-
227	**State Gas Tax 2107**						
227-40-00-29-99	Transfer to other Funds	49,000	75,588	42,450	42,450	42,450	-
29	*Transfers*	*49,000*	*75,588*	*42,450*	*42,450*	*42,450*	-

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Grand Total		**49,000**	**75,588**	**42,450**	**42,450**	**42,450**	-
227	**State Gas Tax 2107**	**49,000**	**75,588**	**42,450**	**42,450**	**42,450**	-
228	**State Gas Tax 21075**						
228-40-00-29-99	Transfer to other Funds	-	6,471	2,030	2,030	2,030	-
29	*Transfers*	-	*6,471*	*2,030*	*2,030*	*2,030*	-
Grand Total		**-**	**6,471**	**2,030**	**2,030**	**2,030**	-
228	**State Gas Tax 21075**	**-**	**6,471**	**2,030**	**2,030**	**2,030**	-
229	**State Gas Tax 2103**						
229-40-00-29-99	Transfer to other Funds	22,006	173,345	56,520	65,430	65,430	-
29	*Transfers*	*22,006*	*173,345*	*56,520*	*65,430*	*65,430*	-
Grand Total		**22,006**	**173,345**	**56,520**	**65,430**	**65,430**	-
229	**State Gas Tax 2103**	**22,006**	**173,345**	**56,520**	**65,430**	**65,430**	-
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	156,895	-
25	*Debt*	*526,805*	*526,805*	*526,805*	*526,805*	*526,000*	-
235-40-00-29-99	Transfer to other Funds	-	-	-	-	-	-
29	*Transfers*	-	-	-	-	-	-
Grand Total		**526,805**	**526,805**	**2,428,505**	**526,805**	**526,000**	-
235	**Measure A**	**526,805**	**526,805**	**2,428,505**	**526,805**	**526,000**	-
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*	-	-	-	-	-

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
290-40-00-29-99	Transfer to other Funds	-	-	10,369	2,757	2,984	3,043
29	*Transfers*	*-*	*-*	*10,369*	*2,757*	*2,984*	*3,043*
Grand Total		**287,846**	**259,206**	**284,761**	**273,540**	**298,357**	304,324
290	**Tourism Improvement District**	**287,846**	**259,206**	**284,761**	**273,540**	**298,357**	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**						
384-40-00-24-08	Agreements	-	-	-	-	100,000	-
384-40-00-29-99	Transfer to other Funds	272,386	-	-	20,000	66,240	-
29	*Transfers*	*272,386*	-	-	*20,000*	*166,240*	-
Grand Total		**272,386**	**-**	**-**	**20,000**	**166,240**	-
384	**Tweed Trust**	**272,386**	**-**	**-**	**20,000**	**166,240**	-
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	20	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	3,610	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*	*21,164*	*101,595*

NON-DEPARTMENTAL - 4000
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
561-40-00-22-07	Copies	1,772	1,320	2,421	1,500	2,458	1,500
561-40-00-22-09	Safety Committee Supplies	-	-	-	-	-	-
561-40-00-22-12	Computer Equipment	306	4,330	2,410	4,000	500	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	200	1,000
561-40-00-22-18	Remote Meter Readers	629	840	840	1,000	200	1,000
22	*Supplies*	*4,633*	*7,796*	*7,321*	*10,800*	*4,708*	*10,742*
561-40-00-23-35	Software Maintenance	200	-	2,555	200	5,000	2,666
23	*Maintenance*	*200*	-	*2,555*	*200*	*5,000*	*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	520,170	500,813
25	*Debt*	*349,084*	*396,126*	*343,980*	*1,003,409*	*1,005,770*	*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	1,531,333	-
29	*Transfers*	*55,479*	-	*200,000*	*979,380*	*1,531,333*	-
Grand Total		**662,279**	**472,509**	**618,718**	**2,115,585**	**2,666,555**	1,226,239
561	**Water Enterprise**	**662,279**	**472,509**	**618,718**	**2,115,585**	**2,666,555**	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	20	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	3,389	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*	*15,913*	*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	500	5,642
571-40-00-22-13	Office Supplies	1,203	1,045	1,259	1,600	1,000	1,600
571-40-00-22-15	Special Department Supplies	724	261	47	2,700	500	1,000
22	*Supplies*	*3,875*	*6,956*	*6,136*	*9,800*	*3,500*	*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	-	-	-	-	-	-

NON-DEPARTMENTAL - 4000
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
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	127,197	121,305
25	*Debt*	*78,071*	*86,521*	*69,140*	*255,062*	*256,597*	*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	1,558,774	-
29	*Transfers*	-	*200,000*	*100,000*	*1,541,664*	*1,558,774*	-
Grand Total		**220,344**	**362,237**	**240,516**	**1,923,522**	**1,939,018**	413,931
571	**Sewer Enterprise**	**220,344**	**362,237**	**240,516**	**1,923,522**	**1,939,018**	413,931
751	**Affordable Housing**						
751-40-00-21-22	Utilities	-	252	2,470	-	2,300	2,300
751-40-00-21-45	Other Contract Services	-	265	2,223	-	750	-
21	*Services*	-	*517*	*4,693*	-	*3,050*	*2,300*
751-40-00-22-15	Special Department Supplies	-	-	4	-	-	-
22	*Supplies*	-	-	*4*	-	-	-
751-40-00-24-05	Contributions	-	37,900	20,950	-	-	-
751-40-00-24-25	Taxes & Other Charges	-	-	6,558	-	6,562	6,562
24	*Taxes, Insurances & Contributi*	-	*37,900*	*27,508*	-	*6,562*	*6,562*
751-40-00-26-50	Capital Improvement Land	-	705,212	236	-	-	-
26	*Capital*	-	*705,212*	*236*	-	-	-
Grand Total		**-**	**743,629**	**32,440**	**-**	**9,612**	8,862
751	**Affordable Housing**	**-**	**743,629**	**32,440**	**-**	**9,612**	8,862
Grand Total		**3,342,653**	**5,084,994**	**7,674,553**	**7,154,266**	**8,623,214**	3,883,783

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		1,845	-	-	1,845
TOTAL - Memberships & Publications	***2153***	***$ 2,180***	***$ -***	***$ -***	***$ 2,180***
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		14,581			14,581
Leadership Napa Valley		1,000			1,000
Upper Valley Waste Management		5,000			5,000
TOTAL - Contributions	***2405***	***$ 90,176***	***$ -***	***$ -***	***$ 90,176***
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***

NON-DEPARTMENTAL - 4000
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Capital Equipment	*2630*	*101*	*561*	*571*	
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***

NON-DEPARTMENTAL - 4000
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Retire Principal (4045)	2505		561		
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***

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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 seven full-time staff and several part-time members. Consisting of:

Library Director (1)
Senior Librarian (2)
Librarian (1)
Library Assistant (2)
Community Coordinator (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
- Complete digitization of the St. Helena Star archives

LIBRARY - 4600
BUDGET SUMMARY

Library Expenses By Fund			FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
FUND	DEPT							
101	4600	General Fund	869,210	876,192	918,757	1,007,966	1,037,151	849,517
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	124,656	15,000
220	4600	Napa Valley Now	-	-	-	-	10,968	6,000
380	4600	Friends and Foundation	-	-	-	-	-	111,031
381	4600	Ryan Library Trust	-	-	-	-	-	7,000
382	4600	Martin Trust	-	-	-	14,263	9,422	-
384	4600	Tweed Trust	65,117	76,350	108,353	157,965	261,572	75,774
		Total Expenses	**$ 1,083,000**	**$ 1,174,176**	**$ 1,286,297**	**$ 1,318,219**	**$ 1,446,373**	**$ 1,074,675**

Library Expense Summary	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Salary	525,994	562,375	584,372	623,901	641,442	481,853
Benefits	269,341	273,774	288,505	289,920	318,341	303,632
Capital Equipment*	-	-	-	-	-	-
Communications	2,202	5,808	13,338	13,500	7,171	19,918
Computer Equipment*	1,150	21,808	6,423	-	-	7,000
Contracts**	86,540	90,454	132,738	135,023	122,542	86,004
Dept supplies/services***	41,549	41,398	47,090	55,350	48,292	29,412
Equipment/Software Maintenance	4,480	4,805	11,371	11,062	15,409	5,750
Library Materials	111,008	124,560	153,485	138,000	150,000	107,000
Training/Conference	3,191	5,372	11,734	11,463	5,575	480
Utilities	37,545	43,822	37,240	40,000	37,600	33,626
Total Expenses	**$ 1,083,000**	**$ 1,174,176**	**$ 1,286,297**	**$ 1,318,219**	**$ 1,446,373**	**$ 1,074,675**

**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*

Expense 2122 - decrease of $6374 due to UV credit

LIBRARY - 4600
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
101	**General Fund**						
101-46-00-20-10	Salary-Regular	427,511	411,814	424,023	447,057	490,682	426,069
101-46-00-20-20	Temp/Part Time	83,414	133,180	141,031	140,848	110,387	0
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	0
101-46-00-20-40	FICA/Medicare	39,242	41,678	43,559	45,353	46,017	32,916
101-46-00-20-45	Employer PERS	65,876	61,727	67,717	76,040	77,320	77,964
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	128,395	121,615
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	4,315	3,835
101-46-00-20-71	Unemployment	624	855	1,031	0	4,845	15,700
101-46-00-20-75	Deferred Comp	5,030	4,596	4,596	6,432	4,651	4,589
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*	*921,357*	*725,434*
101-46-00-21-05	Advertising	443	0	0	350	375	-
101-46-00-21-10	Communications	2,150	2,733	802	5,500	2,171	19,918
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	33,626
101-46-00-21-27	Equipment Lease Exp	0	0	0	0	0	8,015
101-46-00-21-30	Professional Contracts	0	62	0	0	0	-
101-46-00-21-43	Penalties and Fines Admin	0	0	0	0	0	-
101-46-00-21-45	Other Contract Services	38,250	8,711	21,943	70,140	65,000	43,274
101-46-00-21-55	Training & Conference	120	40	-10	0	75	-
21	*Services*	*79,470*	*55,905*	*60,482*	*116,490*	*105,721*	*105,333*
101-46-00-22-07	Copies	0	0	0	0	0	2,000
101-46-00-22-12	Computer Equipment	0	0	0	0	0	-
101-46-00-22-13	Office Supplies	0	0	0	2,000	1,865	-
101-46-00-22-15	Special Department Supplies	7,933	-25	488	0	0	500
101-46-00-22-16	Library Materials	0	37	0	0	0	-
22	*Supplies*	*7,933*	*12*	*488*	*2,000*	*1,865*	*2,500*
101-46-00-23-11	Maint Office Equip	0	0	0	6,000	5,209	2,250
101-46-00-23-35	Software Maintenance	0	0	134	3,000	3,000	3,500
23	*Maintenance*	*0*	*0*	*134*	*9,000*	*8,209*	*5,750*
101-46-00-24-25	Taxes & Other Charges	0	25	25	0	0	10,500
24	*Taxes, Insurances & Contributi*	*0*	*25*	*25*	*0*	*0*	*10,500*
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**	**1,037,151**	849,517
101	**General Fund**	**869,210**	**876,192**	**918,757**	**1,007,966**	**1,037,151**	849,517
218	**Public Library Foundation**						
218-46-00-21-05	Advertising	0	0	7,000	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	-
21	*Services*	*0*	*13,710*	*48,750*	*2,000*	*2,000*	*10,353*

LIBRARY - 4600
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 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	-
219-46-00-21-10	Communications	52	3,075	12,536	8,000	5,000	-
219-46-00-21-15	Postage	227	466	727	0	0	-
219-46-00-21-27	Equipment Lease Exp	3,965	4,019	4,049	3,500	3,500	-
219-46-00-21-30	Professional Contracts			90			-
219-46-00-21-45	Other Contract Services	48,289	67,972	76,800	25,000	12,000	15,000
219-46-00-21-52	Facility Rental	0	0	0	0	0	-
219-46-00-21-53	Memberships & Publications	185	290	0	0	99	-
219-46-00-21-55	Training & Conference	713	1,834	419	5,463	400	-
21	*Services*	*54,426*	*78,032*	*94,971*	*41,963*	*20,999*	*15,000*
219-46-00-22-07	Copies	2,491	2,255	2,522	2,000	2,300	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	3,657	0
219-46-00-22-15	Special Department Supplies	3,771	5,531	5,928	9,397	3,500	0
219-46-00-22-16	Library Materials	71,487	78,347	75,164	75,000	87,000	0
22	*Supplies*	*83,292*	*112,970*	*96,464*	*88,397*	*96,457*	*0*
219-46-00-23-11	Maint Office Equip	4,303	4,805	11,236	2,062	4,800	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*	*7,200*	*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	0	0
26	*Capital*	*3,313*	*2,426*	*748*	*3,000*	*0*	*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**	**124,656**	**15,000**
219	**CLSA State Library Grant**	**145,511**	**198,234**	**203,418**	**135,422**	**124,656**	**15,000**
220	**Napa Valley Now**						
220-46-00-21-05	Advertising	0	0	0	0	0	1,000
220-46-00-21-45	Other Contract Services	0	0	0	0	10,500	5,000
220-46-00-21-55	Training & Conference	0	0	0	0	0	0
21	*Services*	*0*	*0*	*0*	*0*	*10,500*	*6,000*
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	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Grand Total		**0**	**0**	**0**	**0**	**10,968**	**6,000**
220	**Napa Valley Now**	**0**	**0**	**0**	**0**	**10,968**	**6,000**
380	**Friends and Foundation**						
380-46-00-20-20	Temp/Part Time	0	0	0	0	0	**53,963**
380-46-00-20-30	Overtime	0	0	0	0	0	**0**
380-46-00-20-37	Holiday Pay	0	0	0	0	0	**1,821**
380-46-00-20-40	FICA/Medicare	0	0	0	0	0	**4,267**
20	*Salaries & Benefits*	*0*	*0*	*0*	*0*	*0*	***60,051***
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	**0**
380-46-00-21-55	Training & Conference	0	0	0	0	0	**480**
21	*Services*	*0*	*0*	*0*	*0*	*0*	***480***
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	**50,500**
22	*Supplies*	*0*	*0*	*0*	*0*	*0*	***50,500***
380-46-00-26-40	Furniture & Fixtures	0	0	0	0	0	**0**
26	*Capital*	*0*	*0*	*0*	*0*	*0*	**0**
Grand Total							**111,031**
380	**Friends and Foundation**	**0**	**0**	**0**	**0**	**0**	**111,031**
381	**Ryan Library Trust**						
381-46-00-21-10	Communications	0	0	0	0	0	**0**
381-40-00-21-47	Equipment Lease	0	0	0	0	0	**0**
381-46-00-21-45	Other Contract Services	0	0	0	0	0	**0**
21	*Services*	*0*	*0*	*0*	*0*	*0*	***0***
381-46-00-22-12	Computer Equipment	0	0	0	0	0	7,000
381-46-00-22-16	Library Materials	0	0	0	0	0	**0**
22	*Supplies*	*0*	*0*	*0*	*0*	*0*	***7,000***
381-46-00-23-11	Maintenance Office Equipment	*0*	*0*	*0*	*0*	*0*	***0***
23	*Maintenance*						***0***
381	**Ryan Library Trust**	**0**	**0**	**0**	**0**	**0**	**7,000**
382	**Martin Estate Trust**						
382-46-00-21-45	Other Contract Services	0	0	0	14,263	9,422	**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*	*9,422*	***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**	**9,422**	**0**
382	**Martin Estate Trust**	**0**	**0**	**0**	**14,263**	**9,422**	**0**

LIBRARY - 4600
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
384	**Tweed Trust**						
384-46-00-20-10	Salary-Regular	0	0	0	0	0	0
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	0
384-46-00-20-45	Employer PERS	0	0	0	0	0	0
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	0
384-46-00-20-61	Workers Comp	0	0	0	0	0	0
384-46-00-20-65	SDI	0	0	0	0	0	0
384-46-00-20-75	Deferred Comp	0	0	0	0	0	0
20	*Salaries & Benefits*	*13,528*	*15,899*	*15,249*	*33,345*	*38,427*	*0*
384-46-00-21-05	Advertising	0	0	0	0	0	0
384-46-00-21-10	Communications	0	0	0	0	0	0
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	12,377
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	1,085	0
384-46-00-21-55	Training & Conference	2,358	3,497	3,481	4,000	3,100	0
21	*Services*	*2,698*	*3,941*	*4,414*	*31,120*	*29,805*	*12,377*
384-46-00-22-07	Copies	0	0	0	0	0	0
384-46-00-22-12	Computer Equipment	0	0	0	0	0	0
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	6,897
384-46-00-22-16	Library Materials	39,521	46,176	78,321	63,000	63,000	56,500
22	*Supplies*	*39,580*	*46,227*	*78,429*	*63,000*	*63,013*	*63,397*
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*
384-46-00-2408	Agreements	0	0	0	0	100,000	0
384-46-00-24-25	Taxes & Other Charges	9,312	9,817	10,261	10,500	10,327	0
24	*Taxes, Insurances & Contributi*	*9,312*	*9,817*	*10,261*	*10,500*	*110,327*	*0*
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	0
26	*Capital*	*0*	*466*	*0*	*0*	*0*	*0*
384-46-00-29-99	Transfer to other Funds	0	0	0	20,000	20,000	0
29	*Transfers*	*0*	*0*	*0*	*20,000*	*20,000*	0
Grand Total		**65,117**	**76,350**	**108,353**	**157,965**	**261,572**	**75,774**
384	**Tweed Trust**	**65,117**	**76,350**	**108,353**	**157,965**	**261,572**	**75,774**
Grand Total		**1,083,000**	**1,174,176**	**1,286,297**	**1,318,219**	**1,446,373**	**1,074,675**

LIBRARY - 4600
EXPENSE DETAIL

Description	Object Code	Funding Source					Total Budgeted
Other Contract Services	*2145*	*101*	*218*	*219*	*381*	*384*	
SNAP Automation Contract Fee & Update		*39,874*	*10,353*	*1,463*	-	-	51,690
NLS Search Services/Delivery/Membership*		-		*13,537*	-	-	13,537
Brainfus, HelpNow! Online Homework Help		-		-	-	*5,500*	5,500
OCLC On-Line cataloging*		-		-	-	*3,250*	3,250
Database Licensing		-		-	-	*3,627*	3,627
Building Security System		*1,400*		-	-	-	1,400
Unique Collections		*2,000*		-	-	-	2,000
TOTAL - Other Contract Services	***2145***	***$ 43,274***	***$ 10,353***	***$ 15,000***	***$ -***	***$ 12,377***	***$ 81,004***
Memberships & Publications	*2153*	*101*		*218*	*380*	*384*	
Professional & Instisitutional Memberships		-		-	-	-	-
TOTAL - Memberships and Publications	***2153***	***$ -***		***$ -***	***$ -***	***$ -***	***$ -***
Training & Conference	*2155*	*101*		*218*	*380*	*384*	
Training		-		-	*480*	-	480
TOTAL - Training & Conference	***2155***	***$ -***		***$ -***	***$ 480***	***$ -***	***$ 480***
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		-		-	-	*4,500*	4,500
Public Printer and Copier Supplies		*500*		-	-	-	500
Cataloging/Processing Supplies		-		-	-	*2,397*	2,397
TOTAL - Special Department Supplies	***2215***	***$ 500***		***$ -***	***$ -***	***$ 6,897***	***$ 7,397***
Library Materials	*2216*	*380*		*218*	*380*	*384*	
Print Materials, Downloadable e-Content, Media		-		-	*50,500*	*56,500*	107,000
TOTAL - Library Materials	***2216***	***$ -***		***$ -***	***$ 50,500***	***$ 56,500***	***$ 107,000***
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***

LIBRARY - 4600
EXPENSE DETAIL

Description	Object Code	Funding Source				Total Budgeted
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		-	-	-	-	-
TOTAL - Furniture & Fixtures	***2640***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***

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
- Merged soccer leagues with Napa United
- Added club level teams

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
- Installation of a light pole on Carpy Field
- Expand community events

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		FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
101	4728	General Fund	69,371	70,989	79,605	84,795	87,190	93,905
280	4728	Teen Center*	105,618	110,331	99,217	165,464	166,305	169,263
286	4728	Bocce Ball	13,414	11,066	12,414	26,188	16,716	36,495
289	4728	Recreation Program**	122,643	124,556	150,890	186,954	176,623	185,292
		Total Expenses	**$ 311,046**	**$ 316,942**	**$ 342,127**	**$ 463,401**	**$ 446,834**	**$ 484,955**

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

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Salary	157,552	168,630	171,931	231,600	224,187	245,290
Benefits	55,260	70,142	72,011	113,334	107,379	111,637
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**	**$ 484,955**

**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	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
101	**General Fund**						
101-47-28-20-10	Salary-Regular	39,376	39,376	39,376	47,250	49,815	50,895
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	3,939
101-47-28-20-45	Employer PERS	5,976	5,860	6,095	8,037	8,017	10,090
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	458
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*	*81,701*
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**	**93,905**
101	**General Fund**	**69,371**	**70,989**	**79,605**	**84,795**	**87,190**	**93,905**
280	**Teen Center Recreation Dept**						
280-47-28-20-10	Salary-Regular	39,376	39,376	39,376	79,180	84,360	81,758
280-47-28-20-20	Temp/Part Time	33,221	34,094	21,267	17,078	16,029	21,675

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 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	7,997
280-47-28-20-45	Employer PERS	5,976	5,860	6,187	10,032	9,561	11,328
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	736
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*	*157,313*
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**	169,263
280	**Teen Center Recreation Dept**	**105,618**	**110,331**	**99,217**	**165,464**	**166,305**	169,263
286	**Bocce Ball**						
286-47-28-20-10	Salary-Regular	0	0	0	0	0	5,089
286-47-28-20-20	Temp/Part Time	7,935	8,118	7,691	16,560	8,077	18,985
286-47-28-20-40	FICA/Medicare	607	621	584	1,267	618	1,846
286-47-28-20-45	Employer PERS	0	0	0	0	0	1,009
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	46
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*	*29,145*

RECREATION - 4728
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 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**	**36,495**
286	**Bocce Ball**	**13,414**	**11,066**	**12,414**	**26,188**	**16,716**	**36,495**
289	**Recreation Program**						
289-47-28-20-10	Salary-Regular	0	0	0	21,287	16,579	23,969
289-47-28-20-20	Temp/Part Time	37,573	46,986	62,509	48,645	48,645	46,408
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	5,509
289-47-28-20-45	Employer PERS	0	0	0	1,330	1,046	1,498
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	216
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*	*94,042*
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	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 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**	**185,292**
289	**Recreation Program**	**122,643**	**124,556**	**150,890**	**186,954**	**176,623**	**185,292**
Grand Total		**311,046**	**316,942**	**342,127**	**463,401**	**446,834**	**484,955**

RECREATION - 4728
EXPENSE DETAIL

Description	Object Code	Funding Source		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***

RECREATION - 4728
EXPENSE DETAIL

Description	Object Code	Funding Source		Total Budgeted	
BOCCE BALL - 286					
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
- Conduct EOC trainings
- Review service models for fire department

FIRE - 4800
BUDGET SUMMARY

Fire Expenses By Fund			FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
FUND	DEPT							
101	4800	General Fund	687,055	588,338	595,771	631,243	696,932	581,893
		Total Expenses	**$ 687,055**	**$ 588,338**	**$ 595,771**	**$ 631,243**	**$ 696,932**	**$ 581,893**

Fire Expense Summary	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Salary	64,473	65,456	75,463	90,606	84,253	81,166
Benefits	48,322	62,279	39,200	36,346	74,936	74,467
Capital Equipment	-	450	-	-	-	-
Communications	22,954	21,663	29,020	19,016	21,000	11,000
Computer Equipment	2,457	7,623	779	4,000	2,500	-
Contracts*	177,543	224,427	212,065	253,054	236,031	256,200
Debt Payments	171,031	-	-	-	-	-
Dept supplies/services**	112,654	53,890	99,015	98,367	92,039	63,810
Fire Inspection Professional Fees	22,128	22,500	-	10,000	-	-
Software Maintenance	690	630	1,481	750	650	750
Strike Team	9,656	60,075	64,220	24,604	94,993	-
Training/Conference	6,531	5,070	11,793	14,000	7,500	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	61,529	59,000
Total Expenses	**$ 687,055**	**$ 588,338**	**$ 595,771**	**$ 631,243**	**$ 696,932**	**$ 581,893**

** 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	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budgeted	FY 14/15 Estimated Year End	FY 15/16 Proposed
101	**General Fund**						
101-48-00-20-10	Salary-Regular	41,673	42,367	44,230	46,598	50,710	50,166
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	6,347
101-48-00-20-45	Employer PERS	9,525	32,061	18,983	17,122	53,851	27,117
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	17,971
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	451
101-48-00-20-71	Unemployment	0	0	0	0	0	11,700
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*	*159,190*	*155,633*
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	21,000	11,000
101-48-00-21-15	Postage	499	690	486	500	400	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	12,000	11,000
101-48-00-21-40	Professional Fees	354	0	0	200	0	200
101-48-00-21-45	Other Contract Services	167,149	211,248	202,322	210,000	205,000	220,000
101-48-00-21-53	Memberships & Publications	2,418	1,508	454	4,000	4,219	2,500
101-48-00-21-54	CAL Fire Dispatch Contract	0	0	0	28,854	19,031	25,000
101-48-00-21-55	Training & Conference	6,531	5,070	11,793	14,000	7,500	14,000
101-48-00-21-70	Fire Prevention Education	4,060	1,634	2,170	4,000	3,000	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*	*392,495*	*313,700*
101-48-00-22-07	Copies	414	331	97	200	250	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	2,500	0
101-48-00-22-13	Office Supplies	1,780	816	1,394	2,000	1,200	1,000
101-48-00-22-15	Special Department Supplies	98,273	42,723	70,280	80,167	75,000	48,110
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	9,500	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*	*112,569*	*88,810*
101-48-00-23-11	Maint Office Equip	0	0	126	1,000	300	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	12,000	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	650	750
23	*Maintenance*	*8,133*	*4,393*	*5,260*	*29,750*	*32,679*	*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

