AMENDED 6/6/20 at 3:20 pm

City of St. Helena
Regular City Council Meeting
Tuesday, June 9, 2020 @ 6:00 PM

In accordance with Executive Orders N-25-20, N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. The City Council meeting will be live-streamed on Comcast Channel 28 and on the City's website, barring technical difficulties. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for City Council meetings will be accepted via email to publiccomment@cityofsthelena.org.

Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions.

Please click the link below to join the meeting:
https://us02web.zoom.us/j/82166632530

Or iPhone one-tap :
US: +16699006833,,82166632530# or +12532158782,,82166632530#

Or Telephone: Dial(for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Meeting ID: 821 6663 2530

International numbers available: https://us02web.zoom.us/u/kcYSjyVba

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 do so, but please observe the time limit of four minutes.

Page

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
   Mayor: Geoff Ellsworth, Vice Mayor: Paul Dohring, City Council Members: Anna Chouteau, David Knudsen and Mary Koberstein
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 4 minutes. Each person is entitled to speak on any non-agendized item only once at any meeting. Brief questions by Council Members for clarifications may be posed and answered, and Council Members 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.

4.1. Public Comment.Alan Galbraith 13 - 19
Public Comment.Grace Kistner
Public Comment.Joy Roades-Brown, Barry Brown
Public Comment.Luke Myers

5. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, AND AB 1234 REPORTS:
Reports by staff and/or Council Members on items of general interest. Brief questions for clarification may be posed and answered, and Council Members 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.

6. PRESENTATIONS AND PUBLIC RECOGNITIONS

6.1. None

7. STAFF BRIEFING

7.1. Upper York Creek Dam Project Update by Erica Ahmann Smithies, Public Works Director and City Engineer

7.2. Update on Waste Water Treatment Plant Upgrade Project by Erica Ahmann Smithies, Public Works Director and City Engineer

8. 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)

8.1. Consideration and proposed approval of Regular Meeting Minutes of January 28, 2020 and February 11, 2020. 21 - 37
01-28-2020 Regular City Council - Minutes UPDATED
02-11-2020 Regular City Council - Minutes

8.2. Consideration and Approval Amendment #1 to STH Contract No: 2017-061 and Calistoga Agreement No. 731 with UpValley Family Centers for Coordination and Management of a Juvenile Diversion Program and Drug/Alcohol Prevention Education Program extending the term of the agreement through June 30, 2023 and increasing the compensation $10,000 each year, for a total annual contract amount not-to-exceed $60,000 to be divided equally between the City of St. Helena and the City of Calistoga. 39 - 45

CEQA Determination: Exempt
Prepared By: Chris Hartley, Chief of Police
Recommendation:

Recommend approval.

Staff Report - Pdf

8.3. Consideration and approval of a Resolution in Support of the Napa Valley Transportation Authority's (NVTA) Solution for Congested Corridors (SCC) Program and Local Partnership Program (LPP) grant applications for the Soscol Junction interchange Project and authorizing of the Mayor to support on behalf of the St. Helena City Council. 47 - 53

CEQA Determination: Exempt
Prepared By: Preya Nixon, Asst. to the City Manager
Recommendation:
Consideration and approval of a Resolution in Support of the Napa Valley Transportation Authority's (NVTA) Solution for Congested Corridors (SCC) Program and Local Partnership Program (LPP) grant applications for the Soscol Junction interchange Project and authorizing of the Mayor to support on behalf of the St. Helena City Council.