FIRE - 4800
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budgeted	FY 14/15 Estimated Year End	FY 15/16 Proposed
101	**General Fund**						
101-48-45-25-15	Interest Expense	23,521	0	0	0	0	0
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**	**696,932**	**581,893**
101	**General Fund**	**687,055**	**588,338**	**595,771**	**631,243**	**696,932**	**581,893**
Grand Total		**687,055**	**588,338**	**595,771**	**631,243**	**696,932**	**581,893**

FIRE - 4800
EXPENSE DETAIL

Description	Object Code	Funding Source		Total Budgeted	
Equipment Lease	*2127*	*101*			
Copier			*4,000*		4,000
TOTAL - Equipment Lease	***2127***	***$***	***4,000***	***$***	***4,000***
Professional Contracts	*2130*	*101*			
Physicals			*8,000*		8,000
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***	***$***	***11,000***	***$***	***11,000***
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***
Special Department Supplies	*2215*	*101*			
Annual Supplies			23,610		23,610
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***	***$***	***48,110***	**$**	**48,110**
Field Supplies	*2217*	*101*			
Disposable Medical Supplies			3,500		3,500

FIRE - 4800
EXPENSE DETAIL

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
- Completed lead removal from the shooting range
- Installed a bullet trap in the shooting range

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
- Install cameras at various locations throughout the city
- Continue to evaluate citizen priorities

POLICE - 4900
BUDGET SUMMARY

Police Expenses By Fund			FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
FUND	**DEPT**							
101	4900	General Fund	2,505,342	2,651,846	2,737,259	2,855,866	2,983,590	2,712,578
224	4900	Public Safety (COPS)	104,628	65,328	89,162	101,564	103,319	125,800
238	4900	Training Development Fund	1,640	3,698	4,959	2,000	5,990	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**	**$ 3,094,898**	**$ 2,841,378**

Police Expense Summary	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Salary	1,391,890	1,440,186	1,420,488	1,532,500	1,613,435	1,492,760
Benefits	968,514	1,055,301	1,171,925	1,195,239	1,252,496	1,106,018
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	500	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	50,783	52,500
Equipment/Software Maintenance	735	(695)	1,389	-	3,528	-
Training/Conference	23,998	22,137	22,772	16,000	22,209	11,000
Utilities	9,817	10,065	10,570	9,000	-	-
Vehicle Maintenance	37,481	31,356	34,807	33,392	33,392	50,300
Total Expenses	**$ 2,624,484**	**$ 2,728,872**	**$ 2,870,072**	**$ 2,961,430**	**$ 3,094,898**	**$ 2,841,378**

**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	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
101	**General Fund**						
101-49-00-20-10	Salary-Regular	1,200,783	1,116,168	1,102,097	1,300,888	1,366,068	1,244,160
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	193,300	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	116,311	114,288
101-49-00-20-45	Employer PERS	409,824	401,108	458,640	538,055	484,154	500,655
101-49-00-20-50	Employee PERS	98,288	98,672	99,795	85,246	84,230	42,557
101-49-00-20-55	Health Insurance	251,088	263,062	295,028	332,902	371,086	327,937
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	13,894	12,862
101-49-00-20-71	Unemployment	4,485	7,497	0	0	0	23,400
101-49-00-20-75	Deferred Comp	1,922	3,283	3,275	2,177	5,692	2,119
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	12,000
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	0
20	*Salaries & Benefits*	*2,360,404*	*2,495,487*	*2,592,413*	*2,727,739*	*2,865,931*	*2,598,778*
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	2,434	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	150	1,000
101-49-00-21-55	Training & Conference	17,434	15,752	8,081	4,000	4,601	0
101-49-00-21-60	Other Travel	145	0	0	0	0	0
21	*Services*	*93,361*	*99,703*	*75,850*	*70,400*	*60,667*	*56,900*
101-49-00-22-07	Copies	406	1,188	1,405	1,000	1,100	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	0	0
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	1,800
101-49-00-22-17	Field Supplies	2,002	3,219	2,841	15,000	15,000	0
22	*Supplies*	*13,262*	*25,995*	*16,753*	*24,335*	*20,100*	*6,600*
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	3,500	0
101-49-00-23-50	Vehicle Alloc Expense	37,481	31,356	34,807	33,392	33,392	50,300
23	*Maintenance*	*38,216*	*30,661*	*36,196*	*33,392*	*36,920*	*50,300*
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

POLICE - 4900
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
26	*Capital*	*59*	*0*	*16,046*	*0*	*-29*	*0*
Grand Total		**2,505,342**	**2,651,846**	**2,737,259**	**2,855,866**	**2,983,590**	**2,712,578**
101	**General Fund**	**2,505,342**	**2,651,846**	**2,737,259**	**2,855,866**	**2,983,590**	**2,712,578**
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	9,000
21	*Services*	*66,158*	*52,306*	*61,240*	*75,000*	*76,682*	*79,000*
224-49-00-22-12	Computer Equipment	7,710	0	7,603	5,000	500	5,000
224-49-00-22-15	Special Department Supplies	13,709	13,022	12,371	10,000	16,137	16,800
224-49-00-22-17	Field Supplies	389	0	7,887	10,000	10,000	25,000
22	*Supplies*	*21,809*	*13,022*	*27,861*	*25,000*	*26,637*	*46,800*
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**	**103,319**	**125,800**
224	**Public Safety (COPS)**	**104,628**	**65,328**	**89,162**	**101,564**	**103,319**	**125,800**
238	**Training Development Fund**						
238-49-00-21-55	Training & Conference	1,640	3,698	4,959	2,000	5,926	2,000
21	*Services*	*1,640*	*3,698*	*4,959*	*2,000*	*5,926*	*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**	**5,990**	**2,000**
238	**Training Development Fund**	**1,640**	**3,698**	**4,959**	**2,000**	**5,990**	**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**	**3,094,898**	**2,841,378**

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*	
Nixle		*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
Subscriptions		100	100
TOTAL - Memberships & Publications	***2153***	***$ 1,000***	**$ 1,000**
Special Department Supplies	*2215*	*101*	
Defibulator Maintenance		1,800	1,800
TOTAL - Special Department Supplies	***2215***	***$ 1,800***	**$ 1,800**
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

POLICE - 4900
EXPENSE DETAIL

Description	Object Code	Funding Source		Total Budgeted	
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
Domain Specific Conferences			4,000		4,000
Miscellaneous Conferences			2,500		2,500
TOTAL - Training and Conferences	***2155***	***$***	***9,000***	***$***	***9,000***
Computer Equipment	*2212*	*224*			
Camera's			*5,000*		5,000
TOTAL - Other Contract Services	***2212***	***$***	***5,000***	***$***	***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
Defibulator Maintenance			1,800		1,800
Tasers & Cartridges			5,000		5,000
TOTAL - Special Department Supplies	***2215***	***$***	***16,800***	**$**	**16,800**
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
Flares, Gloves, First Aid, Batteries, Etc.			5,000		5,000
Ammunition			5,000		5,000
Firearm/Rifle Replacement			5,000		5,000
Portable Radio Repair & Replacement			1,000		1,000
Bullet Proof Vest Replacement			2,000		2,000
TOTAL - Field Supplies	***2217***	***$***	***25,000***	**$**	**25,000**
238 & 279					
POST Reimbursable Training	*2155*	*238*			
Training			2,000		2,000
TOTAL - Post Reimburseable Training	***2155***	***$***	***2,000***	***$***	***2,000***
Other Contract Services	*2155*	*279*			

POLICE - 4900
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Asset Forfeiture Allocation		1,000	1,000
TOTAL - Other Contract Services	***2155***	***$ 1,000***	***$ 1,000***

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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.

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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 Ecosystem Restoration, 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.

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 Manual (last update was adopted in 1996)

PUBLIC WORKS ADMIN - 5000
BUDGET SUMMARY

Public Works Admin Expenses By Fund			FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
FUND	**DEPT**							
101	5000	General Fund	200,672	191,420	141,073	198,816	200,244	260,242
235	5000	Measure A	44,828	3,813	1	-	-	-
561	5000	Water Enterprise	346,934	253,223	277,638	309,169	270,127	415,674
571	5000	Wastewater Enterprise	155,214	182,527	184,620	226,292	180,983	273,040
		Total Expenses	**$ 747,648**	**$ 630,982**	**$ 603,332**	**$ 734,277**	**$ 651,354**	**$ 948,956**

Public Works Admin Expense Summary	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Salary	353,193	357,459	290,676	338,728	331,897	458,758
Benefits	171,089	220,017	168,656	217,226	146,021	202,137
Capital Equipment	127,119	(25,936)	-	1	-	1
Communications	3,897	5,028	2,693	6,500	7,786	2,400
Computer Equipment*	4,447	867	244	1,700	1,676	1,700
Contracts**	2,179	9,856	10,782	93,861	94,830	191,000
Dept supplies/services***	39,621	42,276	103,704	53,834	55,488	58,721
Programs	37,595	11,093	15,360	11,078	2,500	15,000
Software Maintenance	1,090	-	394	-	269	200
Training/Conference	485	1,574	1,331	1,100	637	3,600
Vehicle/Equipment Maintenance	6,933	8,748	9,493	10,249	10,249	15,439
Total Expenses	**$ 747,648**	**$ 630,982**	**$ 603,332**	**$ 734,277**	**$ 651,354**	**$ 948,956**

**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	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
101	**General Fund**						
101-50-00-20-10	Salary-Regular	88,050	92,130	49,479	86,553	65,290	106,529
101-50-00-20-20	Temp/Part Time	30,000	3,994	12,260	0	41,296	6,912
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	7,697
101-50-00-20-45	Employer PERS	16,061	14,378	6,016	15,636	4,017	7,382
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	16,409
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	772
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*	*142,204*	*136,402*	*151,946*
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	1,600	1,603
101-50-00-21-30	Professional Contracts	0	0	1,122	5,624	5,624	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	31,184	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	1,600
101-50-00-21-55	Training & Conference	417	352	532	300	339	1,020
21	*Services*	*7,921*	*12,554*	*9,273*	*41,463*	*46,509*	*87,257*
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	900	900
101-50-00-22-15	Special Department Supplies	503	770	753	0	1,860	0
101-50-00-22-20	Small Tools	0	0	0	0	0	0
22	*Supplies*	*3,177*	*2,560*	*2,570*	*1,400*	*4,457*	*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	15,439
23	*Maintenance*	*8,023*	*8,748*	*9,493*	*10,249*	*10,339*	*15,439*
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**	**200,244**	**260,242**
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	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 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	128,066	120,360	203,685
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	14,980
561-50-00-20-45	Employer PERS	17,938	20,670	18,652	23,027	13,658	20,105
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	45,510
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	1,668
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	2,697
561-50-00-20-85	Auto Allowance	600	1,215	1,200	1,200	2,020	4,680
20	*Salaries & Benefits*	*156,425*	*212,542*	*185,030*	*210,881*	*182,734*	*305,092*
561-50-00-21-05	Advertising	218	0	300	500	250	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	45,313	45,313	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	25,550	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	2,500	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	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
561-50-00-21-55	Training & Conference	45	235	460	400	147	1,290
21	*Services*	*41,874*	*14,743*	*69,329*	*65,591*	*82,128*	*77,282*
561-50-00-22-07	Copies	640	925	666	900	950	900
561-50-00-22-12	Computer Equipment	1,543	180	78	600	550	600
561-50-00-22-13	Office Supplies	133	129	430	200	305	200
561-50-00-22-15	Special Department Supplies	0	2,500	213	300	270	800
561-50-00-22-20	Small Tools	0	0	0	97	0	0
22	*Supplies*	*2,316*	*3,735*	*1,387*	*2,097*	*2,075*	*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	2,500	30,000
24	*Taxes, Insurances & Contributi*	*21,962*	*21,767*	*21,682*	*30,000*	*2,500*	*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**	**270,127**	**415,674**
571	**Wastewater Enterprise**						
571-50-00-20-10	Salary-Regular	80,133	127,446	112,483	124,109	104,952	141,632
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	10,160
571-50-00-20-45	Employer PERS	16,450	19,896	18,164	22,354	12,694	16,227
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	25,451
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	1,110
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*	*202,869*	*158,782*	*203,857*
571-50-00-21-05	Advertising	0	0	150	0	0	0
571-50-00-21-10	Communications	0	879	56	3,000	350	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	1,600	1,400
571-50-00-21-30	Professional Contracts	0	0	0	8,313	8,313	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	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 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	150	1,290
21	*Services*	*3,215*	*4,252*	*3,599*	*15,413*	*14,410*	*61,082*
571-50-00-22-07	Copies	640	925	666	500	1,160	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	305	400
571-50-00-22-15	Special Department Supplies	369	0	0	300	250	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*	*2,405*	*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**	**180,983**	**273,040**
Grand Total		***$ 747,648***	***$ 630,982***	***$ 603,332***	***$ 734,277***	***$ 651,354***	***$ 948,956***

PUBLIC WORKS ADMIN - 5000
EXPENSE SUMMARY

Description	Object Code	Funding Source			Total Budgeted
Professional Contracts	*2130*	*$ 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	**2130**	***$ 75,000***	***$ 50,000***	***$ 50,000***	***$ 175,000***
Other Contract Services	*2145*	*$ 101*	*$ 561*	*$ 571*	
Interwest, other grading permits/engineering support services		*$ 5,334*	*$ 5,333*	*$ 5,333*	$ 16,000
TOTAL - Other Contract Services	**2145**	***$ 5,334***	***$ 5,333***	***$ 5,333***	***$ 16,000***
Water Use Efficiency Program	*2150*	*$ 101*	*$ 561*	*$ 571*	
Implement water saving programs			*$ 15,000*		$ 15,000
TOTAL - Water Use Efficiency Program	**2150**	***$ -***	***$ 15,000***	***$ -***	***$ 15,000***
Memberships & Publications	*2153*	*$ 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
County of Napa Official Records Index and Document Images (split with CM, Planning, and Public Works)		$ 1,200			
TOTAL - Memberships & Publications	**2153**	***$ 1,600***	***$ 1,559***	***$ 1,559***	***$ 4,718***
Training and Conferences	*2155*	*$ 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	**2155**	***$ 1,020***	***$ 1,290***	***$ 1,290***	***$ 3,600***
Special Department Supplies	*2215*	*$ 101*	*$ 561*	*$ 571*	
Software licenses, supplies		$ -	$ 800	$ 800	$ 1,600
TOTAL - Special Department Supplies	**2215**	***$ -***	***$ 800***	***$ 800***	***$ 1,600***

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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			FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
FUND	DEPT							
101	5006	General Fund	353,330	171,603	209,300	197,158	197,105	227,418
		Total Expenses	**$ 353,330**	**$ 171,603**	**$ 209,300**	**$ 197,158**	**$ 197,105**	**$ 227,418**

Government Buildings Expense Summary	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Salary	106,850	-	-	-	-	22,876
Benefits	76,720	2,405	2,119	-	-	11,900
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	90,435	93,000
Dept supplies/services***	17,031	10,252	9,331	13,000	10,215	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	76,476	69,642
Vehicle Maintenance	7,241	-	-	-	-	-
Total Expenses	**$ 353,330**	**$ 171,603**	**$ 209,300**	**$ 197,158**	**$ 197,105**	**$ 227,418**

**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*

Expense 2122 - decrease of $14,258 due to UV credit

GOVERNMENT BUILDINGS - 5006
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
101	**General Fund**						
101-50-06-20-10	Salary-Regular	105,944	0	0	0	0	22,876
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	1,761
101-50-06-20-45	Employer PERS	14,785	57	0	0	0	4,535
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	4,393
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	206
101-50-06-20-75	Deferred Comp	736	0	0	0	0	164
20	*Salaries & Benefits*	*183,570*	*2,405*	*2,119*	*0*	*0*	*34,776*
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	76,476	69,642
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	90,435	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*	*182,620*	*175,642*
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	9,245	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*	*9,648*	*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	447	1,000
24	*Taxes, Insurances & Contributi*	*470*	*479*	*698*	*1,000*	*447*	*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**	**197,105**	**227,418**
101	**General Fund**	**353,330**	**171,603**	**209,300**	**197,158**	**197,105**	**227,418**
Grand Total		**353,330**	**171,603**	**209,300**	**197,158**	**197,105**	**227,418**

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 ACHIEVEMENTS

- 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				FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
FUND	**DEPT**								
101	5013	General Fund		88,168	105,972	104,650	143,497	122,043	146,778
			Total Expenses	**$ 88,168**	**$ 105,972**	**$ 104,650**	**$ 143,497**	**$ 122,043**	**$ 146,778**

Storm Drains Expense Summary		FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Salary		46,827	54,299	53,299	55,407	49,283	58,959
Benefits		25,200	30,747	26,945	29,548	27,493	27,277
Contracts*		306	-	1,408	5,000	6,600	5,000
Dept supplies/services**		15,835	20,926	22,998	53,542	38,668	55,542
	Total Expenses	**$ 88,168**	**$ 105,972**	**$ 104,650**	**$ 143,497**	**$ 122,043**	**$ 146,778**

** 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	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
101	**General Fund**						
101-50-13-20-10	Salary-Regular	43,526	45,287	44,545	46,907	38,277	50,459
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	4,547
101-50-13-20-45	Employer PERS	6,104	6,731	6,589	6,903	6,982	8,478
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	10,507
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	531
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*	*86,236*
101-50-13-21-25	Equipment Rental	1,560	0	0	12,500	3,815	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	19,284	29,597
21	*Services*	*4,064*	*11,299*	*14,023*	*47,097*	*29,699*	*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**	**122,043**	146,778
101	**General Fund**	**88,168**	**105,972**	**104,650**	**143,497**	**122,043**	146,778
Grand Total		**88,168**	**105,972**	**104,650**	**143,497**	**122,043**	146,778

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			FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
FUND	DEPT							
101	5015	General Fund	208,882	163,718	214,892	226,088	228,582	242,866
		Total Expenses	**$ 208,882**	**$ 163,718**	**$ 214,892**	**$ 226,088**	**$ 228,582**	**$ 242,866**

Government Buildings Expense Summary	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Salary	46,184	46,685	46,005	46,907	49,112	50,459
Benefits	35,403	28,932	30,044	28,812	29,549	26,550
Capital Equipment	-	-	-	2,763	1,857	15,000
Communications	1,698	1,124	1,628	1,199	1,501	1,199
Computer Equipment*	29	22	-	485	485	485
Contracts**	578	-	7,270	-	200	-
Dept supplies/services***	10,484	11,104	17,594	15,252	25,787	15,477
Equipment/Software Maintenance	19,329	26,627	23,001	31,076	26,363	31,076
Training/Conference	117	1,254	-	564	564	564
Utilities	74,190	27,917	67,199	75,557	69,690	66,696
Vehicle Maintenance	20,870	20,052	22,150	23,473	23,473	35,360
Total Expenses	**$ 208,882**	**$ 163,718**	**$ 214,892**	**$ 226,088**	**$ 228,582**	**$ 242,866**

**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*

Expense 2122 - decrease of $8,861 due to UV Credit

STREETS - 5015
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
101	**General Fund**						
101-50-15-20-10	Salary-Regular	43,525	45,286	44,545	46,907	47,705	50,459
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	3,897
101-50-15-20-45	Employer PERS	6,848	6,731	6,216	6,903	6,959	8,478
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	10,507
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	454
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*	*77,009*
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	1,501	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	69,690	66,696
101-50-15-21-25	Equipment Rental	1,197	431	0	2,910	405	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	514	514
101-50-15-21-60	Other Travel	0	0	0	50	50	50
21	*Services*	*78,081*	*30,726*	*76,377*	*80,230*	*72,830*	*71,594*
101-50-15-22-07	Copies	0	0	0	0	0	0
101-50-15-22-12	Computer Equipment	29	22	0	485	485	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	24,178	11,225
101-50-15-22-20	Small Tools	162	51	583	582	213	582
101-50-15-22-26	Vehicle Maint	0	0	0	0	0	0
22	*Supplies*	*8,982*	*10,659*	*17,278*	*12,777*	*25,361*	*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	5,798	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	3,971	9,975
101-50-15-23-50	Vehicle Alloc Expense	20,870	20,052	22,150	23,473	23,473	35,360
23	*Maintenance*	*40,200*	*46,679*	*45,151*	*54,549*	*49,836*	*66,436*
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**	**228,582**	**242,866**
101	**General Fund**	**208,882**	**163,718**	**214,892**	**226,088**	**228,582**	**242,866**

STREETS - 5015
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
101	**General Fund**						
Grand Total		**208,882**	**163,718**	**214,892**	**226,088**	**228,582**	**242,866**

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***

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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		FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
283	5026	Tree City USA	42,634	42,626	34,917	64,321	29,007	72,533
		Total Expenses	**$ 42,634**	**$ 42,626**	**$ 34,917**	**$ 64,321**	**$ 29,007**	**$ 72,533**

Tree City is 100% funded by the General Fund and is broken into a separate fund for expense tracking purposes

Tree City Expense Summary

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Salary	8,028	8,028	8,297	8,410	8,944	9,258
Benefits	3,957	4,372	4,257	4,508	4,669	5,772
Tree Expenses	645	1,410	1,864	15,083	1,730	18,183
Contracts*	29,156	23,654	8,040	15,000	2,986	18,000
Dept supplies/services**	704	324	2,228	800	882	1,200
Equipment Maintenance	295	3,025	10,150	19,200	8,475	18,800
Training/Conference	(150)	1,813	80	1,320	1,320	1,320
Total Expenses	**$ 42,634**	**$ 42,626**	**$ 34,917**	**$ 64,321**	**$ 29,007**	**$ 72,533**

** 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	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
283	**Tree City USA**						
283-50-26-20-10	Salary-Regular	8,028	8,028	8,297	8,410	8,944	9,258
283-50-26-20-40	FICA/Medicare	619	612	632	643	681	713
283-50-26-20-45	Employer PERS	1,127	1,239	1,304	1,430	1,521	1,835
283-50-26-20-50	Employee PERS	551	524	379	103	115	0
283-50-26-20-55	Health Insurance	1,503	1,531	1,644	1,843	1,838	1,757
283-50-26-20-61	Workers Comp	3	321	152	339	365	336
283-50-26-20-65	SDI	89	80	81	84	84	1,065
283-50-26-20-75	Deferred Comp	65	65	65	66	65	66
20	*Salaries & Benefits*	*11,985*	*12,400*	*12,555*	*12,918*	*13,613*	*15,030*
283-50-26-21-25	Equipment Rental	0	0	0	0	0	0
283-50-26-21-35	Main Street Trees	294	180	1,307	10,700	500	13,800
283-50-26-21-36	Tree City USA	351	1,230	558	1,230	1,230	1,230
283-50-26-21-37	Heritage Trees	0	0	0	3,153	0	3,153
283-50-26-21-45	Other Contract Services	29,156	23,654	8,040	15,000	2,986	18,000
283-50-26-21-53	Memberships & Publications	160	280	295	400	340	400
283-50-26-21-55	Training & Conference	-150	1,813	80	1,320	1,320	1,320
21	*Services*	*29,810*	*27,157*	*10,279*	*31,803*	*6,376*	*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	319	0	0	400
283-50-26-22-20	Small Tools	405	31	1,614	400	542	400
22	*Supplies*	*544*	*44*	*1,933*	*400*	*542*	*800*
283-50-26-23-15	Maint Machine/Equipment	166	0	0	400	260	0
283-50-26-23-30	Maint Buildings/Grounds	128	3,025	10,150	18,800	8,215	18,800
23	*Maintenance*	*295*	*3,025*	*10,150*	*19,200*	*8,475*	*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**	**34,917**	**64,321**	**29,007**	**72,533**
283	**Tree City USA**	**42,634**	**42,626**	**34,917**	**64,321**	**29,007**	**72,533**
Grand Total		**42,634**	**42,626**	**34,917**	**64,321**	**29,007**	**72,533**

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			FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
FUND	DEPT							
101	5027	General Fund	633,142	639,051	685,663	751,092	672,229	728,387
		Total Expenses	**$ 633,142**	**$ 639,051**	**$ 685,663**	**$ 751,092**	**$ 672,229**	**$ 728,387**

Parks Expense Summary	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Salary	297,772	300,699	318,198	334,964	317,172	306,544
Benefits	180,645	192,200	197,964	212,957	197,033	195,658
Capital Equipment	-	-	6,312	15,000	2,272	43,500
Communications	409	399	475	-	578	700
Computer Equipment*	-	-	162	-	-	-
Contracts**	800	6,425	-	800	2,337	800
Dept supplies/services***	22,636	24,094	18,009	13,950	22,753	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	5,135	3,000
Utilities	91,401	103,627	114,191	126,000	92,133	111,556
Vehicle Maintenance	17,463	7,335	15,821	16,921	16,861	25,459
Total Expenses	**$ 633,142**	**$ 639,051**	**$ 685,663**	**$ 751,092**	**$ 672,229**	**$ 728,387**

**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*

Expense 2122 - decrease of $14,444 due to UV credit

PARKS - 5027
PROPOSED BUDGET

Account Number	Description	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 14/15 Estimated	FY 15/16
101	General Fund	Actual	Actual	Actual	Budgeted	Year End	Proposed
101-50-27-20-10	Salary-Regular	294,401	296,307	314,031	328,906	311,022	300,486
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	24,366	23,664
101-50-27-20-45	Employer PERS	44,678	43,743	48,851	55,944	48,949	53,549
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	97,004
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	2,759
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*	*514,205*	*502,202*
101-50-27-21-05	Advertising	0	0	0	0	150	0
101-50-27-21-10	Communications	409	399	475	0	578	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	92,133	111,556
101-50-27-21-25	Equipment Rental	0	69	248	400	0	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	180	555
101-50-27-21-55	Training & Conference	4,167	597	1,093	5,135	5,135	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*	*100,513*	*117,011*
101-50-27-22-07	Copies	0	0	0	0	0	0
L	Office Supplies	206	212	244	250	360	250
101-50-27-22-15	Special Department Supplies	16,484	23,342	16,634	11,000	21,670	13,000
101-50-27-22-20	Small Tools	1,449	243	591	2,000	375	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*	*22,405*	*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	25,399
23	*Maintenance*	*35,313*	*11,009*	*29,258*	*41,826*	*32,815*	*50,364*
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	2,272	43,500
26	*Capital*	*0*	*0*	*6,312*	*15,000*	*2,272*	*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**	**672,229**	728,387
101	**General Fund**	**633,142**	**639,051**	**685,663**	**751,092**	**672,229**	728,387

PARKS - 5027
PROPOSED BUDGET

Account Number	Description	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 14/15	FY 15/16
101	General Fund	Actual	Actual	Actual	Budgeted	Estimated Year End	Proposed
Grand Total		633,142	639,051	685,663	751,092	672,229	728,387

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***

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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			FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
FUND	**DEPT**							
582	5037	City Garage	136,123	114,345	126,658	135,551	113,536	212,560
		Total Expenses	**$ 136,123**	**$ 114,345**	**$ 126,658**	**$ 135,551**	**$ 113,536**	**$ 212,560**

City Garage Expense Summary	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Salary	-	-	-	-	-	50,459
Benefits	5,744	3,600	951	-	-	26,550
Communications	289	-	-	200	-	200
Dept supplies/services	4,913	4,146	3,815	5,974	1,909	5,974
Equipment Maintenance	241	-	-	-	1,287	-
Vehicle Maintenance	124,936	106,599	121,891	129,377	110,340	129,377
Total Expenses	**$ 136,123**	**$ 114,345**	**$ 126,658**	**$ 135,551**	**$ 113,536**	**$ 212,560**

CITY GARAGE - 5037
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
582	**Internal Service Garage Fund**						
582-50-37-20-10	Salary-Regular	-	-	-	-	-	50,459
582-50-37-20-30	Overtime	-	-	-	-	-	-
582-50-37-20-40	FICA/Medicare	-	-	-	-	-	3,897
582-50-37-20-45	Employer PERS	-	-	-	-	-	8,478
582-50-37-20-50	Employee PERS	-	-	-	-	-	-
582-50-37-20-55	Health Insurance	-	-	-	-	-	10,507
582-50-37-20-61	Workers Comp	344	-	951	-	-	2,690
582-50-37-20-65	SDI	-	-	-	-	-	454
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*	-	-	*77,009*
582-50-37-21-10	Communications	289	-	-	200	-	200
582-50-37-21-15	Postage	50	-	35	-	-	-
582-50-37-21-25	Equipment Rental	159	-	-	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*
582-50-37-22-07	Copies	-	-	-	-	-	-
582-50-37-22-13	Office Supplies	18	37	-	97	-	97
582-50-37-22-15	Special Department Supplies	2,971	2,762	3,264	3,797	809	3,797
582-50-37-22-20	Small Tools	1,717	1,355	1,216	1,595	1,100	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	11,454	20,960
22	*Supplies*	*129,641*	*110,753*	*126,372*	*134,866*	*112,249*	*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**	**113,536**	**212,560**
582	**Internal Service Garage Fund**	**136,123**	**114,345**	**126,658**	**135,551**	**113,536**	**212,560**
Grand Total		**136,123**	**114,345**	**126,658**	**135,551**	**113,536**	**212,560**

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%	5,478
101-45-00-23-50	Building Inspector	1	2.39%	5,478
101-49-00-23-50	Police	10	21.96%	50,300
101-50-00-23-50	P/W Director	3	6.74%	15,439
101-50-15-23-50	P/W-Streets O&M	7	15.43%	35,360
101-50-27-23-50	Parks	5	11.09%	25,399
561-50-31-23-50	P/W-Water Distribution	5	11.09%	25,399
561-50-34-23-50	P/W-Water Plant	3	6.74%	15,439
571-50-20-23-50	P/W-Wastewater O&M	1	2.39%	5,478
571-50-29-23-50	P/W-Wastewater Plant	4	8.91%	20,419
582-50-37-23-50	P/W-City Garage*	5	10.87%	0
TOTALS		46	100.00%	$ 212,560

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

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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	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budgeted	FY 14/15 Estimated Year End	FY 15/16 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	20	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	3,610	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*	*21,164*	*101,595*
561-40-00-22-07	Copies	1,772	1,320	2,421	1,500	2,458	1,500
561-40-00-22-09	Safety Committee Supplies	-	-	-	-	-	-
561-40-00-22-12	Computer Equipment	306	4,330	2,410	4,000	500	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	200	1,000
561-40-00-22-18	Remote Meter Readers	629	840	840	1,000	200	1,000
22	*Supplies*	*4,633*	*7,796*	*7,321*	*10,800*	*4,708*	*10,742*
561-40-00-23-35	Software Maintenance	200	-	2,555	200	5,000	2,666
23	*Maintenance*	*200*	-	*2,555*	*200*	*5,000*	*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	520,170	500,813
25	*Debt*	*349,084*	*396,126*	*343,980*	*1,003,409*	*1,005,770*	*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	1,531,333	-
29	*Transfers*	*55,479*	-	*200,000*	*979,380*	*1,531,333*	-
NON-DEPARTMENTAL GRAND TOTAL		**662,279**	**472,509**	**618,718**	**2,115,585**	**2,666,555**	**1,226,239**
						2,666,555	**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	41,359
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*	*52,114*
CITY COUNCIL GRAND TOTAL		**34,136**	**36,737**	**38,908**	**52,858**	**43,204**	**52,114**
CITY MANAGER							
561-42-00-20-10	Salary-Regular	69,915	4,543	6,992	21,500	41,191	73,859

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

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budgeted	FY 14/15 Estimated Year End	FY 15/16 Proposed
561	**Water Enterprise**						
561-42-00-20-20	Temp/Part-time salary	0	0	0	0	0	2,496
561-42-00-20-30	Overtime	0	0	0	0	159	-
561-42-00-20-40	FICA/Medicare	5,165	356	97	1,211	3,211	4,986
561-42-00-20-45	Employer PERS	9,977	772	548	1,721	3,296	9,067
561-42-00-20-50	Employee PERS	4,883	334	658	175	361	-
561-42-00-20-55	Health Insurance	10,467	1,115	312	3,892	4,875	12,535
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	505
561-42-00-20-75	Deferred Comp	1,523	125	72	380	670	1,384
561-42-00-20-85	Auto Allowance	840	120	99	240	1,290	2,040
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*	*109,427*
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**	**110,843**
FINANCE							
561-43-00-20-10	Salary-Regular	132,205	111,186	130,596	131,549	139,226	108,941
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	8,484
561-43-00-20-45	Employer PERS	20,320	16,353	19,459	19,715	18,165	8,459
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	32,261
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	931
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*	*168,740*
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	2,900	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	19,184	55,034
561-43-00-21-53	Memberships & Publications	78	0	0	0	222	340
561-43-00-21-55	Training & Conference	400	282	300	300	245	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*	*46,992*	*86,608*
561-43-00-22-07	Copies	128	0	0	0	0	0
561-43-00-22-12	Computer Equipment	661	0	200	200	0	150
561-43-00-22-13	Office Supplies	386	541	400	400	960	600
561-43-00-22-15	Special Department Supplies	2,962	981	3,000	3,000	2,302	3,500

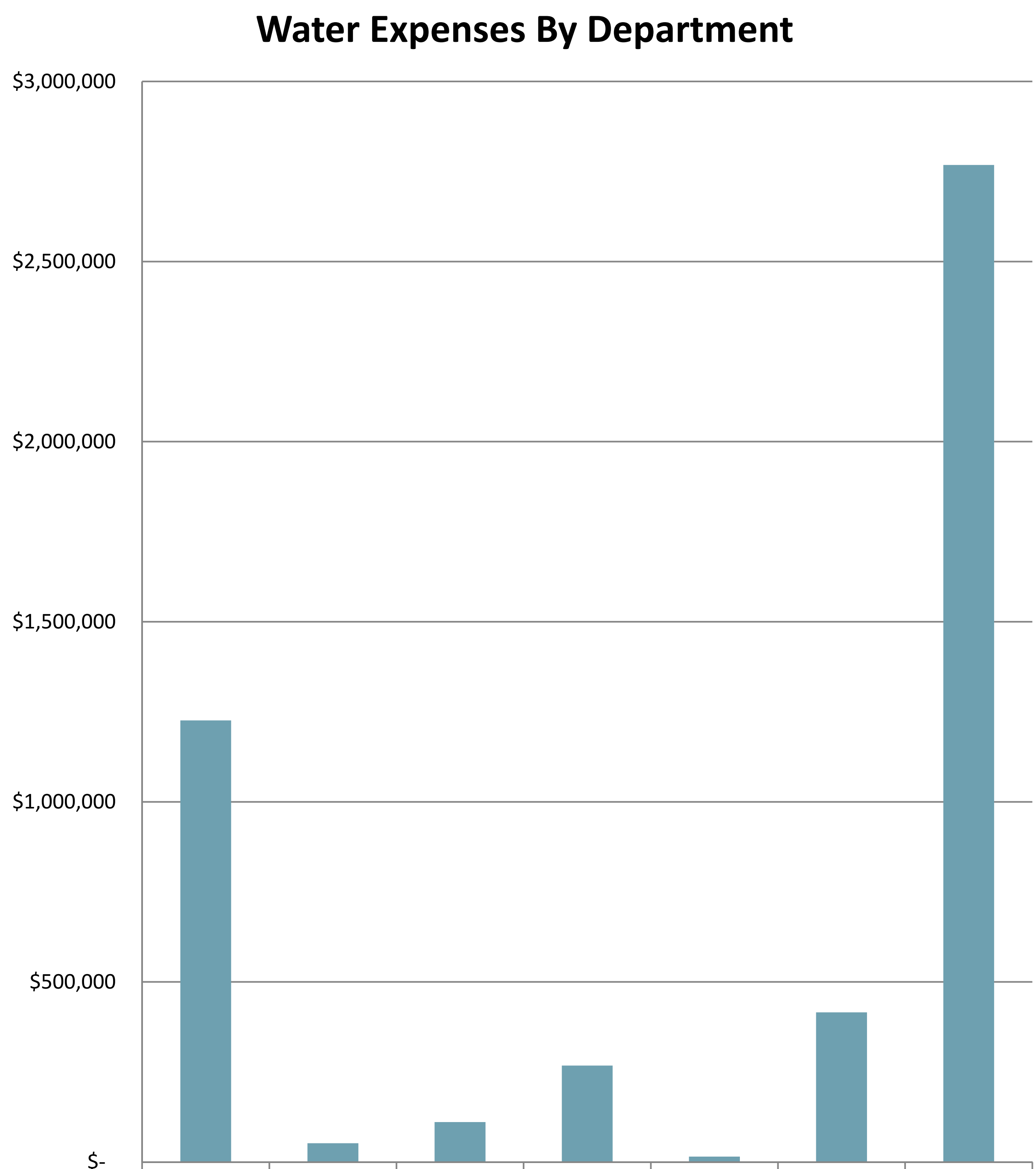
WATER OPERATIONS
PROPOSED BUDGET - PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budgeted	FY 14/15 Estimated Year End	FY 15/16 Proposed
561	**Water Enterprise**						
22	*Supplies*	*4,137*	*1,522*	*3,600*	*3,600*	*3,262*	*4,250*
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*
FINANCE GRAND TOTAL		**253,473**	**232,552**	**258,827**	**269,583**	**291,424**	**267,679**
CITY ATTORNEY							
561-44-00-21-30	Professional Contracts	5,712	16,350	4,282	15,000	2,500	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*	*2,500*	*15,000*
CITY ATTORNEY GRAND TOTAL		**5,712**	**16,350**	**4,282**	**15,000**	**2,500**	**15,000**
PUBLIC WORKS ADMIN							
561-50-00-20-10	Salary-Regular	80,133	132,430	115,843	135,379	120,360	203,685
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	14,980
561-50-00-20-45	Employer PERS	17,938	20,670	18,652	23,027	13,658	20,105
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	45,510
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	1,668
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	2,697
561-50-00-20-85	Auto Allowance	600	1,215	1,200	1,200	2,020	4,680
20	*Salaries & Benefits*	*156,425*	*212,542*	*185,030*	*218,194*	*182,734*	*305,092*
561-50-00-21-05	Advertising	218	0	300	500	250	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	45,313	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	25,550	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	2,500	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

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budgeted	FY 14/15 Estimated Year End	FY 15/16 Proposed
561	**Water Enterprise**						
21	*Services*	*41,874*	*14,743*	*69,329*	*58,278*	*82,128*	*77,282*
561-50-00-22-07	Copies	640	925	666	900	950	900
561-50-00-22-12	Computer Equipment	1,543	180	78	600	550	600
561-50-00-22-13	Office Supplies	133	129	430	200	305	200
561-50-00-22-15	Special Department Supplies	0	2,500	213	300	270	800
561-50-00-22-20	Small Tools	0	0	0	97	0	0
22	*Supplies*	*2,316*	*3,735*	*1,387*	*2,097*	*2,075*	*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	2,500	30,000
24	*Taxes, Insurances & Contributi*	*21,962*	*21,767*	*21,682*	*30,000*	*2,500*	*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**	**270,127**	**415,674**
GRAND TOTAL WATER OPERATIONS PROPOSED BUDGETS		**1,413,864**	**1,020,046**	**1,210,366**	**2,793,148**	**3,329,768**	**2,087,549**

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	$52,114	$110,843	$267,679	$15,000	$415,674	$2,768,243

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			FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
FUND	DEPT							
561	5031	Water Enterprise	483,298	467,126	483,510	595,747	601,489	677,491
		Total Expenses	**$ 483,298**	**$ 467,126**	**$ 483,510**	**$ 595,747**	**$ 601,489**	**$ 677,491**

Water Distribution Expense Summary	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Salary	231,188	220,861	233,748	281,691	287,694	308,632
Benefits	130,819	136,927	123,438	174,849	170,439	182,843
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	52,115	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	25,399
Total Expenses	**$ 483,298**	**$ 467,126**	**$ 483,510**	**$ 595,747**	**$ 601,489**	**$ 677,491**

**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	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
561	**Water Enterprise**						
561-50-31-20-10	Salary-Regular	223,070	167,700	221,329	275,791	278,496	302,732
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	23,803
561-50-31-20-45	Employer PERS	35,979	24,663	29,744	41,115	41,208	51,760
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	87,628
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	2,778
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*	*491,475*
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	20	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	200	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	350	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*	*72,006*	*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	8,192	6,000
561-50-31-22-19	Meters/Hydrants	14,750	12,481	6,209	10,432	7,500	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*	*19,545*	*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	25,399
23	*Maintenance*	*37,922*	*36,834*	*44,189*	*50,511*	*51,805*	*59,049*
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**	**601,489**	677,491
561	**Water Enterprise**	**483,298**	**467,126**	**483,510**	**595,747**	**601,489**	677,491

WATER DISTRIBUTION - 5031
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Grand Total		**483,298**	**467,126**	**483,510**	**595,747**	**601,489**	**677,491**

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***

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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			FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
FUND	**DEPT**							
561	5032	Water Enterprise	50,568	60,067	78,987	104,626	75,771	106,036
		Total Expenses	**$ 50,568**	**$ 60,067**	**$ 78,987**	**$ 104,626**	**$ 75,771**	**$ 106,036**

Stonebridge Wells Expense Summary	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Capital Equipment	-	-	10,416	10,775	5,000	10,775
Communications	348	477	1,486	600	1,668	1,600
Contracts	2,023	1,018	2,355	3,425	3,662	3,520
Dept supplies/services	6,884	12,380	10,386	18,076	13,346	18,076
Equipment Maintenance	10,341	257	2,940	18,750	6,000	18,750
Utilities	30,972	45,935	51,403	53,000	46,095	53,315
Total Expenses	**$ 50,568**	**$ 60,067**	**$ 78,987**	**$ 104,626**	**$ 75,771**	**$ 106,036**

STONEBRIDGE WELLS - 5032
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 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	46,095	53,315
561-50-32-21-45	Other Contract Services	2,023	1,018	2,355	3,425	3,662	3,520
21	*Services*	*33,343*	*47,430*	*55,244*	*57,025*	*51,425*	*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	300	500
561-50-32-22-35	Process Chemicals	6,125	11,674	9,528	16,530	12,000	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*	*13,346*	*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	1,000	5,000
23	*Maintenance*	*10,341*	*257*	*2,940*	*18,750*	*6,000*	*18,750*
561-50-32-26-70	Capital Imp Equipment	-	-	10,416	10,775	5,000	10,775
26	*Capital*	-	-	*10,416*	*10,775*	*5,000*	*10,775*
561-50-32-29-20	Fixed Asset Adjustments	-	-	-	-	-	-
29	*Transfers*	-	-	-	-	-	-
Grand Total		**50,568**	**60,067**	**78,987**	**104,626**	**75,771**	**106,036**
561	**Water Enterprise**	**50,568**	**60,067**	**78,987**	**104,626**	**75,771**	**106,036**
Grand Total		**50,568**	**60,067**	**78,987**	**104,626**	**75,771**	**106,036**

STONEBRIDGE WELLS - 5032
EXPENSE DETAIL

Description	Object Code	Funding Source		Total Budgeted
Other Contract Services	*2145*	*561*		
Annual Water Tests			*3,520*	3,520
TOTAL - Other Contract Services	***2145***	***$***	***3,520***	***$ 3,520***
Process Chemicals	*2235*	*561*		
Stonebridge Wells			16,530	16,530
TOTAL - Process Chemicals	***2235***	***$***	***16,530***	***$ 16,530***
Lab Supplies	*2315*	*561*		
Reagents for CL 17			1,046	1,046
TOTAL - Lab Supplies	***2315***	***$***	***1,046***	***$ 1,046***
Machinery & Equipment Maintenance	*2315*	*561*		
Maintenance			12,000	12,000
ERS Annual Filter Inspection			1,750	1,750
TOTAL - Machinery & Equipment Maintenance	***2315***	***$***	***13,750***	***$ 13,750***
Capital Equipment	*2215*	*561*		
Replace Aging Equipment			10,775	10,775
TOTAL - Capital Equipment	***2215***	***$***	***10,775***	***$ 10,775***

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			FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
FUND	DEPT							
561	5034	Water Fund	1,773,187	1,769,383	1,864,109	1,954,456	1,907,763	1,984,716
		Total Expenses	**$ 1,773,187**	**$ 1,769,383**	**$ 1,864,109**	**$ 1,954,456**	**$ 1,907,763**	**$ 1,984,716**

Water Treatment Expense Summary	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Salary	225,428	222,514	208,304	230,776	244,665	245,414
Benefits	121,435	145,864	151,571	145,803	135,805	134,727
Capital Equipment	937	28,199	1,356	18,453	8,605	10,500
Chemicals	94,035	50,219	37,350	52,700	46,670	52,700
Communications	7,345	7,577	6,361	8,400	6,500	8,400
Computer Equipment*	-	95	421	450	250	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	39,175	36,529
Equipment Maintenance	29,348	15,636	11,806	55,910	52,771	66,825
Penalties and Fines	-	-	-	50,000	-	-
Purchased Water	1,178,401	1,189,926	1,327,251	1,234,839	1,273,080	1,311,272
Training/Conference	1,707	3,942	1,446	5,600	3,000	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	10,829	16,399
Total Expenses	**$ 1,773,187**	**$ 1,769,383**	**$ 1,864,109**	**$ 1,954,456**	**$ 1,907,763**	**$ 1,984,716**

**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	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
561	**Water Enterprise**						
561-50-34-20-10	Salary-Regular	197,824	191,936	179,189	218,013	206,035	232,651
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	18,921
561-50-34-20-45	Employer PERS	30,057	28,344	26,310	36,813	31,241	37,763
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	68,514	62,977
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	2,209
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*	*380,469*	*380,141*
561-50-34-21-05	Advertising	-	-	-	-	75	-
561-50-34-21-10	Communications	7,345	7,577	6,361	8,400	6,500	8,400
561-50-34-21-15	Postage	1,242	1,450	872	1,200	1,150	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	1,000	1,330
561-50-34-21-55	Training & Conference	1,707	3,942	1,446	5,400	3,000	5,400
561-50-34-21-60	Other Travel	-	-	-	200	-	200
21	*Services*	*84,949*	*89,641*	*94,000*	*162,130*	*98,739*	*112,350*
561-50-34-22-07	Copies	1,191	-	-	2,500	-	2,500
561-50-34-22-12	Computer Equipment	-	95	421	450	250	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	16,150	6,029
561-50-34-22-20	Small Tools	-	17	220	500	150	500
561-50-34-22-25	Fuel/Oil	624	811	574	960	580	960
561-50-34-22-32	Purchase Water	1,178,401	1,189,926	1,327,251	1,234,839	1,273,080	1,311,272
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	7,850	9,000
22	*Supplies*	*1,287,514*	*1,249,066*	*1,376,495*	*1,317,135*	*1,345,514*	*1,385,461*
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	11,000	13,175
561-50-34-23-50	Vehicle Alloc Expense	7,241	8,748	9,493	10,249	10,249	15,439
23	*Maintenance*	*36,589*	*24,384*	*21,299*	*66,159*	*63,020*	*82,264*
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
26	*Capital*	*937*	*28,199*	*1,356*	*18,453*	*8,605*	*10,500*

WATER TREATMENT - 5034
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 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**	**1,907,763**	**1,984,716**
561	**Water Enterprise**	**1,773,187**	**1,769,383**	**1,864,109**	**1,954,456**	**1,907,763**	**1,984,716**
Grand Total		**1,773,187**	**1,769,383**	**1,864,109**	**1,954,456**	**1,907,763**	**1,984,716**

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***

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	FY 11/12 Actual	FY 12/13 Actual	FY13/14 Actual	FY 14/15 Budgeted	FY 14/15 Estimated Year End	FY 15/16 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	20	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	3,389	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*	*15,913*	*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	500	5,642
571-40-00-22-13	Office Supplies	1,203	1,045	1,259	1,600	1,000	1,600
571-40-00-22-15	Special Department Supplies	724	261	47	2,700	500	1,000
22	*Supplies*	*3,875*	*6,956*	*6,136*	*9,800*	*3,500*	*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	127,197	121,305
25	*Debt*	*78,071*	*86,521*	*69,140*	*255,062*	*256,597*	*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	1,558,774	-
29	*Transfers*	-	*200,000*	*100,000*	*1,541,664*	*1,558,774*	-
NON-DEPARTMENTAL TOTAL		**220,344**	**362,237**	**240,516**	**1,923,522**	**1,939,018**	**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	23,634
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*	*29,780*
CITY COUNCIL TOTAL		**19,507**	**21,017**	**22,234**	**30,205**	**24,689**	**29,780**
CITY MANAGER							
571-42-00-20-10	Salary-Regular	39,951	4,543	6,992	3,500	58,004	68,521
571-42-00-20-20	Temp/Part-time salary	0	0	0	0	0	2,496
571-42-00-20-30	Overtime	0	0	0	0	159	-

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY13/14 Actual	FY 14/15 Budgeted	FY 14/15 Estimated Year End	FY 15/16 Proposed
571	**Sewer Enterprise**						
571-42-00-20-40	FICA/Medicare	2,952	356	97	268	4,515	4,562
571-42-00-20-45	Employer PERS	5,725	772	548	280	4,643	8,009
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	11,217
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	457
571-42-00-20-75	Deferred Comp	871	125	72	125	906	779
571-42-00-20-85	Auto Allowance	480	120	99	0	1,840	1,920
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*	*100,684*
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**	**102,100**
FINANCE							
571-43-00-20-10	Salary-Regular	79,781	59,352	65,086	75,619	79,267	81,877
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	6,378
571-43-00-20-45	Employer PERS	12,216	8,666	8,762	11,532	10,036	6,768
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	26,018
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	707
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*	*129,099*
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	13,689	55,034
571-43-00-21-53	Memberships & Publications	78	0	145	0	222	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*	*41,682*	*85,593*
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	1,000	600
571-43-00-22-15	Special Department Supplies	2,962	981	897	3,000	2,300	3,500
22	*Supplies*	*4,137*	*1,522*	*2,497*	*3,600*	*3,500*	*4,250*