Staff Report - Pdf

8.4. Adopt Resolution approving the 2020 draft update of Napa County Multi-Jurisdictional Hazard Mitigation Plan ("Mitigation Plan") 55 - 59

CEQA Determination: Exempt
Prepared By: Mark T. Prestwich, City Manager
Recommendation:
Adopt Resolution approving the 2020 draft update of Napa County Multi-Jurisdictional Hazard Mitigation Plan ("Mitigation Plan")

Staff Report - Pdf

8.5. Consideration and Proposed Resolution: (1) Amending the Fiscal Year 2019-2020 adopted Capital Improvement Program Budget to include C20-08, Public Works Corporation Yard Fuel Tank; and (2) Authorizing a budget of $50,000 for CIP C20-08 61 - 65

CEQA Determination: Exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities
Prepared By: Martin Beltran, Management Analyst
Recommendation:
Staff recommends City Council adopt a Resolution: (1) Amending the Fiscal Year 2019-2020 adopted Capital Improvement Program Budget to include C20-08, Public Works Corporation Yard Fuel Tank; and (2) Authorizing a budget of $50,000 for CIP C20-08.

Staff Report - Pdf

8.6. Consideration and proposed approval of a resolution approving an extension to the joint use agreement with St. Helena Unified School District for the use of Vintage Hall Board Room through September 30, 2020 for an additional cost of $2,750 for a total cost not to exceed $39,750 67 - 80

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzafopoulos, City Clerk

Recommendation:
Adopt the resolution.

Staff Report - Pdf

8.7. Consideration and proposed approval of a resolution adopting the Five-Year Capital Improvement Program (Fiscal Years 2020-21 to 2024-25) 81 - 148

CEQA Determination: Not a CEQA project
Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer
Recommendation:
Staff recommends City Council approve the attached Resolution adopting the Five-Year Capital Improvement Program (Fiscal Years 2020-21 to 2024-25.)

Staff Report - Pdf
Public Comment.Tom Belt

8.8. *NEW ITEM 6/6/20 149 - 156
Consideration and Adoption of a Resolution (1) Authorizing the City Manager to Execute a Use of Facilities Agreement Between Public Agencies between the City of St. Helena and the St. Helena Unified School District for use of the tennis courts located on the St. Helena High School campus during the rehabilitation of the Crane Park Tennis Courts and (2) Authorizing the City Manager to execute any amendments to this Agreement extending the time period, if necessary, until such a time the Crane Park Tennis Court project is completed.

CEQA Determination: Not a CEQA project
Prepared By: Andre Pichly, Parks & Recreation Director
Recommendation:
Staff recommends the City Council Adopt a Resolution (1) Authorizing the City Manager to Execute a Use of Facilities Agreement Between Public Agencies between the City of St. Helena and the St. Helena Unified School District for use of the tennis courts located on the St. Helena High School campus during the rehabilitation of the Crane Park Tennis Courts and (2) Authorizing the City Manager to execute any amendments to this Agreement extending the time period, if necessary, until such a time the Crane Park Tennis Court project is completed.

Staff Report - Pdf

9. PUBLIC HEARINGS

9.1. None

10. OLD BUSINESS

10.1. City Manager Update on COVID-19 Emergency; Discussion and Direction Regarding Anticipated Reopening of City Amenities and Associated Protocols (Oral Report) 157

CEQA Determination: Not a CEQA project
Prepared By: Mark T. Prestwich, City Manager

Recommendation:
Discussion and direction to the City Manager.

Staff Report - Pdf

10.2. Staff presentation and City Council review, discussion, and direction for the FY 2020-21 Draft Citywide Budget 159 - 393

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
The Draft FY 2020-21 Budget is being presented for City Council review, discussion, and direction to City Staff for the preparation of the Proposed FY2020-21 Budget which will be presented on June 23, 2020.

Staff Report - Pdf
Public Comment.Mark Smithers
Public Comment.Matt Demchuk
Draft Budget 060920 Presentation

10.3. Consideration and Approval of a Resolution Authorizing (1) An Exception to Grant Policy for Friends of the Cameo for the FY 2019-20 Grant Programming Approving a Change in Scope Retroactively and(2) Re-directing $10,000 of FY 2019-20 Unused Non-Profit Grant Funds, if available, to the Cameo for a Drive-in Movie Theater. (~~Staff report forthcoming~~) Provided 6-5-20 395 - 415

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Finance Manager
Recommendation:
Provide direction to staff and, based on direction, consideration and approval of a Resolution Authorizing (1) An Exception to Grant Policy for Friends of the Cameo for the FY 2019-20 Grant Programming Approving a Change in Scope Retroactively and (2) Re-directing $10,000 of FY 2019-20 Unused Non-Profit Grant Funds, if available, to the Cameo for a Drive-in Movie Theater.