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

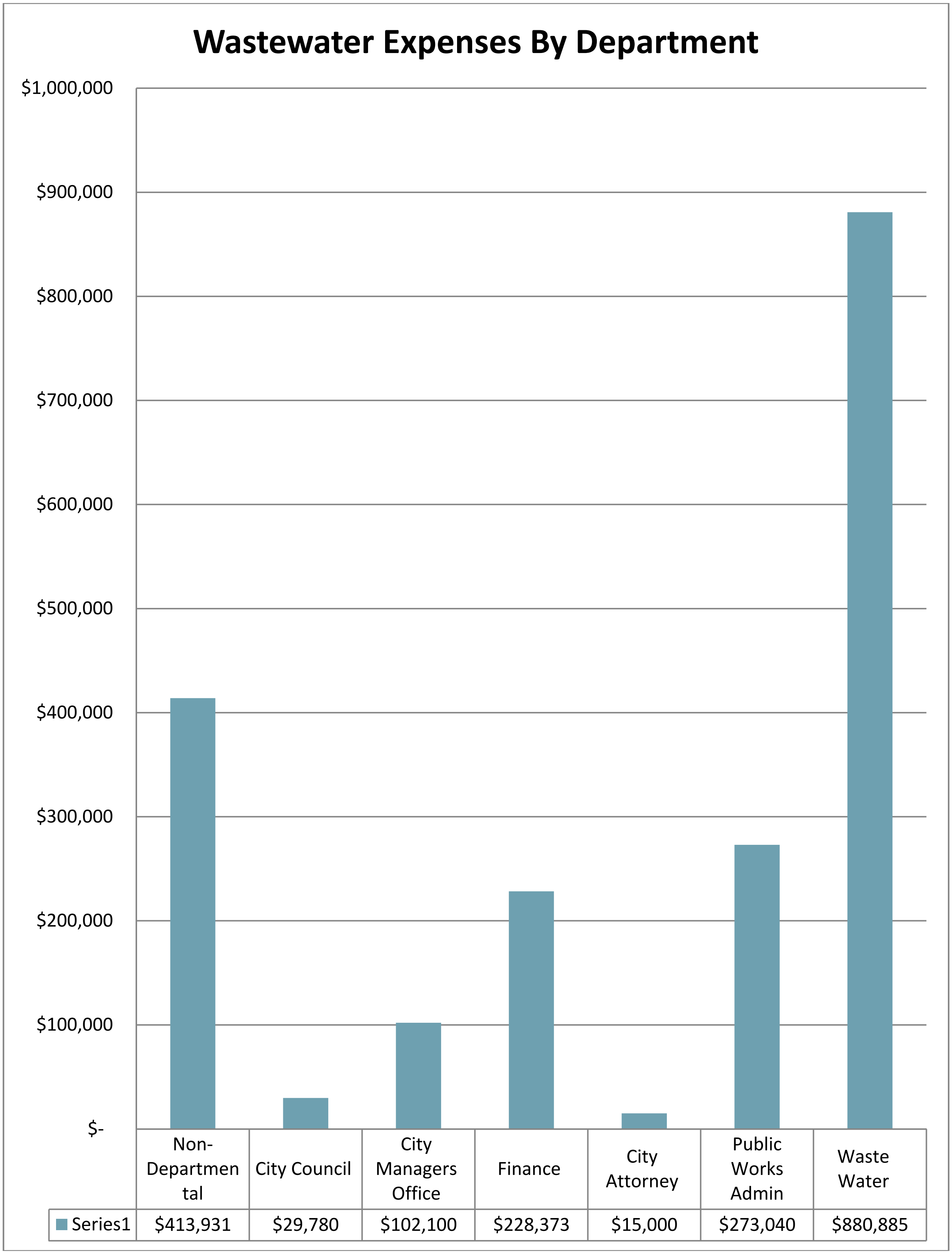
Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY13/14 Actual	FY 14/15 Budgeted	FY 14/15 Estimated Year End	FY 15/16 Proposed
571	**Sewer Enterprise**						
571-43-00-23-15	Maint Machine/Equipment	0	0	0	0	0	0
571-43-00-23-35	Software Maintenance	6,672	6,959	7,307	8,000	8,000	8,081
23	*Maintenance*	*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**	**187,032**	**228,373**
CITY ATTORNEY							
571-44-00-21-30	Professional Contracts	10,045	1,613	10,434	15,000	136,350	15,000
571-44-00-21-45	Other Contract Services	-	-	-	-	-	-
21	*Services*	*10,045*	*1,613*	*10,434*	*15,000*	*136,350*	*15,000*
CITY ATTORNEY TOTAL		**10,045**	**1,613**	**10,434**	**15,000**	**136,350**	**15,000**
PUBLIC WORKS ADMIN							
571-50-00-20-10	Salary-Regular	80,133	127,446	112,483	131,422	104,952	141,632
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	10,160
571-50-00-20-45	Employer PERS	16,450	19,896	18,164	22,354	12,694	16,227
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	25,451
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	1,110
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*	*203,857*
571-50-00-21-05	Advertising	0	0	150	0	0	0
571-50-00-21-10	Communications	0	879	56	3,000	350	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	1,600	1,400
571-50-00-21-30	Professional Contracts	0	0	0	1,000	8,313	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	150	1,290
21	*Services*	*3,215*	*4,252*	*3,599*	*8,100*	*14,410*	*61,082*
571-50-00-22-07	Copies	640	925	666	500	1,160	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	305	400
571-50-00-22-15	Special Department Supplies	369	0	0	300	250	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*	*2,405*	*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	FY 11/12 Actual	FY 12/13 Actual	FY13/14 Actual	FY 14/15 Budgeted	FY 14/15 Estimated Year End	FY 15/16 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**	**180,983**	**273,040**
GRAND TOTAL WASTE WATER OPERATIONS PROPOSED BUDGETS		**616,992**	**699,803**	**609,878**	**2,345,853**	**2,545,602**	**1,062,224**

CITY OF ST. HELENA
WASTEWATER EXPENSES BY DEPARTMENT

FISCAL YEAR 2015-2016



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			FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
FUND	**DEPT**							
571	5020	Wastewater Enterprise	195,583	197,891	191,456	215,275	215,291	180,329
		Total Expenses	**$ 195,583**	**$ 197,891**	**$ 191,456**	**$ 215,275**	**$ 215,291**	**$ 180,329**

Wastewater Collection Expense Summary	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Salary	114,541	116,715	115,015	120,167	126,196	78,588
Benefits	63,205	69,207	61,853	72,059	70,473	39,851
Capital Equipment	-	-	-	-	-	37,000
Communications	191	194	181	97	207	97
Dept supplies/services	12,787	5,382	8,907	12,726	9,088	12,726
Equipment Maintenance	-	197	-	4,164	3,080	4,164
Training/Conference	71	207	-	485	1,082	485
Utilities	955	2,894	2,336	1,940	2,668	1,940
Vehicle Maintenance	3,833	3,096	3,164	3,637	2,500	5,478
Total Expenses	**$ 195,583**	**$ 197,891**	**$ 191,456**	**$ 215,275**	**$ 215,291**	**$ 180,329**

WASTEWATER COLLECTION - 5020
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
571	**Sewer Enterprise**						
571-50-20-20-10	Salary-Regular	108,815	113,216	111,363	117,267	119,509	75,688
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	9,723	5,845
571-50-20-20-45	Employer PERS	16,501	16,742	16,471	17,257	17,403	12,717
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	32,148	15,760
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	1,202	707
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*	*196,668*	*118,439*
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	100	300
571-50-20-21-55	Training & Conference	71	207	0	485	1,082	485
571-50-20-21-60	Other Travel	0	0	0	0	0	0
21	*Services*	*1,349*	*3,295*	*2,734*	*2,822*	*4,056*	*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	8,585	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*	*8,585*	*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	3,072	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	2,500	5,478
23	*Maintenance*	*3,833*	*3,293*	*3,164*	*7,801*	*5,983*	*9,642*
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**	**215,291**	**180,329**
571	**Sewer Enterprise**	**195,583**	**197,891**	**191,456**	**215,275**	**215,291**	**180,329**
Grand Total		**195,583**	**197,891**	**191,456**	**215,275**	**215,291**	**180,329**

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			FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
FUND	DEPT							
571	5029	Wastewater	539,940	539,577	664,878	848,797	661,082	700,556
		Total Expenses	**$ 539,940**	**$ 539,577**	**$ 664,878**	**$ 848,797**	**$ 661,082**	**$ 700,556**

Wastewater Treatment Expense Summary	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Salary	202,251	188,878	240,268	240,362	236,765	240,298
Benefits	102,134	94,348	93,266	136,858	117,123	123,115
Capital Equipment	22,631	20,729	58,911	10,658	2,500	10,658
Communications	2,641	3,038	2,399	3,000	2,982	3,000
Computer Equipment*	1,121	-	1,653	2,000	1,200	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	26,525	33,425
Equipment Maintenance	60,458	52,967	42,084	70,000	71,138	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	89,702
Vehicle Maintenance	13,091	12,686	13,855	16,055	17,335	22,919
Total Expenses	**$ 539,940**	**$ 539,577**	**$ 664,878**	**$ 848,797**	**$ 661,082**	**$ 700,556**

**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*

Expense 2122 - decrease of $398 due to UV credit

WASTEWATER TREATMENT - 5029
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
571	**Sewer Enterprise**						
571-50-29-20-10	Salary-Regular	171,572	141,135	169,471	227,599	216,806	227,535
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	18,117	18,520
571-50-29-20-45	Employer PERS	24,552	21,102	22,747	38,712	31,499	37,320
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	49,656	53,059
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	2,220	2,163
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*	*353,888*	*363,413*
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	25	125
571-50-29-21-22	Utilities	74,339	82,925	83,419	75,000	75,000	89,702
571-50-29-21-25	Equipment Rental	360	0	900	9,900	4,500	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	980	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*	*164,002*	*157,487*
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	1,200	2,000
571-50-29-22-13	Office Supplies	212	82	31	300	550	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	3,500	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*	*47,030*	*70,579*
571-50-29-23-12	Maintenance Supplies	0	37	233	0	413	0
571-50-29-23-15	Maint Machine/Equipment	52,132	46,772	36,288	55,000	45,000	55,000
571-50-29-23-30	Maint Buildings/Grounds	8,326	6,195	5,797	15,000	26,138	15,000
571-50-29-23-50	Vehicle Alloc Expense	10,648	8,748	12,657	13,555	13,555	20,419
23	*Maintenance*	*71,106*	*61,752*	*54,974*	*83,555*	*85,106*	*90,419*
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	2,500	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*	*2,500*	*10,658*

WASTEWATER TREATMENT - 5029
PROPOSED BUDGET

Account Number	Description	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Proposed
Grand Total		539,940	539,577	664,878	848,797	661,082	700,556
571	**Sewer Enterprise**	**539,940**	**539,577**	**664,878**	**848,797**	**661,082**	**700,556**
Grand Total		539,940	539,577	664,878	848,797	661,082	700,556

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***

OTHER FUNDS

DEBT SERVICE FUNDS: Debt service funds are used to accumulate resources for the reapayment of general long term obligations. The 1996 GO Bond Fund is used to account for a special voter approved tax to repay the fire station bonds. The St. Helena Drainage Fund is used to accumulate funds to pay for the public benefit portion of certain storm drainage improvements.

PERMANENT FUNDS: Permanent funds are used to report resources that are restricted to the extent that earnings, and not principal, may be used to support City programs. Both Mrtin and Ryan Funds are trust funds wherein the income from the funds can be used to support the City's library book collection.

SPECIAL REVENUE FUNDS: Special revenue funds are used to account for specific revenue sources that are legally restricted to expenditure for particular purposes.

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CITY OF ST. HELENA

Fund 210 - Community Development Block Grant (CDBG)

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ -**	**$ -**	**$ -**	**$ -**	**$ (5,100)**	
CDBG - Revenues							
Grant	-	-	-	-	-	42,580	0.00%
Transfers In	-	-	-	-	-	-	0.00%
Total CDBG Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 42,580**	**0.00%**
CDBG - Expenditures							
Totals by category							
Salaries	-	-	-	-	100	2,220	0.00%
Contracts	-	-	-	-	5,000	35,260	0.00%
Total CDBG Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ 5,100**	**$ 37,480**	**0.00%**
CDBG Surplus/(Deficit)	$ -	$ -	$ -	$ -	$ (5,100)	$ 5,100	
CDBG Expenditures							
Non Department							
Salaries	-	-	-	-	100	2,220	0.00%
Contracts	-	-	-	-	5,000	35,260	0.00%
	-	**-**	**-**	**-**	**5,100**	**37,480**	**0.00%**
Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ 5,100**	**$ 37,480**	**0.00%**
Estimated Fund Balance at June 30, 2016						***$ -***	

210 COMMUNITY DEVELOPMENT BLOCK GRANT: This fund is used for expenditures and grant reimbursements for Community Development Block Grant (CDBG) funded programs or projects.

CITY OF ST. HELENA

Fund 216 - Public Safety Impact Fees Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 421,001**	**$ 101,030**	**$ 214,039**	**$ 214,039**	**$ 254,539**	
Public Safety Impact Fees - Revenues							
Investment Earnings	2,632	255	597	-	950	500	0.00%
Public Safety Impact	82,114	26,295	112,412	21,000	39,550	30,000	42.86%
Transfers In	-	-	-	-	-	-	0.00%
Total Public Safety Impact Fees Revenues	**$ 84,746**	**$ 26,550**	**$ 113,009**	**$ 21,000**	**$ 40,500**	**$ 30,500**	**45.24%**
Public Safety Impact Fees - Expenditures							
Totals by category							
Transfer to Other Funds	132,800	346,521	-	-	-	-	0.00%
Total Public Safety Impact Fees Expenditures	**$ 132,800**	**$ 346,521**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Public Safety Impact Fees Surplus/(Deficit)	$ (48,054)	$ (319,971)	$ 113,009	$ 21,000	$ 40,500	$ 30,500	
Public Safety Impact Fees Expenditures by Department							
Non Department							
Transfer to Other Funds	132,800	346,521	-	-	-	-	0.00%
	132,800	**346,521**	**-**	**-**	**-**	**-**	**0.00%**
Total	**$ 132,800**	**$ 346,521**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2016						***$ 285,039***	

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.

CITY OF ST. HELENA

Fund 218 - Public Library Foundation Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		$ 6,971	$ 12,928	$ 12,898	$ 12,898	$ 10,353	
Public Library Foundation - Revenues							
Investment Earnings	33	26	108	-	58	-	
Donations	8,000	11,331	4,000	-	-	-	0.00%
Contributions from Government	-	18,000	51,630	-	-	-	0.00%
Total Public Library Foundation Revenues	$ 8,033	$ 29,357	$ 55,738	$ -	$ 58	$ -	0.00%
Public Library Foundation - Expenditures							
Totals by category							
Contracts	-	13,710	33,906	-	-	10,353	0.00%
Dept Supplies/Services	3,163	9,690	21,862	2,603	2,603	-	-100.00%
Total Public Library Foundation Expenditures	$ 3,163	$ 23,400	$ 55,768	$ 2,603	$ 2,603	$ 10,353	297.73%
Public Library Foundation Surplus/(Deficit)	4,870	5,957	(30)	(2,603)	(2,545)	(10,353)	
Public Library Foundation Expenditures by Department							
Library							
Contracts	-	13,710	33,906	-	-	10,353	0.00%
Dept Supplies/Services	3,163	9,690	21,862	2,603	2,603	-	-100.00%
	3,163	23,400	55,768	2,603	2,603	10,353	297.73%
Total	$ 3,163	$ 23,400	$ 55,768	$ 2,603	$ 2,603	$ 10,353	297.73%
Estimated Fund Balance at June 30, 2016						*$ 0*	

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.

CITY OF ST. HELENA

Fund 219 - California Library Services Act Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 538,756**	**$ 341,847**	**$ 139,277**	**$ 139,277**	**$ 14,966**	
California Library Services Act - Revenues							
Investment Earnings	4,400	1,324	848	-	345	-	0.00%
Allocation from Other Agency	78,213	-	-	-	-	-	0.00
Total California Library Services Act Revenues	**$ 82,612**	**$ 1,324**	**$ 848**	**$ -**	**$ 345**	**$ -**	**0.00%**
California Library Services Act - Expenditures							
Totals by category							
Contracts	48,289	67,972	76,890	25,000	12,000	15,000	-40.00%
Dept Supplies/Services	93,199	126,001	126,109	101,959	112,256	-	-100.00%
Training/Conference	713	1,834	419	5,463	400	-	-100.00%
Capital Equipment	3,313	2,426	-	3,000	-	-	-100.00%
Transfer to Other Funds	-	-	-	-	-	-	0.00%
Total California Library Services Act Expenditures	**$ 145,514**	**$ 198,233**	**$ 203,418**	**$ 135,422**	**$ 124,656**	**$ 15,000**	**-88.92%**
California Library Services Act Surplus/(Deficit)	(62,902)	(196,909)	(202,570)	(135,422)	(124,311)	(15,000)	
California Library Services Act Expenditures by Department							
Non Department							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**-**	
Library							
Contracts	48,289	67,972	76,890	25,000	12,000	15,000	-40.00%
Dept Supplies/Services	93,199	126,001	126,109	101,959	112,256	-	-100.00%
Training/Conference	713	1,834	419	5,463	400	-	-100.00%
Capital Equipment	3,313	2,426	-	3,000	-	-	-100.00%
	145,514	**198,233**	**203,418**	**135,422**	**124,656**	**15,000**	**-88.92%**
Total	**$ 145,514**	**$ 198,233**	**$ 203,418**	**$ 135,422**	**$ 124,656**	**$ 15,000**	**-88.92%**
Estimated Fund Balance at June 30, 2016						***$ (34)***	

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.

CITY OF ST. HELENA

Fund 220 - Napa Valley Now Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)				$ -	$ -	$ (4,680)	
Napa Valley Now - Revenues							
Investment Earnings				-	(5)	(5)	0.00%
Subscriptions				-	5,825	11,000	0.00%
Donations				-	468	-	0.00%
Total Napa Valley Now Revenues				**$ -**	**$ 6,288**	**$ 10,995**	**0.00%**
Napa Valley Now - Expenditures							
Totals by category							
Contracts				-	10,500	5,000	0.00%
Dept Supplies/Services				-	468	1,000	0.00%
Training/Conference				-	-	-	0.00%
Capital Equipment				-	-	-	0.00%
Total Napa Valley Now Expenditures				**$ -**	**$ 10,968**	**$ 6,000**	**0.00%**
Napa Valley Now Surplus/(Deficit)				-	(4,680)	4,995	
Napa Valley Now Expenditures by Department							
Library							
Contracts				-	10,500	8,000	0.00%
Dept Supplies/Services				-	468	3,000	0.00%
Training/Conference				-	-	-	0.00%
Capital Equipment				-	-	-	0.00%
				-	**10,968**	**11,000**	**0.00%**
Total				**$ -**	**$ 10,968**	**$ 11,000**	**0.00%**
Estimated Fund Balance at June 30, 2016						***$ 315***	

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.

CITY OF ST. HELENA

Fund 222 - Park Bond Act Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		$ 221	$ 221	$ 221	$ 221	$ 221	
Park Bond Act - Revenues							
Investment Earnings	2	1	-	-	-	-	0.00%
Contributions form Non-Government	-	-	-	-	-	-	0.00%
Contributions from Government	-	-	-	-	-	-	0.00%
Total Park Bond Act Revenues	$ 2	$ 1	$ -	$ -	$ -	$ -	0.00%
Park Bond Act - Expenditures							
Totals by category							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
Total Park Bond Act Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	0.00%
Park Bond Act Surplus/(Deficit)				-	-	-	
Park Bond Act Expenditures by Department							
Non Department							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	
Total	$ -	$ -	$ -	$ -	$ -	$ -	0.00%
Estimated Fund Balance at June 30, 2016						$ 221	

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.

CITY OF ST. HELENA

Fund 223 - Skate Park Lighting Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 1,145**	**$ 1,148**	**$ 1,153**	**$ 1,153**	**$ 1,157**	
Skate Park Lighting - Revenues							
Investment Earnings	33	3	4	-	5	5	0.00%
Donations	-	-	-	-	-	-	0.00%
Operating Transfers In	-	-	-	-	-	-	0.00%
Total Skate Park LIghting Revenues	**$ 33**	**$ 3**	**$ 4**	**$ -**	**$ 5**	**$ 5**	**0.00%**
Skate Park Lighting - Expenditures							
Totals by category							
Transfer to Other Funds	27,454	-	-	-	-	-	0.00%
Total Skate Park Lighting Expenditures	**$ 27,454**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Skate Park Lighting Surplus/(Deficit)				-	5	5	
Skate Park Lighting Expenditures by Department							
Non Department							
Transfer to Other Funds	27,454	-	-	-	-	-	0.00%
	27,454	**-**	**-**	**-**	**-**	**-**	
Total	**$ 27,454**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2016						***$ 1,162***	

223 SKATE PARK LIGHTING: This fund is used to account for donations and is used to fund the expenses incurred in mainting the Skate Park lights.

CITY OF ST. HELENA

Fund 224 - COPS Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 93,104**	**$ 157,725**	**$ 171,686**	**$ 171,686**	**$ 164,217**	
COPS - Revenues							
Investment Earnings	681	348	544	-	350	350	100.00%
Other	-	224	-	-	-	-	0.00%
Allocation from Other Agency	79,014	129,378	102,580	100,000	100,000	100,000	0.00%
Total COPS Revenues	**$ 79,695**	**$ 129,950**	**$ 103,124**	**$ 100,000**	**$ 100,350**	**$ 100,350**	**0.35%**
COPS - Expenditures							
Totals by category							
Salary	-	-	-	-	-	-	
Contracts	61,379	48,577	47,285	65,000	65,000	70,000	7.69%
Dept Supplies/Services	21,809	14,064	32,084	25,000	31,137	46,800	87.20%
Training/Conference	4,779	2,688	9,733	10,000	11,682	9,000	-10.00%
Capital Equipment	16,661	-	61	-	-	-	0.00%
Transfer to Other Funds	17,000	-	-	-	-	-	-100.00%
Total COPS Expenditures	**$ 121,628**	**$ 65,329**	**$ 89,163**	**$ 100,000**	**$ 107,819**	**$ 125,800**	**25.80%**
COPS Surplus/(Deficit)	(41,933)	64,621	13,961	-	(7,469)	(25,450)	
COPS Expenditures by Department							
Non Department							
Transfer to Other Funds	17,000	-	-	-	-	-	-100.00%
	17,000	**-**	**-**	**-**	**-**	**-**	
Police							
Salary	-	-	-	-	-	-	
Contracts	61,379	48,577	47,285	65,000	65,000	70,000	7.69%
Dept Supplies/Services	21,809	14,064	32,084	25,000	31,137	46,800	87.20%
Training/Conference	4,779	2,688	9,733	10,000	11,682	9,000	-10.00%
Capital Equipment	16,661	-	61	-	-	-	0.00%
	104,628	**65,329**	**89,163**	**100,000**	**107,819**	**125,800**	**25.80%**
Total	**$ 121,628**	**$ 65,329**	**$ 89,163**	**$ 100,000**	**$ 107,819**	**$ 125,800**	**25.80%**
Estimated Fund Balance at June 30, 2016						***$ 138,767***	

224 PUBLIC SAFETY (COPS): A special revenue fund used to account for transactions related to supporting front line police officers.

CITY OF ST. HELENA

Fund 225 - State Gas Tax 2105 Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 50,417**	**$ 857**	**$ 9,771**	**$ 9,771**	**$ 18,057**	
State Gas Tax 2105 - Revenues							
Investment Earnings	246	(42)	(53)	100	55	100	0.00%
Gas Tax 2105	27,487	26,138	37,627	28,560	36,891	34,514	20.85%
Total State Gas Tax 2105 Revenues	**$ 27,733**	**$ 26,096**	**$ 37,574**	**$ 28,660**	**$ 36,946**	**$ 34,614**	**20.77%**
State Gas Tax 2105 - Expenditures							
Totals by category							
Contracts	-	-	-	-	-	-	
Transfer to Other Funds	-	75,656	28,660	28,660	28,660	-	-100.00%
Total State Gas Tax 2105 Expenditures	**$ -**	**$ 75,656**	**$ 28,660**	**$ 28,660**	**$ 28,660**	**$ -**	**-100.00%**
State Gas Tax 2105 Surplus/(Deficit)	27,733	(49,560)	8,914	-	8,286	34,614	
State Gas Tax 2105 Expenditures by Department							
Non Department							
Transfer to Other Funds	-	75,656	28,660	28,660	28,660	-	-100.00%
	-	**75,656**	**28,660**	**28,660**	**28,660**	**-**	**-100.00%**
Public Works Gas Tax							
Contracts	-	-	-	-	-	-	
	-	**-**	**-**	**-**	**-**	**-**	
Total	**$ -**	**$ 75,656**	**$ 28,660**	**$ 28,660**	**$ 28,660**	**$ -**	**-100.00%**
Estimated Fund Balance at June 30, 2016						***$ 52,671***	

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.

CITY OF ST. HELENA

Fund 226 - State Gas Tax 2106 Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 46,681**	**$ 6,029**	**$ 3,639**	**$ 3,639**	**$ 8,802**	
State Gas Tax 2106 - Revenues							
Investment Earnings	255	(16)	(19)	150	50	110	-26.67%
Gas Tax 2106	19,546	19,634	18,179	20,400	25,663	22,594	10.75%
Total State Gas Tax 2106 Revenues	**$ 19,801**	**$ 19,618**	**$ 18,159**	**$ 20,550**	**$ 25,713**	**$ 22,704**	**10.48%**
State Gas Tax 2106 - Expenditures							
Totals by category							
Transfer to Other Funds	-	60,270	20,550	20,550	20,550	-	-100.00%
Total State Gas Tax 2106 Expenditures	**$ -**	**$ 60,270**	**$ 20,550**	**$ 20,550**	**$ 20,550**	**$ -**	**-100.00%**
State Gas Tax 2106 Surplus/(Deficit)	19,801	(40,652)	(2,391)	-	5,163	22,704	
State Gas Tax 2106 Expenditures by Department							
Non Department							
Transfer to Other Funds	-	60,270	20,550	20,550	20,550	-	-100.00%
	-	**60,270**	**20,550**	**20,550**	**20,550**	**-**	**-100.00%**
Total	**$ -**	**$ 60,270**	**$ 20,550**	**$ 20,550**	**$ 20,550**	**$ -**	**-100.00%**
Estimated Fund Balance at June 30, 2016						***$ 31,506***	

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.

CITY OF ST. HELENA

Fund 227 - State Gas Tax 2107 Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 33,917**	**$ 2,532**	**$ 2,042**	**$ 2,042**	**$ 6,368**	
State Gas Tax 2107 - Revenues							
Investment Earnings	2,374	4,620	4,682	2,800	4,000	2,500	-10.71%
Gas Tax 2107	39,453	42,830	39,318	43,350	50,365	47,187	8.85%
Total State Gas Tax 2107 Revenues	**$ 41,827**	**$ 47,450**	**$ 44,000**	**$ 46,150**	**$ 54,365**	**$ 49,687**	**7.66%**
State Gas Tax 2107 - Expenditures							
Totals by category							
Contracts	4,700	3,247	2,040	3,700	7,590	7,600	100.00%
Transfer to Other Funds	49,000	75,588	42,450	42,450	42,450	-	-100.00%
Total State Gas Tax 2107 Expenditures	**$ 53,700**	**$ 78,835**	**$ 44,490**	**$ 46,150**	**$ 50,040**	**$ 7,600**	**-83.53%**
State Gas Tax 2107 Surplus/(Deficit)	(11,873)	(31,385)	(490)	-	4,325	42,087	
State Gas Tax 2107 Expenditures by Department							
Non Department							
Transfer to Other Funds	49,000	75,588	42,450	42,450	42,450	-	-100.00%
	49,000	**75,588**	**42,450**	**42,450**	**42,450**	**-**	**-100.00%**
Public Works Gas Tax							
Contracts	4,700	3,247	2,040	3,700	7,590	7,600	100.00%
	4,700	**3,247**	**2,040**	**3,700**	**7,590**	**7,600**	**100.00%**
Total	**$ 53,700**	**$ 78,835**	**$ 44,490**	**$ 46,150**	**$ 50,040**	**$ 7,600**	**-83.53%**
Estimated Fund Balance at June 30, 2016						***$ 48,455***	

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.

CITY OF ST. HELENA

Fund 228 - State Gas Tax 2107.5 Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 6,215**	**$ 1,743**	**$ (288)**	**$ (288)**	**$ 1,683**	
State Gas Tax 2107.5 - Revenues							
Investment Earnings	30	(1)	(1)	30	1	25	-16.67%
Gas Tax 2107.5	2,000	2,000	-	2,000	4,000	2,000	0.00%
Total State Gas Tax 2107.5 Revenues	**$ 2,030**	**$ 1,999**	**$ (1)**	**$ 2,030**	**$ 4,001**	**$ 2,025**	**-0.25%**
State Gas Tax 2107.5 - Expenditures							
Totals by category							
Transfer to Other Funds	-	6,471	2,030	2,030	2,030	-	-100.00%
Total State Gas Tax 2107.5 Expenditures	**$ -**	**$ 6,471**	**$ 2,030**	**$ 2,030**	**$ 2,030**	**$ -**	**-100.00%**
State Gas Tax 2107.5 Surplus/(Deficit)	2,030	(4,472)	(2,031)	-	1,971	2,025	
State Gas Tax 2107.5 Expenditures by Department							
Non Department							
Transfer to Other Funds	-	6,471	2,030	2,030	2,030	-	-100.00%
	-	**6,471**	**2,030**	**2,030**	**2,030**	**-**	**-100.00%**
Total	**$ -**	**$ 6,471**	**$ 2,030**	**$ 2,030**	**$ 2,030**	**$ -**	**-100.00%**
Estimated Fund Balance at June 30, 2016						***$ 3,708***	

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.

CITY OF ST. HELENA

Fund 229 - State Gas Tax 2103 Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 117,080**	**$ (8,910)**	**$ 9,877**	**$ 9,877**	**$ 7,138**	
State Gas Tax 2103 - Revenues							
Investment Earnings	498	(105)	(97)	150	100	100	-33.33%
Gas Tax 2103	81,234	47,460	75,404	65,280	62,591	27,363	-58.08%
Total State Gas Tax 2103 Revenues	**$ 81,732**	**$ 47,355**	**$ 75,307**	**$ 65,430**	**$ 62,691**	**$ 27,463**	**-58.03%**
State Gas Tax 2103 - Expenditures							
Totals by category							
Transfer to Other Funds	22,006	173,345	56,520	65,430	65,430	-	-100.00%
Total State Gas Tax 2103 Expenditures	**$ 22,006**	**$ 173,345**	**$ 56,520**	**$ 65,430**	**$ 65,430**	**$ -**	**-100.00%**
State Gas Tax 2103 Surplus/(Deficit)	$ 59,726	$ (125,990)	$ 18,787	$ -	$ (2,739)	$ 27,463	
State Gas Tax 2103 Expenditures by Department							
Non Department							
Transfer to Other Funds	22,006	173,345	56,520	65,430	65,430	-	-100.00%
	22,006	**173,345**	**56,520**	**65,430**	**65,430**	**-**	**-100.00%**
Total	**$ 22,006**	**$ 173,345**	**$ 56,520**	**$ 65,430**	**$ 65,430**	**$ -**	**-100.00%**
Estimated Fund Balance at June 30, 2016						***$ 34,601***	

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.

CITY OF ST. HELENA

Fund 235 - Measure A Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 2,141,875**	**$ 967,676**	**$ 1**	**$ 1**	**$ 0**	
Measure A - Revenues							
Investment Earnings	(14,949)	4,187	(2,043)	-	-	-	0.00%
Loan Proceeds	(1,016,791)	-	-	-	-	-	0.00%
Revenue from County	(635,043)	-	-	2,450,000	-	-	-100.00%
Other Revenue	4,555,936	-	77,500	-	-	-	0.00%
Transfers In	114,649	-	1,662,041	-	526,000	-	0.00%
Total Measure A Revenues	**$ 3,003,802**	**$ 4,187**	**$ 1,737,497**	**$ 2,450,000**	**$ 526,000**	**$ -**	**-100.00%**
Measure A - Expenditures							
Totals by category							
Salary	32,066	-	-	-	-	-	0.00%
Benefits	12,744	-	1	-	-	-	0.00%
Contracts	803,782	291,637	272,134	-	-	-	0.00%
Dept Supplies/Services	9,874	344,164	4,533	-	-	-	0.00%
Training/Conference	995	729	-	-	-	-	0.00%
Vehicle/Equip maintenance	-	-	-	-	-	-	0.00%
Debt Payments	526,805	526,805	526,805	526,805	526,000	-	-100.00%
Capital	101,830	15,051	-	-	-	-	0.00%
Transfer to Other Funds	-	-	1,901,700	-	-	-	0.00%
Total Measure A Expenditures	**$ 1,488,096**	**$ 1,178,386**	**$ 2,705,173**	**$ 526,805**	**$ 526,000**	**$ -**	**-100.00%**
Measure A Surplus/(Deficit)	1,515,706	(1,174,199)	(967,675)	1,923,195	(0)	-	
Measure A Expenditures by Department							
Non Department							
Debt Payments	526,805	526,805	526,805	526,805	526,000	-	-100.00%
Transfer to Other Funds	-	-	1,901,700	-	-	-	0.00%
	526,805	**526,805**	**2,428,505**	**526,805**	**526,000**	-	-100.00%
Council							
Training/Meetings	975	729	-	-	-	-	0.00%
	975	**729**	**-**	**-**	**-**	**-**	**0.00%**
City Manager's Office							
Salary	-	-	-	-	-	-	0.00%
Benefits	-	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**-**	**0.00%**
Finance							
Salary	-	-	-	-	-	-	0.00%
Benefits	-	-	-	-	-	-	0.00%
Dept Supplies/Services	3,467	(1,073)	4,533	-	-	-	0.00%
	3,467	**(1,073)**	**4,533**	**-**	**-**	**-**	**0.00%**
City Attorney							
Contracts	401,003	87,616	14,952	-	-	-	0.00%
Dept Supplies/Services	-	325,000	-	-	-	-	0.00%
	401,003	**412,616**	**14,952**	**-**	**-**	**-**	**0.00%**

CITY OF ST. HELENA

Fund 235 - Measure A Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget %
Public Works - Admin							
Salary	32,066	-	-	-	-	-	0.00%
Benefits	12,744	-	1	-	-	-	0.00%
Dept Supplies/Services	19	3,812	-	-	-	-	0.00%
	44,829	**3,812**	**1**	**-**	**-**	**-**	**0.00%**
Public Works - Flood Control							
Contracts	402,779	204,021	257,183	-	-	-	0.00%
Dept Supplies/Services	6,388	16,425	-	-	-	-	0.00%
Training/Conference	20	-	-	-	-	-	0.00%
Vehicle/Equip maintenance	-	-	-	-	-	-	0.00%
Capital	101,830	15,051	-	-	-	-	0.00%
	511,017	**235,497**	**257,183**	**-**	**-**	**-**	**0.00%**
Total	**$ 1,488,096**	**$ 1,178,386**	**$ 2,705,173**	**$ 526,805**	**$ 526,000**	**$ -**	**-100.00%**

Estimated Fund Balance at June 30, 2016 ***$ 0***

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.

CITY OF ST. HELENA

Fund 237 - Emergency Flood Relief Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		$ 129,285	$ 129,610	$ 130,046	$ 130,046	$ 130,506	
Emergency Flood Relief - Revenues							
Investment Earnings	827	325	436	-	460	475	0.00%
Contributions from Government	-	-	-	-	-	-	0.00%
Insurance Refund	-	-	-	-	-	-	0.00%
Total Emergency Flood Relief Revenues	$ 827	$ 325	$ 436	$ -	$ 460	$ 475	0.00%
Emergency Flood Relief - Expenditures							
Totals by category							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
Total Emergency Flood Relief Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	0.00%
Emergency Flood Relief Surplus/(Deficit)	827	325	436	-	460	475	
Emergency Flood Relief Expenditures by Department							
Non Department							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	0.00%
Total	$ -	$ -	$ -	$ -	$ -	$ -	0.00%
Estimated Fund Balance at June 30, 2016						*$ 130,981*	

237 EMERGENCY FLOOD RELIEF: This fund is for allocations for disaster assistance relating to flood damage.

CITY OF ST. HELENA

Fund 238 - Training Development Fund Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 395**	**$ 13,383**	**$ 15,629**	**$ 15,629**	**$ 18,855**	
Training Development Fund - Revenues							
Post Reimbursement	7,090	16,683	7,161	4,000	9,500	7,000	75.00%
Investment Earnings	(23)	3	43	-	90	45	0.00%
Total Training Development Fund Revenues	**$ 7,067**	**$ 16,686**	**$ 7,204**	**$ 4,000**	**$ 9,590**	**$ 7,045**	**76.13%**
Training Development Fund - Expenditures							
Totals by category							
Dept Supplies/Services	-	-	-	-	64	-	0.00%
Training/Conference	1,640	3,698	4,959	4,000	6,300	2,000	-50.00%
Total Training Development Fund Expenditures	**$ 1,640**	**$ 3,698**	**$ 4,959**	**$ 4,000**	**$ 6,364**	**$ 2,000**	**-50.00%**
Training Development Fund Surplus/(Deficit)	5,427	12,988	2,246	-	3,226	5,045	
Training Development Fund Expenditures by Department							
Police							
Dept Supplies/Services	-	-	-	-	64	-	0.00%
Training/Conference	1,640	3,698	4,959	4,000	6,300	2,000	-50.00%
	1,640	**3,698**	**4,959**	**4,000**	**6,300**	**2,000**	**-50.00%**
Total	**$ 1,640**	**$ 3,698**	**$ 4,959**	**$ 4,000**	**$ 6,300**	**$ 2,000**	**-50.00%**
Estimated Fund Balance at June 30, 2016						***$ 23,900***	

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.

CITY OF ST. HELENA

Fund 279 - Asset Forfeiture Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ -**	**$ 30,092**	**$ 36,014**	**$ 36,014**	**$ 47,235**	
Asset Forfeiture - Revenues							
Investment Earnings	46	(9)	20	-	80	25	0.00%
Asset Forfeiture	8,449	38,101	44,594	-	13,141	5,000	0.00%
Total Asset Forfeiture Revenues	**$ 8,495**	**$ 38,092**	**$ 44,614**	**$ -**	**$ 13,221**	**$ 5,025**	**0.00%**
Asset Forfeiture - Expenditures							
Totals by category							
Communications	-	-	-	-	-	-	0.00%
Contracts	12,875	8,000	38,692	2,000	2,000	1,000	-50.00%
Total Asset Forfeiture Expenditures	**$ 12,875**	**$ 8,000**	**$ 38,692**	**$ 2,000**	**$ 2,000**	**$ 1,000**	**-50.00%**
Asset Forfeiture Surplus/(Deficit)	(4,380)	30,092	5,922	(2,000)	11,221	4,025	
Asset Forfeiture Expenditures by Department							
Police							
Communications	-	-	-	-	-	-	0.00%
Contracts	12,875	8,000	38,692	2,000	2,000	1,000	-50.00%
	12,875	**8,000**	**38,692**	**2,000**	**2,000**	**1,000**	**-50.00%**
Total	**$ 12,875**	**$ 8,000**	**$ 38,692**	**$ 2,000**	**$ 2,000**	**$ 1,000**	**-50.00%**
Estimated Fund Balance at June 30, 2016						***$ 51,260***	

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

CITY OF ST. HELENA

Fund 280 - Teen Center Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 35,293**	**$ 48,610**	**$ 75,342**	**$ 75,342**	**$ 75,703**	
Teen Center - Revenues							
Donations	645	272	10	-	1,202	600	0.00%
Transfers In	104,545	123,376	125,939	165,464	165,464	169,263	2.30%
Total Teen Center Revenues	**$ 105,190**	**$ 123,648**	**$ 125,949**	**$ 165,464**	**$ 166,666**	**$ 169,863**	**2.66%**
Teen Center - Expenditures							
Totals by category							
Salary	72,597	73,471	60,643	96,458	100,571	103,633	7.44%
Benefits	23,991	29,627	31,883	57,846	57,014	53,680	-7.20%
Contracts	407	200	-	2,000	1,500	2,250	12.50%
Dept Supplies/Services	8,621	6,923	6,601	8,660	7,070	8,800	1.62%
Training/Conference	25	110	90	500	150	900	80.00%
Transfer to other funds	-	-	-	-	-	-	
Total Teen Center Expenditures	**$ 105,641**	**$ 110,331**	**$ 99,217**	**$ 165,464**	**$ 166,305**	**$ 169,263**	**2.30%**
Teen Center Surplus/(Deficit)	(451)	13,317	26,732	-	361	600	
Teen Center Expenditures by Department							
Non Department							
Transfer to other Funds	-	-	-	-	-	-	
	-	-	-	-	-	-	
Recreation							
Salary	72,597	73,471	60,643	96,458	100,571	103,633	7.44%
Benefits	23,991	29,627	31,883	57,846	57,014	53,680	-7.20%
Contracts	407	200	-	2,000	1,500	2,250	12.50%
Dept Supplies/Services	8,621	6,923	6,601	8,660	7,070	8,800	1.62%
Training/Conference	25	110	90	500	150	900	80.00%
	105,641	**110,331**	**99,217**	**165,464**	**166,305**	**169,263**	**2.30%**
Total	**$ 105,641**	**$ 110,331**	**$ 99,217**	**$ 165,464**	**$ 166,305**	**$ 169,263**	**2.30%**
Estimated Fund Balance at June 30, 2016						***$ 76,303***	

280 COMMUNITY ACTIVITY FUND: This fund is used to account for donations received to be used towards youth community activities within the community. Activities include the Teen Center.

CITY OF ST. HELENA

Fund 283 - Tree City Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 5,274**	**$ 15,314**	**$ 32,753**	**$ 32,753**	**$ 42,649**	
Tree City - Revenues							
Transfers In	4,328	52,666	52,357	64,321	64,321	72,533	12.77%
Total Tree City Revenues	**$ 4,328**	**$ 52,666**	**$ 52,357**	**$ 64,321**	**$ 64,321**	**$ 72,533**	**12.77%**
Tree City - Expenditures							
Totals by category							
Salary	8,028	8,028	8,297	8,410	8,944	9,258	10.08%
Benefits	4,049	4,372	4,257	4,508	4,669	5,772	28.04%
Contracts	29,156	23,654	8,040	15,083	4,730	18,183	20.55%
Tree Expenses	645	1,410	1,864	15,000	15,000	18,000	20.00%
Dept Supplies/Services	704	324	2,228	800	882	1,200	50.00%
Training/Conference	(150)	1,813	80	1,320	1,000	1,320	0.00%
Equipment Maintenance	295	3,025	10,150	19,200	19,200	18,800	-2.08%
Transfer to other funds	-	-	-	-	-	-	
Total Tree City Expenditures	**$ 42,726**	**$ 42,626**	**$ 34,917**	**$ 64,321**	**$ 54,425**	**$ 72,533**	**12.77%**
Tree City Surplus/(Deficit)	(38,398)	10,040	17,440	-	9,896	-	
Tree City Expenditures by Department							
Public Works Tree City							
Salary	8,028	8,028	8,297	8,410	8,944	9,258	10.08%
Benefits	4,049	4,372	4,257	4,508	4,669	5,772	28.04%
Contracts	29,156	23,654	8,040	15,083	4,730	18,183	20.55%
Tree Expenses	645	1,410	1,864	15,000	15,000	18,000	20.00%
Dept Supplies/Services	704	324	2,228	800	882	1,200	50.00%
Training/Conference	(150)	1,813	80	1,320	1,000	1,320	0.00%
Equipment Maintenance	295	3,025	10,150	19,200	19,200	18,800	-2.08%
Transfer to other Funds	-	-	-	-	-	-	0.00%
	42,726	**42,626**	**34,917**	**64,321**	**54,425**	**72,533**	**12.77%**
Total	**$ 42,726**	**$ 42,626**	**$ 34,917**	**$ 64,321**	**$ 54,425**	**$ 72,533**	**12.77%**
Estimated Fund Balance at June 30, 2016						***$ 42,649***	

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.

CITY OF ST. HELENA

Fund 286 - Bocce Ball Fund Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		$ 41,530	$ 19,889	$ 49,966	$ 49,966	$ 81,250	
Bocce Ball Fund - Revenues							
Recreation Registration	39,675	14,425	42,490	48,000	48,000	48,000	0.00%
Contributions from Non-Government	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
Total Bocce Ball Fund Revenues	$ 39,675	$ 14,425	$ 42,490	$ 48,000	$ 48,000	$ 48,000	0.00%
Bocce Ball Fund - Expenditures							
Totals by category							
Salary	7,935	8,118	7,691	16,560	8,077	24,074	45.37%
Benefits	607	621	584	1,978	1,564	5,071	156.37%
Contracts	-	-	829	200	200	200	0.00%
Dept Supplies/Services	4,872	2,327	3,309	7,450	6,875	7,150	-4.03%
Communications	-	-	-	-	-	-	
Transfer to Other Funds	22,000	25,000	-	15,000	-	-	0.00%
Total Bocce Ball Fund Expenditures	$ 35,414	$ 36,066	$ 12,413	$ 41,188	$ 16,716	$ 36,495	-11.39%
Bocce Ball Fund Surplus/(Deficit)	4,261	(21,641)	30,077	6,812	31,284	11,505	
Bocce Ball Fund Expenditures by Department							
Non Department							
Transfer to Other Funds	22,000	25,000	-	15,000	-	-	0.00%
	22,000	**25,000**	**-**	**15,000**	**-**	**-**	**0.00%**
Recreation							
Salary	7,935	8,118	7,691	16,560	8,077	24,074	45.37%
Benefits	607	621	584	1,978	1,564	5,071	156.37%
Contracts	-	-	829	200	200	200	0.00%
Dept Supplies/Services	4,872	2,327	3,309	7,450	6,875	7,150	-4.03%
Communications	-	-	-	-	-	-	
	13,414	**11,066**	**12,413**	**26,188**	**16,716**	**36,495**	**39.36%**
Total	**$ 35,414**	**$ 36,066**	**$ 12,413**	**$ 41,188**	**$ 16,716**	**$ 36,495**	**-11.39%**
Estimated Fund Balance at June 30, 2016						***$ 92,755***	

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.

CITY OF ST. HELENA

Fund 287 - Harvest Festival

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		$ -	$ -	$ -	$ -	$ -	
Harvest Festival - Revenues							
Registrations	-	-	-	-	-	9,000	0.00%
Donations	-	-	-	-	-	-	0.00%
Contributions from Non Profits	-	-	-	-	-	1,400	0.00%
Total Harvest Festival Revenues	$ -	$ -	$ -	$ -	$ -	$ **10,400**	**0.00%**
Harvest Festival - Expenditures							
Totals by category							
Dept Supplies/Services	-	-	-	-	-	5,000	0.00%
Total Harvest Festival Expenditures	$ -	$ -	$ -	$ -	$ -	$ **5,000**	**0.00%**
Harvest Festival Surplus/(Deficit)	-	-	-	-	-	5,400	
Harvest Festival Expenditures by Department							
Recreation							
Dept Supplies/Services	-	-	-	-	-	5,000	0.00%
	-	**-**	**-**	**-**	**-**	**5,000**	**0.00%**
Total	$ -	$ -	$ -	$ -	$ -	$ **5,000**	
Estimated Fund Balance at June 30, 2016						***$ 5,400***	

287 HARVEST FESTIVAL: This fund is used to account for revenues from registration fees and donations and is used to fund the expenses incurred in administering the Harvest Festival.

CITY OF ST. HELENA

Fund 288 - Fourth of July

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		$ -	$ -	$ -	$ -	$ -	
Fourth of July - Revenues							
Donations	-	-	-	43,000	43,000	43,000	0.00%
Transfers In	-	-	-	-	-	-	0.00%
Total Fourth of July Revenues	$ -	$ -	$ -	$ 43,000	$ 43,000	$ 43,000	0.00%
Fourth of July - Expenditures							
Totals by category							
Contracts	-	-	-	40,000	40,000	40,000	0.00%
Dept Supplies/Services	-	-	-	3,000	3,000	3,000	0.00%
Total Fourth of July Expenditures	$ -	$ -	$ -	$ 43,000	$ 43,000	$ 43,000	0.00%
Fourth of July Surplus/(Deficit)	-	-	-	-	-	-	
Fourth of July Expenditures by Department							
Recreation							
Contracts	-	-	-	40,000	40,000	40,000	0.00%
Dept Supplies/Services	-	-	-	3,000	3,000	3,000	
	-	-	-	43,000	43,000	43,000	0.00%
Total	$ -	$ -	$ -	$ 43,000	$ 43,000	$ 43,000	0.00%
Estimated Fund Balance at June 30, 2016						$ -	

288 FOURTH OF JULY: This fund is used to account for donations and is used to fund the expenses incurred in administering the Fourth of July fireworks show.

CITY OF ST. HELENA

Fund 289 - Recreation Programs Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		$ 7,989	$ 10,213	$ (24,140)	$ (24,140)	$ (3)	
Recreation Programs - Revenues							
Recreation Registration	112,376	124,802	111,688	178,000	100,000	100,000	-43.82%
Donations	8,161	2,979	4,850	3,000	6,510	3,000	0.00%
Contributions from Government	-	-	-	-	-	-	0.00%
Transfers In	-	-	-	15,000	94,250	82,292	448.61%
Total Recreation Programs Revenues	$ 120,537	$ 127,781	$ 116,538	$ 196,000	$ 200,760	$ 185,292	-5.46%
Recreation Programs - Expenditures							
Totals by category							
Salary	37,644	47,379	62,753	69,932	65,224	70,377	0.64%
Benefits	5,141	17,134	10,451	26,572	20,656	23,665	-10.94%
Contracts	42,909	34,013	41,361	40,000	40,000	40,300	0.75%
Dept Supplies/Services	15,922	17,119	21,044	22,350	23,887	22,850	2.24%
Training/Conference	-	255	-	200	1,680	3,200	1500.00%
Communications	867	907	1,042	900	1,176	900	0.00%
Facility Rental	20,160	8,750	14,240	24,000	24,000	24,000	0.00%
Total Recreation Programs Expenditures	$ 122,643	$ 125,557	$ 150,891	$ 183,954	$ 176,623	$ 185,292	0.73%
Recreation Programs Surplus/(Deficit)	(2,106)	2,224	(34,353)	12,046	24,137	-	
Recreation Programs Expenditures by Department							
Recreation							
Salary	37,644	47,379	62,753	69,932	65,224	70,377	0.64%
Benefits*	5,141	17,134	10,451	26,572	20,656	23,665	-10.94%
Contracts	42,909	34,013	41,361	40,000	40,000	40,300	0.75%
Facility Rental	20,160	8,750	14,240	24,000	24,000	24,000	0.00%
Dept Supplies/Services	15,922	17,119	21,044	22,350	23,887	22,850	2.24%
Training/Conference	-	255	-	200	1,680	3,200	1500.00%
Communications	867	907	1,042	900	1,176	900	0.00%
	122,643	**125,557**	**150,891**	**183,954**	**176,623**	**185,292**	**0.73%**
Total	$ 122,643	$ 125,557	$ 150,891	$ 183,954	$ 176,623	$ 185,292	0.73%
Estimated Fund Balance at June 30, 2016						*$ (3)*	

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 Director.

*includes unemployment

CITY OF ST. HELENA

Fund 290 - Tourism Improvement District Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 7,560**	**$ 11,856**	**$ 1,055**	**$ 1,055**	**$ 1,055**	
Tourism Improvement District - Revenues							
Investment Earnings	255	66	108	-	-	-	0.00%
TID City Admin	2,552	2,680	2,739	2,757	2,984	3,043	10.37%
TID Assessment - District	188,576	194,885	202,650	208,475	220,784	225,200	8.02%
TID Assessment - Local	63,999	65,871	68,463	70,431	74,589	76,081	8.02%
Total Tourism Improvement District Revenues	**$ 255,382**	**$ 263,502**	**$ 273,959**	**$ 281,663**	**$ 298,357**	**$ 304,324**	**8.05%**
Tourism Improvement District - Expenditures							
Totals by category							
Contracts	283,680	259,206	274,391	278,906	295,373	301,281	8.02%
Dept Supplies/Services	4,166	-	-	-	-	-	0.00%
Transfer to Other Funds	-	-	10,369	2,757	2,984	3,043	10.37%
Total Tourism Improvement District Expenditures	**$ 287,846**	**$ 259,206**	**$ 284,761**	**$ 281,663**	**$ 298,357**	**$ 304,324**	**8.05%**
Tourism Improvement District Surplus/(Deficit)	(32,464)	4,296	(10,801)	-	-	-	
Tourism Improvement District Expenditures by Department							
Non Department							
Contracts	283,680	259,206	274,391	270,783	270,783	278,906	3.00%
Dept Supplies/Services	4,166	-	-	-	-	-	0.00%
Transfer to Other Funds	-	-	10,369	2,735	2,735	2,757	0.80%
	287,846	**259,206**	**274,391**	**270,783**	**270,783**	**278,906**	**3.00%**
Total	**$ 287,846**	**$ 259,206**	**$ 274,391**	**$ 270,783**	**$ 270,783**	**$ 278,906**	**3.00%**
Estimated Fund Balance at June 30, 2016						***$ 1,055***	

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.

CITY OF ST. HELENA

Fund 291 - SB-1186 State Fees

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ -**	**$ 723**	**$ 1,549**	**$ 1,549**	**$ 2,374**	
SB1186 State Fees - Revenues							
Investment Earnings	-	1	5	-	5	5	0.00%
Other Revenue	-	31	35	-	35	35	0.00%
Other State Revenue	-	691	786	-	785	785	0.00%
Total SB1186 State Fees Revenues	**$ -**	**$ 723**	**$ 826**	**$ -**	**$ 825**	**$ 825**	**0.00%**
SB1186 State Fees - Expenditures							
Totals by category							
Transfer to Other Funds	-	-	-	-	-	-	0
Total SB1186 State Fees Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
SB1186 State Fees Surplus/(Deficit)	-	723	826	-	825	825	
SB1186 State Fees Expenditures by Department							
Non Department							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	**0.00%**
Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2016						***$ 2,374***	

291 SB-1186 STATE FEES: Effective January 1, 2013 an additional state fee of $1 was added to the business license application and renewel fee for, (1) the purpose of increasing disability access and compliance with construction-related accessibility requirements, and (2) developing educational resources for businesses to facilitate compliance with federal and state disability laws. This fee sunsets on December 31, 2018.

CITY OF ST. HELENA

Fund 295 - N.O.A.A.

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 2,540**	**$ 2,547**	**$ 2,557**	**$ 2,557**	**$ 2,567**	
N.O.A.A. - Revenues							
Investment Earnings	239	7	10	-	10	10	0.00%
Government Contribution	-	-	-	-	-	-	0.00%
Total N.O.A.A. Revenues	**$ 239**	**$ 7**	**$ 10**	**$ -**	**$ 10**	**$ 10**	**0.00%**
N.O.A.A. - Expenditures							
Totals by category							
Contracts	55,098	-	-	3,589	-	-	-100.00%
Total N.O.A.A. Expenditures	**$ 55,098**	**$ -**	**$ -**	**$ 3,589**	**$ -**	**$ -**	**-100.00%**
N.O.A.A. Surplus/(Deficit)	(54,859)	7	10	(3,589)	10	10	
N.O.A.A. Expenditures by Department							
Non Department							
Contracts	55,098	-	-	3,589	-	-	-100.00%
	55,098	**-**	**-**	**3,589**	**-**	**-**	**-100.00%**
Total	**$ 55,098**	**$ -**	**$ -**	**$ 3,589**	**$ -**	**$ -**	**-100.00%**
Estimated Fund Balance at June 30, 2016						***$ 2,577***	

295 N.O.A.A.: This fund is used to account for monies used toward the compensation and mitigation project known as the Northern Napa River Tributary Stream Surveys.

CITY OF ST. HELENA

Fund 329 - Stabo Trust

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 34,966**	**$ 35,068**	**$ 35,205**	**$ 35,205**	**$ 35,345**	
Stabo Trust - Revenues							
Investment Earnings	259	102	137	-	140	140	0.00%
Total Stabo Trust Revenues	**$ 259**	**$ 102**	**$ 137**	**$ -**	**$ 140**	**$ 140**	**0.00%**
Stabo Trust - Expenditures							
Totals by category							
Contracts	-	-	-	-	-	-	0.00%
Total Stabo Trust Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Stabo Trust Surplus/(Deficit)	259	102	137	-	140	140	
Stabo Trust Expenditures by Department							
Non Department							
Contracts	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	**0.00%**
Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2016						***$ 35,485***	

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

CITY OF ST. HELENA

Fund 375 - Murray Trust

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 32,426**	**$ 34,732**	**$ 36,440**	**$ 36,440**	**$ 38,432**	
Murray Trust - Revenues							
Investment Earnings	232	98	138	-	140	150	0.00%
Other Revenue	782	2,208	1,570	1,200	1,852	1,500	**25.00%**
Total Murray Trust Revenues	**$ 1,014**	**$ 2,306**	**$ 1,708**	**$ 1,200**	**$ 1,992**	**$ 1,650**	**0.00%**
Murray Trust - Expenditures							
Totals by category							
Contracts	-	-	-	-	-	-	0.00%
Total Murray Trust Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Murray Trust Surplus/(Deficit)	1,014	2,306	1,708	1,200	1,992	1,650	
Murray Trust Expenditures by Department							
	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	**0.00%**
Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2016						***$ 40,082***	

375 MADELINE MURRAY TRUST FUND: The proceeds from a non-expendable trust established in 2000 as a bequest from the Madeline Murray, through the Madeline Murray and Bertha Tranah Foundation. The funds are to be used for new equipment purchases for the Police Department. The Fire Department also receives funding from the Madeline Murray and Bertha Tranah Foundation but it is given directly to the St. Helena Volunteer Fire Department, a non-profit organization.

CITY OF ST. HELENA

Fund 380 - Friends and Foundation

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		$ -	$ -	$ -	$ -	$ -	
Friends and Foundation - Revenues							
Investment Earnings	-	-	-	-	-	-	0.00%
Contributions	-	-	-	-	-	111,031	0.00%
Total Friends and Foundation Revenues	$ -	$ -	$ -	$ -	$ -	$ 111,031	0.00%
Friends and Foundation - Expenditures							
Totals by category							
Salaries	-	-	-	-	-	53,963	0.00%
Benefits	-	-	-	-	-	6,088	0.00%
Dept Supplies/Services	-	-	-	-	-	50,500	0.00%
Training & Conference	-	-	-	-	-	480	0.00%
Total Friends and Foundation Expenditures	$ -	$ -	$ -	$ -	$ -	$ 111,031	0.00%
Friends and Foundation Surplus/(Deficit)	-	-	-	-	-	-	
Friends and Foundation Expenditures by Department							
Library							
Salaries	-	-	-	-	-	53,963	0.00%
Benefits	-	-	-	-	-	6,088	0.00%
Dept Supplies/Services	-	-	-	-	-	50,500	0.00%
Training & Conference	-	-	-	-	-	480	0.00%
	-	-	-	-	-	111,031	0.00%
Total	$ -	$ -	$ -	$ -	$ -	$ 111,031	0.00%
Estimated Fund Balance at June 30, 2016						$ -	

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.

CITY OF ST. HELENA

Fund 381 - Ryan Trust Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 17,667**	**$ 17,333**	**$ 17,727**	**$ 17,727**	**$ 13,440**	
Ryan Trust - Revenues							
Investment Earnings	1,502	(334)	394	425	425	425	0.00%
Total Ryan Trust Revenues	**$ 1,502**	**$ (334)**	**$ 394**	**$ 425**	**$ 425**	**$ 425**	**0.00%**
Ryan Trust - Expenditures							
Totals by category							
Dept Supplies/Services	-	-	-	-	-	7,000	0.00%
Transfer to Other Funds	78,400	-	-	-	4,712	-	0.00%
Total Ryan Trust Expenditures	**$ 78,400**	**$ -**	**$ -**	**$ -**	**$ 4,712**	**$ 7,000**	**0.00%**
Ryan Trust Surplus/(Deficit)	(76,898)	(334)	394	425	(4,287)	(6,575)	
Ryan Trust Expenditures by Department							
Library							
Dept Supplies/Services		-	-	-	-	7,000	0.00%
Transfer to Other Funds	78,400	-	-	-	4,712	-	
	78,400	**-**	**-**	**-**	**4,712**	**7,000**	**0.00%**
Total	**$ 78,400**	**$ -**	**$ -**	**$ -**	**$ 4,712**	**$ 7,000**	**0.00%**
Estimated Fund Balance at June 30, 2016						***$ 6,865***	

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. The fund represents the earnings on investments that are available for expenditure. The non-expendable principal is held separately.

CITY OF ST. HELENA

Fund 382 - Martin Trust Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)	**32,264**	**$ 33,576**	**$ 33,328**	**$ 33,724**	**$ 33,724**	**$ 24,617**	
Martin Trust - Revenues							
Investment Earnings	1,312	(248)	396	-	315	315	0.00%
Total Martin Trust Revenues	**$ 1,312**	**$ (248)**	**$ 396**	**$ -**	**$ 315**	**$ 315**	**0.00%**
Martin Trust - Expenditures							
Totals by category							
Contracts	-	-	-	14,263	9,422	-	-100.00%
Dept Supplies/Services	-	-	-	-	-	-	0.00%
Training/Conference	-	-	-	-	-	-	0.00%
Total Martin Trust Expenditures	**$ -**	**$ -**	**$ -**	**$ 14,263**	**$ 9,422**	**$ -**	**0.00%**
Martin Trust Surplus/(Deficit)	1,312	(248)	396	(14,263)	(9,107)	315	
Martin Trust Expenditures by Department							
Library							
Contracts	-	-	-	14,263	9,422	-	
Dept Supplies/Services	-	-	-	-	-	-	0.00%
Training/Conference	-	-	-	-	-	-	
	-	**-**	**-**	**14,263**	**9,422**	**-**	**0.00%**
Total	**$ -**	**$ -**	**$ -**	**$ 14,263**	**$ 9,422**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2016						***$ 24,932***	

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. The fund represents the earnings on investments that are available for expenditure. The non-expendable principal is held separately.

CITY OF ST. HELENA

Fund 384 - Tweed Trust Enhancement Distribution Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 232,816**	**$ 360,979**	**$ 333,298**	**$ 333,298**	**$ 753,062**	
Tweed Trust - Revenues							
Investment Earnings	1,916	956	1,419	-	1,400	1,200	0.00%
Donations	63,000	164,583	-	-	634,435	-	0.00%
Rental Income	43,190	45,549	79,255	45,500	45,500	45,500	0.00%
Transfers In	-	-	-	-	-	-	0.00%
Total Tweed Trust Revenues	**$ 108,106**	**$ 211,088**	**$ 80,674**	**$ 45,500**	**$ 681,335**	**$ 46,700**	**2.64%**
Tweed Trust - Expenditures							
Totals by category							
Salary	12,566	14,769	14,166	30,975	35,697	-	-100.00%
Benefits	961	1,130	1,084	2,370	2,730	-	-100.00%
Agreements	-	-	-	-	100,000	-	0.00%
Contracts	-	6,575	-	25,620	25,620	12,377	-51.69%
Dept Supplies/Services	49,232	56,488	89,623	75,000	74,425	63,397	-15.47%
Training/Conference	2,358	3,497	3,481	4,000	3,100	-	-100.00%
Capital Equipment	-	466	-	-	-	-	
Transfer to Other Funds	272,386	-	-	20,000	20,000	-	-
Total Tweed Trust Expenditures	**$ 337,503**	**$ 82,925**	**$ 108,354**	**$ 157,965**	**$ 261,572**	**$ 75,774**	**-52.03%**
Tweed Trust Surplus/(Deficit)	(229,397)	128,163	(27,680)	(112,465)	419,763	(29,074)	
Tweed Trust Expenditures by Department							
Non Department							
Contributions	-	-	-	-	-	-	
Transfer to Other Funds	272,386	-	-	20,000	20,000	-	
	272,386	**-**	**-**	**20,000**	**20,000**	**-**	
Library							
Salary	12,566	14,769	14,166	30,975	35,697	-	-100.00%
Benefits	961	1,130	1,084	2,370	2,730	-	-100.00%
Agreements	-	-	-	-	100,000	-	0.00%
Contracts	-	6,575	-	25,620	25,620	12,377	-51.69%
Dept Supplies/Services	49,232	56,488	89,623	75,000	74,425	63,397	-14.82%
Training/Conference	2,358	3,497	3,481	4,000	3,100	-	-100.00%
Capital Equipment	-	466	-				
	65,117	**82,925**	**108,354**	**137,965**	**241,572**	**75,774**	**-45.08%**
Total	**$ 337,503**	**$ 82,925**	**$ 108,354**	**$ 157,965**	**$ 261,572**	**$ 75,774**	**-52.03%**
Estimated Fund Balance at June 30, 2016						***$ 723,988***	

384 TWEED TRUST – ENHANCEMENT DISTRIBUTION: A trust established in 2000 as a bequest from Dorothy L. Tweed and governed by the Wood Endowment administrative framework. This fund is the expendable annual 4% distribution from the Tweed Enhancement Account of the net fair market value of assets. Funds are to benefit the library and provide support to enhance and enrich basic library services and to enhance the interior of the building. All funding requests are approved by the Library Board of Trustees and the City Council.

385 TWEED TRUST – CONSTRUCTION: A trust established as a bequest from Dorothy L. Tweed and governed by the Wood Endowment administrative framework. Up to twenty percent (20%) of principal is reserved for new building construction. All funding requests ***are approved by the Library Board of Trustees and the City Council.***

386 TWEED TRUST – ENHANCEMENT: A trust established in 2000 as a bequest from Dorothy L. Tweed and governed by the Wood Endowment administrative framework. This is the non-expendable 80% allocation of principal, from which the 4% annual distribution of interest is drawn for Fund 384.

CITY OF ST. HELENA

Fund 420 - 1996 GO Bonds Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 179,068**	**$ 266,082**	**$ 369,193**	**$ 369,193**	**$ 338,550**	
1996 GO Bonds - Revenues							
Property Tax	242,038	270,670	284,076	158,000	158,000	-	-100.00%
Investment Earnings	255	-	-	-	-	-	0.00%
Homeowner Property Tax	874	-	-	-	-	-	0.00%
Total 1996 GO Bonds Revenues	**$ 243,167**	**$ 270,670**	**$ 284,076**	**$ 158,000**	**$ 158,000**	**$ -**	**-100.00%**
1996 GO Bonds - Expenditures							
Totals by category							
Debt Payments	180,904	183,656	180,965	188,613	188,643	184,718	-2.07%
Total 1996 GO Bonds Expenditures	**$ 180,904**	**$ 183,656**	**$ 180,965**	**$ 188,613**	**$ 188,643**	**$ 184,718**	**-2.07%**
1996 GO Bonds Surplus/(Deficit)	62,263	87,014	103,111	(30,613)	(30,643)	(184,718)	
1996 GO Bonds Expenditures by Department							
Non Department							
Debt Payments	180,904	183,656	180,965	188,613	188,643	184,718	-2.07%
	180,904	**183,656**	**180,965**	**188,613**	**188,643**	**184,718**	**-2.07%**
Total	**$ 180,904**	**$ 183,656**	**$ 180,965**	**$ 188,613**	**$ 188,643**	**$ 184,718**	**-2.07%**
Estimated Fund Balance at June 30, 2016						***$ 153,833***	

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.

CITY OF ST. HELENA

Fund 443 - South St. Helena Drainage Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 28,216**	**$ 28,298**	**$ 28,409**	**$ 28,409**	**$ 28,529**	
South St. Helena Drainage - Revenues							
Investment Earnings	209	82	110	-	120	120	0.00%
Storm Drain Reimbursement	-	-	-	-	-	-	0.00%
Total South St. Helena Drainage Revenues	**$ 209**	**$ 82**	**$ 110**	**$ -**	**$ 120**	**$ 120**	**0.00%**
South St. Helena Drainage - Expenditures							
Totals by category	-	-	-	-	-	-	0.00%
Total South St. Helena Drainage Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
South St. Helena Drainage Surplus/(Deficit)	209	82	110	-	120	120	
South St. Helena Drainage Expenditures by Department							
	-	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**-**	**0.00%**
Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2016						***$ 28,649***	

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.

CITY OF ST. HELENA

Fund 582 - City Garage Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)	**781**	**$ 781**	**$ (2,101)**	**$ 739**	**$ 739**	**$ 22,730**	
City Garage - Revenues							
Investment Earnings	-	2,790	(123)	-	(125)	-	0.00%
Charges for Services	132,581	108,673	129,621	135,551	135,652	212,560	56.81%
Operating Transfers In	3,542	-					
Total City Garage Revenues	**$ 136,123**	**$ 111,463**	**$ 129,498**	**$ 135,551**	**$ 135,527**	**$ 212,560**	**56.81%**
City Garage - Expenditures							
Totals by category							
Salary	-	-	-	-	-	50,459	0.00%
Benefits	5,744	3,600	951	-	-	26,550	0.00%
Contracts	-	-	-	-	-	-	0.00%
Dept Supplies/Services	5,202	4,146	3,815	6,174	1,909	6,174	0.00%
Training/Conference	-	-	-	-	-	-	0.00%
Vehicle/Equip Maintenance	125,177	106,599	121,892	129,377	111,627	129,377	0.00%
Capital Equipment	-	-	-	-	-	-	0.00%
Total City Garage Expenditures	**$ 136,123**	**$ 114,345**	**$ 126,658**	**$ 135,551**	**$ 113,536**	**$ 212,560**	**56.81%**
City Garage Surplus/(Deficit)	(0)	(2,882)	2,840	-	21,991	-	
City Garage Expenditures by Department							
Public Works Garage							
Salary	-	-	-	-	-	50,459	0.00%
Benefits	5,744	3,600	951	-	-	26,550	0.00%
Contracts	-	-	-	-	-	-	0.00%
Dept Supplies/Services	5,202	4,146	3,815	6,174	1,909	6,174	0.00%
Vehicle/Equip Maintenance	125,177	106,599	121,892	129,377	111,627	129,377	0.00%
Capital Equipment	-	-	-	-	-	-	0.00%
	136,123	**114,345**	**126,658**	**135,551**	**113,536**	**212,560**	**56.81%**
Total	**$ 136,123**	**$ 114,345**	**$ 126,658**	**$ 135,551**	**$ 113,536**	**$ 212,560**	**56.81%**
Estimated Fund Balance at June 30, 2016						***$ 22,730***	

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.

CITY OF ST. HELENA

Fund 592 - Equipment Replacement Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		$ -	$ -	$ -	$ -	$ 95,739	
Equipment Replacement - Revenues							
Investment Earnings	-	-	-	-	-	150	0.00%
Operating Transfers In	-	-	-	138,100	138,100	-	-100.00%
Total Equipment Replacement Revenues	$ -	$ -	$ -	$ 138,100	$ 138,100	$ 150	-99.89%
Equipment Replacement- Expenditures							
Totals by category							
Computer Equipment	-	-	-	-	42,361	-	0.00%
Total Equipment Replacement Expenditures	$ -	$ -	$ -	$ -	$ 42,361	$ -	0.00%
Equipment Replacement Surplus/(Deficit)	-	-	-	138,100	95,739	150	
Equipment Replacement Expenditures by Department							
Non Department							
Computer Equipment	-	-	-	-	39,861	-	0.00%
	-	-	-	-	39,861	-	0.00%
Coity Manager's Office							
Computer Equipment	-	-	-	-	2,500	-	0.00%
	-	-	-	-	2,500	-	0.00%
Total	$ -	$ -	$ -	$ -	$ 42,361	$ -	0.00%
Estimated Fund Balance at June 30, 2016						*$ 95,889*	

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.

CITY OF ST. HELENA

Fund 713 - Civic Impact Fees Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 222,529**	**$ 176,187**	**$ 358,903**	**$ 358,903**	**$ 428,603**	
Civic Impact Fees - Revenues							
Investment Earnings	751	445	992	-	1,200	1,200	0.00%
Civic Impact Fees	145,726	51,782	181,724	-	68,500	75,000	0.00%
Total Civic Impact Fees Revenues	**$ 146,477**	**$ 52,227**	**$ 182,716**	**$ -**	**$ 69,700**	**$ 76,200**	**0.00%**
Civic Impact Fees - Expenditures							
Totals by category							
Transfer to Other Funds	4,400	98,570	-	-	-	-	0.00%
Total Civic Impact Fees Expenditures	**$ 4,400**	**$ 98,570**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Civic Impact Fees Surplus/(Deficit)	142,077	(46,343)	182,716	-	69,700	76,200	
Civic Impact Fees Expenditures by Department							
Non Department							
Transfer to Other Funds	4,400	98,570	-	-	-	-	0.00%
	4,400	**98,570**	**-**	**-**	**-**	**-**	**0.00%**
Total	**$ 4,400**	**$ 98,570**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2016						***$ 504,803***	

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.

CITY OF ST. HELENA

Fund 734 - Park Impact Fees Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ -**	**$ -**	**$ 109,318**	**$ 109,318**	**$ 274,618**	
Park Impact Fees - Revenues							
Investment Earnings	-	-	88	-	800	1,000	0.00%
Park Impact Fees	-	-	109,230	-	164,500	150,000	0.00%
Total Park Impact Fees Revenues	**$ -**	**$ -**	**$ 109,318**	**$ -**	**$ 165,300**	**$ 151,000**	**0.00%**
Park Impact Fees - Expenditures							
Totals by category							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
Total Park Impact Fees Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Park Impact Fees Surplus/(Deficit)	-	-	109,318	-	165,300	151,000	
Park Impact Fees Expenditures by Department							
Non Department							
Transfer to Other Funds	-	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**-**	**0.00%**
Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2016						***$ 425,618***	

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

CITY OF ST. HELENA

Fund 740 - Traffic Mitigation Impact Fees Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 1,527,448**	**$ 1,334,316**	**$ 1,606,059**	**$ 1,606,059**	**$ 1,840,559**	
Traffic Mitigation Impact Fees - Revenues							
Investment Earnings	9,979	3,755	5,597	-	4,500	4,500	0.00%
Traffic Mitigation Impact Fees	228,534	86,341	266,146	-	230,000	200,000	0.00%
Total Traffic Mitigation Impact Fees Revenues	**$ 238,513**	**$ 90,096**	**$ 271,743**	**$ -**	**$ 234,500**	**$ 204,500**	**0.00%**
Traffic Mitigation Impact Fees - Expenditures							
Totals by category							
Transfer to Other Funds	24,800	283,227	-	-	-	2,766	0.00%
Total Traffic Mitigation Impact Fees Expenditures	**$ 24,800**	**$ 283,227**	**$ -**	**$ -**	**$ -**	**$ 2,766**	**0.00%**
Traffic Mitigation Impact Fees Surplus/(Deficit)	213,713	(193,131)	271,743	-	234,500	201,734	
Traffic Mitigation Impact Fees Expenditures by Department							
Non Department							
Transfer to Other Funds	24,800	283,227	-	-	-	2,766	0.00%
	24,800	**283,227**	**-**	**-**	**-**	**2,766**	**0.00%**
Total	**$ 24,800**	**$ 283,227**	**$ -**	**$ -**	**$ -**	**$ 2,766**	**0.00%**
Estimated Fund Balance at June 30, 2016						***$ 2,042,293***	

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.

CITY OF ST. HELENA

Fund 742 - Storm Drain Impact Fees Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 410,491**	**$ 411,877**	**$ 477,079**	**$ 477,079**	**$ 540,079**	
Storm Drain Impact Fees - Revenues							
Investment Earnings	3,037	1,196	1,684	-	2,000	2,000	0.00%
Storm Drain Impact Fees	659	190	63,517	-	61,000	55,000	0.00%
Total Storm Drain Impact Fees Revenues	**$ 3,696**	**$ 1,386**	**$ 65,202**	**$ -**	**$ 63,000**	**$ 57,000**	**0.00%**
Storm Drain Impact Fees - Expenditures							
Totals by category							
Transfer to Other Funds	400	-	-	-	-	-	0.00%
Total Storm Drain Impact Fees Expenditures	**$ 400**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Storm Drain Impact Fees Surplus/(Deficit)	3,296	1,386	65,202	-	63,000	57,000	
Storm Drain Impact Fees Expenditures by Department							
Non Department							
Transfer to Other Funds	400	-	-	-	-	-	0.00%
	400	**-**	**-**	**-**	**-**	**-**	**0.00%**
Total	**$ 400**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2016						***$ 597,079***	

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

CITY OF ST. HELENA

Fund 744 - Housing Impact Fees Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 25,519**	**$ 25,593**	**$ 25,693**	**$ 25,693**	**$ 25,793**	
Housing Impact Fees - Revenues							
Investment Earnings	189	74	100	-	100	100	0.00%
Housing Impact Fees	-	-	-	-	-	-	0.00%
Total Housing Impact Fees Revenues	**$ 189**	**$ 74**	**$ 100**	**$ -**	**$ 100**	**$ 100**	**0.00%**
Housing Impact Fees - Expenditures							
Totals by category							
Transfer to Other Funds	7,600	-	-	-	-	-	0.00%
Total Housing Impact Fees Expenditures	**$ 7,600**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Housing Impact Fees Surplus/(Deficit)	(7,411)	74	100	-	100	100	
Housing Impact Fees Expenditures by Department							
Non Department							
Transfer to Other Funds	7,600	-	-	-	-	-	0.00%
	7,600	**-**	**-**	**-**	**-**	**-**	**0.00%**
Total	**$ 7,600**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2016						***$ 25,893***	

744 HOUSING IMPACT FEES: 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.

CITY OF ST. HELENA

Fund 745 - Parking In-Lieu Fees Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 542,862**	**$ 544,875**	**$ 548,000**	**$ 548,000**	**$ 551,000**	
Parking In-Lieu Fees - Revenues							
Investment Earnings	3,986	1,583	2,125	-	2,200	2,200	0.00%
Parking In-Lieu Fees	7,000	1,600	1,000	-	800	1,200	0.00%
Total Parking In-Lieu Fees Revenues	**$ 10,986**	**$ 3,183**	**$ 3,125**	**$ -**	**$ 3,000**	**$ 3,400**	**0.00%**
Parking In-Lieu Fees - Expenditures							
Totals by category							
Contracts	-	1,170	-	-	-	-	0.00%
Total Parking In-Lieu Fees Expenditures	**$ -**	**$ 1,170**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Parking In-Lieu Fees Surplus/(Deficit)	10,986	2,013	3,125	-	3,000	3,400	
Parking In-Lieu Fees Expenditures by Department							
City Attorney							
Contracts	-	1,170	-	-	-	-	0.00%
	-	**1,170**	**-**	**-**	**-**	**-**	**0.00%**
Total	**$ -**	**$ 1,170**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2016						***$ 554,400***	

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.

CITY OF ST. HELENA

Fund 751 - Affordable Housing Fees Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 433,350**	**$ (182,227)**	**$ 684,343**	**$ 684,343**	**$ 907,159**	
Affordable Housing Fees - Revenues							
Investment Earnings	2,128	1,098	(96)	-	3,000	3,000	0.00%
Affordable Housing Fees	167,298	128,403	884,027	-	229,500	175,000	0.00%
Other Revenue	-	-	14,429	-	4,814	-	0.00%
Rental Income	-	1,700	5,100	-	-	-	0.00%
Total Affordable Housing Fees Revenues	**$ 169,426**	**$ 131,201**	**$ 903,460**	**$ -**	**$ 237,314**	**$ 178,000**	**0.00%**
Affordable Housing Fees - Expenditures							
Totals by category							
Contracts	-	3,414	6,647	-	5,637	2,000	0.00%
Contributions	-	37,900	20,950	-	-	-	0.00%
Capital	-	705,212	236	-	-	-	0.00%
Dept Supplies/Services	-	-	6,561	-	6,562	6,562	0.00%
Utilities	-	252	2,470	-	2,300	2,300	0.00%
Training & Conference	-	-	26	-	-	-	0.00%
Transfer to Other Funds	37,000	-	-	-	-	-	0.00%
Total Affordable Housing Fees Expenditures	**$ 37,000**	**$ 746,778**	**$ 36,890**	**$ -**	**$ 14,499**	**$ 10,862**	**0.00%**
Affordable Housing Fees Surplus/(Deficit)	132,426	(615,577)	866,570	-	222,815	167,138	
Affordable Housing Fees Expenditures by Department							
Non Department							
Contracts	-	265	2,223	-	750	-	0.00%
Contributions	-	37,900	20,950	-	-	-	0.00%
Capital	-	705,212	236	-	-	-	0.00%
Dept Supplies/Services	-	-	6,561	-	6,562	6,562	0.00%
Utilities	-	252	2,470	-	2,300	2,300	0.00%
Transfer to Other Funds	37,000	1,170	-	-	-	-	0.00%
	37,000	**744,799**	**32,440**	**-**	**9,612**	**8,862**	**0.00%**
City Manager's Office							
Training & Conference	-	-	26	-	-	-	0.00%
	-	-	26	-	-	-	0.00%
City Attorney							
Contracts	-	3,149	4,424	-	4,887	2,000	0.00%
	-	**3,149**	**4,424**	**-**	**4,887**	**2,000**	0.00%
Total	**$ 37,000**	**$ 747,948**	**$ 36,890**	**$ -**	**$ 14,499**	**$ 10,862**	**0.00%**
Estimated Fund Balance at June 30, 2016						***$ 1,074,297***	

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.

CITY OF ST. HELENA

Fund 764 - Water Impact Fees Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 311,502**	**$ 410,272**	**$ 697,981**	**$ 697,981**	**$ 806,581**	
Water Impact Fees - Revenues							
Investment Earnings	1,054	17	569	-	1,600	1,500	0.00%
Other Revenue	-	21,381	-	-	-	-	0.00%
Water Impact Fees	321,951	169,417	287,140	-	107,000	110,000	0.00%
Total Water Impact Fees Revenues	**$ 323,005**	**$ 190,815**	**$ 287,709**	**$ -**	**$ 108,600**	**$ 111,500**	**0.00%**
Water Impact Fees - Expenditures							
Totals by category							
Transfer to Other Funds	182,000	92,045	-	-	-	316,750	0.00%
Total Water Impact Fees Expenditures	**$ 182,000**	**$ 92,045**	**$ -**	**$ -**	**$ -**	**$ 316,750**	**0.00%**
Water Impact Fees Surplus/(Deficit)	141,005	98,770	287,709	-	108,600	(205,250)	
Water Impact Fees Expenditures by Department							
Non Department							
Transfer to Other Funds	182,000	92,045	-	-	-	316,750	0.00%
	182,000	**92,045**	**-**	**-**	**-**	**316,750**	**0.00%**
Total	**$ 182,000**	**$ 92,045**	**$ -**	**$ -**	**$ -**	**$ 316,750**	**0.00%**
Estimated Fund Balance at June 30, 2016						***$ 601,331***	

764 WATER IMPACT: This fund is used to accumulate funds from new or proposed development to pay for water system capital improvements needed to support new development.

CITY OF ST. HELENA

Fund 774 - Wastewater Impact Fees Budget Worksheet

	FY 11/12 Actual	FY 12/13 Actual	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimated Year End	FY 15/16 Budget	FY 15/16 Budget % Change
Beginning Fund Balance (July 1)		**$ 1,049,628**	**$ 754,036**	**$ 674,924**	**$ 674,924**	**$ 690,353**	
Wastewater Impact Fees - Revenues							
Investment Earnings	6,423	1,872	2,818	-	2,400	2,000	0.00%
Other Revenue	-	14,281	-	-	-	-	0.00%
Wastewater Impact Fees	217,766	98,047	(81,929)	-	13,029	15,000	0.00%
Total Wastewater Impact Fees Revenues	**$ 224,188**	**$ 114,200**	**$ (79,111)**	**$ -**	**$ 15,429**	**$ 17,000**	**0.00%**
Wastewater Impact Fees - Expenditures							
Totals by category							
Transfer to Other Funds	86,000	409,793	-	-	-	37,800	0.00%
Total Wastewater Impact Fees Expenditures	**$ 86,000**	**$ 409,793**	**$ -**	**$ -**	**$ -**	**$ 37,800**	**0.00%**
Wastewater Impact Fees Surplus/(Deficit)	138,188	(295,593)	(79,111)	-	15,429	(20,800)	
Wastewater Impact Fees Expenditures by Department							
Non Department							
Transfer to Other Funds	86,000	409,793	-	-	-	37,800	0.00%
	86,000	**409,793**	**-**	**-**	**-**	**37,800**	**0.00%**
Total	**$ 86,000**	**$ 409,793**	**$ -**	**$ -**	**$ -**	**$ 37,800**	**0.00%**
Estimated Fund Balance at June 30, 2016						***$ 669,553***	

774 WASTEWATER IMPACT: This fund was established to account for the costs of constructing and improving the wastewater treatment plant and sewer collection system in order to support new development.

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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.

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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	Citizen's Options for Public Safety
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

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Item No: 18

Report to the City Council
Council Meeting of June 23, 2015

Agenda Section: New Business

Subject: Consideration to approve a letter of support and in-kind contributions for Common Heritage Grant Application to be submitted by St. Helena Historical Society

CEQA Status: Not a project

Prepared By: April Mitts, Finance Director

Tracey Perkosky, Grants Manager

Approved By: Jennifer Phillips, City Manager

BACKGROUND

The St. Helena Historical Society approached the City to support their grant application to the National Endowment for the Humanities (NEH) in the amount of $12,000 to host a community event which encourages residents to bring in family photos, documents or other items to be digitized and catalogued for long-term use by the community and historians. Staff and Historical Society representatives met and agreed that this would be a wonderful community project and could help both the Library and the Society build their catalogue of local history items. Discussed were several options for support and it was determined that due to the current budget constraints that the City could provide the Library Community Room as a meeting location at no charge and limited Library staff time to assist with electronic marketing. As part of the grant application, the St. Helena Historical Society will be receiving some financial compensation for their staff and consultant's time.

DISCUSSION

If this grant is awarded to the St. Helena Historical Society, it will be a great community event to digitize all the wonderful photographs, documents, or other items that people have in their homes and attics from past generations or historical collectables. The original items will remain with the owner while the digital copy will be catalogued and shared through both the Historical Society and the Public Library. This will be a great asset to the Library which is why the City has agreed to support the project and provide in-kind support.

FISCAL IMPACT

If the grant is awarded to the St. Helena Historical Society, the City will waive the Library Community Room rental fee ($15/per hour or $120 for a full day) and provide nominal staff time of a few hours to assist with electronic marketing efforts.

RECOMMENDED ACTION

It is recommended that the City Council approve the letter of support for the St. Helena Historical Society's Common Heritage Grant Application.

ATTACHMENTS

Attachment A - Letter of Support

Attachment A

City of St. Helena

"We will conduct city affairs on behalf of our citizens using an open and creative process."

1480 Main Street
St. Helena, CA 94574
Phone (707) 967-2792
Fax (707) 963-7748
www.ci.st-helena.ca.us

June 23, 2015

National Endowment for the Humanities
Division of Preservation and Access
"Common Heritage" Grant Program
400 Seventh Street, SW
Washington, DC 20506

Re: St. Helena Historical Society Application

Dear Sir or Madam:

The City of St. Helena is pleased to support the Common Heritage grant application submitted by the St. Helena Historical Society. The Common Heritage project will serve as a "springboard" for the Historical Society to promote the importance of sharing and preserving privately held photographs, records, maps, ephemera, and personal papers that document and enrich our history.

The City of St. Helena will be providing in-kind support for the project by waiving the rental fee to the Library Community Room to host the scanning and collection event and helping to promote the event through the City's electronic newsletters, email lists and social media accounts. We are pleased that, if awarded, the Library will serve as a second repository of the digital images and associated information collected through the project.

The Historical Society's effort to collect information on local heritage from the widest and most diverse population possible is exemplary. We value the goal of making these documents available to the public, particularly our younger generations, to raise the awareness of the diversity of our heritage!

The City of St. Helena supports this project for full funding through the NEH Common Heritage Grant.

Sincerely,

Alan Galbraith
Mayor

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Item No: 19

Report to the City Council
Council Meeting of June 23, 2015

Agenda Section: **New Business**

Subject: **Approve Ground Lease for $1.00 annually between the City and the St. Helena Historical Society for the siting of a historic school house on a portion of the City property located at 1492 Library Lane.**

CEQA Status: **Not a project**

Prepared By: **Jennifer Phillips, City Manager**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

On October 28, 2014, a study session was held to receive general direction on a proposal from the St. Helena Historical Society to relocate a historic school house to 1492 Library Lane which is also informally known as the Adams Street Property. Council provided staff with the direction to negotiate a lease with the Historical Society for this purpose.

DISCUSSION

The Historical Society has proposed moving the historic school house to a portion of 1492 Library Lane, a property which the City owns. As part of this project the Historical Society will be solely responsible for constructing the school house and any related improvements including the installation and maintenance water, sewer and other utilities on the property. The Historical Society will also obtain all necessary permits and approvals to improve the site and construction the school house.

The size of the site being leased will not exceed the total square footage of the historic school, except for additional square footage that may be required for restrooms and ADA compliance. The Historical Society will be solely responsible for removing the historical school and any improvements and restore the property to its original state.

The initial term of this ground lease is three years, with an automatic extension of one year every year thereafter. The City or the Historical Society may terminate this ground lease with a 180 day notice. The Historical Society shall pay the City $1.00 per year for rent of the property.

FISCAL IMPACT

None. The City is not utilizing the portion of the property and receives no income at this time.

RECOMMENDED ACTION

By resolution, approve ground lease with Historical Society for $1.00 for the relocation of a historical school house on to a portion of the property located at 1492 Library Lane and authorize the City Manager and City Attorney to finalize the ground lease terms without making substantive changes to the terms of the ground lease, and authorize the City Manager to sign the ground lease on behalf of the City.

ATTACHMENTS:

Attachment A – Resolution No. ______
Attachment B – Parcel Map
Attachment C – Aerial Map
Attachment D – Ground Lease

Attachment A

CITY OF ST. HELENA

RESOLUTION NO. 2015-

Approving a Ground Lease at 1492 Library Lane between the City of St. Helena and the St. Helena Historical Society for the Placement of a Historic School House

RECITALS

A. The City of St. Helena owns property at 1492 Library Lane also informally known as the Adams Street Property; and

B. The St. Helena Historical Society has proposed moving a historic school house to a portion of this property; and

C. All relocation, construction, permits, utilities and any other related improvements are the sole responsibility of the St. Helena Historical Society.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

1. The lease agreement between the City of St. Helena and the St. Helena Historical Society is hereby approved; and
2. The City Council authorizes the City Manager to execute the lease agreement on behalf of the City.

Approved at a Regular Meeting of the St. Helena City Council on June 23, 2015, by the following vote:

Mayor Galbraith: __________

Vice Mayor White: __________

Councilmember Crull: __________

Councilmember Dohring: __________

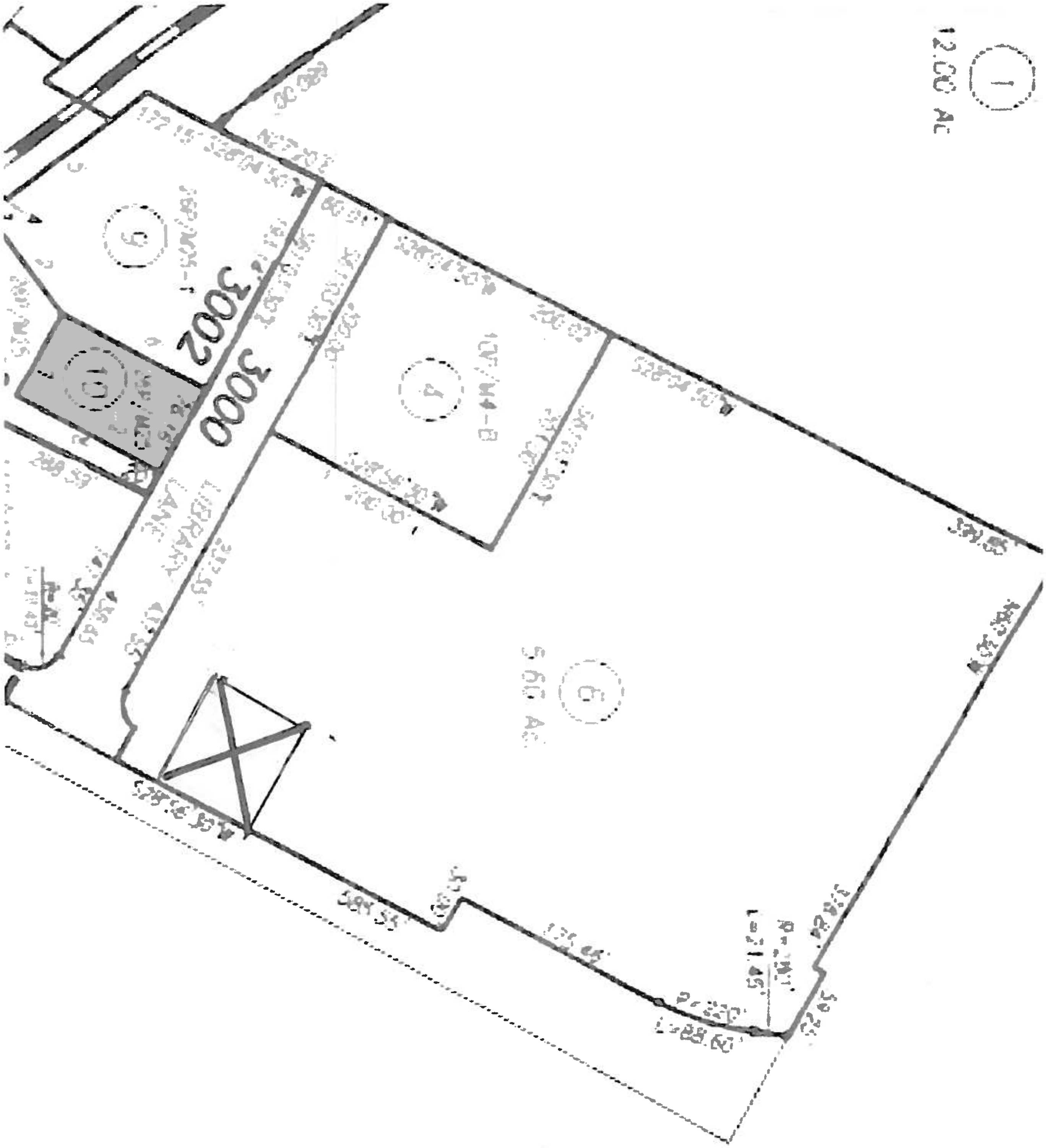
Councilmember Pitts: __________

APPROVED: ATTEST:

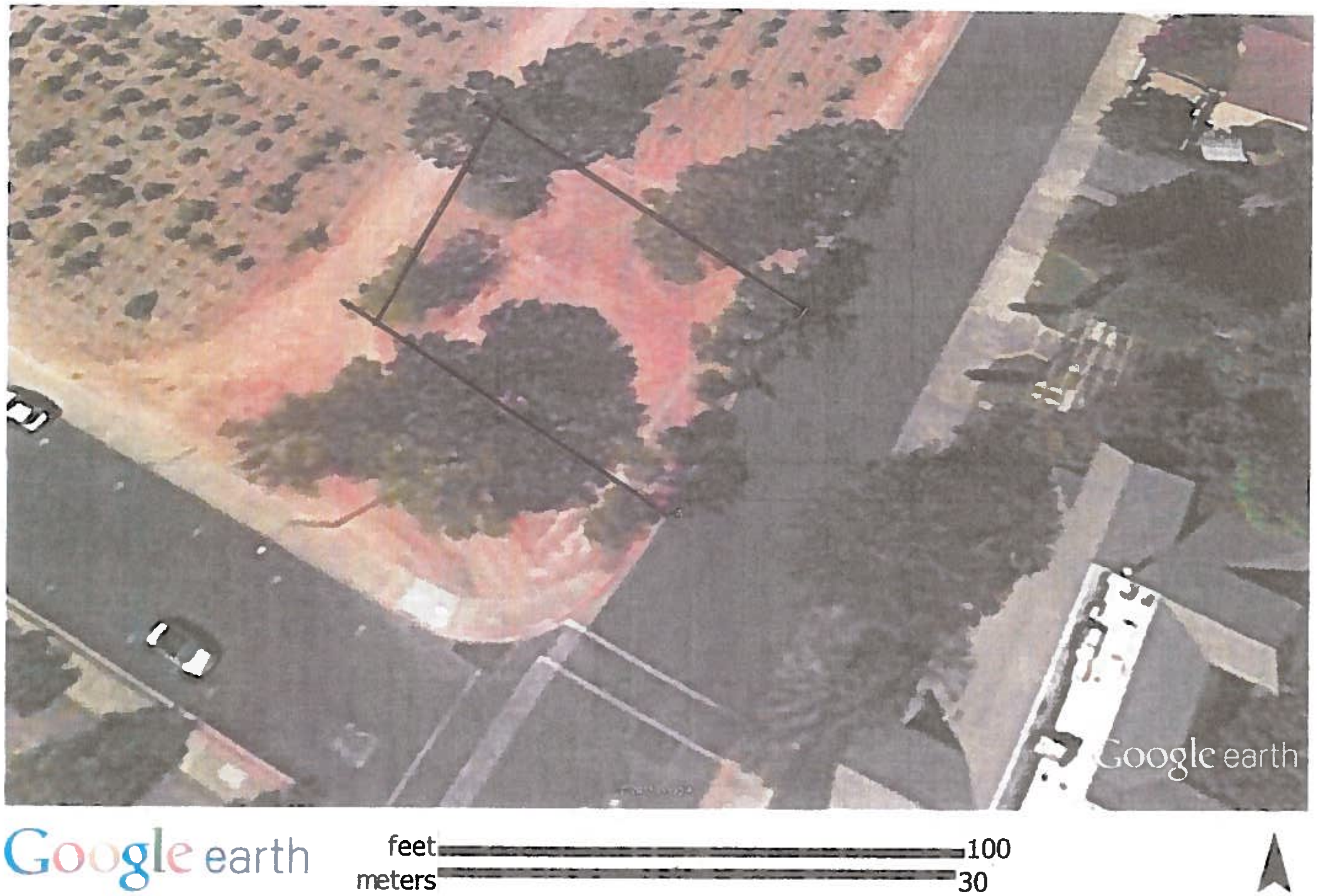
____________________ ____________________

Alan Galbraith, Mayor Cindy Black, City Clerk

Attachment B



Attachment C



GROUND LEASE

This GROUND LEASE (Lease), dated as of _______ ("Effective Date"), is made and entered into by and between the City of St. Helena, a California municipal corporation ("Landlord"), and the St. Helena Historical Society, a California 501(c)(3) nonprofit corporation ("Tenant").

RECITALS

A. Landlord is the fee owner of that certain real property located at 1492 Library Lane in the City of St. Helena, California and described and depicted in more detail in Exhibit "A" to this Lease ("Property").

B. A portion of the Property is currently improved with the St. Helena Public Library and the remainder of the Property is unimproved. Tenant desires to lease a portion of the unimproved Property ("Premises") and construct a small building on the Premises that will be used for office, storage, exhibits, meetings, small events and other similar uses ("Building"). The Premises is described and depicted in more detail in Exhibit "A" to this Lease.

C. Landlord desires to lease the Premises to Tenant subject to the terms and conditions of this Lease.

NOW, THEREFORE, with reference to these Recitals and on the terms and conditions contained in this Lease, Landlord and Tenant agree as follows:

ARTICLE 1
LEASE OF PREMISES; STATE OF TITLE

1.1 Premises. Landlord leases to Tenant, and Tenant leases from Landlord, the Premises described and depicted in Exhibit "A" to this Lease. Tenant shall have no rights to subsurface minerals, petroleum, and other hydrocarbon substances, and Landlord expressly reserves all of its rights to same.

1.2 State of Title. This Lease is subject to (a) all easements, covenants, conditions, restrictions, reservations, rights-of-way, and other matters of record; (b) all matters that are discoverable by physical inspection of the Premises; and (c) all matters known to Tenant or of which Tenant has notice, constructive or actual ("Permitted Exceptions").

1.3 Condition of the Premises. Subject to the Permitted Exceptions, Tenant acknowledges and agrees that the Premises are to be leased to Tenant in an "as is" condition with all faults. Landlord does not make any representations or warranties of any kind whatsoever, either express or implied, with respect to the Premises or any such related matters.

ARTICLE 2
IMPROVEMENTS

2.1 Construction of Improvements. Tenant shall bear the sole responsibility for constructing the Building and any related improvements required by the City of St. Helena or any other governmental agency, including but not limited to infrastructure for water, sewer, and other utilities to serve the Premises ("Improvements"). Tenant is responsible for obtaining all necessary permits and approvals required to construct the Building and Improvements. The Building and Improvements shall be constructed in accordance with all applicable building codes and the Americans with Disabilities Act ("ADA").

2.2 Building Materials. Tenant intends to relocate a historic elementary school to the Premises and utilize the school as the Building. However, the parties acknowledge that portions of the school may not be suitable for human habitation in their existing condition. The Tenant may construct the Building using a mix of new materials and materials from the school. In the event that no materials from the school are suitable for reuse on the Premises or the reuse of materials from the school is cost prohibitive, Tenant may construct the Building using new materials exclusively, provided that the Building is constructed to be a replica of the school as it appeared when it was constructed.

2.3 Building Footprint. The Building may not exceed the total square footage of the existing school, except that square footage may be added to accommodate restrooms and any modifications required to make the Building ADA compliant.

2.4 Removal of Building. Tenant shall have title to the Building and Improvements that are constructed on the Premises by Tenant under this Lease. On termination of this Lease or expiration of the Term, Tenant shall remove the Building and Improvements from the Premises and return the Premises to the state it was in prior to this Lease, except that Tenant shall not be required to revegetate the Premises or remove any underground utility infrastructure. Tenant understands and acknowledges that Landlord intends to develop the Premises in the future for a public use and agrees that Tenant will not be entitled to relocation assistance under the California Relocation Assistance Law (Government Code section 7260 et seq.) or any other law or regulation.

In the event Tenant fails to restore the Premises to the state it was in prior to the Lease as required by this section, Landlord may undertake any work necessary to restore the Premises to its prior condition and Tenant shall reimburse Landlord for all costs associated with such work.

This Section 2.4 shall survive the expiration or termination of this Lease.

ARTICLE 3
TERM; TERMINATION

3.1 Initial Term. The term of this Lease shall be for three (3) years from the Effective Date ("Initial Term").

3.2 Renewal Term. Upon the conclusion of the Initial Term, this Lease shall automatically be extended for one (1) year, and will continue to be automatically extended for one (1) year every year thereafter ("Renewal Term"), unless either party gives written notice to the other party terminating the Lease at least one hundred and eighty (180) days prior to the expiration of the Initial Term or any Renewal Term.

3.3 Term. "Term" as used in this Lease collectively refers to both the Initial Term and any Renewal Terms.

3.4 Termination. Landlord or Tenant may terminate this Lease at any time, with or without cause, upon one hundred and eighty (180) days' notice to the other party. Tenant shall comply with the requirements of Section 2.4 of this Lease on or before the end of the notice period.

ARTICLE 4
MONETARY PROVISIONS

4.1 Rent. Tenant shall pay to Landlord during the Term one dollar ($1.00) per year on or before the first day of the Initial Term and any Renewal Term, commencing on the Effective Date ("Rent").

4.2 Property Taxes; Transfer Taxes.

(a) *Personal Property Taxes.* Tenant shall pay before delinquency all taxes, assessments, license fees, and other charges that are levied and assessed on Tenant's personal property.

(b) *Real Property Taxes.* At all times during the Term, Tenant agrees to pay in a timely manner all taxes, assessments, fees, and charges that at any time during the Term may be levied or charged by the federal government, the state, county, City, or any other tax or assessment levying body on any activity carried on under this Lease, any interest in this Lease, any possessory right that Tenant may have in or to the Premises, or that is levied and assessed against the land that comprises the Premises and all improvements on the Premises.

Tenant, at no cost to Landlord, reasonably may contest the legal validity or amount of any such taxes, assessments, or charges for which Tenant is responsible, and institute such proceedings as Tenant considers necessary; provided, however, that Tenant shall at all times Indemnify Landlord or any officer, director, employee, partner, agent, or contractor of Landlord ("Authorized Representative") against any and all Claims resulting therefrom, and protect Landlord and the Premises from foreclosure of any lien, and that Landlord shall not be required to join in any proceeding or contest brought by Tenant. The term "Indemnify" includes indemnify, hold harmless, protect, and defend with counsel reasonably acceptable to the Landlord. The term "Claims" refers to all claims, damages, suits, liability, penalties, costs, and expenses, including, without limitation, attorneys' fees.

(c) *Transfer Taxes on Lease.* If any governmental authority levies, assesses, and/or imposes on Landlord a transfer tax as a result of this Lease, Tenant shall, at Landlord's election in its sole discretion, either pay such tax directly to the governmental authority or pay the amount of such tax to Landlord, in which latter event Landlord shall pay such tax directly to the governmental authority.

4.3 Utilities.

(a) *Payment of Utilities and Services.* Tenant, at its cost, shall be responsible for arranging for all utilities to be provided to the Premises that are required to serve the Building. Tenant shall promptly pay all charges for water, gas, electricity, telephone, sewage, refuse, and any other utilities or materials used or consumed on the Premises directly to the party providing such utilities or services.

(b) *Interruption of Utility Services.* Landlord shall not be liable to Tenant in damages or otherwise (i) if any utility becomes unavailable from any public utility company, public authority, or any other person or entity supplying or distributing such utility; or (ii) for any disruption in any utility service caused by the making of any repairs or improvements or by any cause beyond Landlord's reasonable control, and such interruption shall not constitute a termination of this Lease, or an eviction of Tenant, or give Tenant the right to reduce or abate Rent.

ARTICLE 5
USE OF THE PREMISES

5.1 Permitted Uses. Tenant shall use the Premises for the Permitted Uses and for no other uses and purposes. "Permitted Uses" are the construction of the Building and Improvements on the Premises and the subsequent utilization of the Building and Improvements by Tenant for office space, storage, meetings, small events, and other similar uses, and for no other uses.

5.2 Changes in Permitted Uses. If Tenant desires to change the Permitted Uses on the Premises to another use or uses, such change in use shall require the prior approval of Landlord, which shall not be unreasonably withheld or delayed.

5.3 Compliance With Laws. Tenant shall, at Tenant's sole cost, promptly comply with all Laws, and with the requirements of any governmental authority having jurisdiction over the Premises, relating to or affecting the Premises or the condition, use, or occupancy of the Premises, including the obligation to make improvements, repairs, and alterations required by such Laws, regardless of the cost thereof, at what point in time during the Term compliance is required, and whether such compliance was foreseen or unforeseen. The judgment of any court of competent jurisdiction or the admission of Tenant in any action against Tenant, whether Landlord is a party thereto or not, that Tenant has violated any of the foregoing shall be conclusive of that fact between Landlord and Tenant. Tenant shall immediately furnish Landlord with a copy of any notices received from any governmental agency in connection with the Premises.

Tenant may reasonably and in good faith contest any Law through appropriate proceedings, and, during such contest, Tenant need not comply therewith; provided further that Tenant shall at all times reasonably protect the interests of Landlord under this Lease, shall Indemnify Landlord from all Claims actually and reasonably incurred as a result of the contest, and shall promptly comply with any such contested Law if any such contest is resolved against Tenant. Tenant agrees to Indemnify Landlord or any officer, director, employee, partner, agent, or contractor of Landlord ("Authorized Representative") from and against any Claims imposed or sought to be imposed on or involving Landlord for any violation or alleged violation of any such Laws.

5.4 Landlord's Access to Premises. In addition to Landlord's rights pursuant to the following paragraph, Landlord reserves the right for Landlord and Landlord's Authorized Representatives to enter the Premises at any reasonable time (a) to inspect the Premises; (b) to determine whether Tenant is complying with Tenant's obligations under this Lease; (c) to perform any other obligation of Tenant after Tenant's failure to perform same; or (d) if Tenant defaults under this Lease.

Landlord shall be permitted to enter on the Premises, as may reasonably be necessary, in order for Landlord or its designees to make improvements or do other work, or to make improvements, repairs, or maintenance to adjacent property owned by Landlord. Landlord's entry shall not unreasonably interfere with the business and operations at the Premises.

ARTICLE 6
REPAIRS AND MAINTENANCE; ALTERATIONS; NEW IMPROVEMENTS

6.1 New Improvements and Alterations. After the Building and Improvements are constructed pursuant to Article 2 of this Lease, Tenant shall not alter, add to, or modify the Building or Improvements ("Alterations") without Landlord's prior written approval, which shall not be unreasonably withheld, conditioned, or delayed. Despite the foregoing, Tenant may (a) make Alterations within the interior of the Building, if such work will not result in a use of the Building in violation of this Lease and will not cause any violation of any permit or approval applicable to the Building; and (b) make Alterations required to comply with any applicable Law or insurance underwriter's requirement.

6.2 Tenant's Repair and Maintenance Obligations. Tenant at all times and at its sole cost shall ensure that the Premises, Building, and Improvements are maintained in a first-class, structurally sound, sanitary, and safe condition and in accordance with all requirements of applicable Laws, governmental authorities, insurance underwriters, mortgages, deeds of trust, and covenants, conditions, and restrictions pertaining to the Premises, Building or Improvements. To that end, Tenant shall timely perform all reasonably required repairs or replacements to the Premises, Building and the Improvements located thereon (whether interior or exterior, structural or nonstructural, foreseeable or unforeseeable, ordinary or extraordinary).

6.3 Mechanics' Liens, Notices of Nonresponsibility, and Other Alteration and Maintenance Requirements. All Alterations and repairs must be performed in a good and workmanlike manner and in accordance with all applicable Laws, insurance underwriter's requirements, and any recorded deeds of trust, mortgages, covenants, conditions, or restrictions by duly licensed contractors. Work may not commence until Tenant (a) has obtained any required permits or approvals and (b) has provided Landlord with at least ten (10) business days' notice of the date for commencement of work, to permit Landlord an opportunity to post an appropriate notice of nonresponsibility. Once begun, all such work shall be diligently prosecuted to completion. If this Lease terminates before completion of any Alteration or repair by Tenant, on request Tenant shall assign its rights under any construction, design, or material supply contract required for completion of the work to Landlord or its designee.

6.4 No Landlord Obligation. Landlord shall have no obligation whatsoever to maintain, repair, alter, improve, or reconstruct the Premises or the Improvements or to comply with any applicable Law or with any other legal or insurance requirement concerning the condition or repair of the Premises, Building or Improvements. Tenant expressly recognizes that, because of the potential length of the Term of this Lease, it may be necessary for Tenant to perform substantial maintenance, repair, rehabilitation, or reconstruction of the Building or Improvements in order to ensure that the Building or Improvements are kept in the condition required by this Lease. In this regard, Tenant expressly waives (a) all defenses to its maintenance obligations under this Lease; (b) the right to require Landlord to make repairs; (c) any right to make repairs at the expense of Landlord; (d) the right to reduce or offset rent as a consequence of the condition of the Premises, Building or Improvements; (e) the benefits of California Civil Code §§1932, 1941, and 1942, as amended from time to time; and (f) any law, judicial pronouncement, or common law principle similar thereto, which is now or hereafter in effect or is otherwise inconsistent with the provisions of this Lease. However, these waivers do not limit Tenant's rights or Landlord's obligations arising out of the gross negligence or willful misconduct of Landlord or its agents, representatives, employees, contractors, or invitees.

6.5 Right to Enter. Tenant will permit Landlord and its Authorized Representatives to enter the Premises at all times during usual business hours, on giving Tenant reasonable written notice, to inspect the same and to perform any work required of Tenant by this Lease that Tenant has failed to perform within thirty (30) days following written notice to Tenant of default; provided, however, that in the event of any Tenant default that creates an imminent threat to life or property, Landlord may enter the

Premises without notice and may take such actions as may be required to relieve such threat. As additional rent, Tenant shall reimburse Landlord for the cost of any repairs, replacements, or improvements to the Premises, Building or Improvements incurred by Landlord under this Section, promptly on receipt of an invoice.

Nothing in this Section shall imply any duty on the part of Landlord to make any inspection, take any action, or do any such work, nor shall Landlord's performance of any repairs, alterations, or improvements constitute a waiver of Tenant's default in failing to do the same. Except to the extent arising out of the gross negligence or willful misconduct of Landlord, or its agents, representatives, employees, contractors, or invitees, no exercise by Landlord of any rights herein reserved shall entitle Tenant to any compensation, abatement of Rent, damages, reimbursement, or other relief for any interference with any business conducted on the Premises or any other injury, property damage, loss, or liability as a consequence of such entry or repairs.

ARTICLE 7
INSURANCE

7.1 Insurance Required of Tenant. Tenant shall, at Tenant's expense, obtain and provide insurance on or before the commencement of construction on the Premises, and shall maintain in full force and effect at all times thereafter during the Term the insurance coverages set forth in this Section.

(a) *Casualty Insurance.* Casualty Insurance includes Broad Form or Special Form Casualty Insurance in an amount not less than the full replacement value covering the Building and Improvements located on the Premises. Such replacement value shall be redetermined from time to time during the Term not less frequently than every three (3) years. Such policy or policies of insurance shall name Landlord as an additional insured. Landlord and Tenant agree that the proceeds from any such policy or policies shall be used for the reconstruction of the Building and Improvements located on the Premises.

(b) *Earthquake Insurance.* At Landlord's election, Tenant shall take out and maintain earthquake insurance covering the Building and Improvements located on the Premises, in amounts and deductibles as determined by Landlord in its sole discretion.

(c) *Liability Insurance.* Liability Insurance includes commercial general liability insurance, including, without limitation, products liability coverage, liquor liability (if applicable), broad form contractual liability endorsement, and with such limits and deductibles as may reasonably be required and permitted by Landlord from time to time, but not less than one million dollars ($1,000,000.00) for bodily injury (including death) and personal injury to any one person, injury, and/or death to any number of persons in any one incident, and for property damage in any one occurrence. Such policy or policies shall be written on a claims-made basis, and shall name Landlord as an additional insured. Such liability insurance shall specifically insure the indemnity provisions of Section 10.2, and shall contain a provision that Landlord, although an additional insured, shall nevertheless be entitled to recover under such policy or policies for any damage or injury to Landlord or its Authorized Representatives by reason of acts or omissions of Tenant or its Authorized Representatives.

7.2 Policy Form. All insurance required of Tenant shall be in a form reasonably satisfactory to Landlord, and written by one or more insurance companies reasonably approved by Landlord and that are licensed to do business in the State of California. Insurance companies must be rated at least "A" as rated in the most current available "Best's Insurance Reports," or equivalent rating. All such insurance may be carried under a blanket policy covering the Premises and other locations, provided that the coverage afforded Landlord by such blanket policy shall not be reduced or diminished by reason of the use of such blanket policy of insurance, and provided further that the requirements of this Article 7 are otherwise satisfied. All such insurance shall contain endorsements that (a) such insurance shall not be canceled or amended except on thirty (30) days' prior notice to Landlord by the insurance company; (b) Tenant shall be solely responsible for payment of premiums; and (c) Tenant's insurance is primary in the event of overlapping coverage, which may be carried by Landlord. The minimum limits of the commercial general liability insurance policy required by Section 7.1 shall in no way limit or diminish Tenant's liability under this Lease. Tenant shall deliver to Landlord at least thirty (30) days prior to the time such insurance is first required to be carried by Tenant and thereafter at least thirty (30) days prior to the expiration of such policy a duplicate original clearly showing compliance by Tenant with Tenant's obligations under this Lease, together with evidence satisfactory to Landlord of the payment of the premiums. Landlord may require an increase in any policy limits required in this Article 7 every three (3) years during the Lease Term, but in no event shall the total increase in policy limits exceed twenty-five (25) percent of the total limits.

7.3 Waiver of Subrogation. Provided the respective insurance carriers recognize the waivers of the parties in this Section 7.3, the parties release each other, and their respective Authorized Representatives, from any Claims for damage and/or injury to any part of the Premises, and the Building and Improvements on the Premises that are caused by or result from risks insured against under any insurance policies carried by the parties and in force at the time of any such damage to the extent of the available insurance proceeds. Each party shall cause each casualty or property damage insurance policy carried by it to be written to provide that the insurance company waives all right of recovery by way of subrogation against either party in connection with any damage covered by any policy.

ARTICLE 8
ASSIGNMENT

8.1 Prohibition Against Assignment. Tenant shall not have the right during the Term to Assign all or any portion of Tenant's interest in this Lease, the Premises, and/or the Building without Landlord's prior approval, which Landlord may withhold in its sole and absolute discretion. The terms "Assignment" and "Assign" are all-inclusive and include any and all assignments or transfers of any right, title, or interest in this Lease except arising from death or otherwise expressly exempt by the provisions of this Lease.

ARTICLE 9
DEFAULT; REMEDIES

9.1 Remedies. If Tenant at any time shall be in default in the payment of Rent or any other monetary sum called for by this Lease for more than ten (10) days following written notice from Landlord to Tenant, or if Tenant at any time shall be in default in the keeping and performing of any of its other covenants or agreements in this Lease, and should such other default continue for thirty (30) days after written notice thereof from Landlord to Tenant specifying the particulars of such default, or if such other default is of a nature that curing the default will take more than thirty (30) days and Tenant has failed to commence to cure the default within thirty (30) days and diligently pursue completion of such cure, then, in addition to any and all other rights and remedies of Landlord hereunder and by law provided, Landlord may terminate this lease by giving Tenant notice of termination. On the giving of the notice, all Tenant's rights in the Premises shall terminate. Promptly after notice of termination, Tenant shall surrender and vacate the Premises and shall commence and diligently prosecute the restoration of the Premises to its pre-Lease condition as required by Section 2.4 of this Lease. Landlord may reenter and take possession of the Premises and all remaining improvements and eject all parties in possession. Termination under this paragraph shall not relieve Tenant from the payment of any sum then due to Landlord or from any claim for damages previously accrued or then accruing against Tenant.

9.2 Damages. Should Landlord elect to terminate this Lease under the provisions of Section 9.1, Landlord shall be entitled to recover from Tenant as damages an amount, including any attorneys' fees and court costs, necessary to compensate Landlord for all detriment proximately caused by Tenant's default, including, without limitation, costs of removing the Building and Improvements from the Premises.

9.3 Landlord's Right to Cure Tenant's Default. Landlord, at any time after Tenant commits a default, can cure the default at Tenant's cost. If Landlord at any time, by reason of Tenant's default, pays any sum, the sum paid by Landlord shall be due immediately from Tenant to Landlord at the time the sum is paid, and if paid at a later date shall bear interest at the maximum rate allowed by law from the date the sum is paid by Landlord until Landlord is reimbursed by Tenant. The sum, together with interest on it, shall be additional rent.

ARTICLE 10
MUTUAL INDEMNITIES

10.1 Landlord's Indemnity. Landlord shall Indemnify Tenant and its Authorized Representatives from all Claims arising from or in connection with the intentional acts or gross negligence of Landlord or any of Landlord's Authorized Representatives, and any breach or default by Landlord of this Lease. In the event Tenant, without fault on

Tenant's part, is made a party to any litigation commenced by or against Landlord, then Landlord shall Indemnify Tenant from all Claims resulting from such litigation, and shall pay all costs, expenses, and attorney fees incurred or paid by Tenant in connection with such litigation.

10.2 Tenant's Indemnity. Tenant shall Indemnify Landlord and its Authorized Representatives from all Claims arising from or in connection with (a) the conduct or management of the Premises or of any business therein, or any work or thing whatsoever done, or any condition created in or about the Premises during the Term; (b) any act, omission, or negligence of Tenant or any of Tenant's Authorized Representatives, invitees, and sub- tenants, and their respective Authorized Representatives and invitees; (c) any accident, injury, or damage whatsoever occurring in or at the Premises; (d) any breach or default by Tenant in the full and prompt payment of any amount due Landlord under this Lease, and for any breach, violation, or nonperformance of any term, condition, covenant, or other obligation of Tenant under this Lease or any representation made by Tenant; and (e) any liens or encumbrances arising out of any work performed or materials furnished by or for Tenant, including any work Landlord may have performed or caused to be performed for Tenant for which Tenant has not paid Landlord. In the event Landlord, without fault on Landlord's part, is made a party to any litigation commenced by or against Tenant, then Tenant shall Indemnify Landlord from all Claims resulting from such litigation, and shall pay all costs, expenses, and attorney fees incurred or paid by Landlord in connection with such litigation.

ARTICLE 15
MISCELLANEOUS PROVISIONS

15.1 Holding Over. If Tenant shall hold over the Premises after the expiration of the Term with the consent of Landlord, either express or implied, such holding over shall be construed to be only a tenancy from month to month subject to all the covenants, conditions and obligations contained in this Lease. Tenant hereby agrees to continue payment of all monetary sums (such as taxes, insurance, etc.) which are the Tenant's obligation under this Lease.

15.2 Attorneys' Fees. In the event that any action or arbitration is brought by either party against the other party for the enforcement or declaration of any right or remedies in or under this Lease or for the breach of any covenant or condition of this Lease, then and in that event the prevailing party shall be entitled to recover, and the other party agrees to pay, all fees and costs to be fixed by the court or arbitrator therein, including, but not limited to, attorneys' fees.

15.3 Quiet Possession. Landlord agrees that Tenant, upon paying the rent and performing the covenants and conditions of this lease, shall quietly have, hold and enjoy the Premises throughout the term hereof; and Landlord warrants to Tenant that as of the Effective Date there shall be no existing tenancies on the Premises.

15.4 Notices. Any notice to be given or other document to be delivered by either party to the other hereunder shall be in writing and delivered to either party personally or by depositing same in the United States mail, duly certified, with postage thereon fully prepaid and addressed to the party for whom intended, as follows:

To Landlord: City of St. Helena
Attn: City Manager
1480 Main Street
St. Helena, CA 94574

To Tenant: St. Helena Historical Society
Attn: ____________________
____
St. Helena, CA 94574

Either party hereto, from time to time by written notice to the other party, may designate a different address which shall be substituted for the one above specified. Notices shall be effective when received. Any notice or other document sent by certified mail, as aforesaid, shall be deemed received seventy-two (72) hours after the mailing thereof, as above provided.

15.5 Waiver. No waiver of any breach of any of the terms, covenants, agreement, restrictions or conditions of this Lease shall be construed as a waiver of any succeeding breach of the same or other covenants, agreements, restrictions and conditions hereof.

15.6 Binding. Subject to the restrictions set forth herein regarding assignment of the leasehold estate, each of the terms, covenants and conditions of this lease shall extend to and be binding on and shall inure to the benefit of not only Landlord and Tenant but to each of their respective heirs, administrators, executors, successors and assigns.

15.7 Disclaimer of Partnership. The relationship of the parties hereto is that of Landlord and Tenant, and it is expressly understood and agreed that Landlord does not in any way or for any purpose become a partner of Tenant or a joint venturer with Tenant in the conduct of Tenant's business or otherwise.

15.8. Interpretation. The titles to the paragraphs of this Lease are not a part of this Lease and shall have no effect upon the construction or interpretation of any part of the Lease.

15.9 Covenants and Conditions. Each term and each provision, including, without limitation, the obligation for the payment of Rent, to be performed by Tenant or Landlord as the case may be, shall be construed to be both a covenant and a condition of this Lease.

15.10 Integration. This Lease, together with the exhibits incorporated by reference, constitutes the entire agreement between the parties and there are no conditions, representations or agreements regarding the matters covered by this Lease which are not expressed herein.

15.11 Estoppel Certificate. If, upon any sale, assignment or hypothecation of the Premises by Landlord, an offset statement shall be required from Tenant, Tenant agrees to deliver within ten (10) days after written request therefor by Landlord, a statement addressed to any such proposed mortgagee or purchaser, or to Landlord, in a form requested by Landlord's mortgagee or purchaser, certifying that this Lease is unmodified and in full force and effect (if such be the case), certifying the commencement and termination dates of the Lease term, certifying that there has been no assignment or sublease of this Lease and that there are no defenses or offsets hereto, or stating those claimed by Tenant, and containing such other information as reasonably may be requested by the party to whom such certificate is addressed. In the event Tenant fails to deliver such offset statement to Landlord within the ten (10) day period above provided, it shall be deemed that this Lease is in full force and effect and that Tenant has no defenses or offsets against Landlord, and that the other information contained in the requested statement is correct.

15.12 Counterparts. This Lease may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Lease shall be deemed executed when each party notifies the other in writing that a counterpart has been signed by the notifying party.

IN WITNESS WHEREOF, we have executed this instrument on this _____ day of __________, 2015.

LANDLORD:

CITY OF ST. HELENA

By____________________________________
Jennifer Phillips, City Manager

ATTEST:

By ____________________________
Cindy Black, City Clerk

APPROVED AS TO FORM:

By ____________________________

Thomas B. Brown, City Attorney

TENANT:

ST. HELENA HISTORICAL SOCIETY

By__________________________________

Its__________________________________

By__________________________________

Its__________________________________

EXHIBIT "A"

LEGAL DESCRIPTION AND MAP OF PROPERTY AND PREMISES

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