Staff Report - Pdf

10.4. Discussion and Direction for the Small Business Sustainability Loan Program and Consideration and Approval of a Resolution Approving a Small Business Sustainability Loan Program for an initial investment of $200,000 from the FY 2019-20 budget. (~~Staff report forthcoming~~) Provided 6-5-20 417 - 451

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
Staff recommends City Council approve a Resolution Approving a Small Business Sustainability Loan Program for an initial investment of $200,000 from the FY 2019-20 budget.

Staff Report - Pdf

11. NEW BUSINESS

11.1. Consideration of Initiative Measure Prohibiting Hotel/Motel Development on Public Land Located at the Corner of Library Lane and Adams Street 453 - 532

CEQA Determination: Not a CEQA project
Prepared By: Kara Ueda, City Attorney
Recommendation:
Direct staff to prepare a report on the proposed initiative measure's impacts pursuant to Elections Code section 9215.

Staff Report - Pdf
Public Comment.Joan Smith
Public Comment.Linda Rose
Public Comment.Lorraine Ruston
Public Comment.Lowell Young
Public Comment.Mariam Hansen
Public Comment.Shari Harmon
Public Comment.Sharon Dellamonica
Public Comment.Tom and Margot Belt
Public Comment.Beth Novak Milliken
Public Comment.Celeste Navone
Public Comment.Christopher Cole
Public Comment.Elizabeth Green
Public Comment.Charlotte Leighton
Public Comment.Debbi and Steve Janeck
Public Comment.Ester Akersloot
Public Comment.Glenn Goelz
Public Comment.Holly Rogers
Public Comment.Leslie Stanton
Public Comment.Nancy Dervin
Public Comment.Nancy Morrell
Public Comment.Pat Dell and Grace Kistner
Public Comment.Richard Seiferheld
Public Comment.Susan Kenward
Public Comment.Wayne Armstrong and Marcus Robbins
Public Comment.Anthony Micheli
Public Comment.Cristine Salzner
Public Comment.Jack Stuart
Public Comment.Thomas W. Allen
Public Comment.Ann Nevero
Public Comment.Dione Carston
Public Comment.Oliver Caldwell
Public Comment.Tishna Pastrama
Public Comment.Patty and Don Simons
Public Comment.Tim Nieman
Public Comment.Phil Murphy

11.2. Review and Discussion of City Council Three Year Goals and 2020 Workplan 533 - 542

CEQA Determination: Not a CEQA project

Prepared By: Mark T. Prestwich, City Manager
Recommendation:
Discuss and provide direction to the City Manager.
Staff Report - Pdf

11.3. Urgency Ordinance to Grant Emergency Temporary Use Permits that will Allow Commercial Business to Use Outdoor Space to Meet Physical Distancing Requirements (~~Staff report forthcoming~~) Provided 6-5-20 — 543 - 562

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA
Prepared By: Maya DeRosa, Planning & Building Director
Recommendation:
Adopt the urgency ordinance by a 4/5 vote.
Staff Report - Pdf

11.4. Review and Discuss July 4th Community Celebration Activities — 563 - 564

CEQA Determination: Not a CEQA project
Prepared By: Andre Pichly, Parks & Recreation Director
Recommendation:
Staff recommends the City Council review and discuss the concept for Front Yard Fourth, provide feedback on the plan for implementing a safe annual Bike Parade, and provide final direction for the 2020 Fourth of July programming which would include authorization to spend funds prior to the adoption of the FY 2020-21 budget.
Staff Report - Pdf

12. ITEMS LIKELY TO BE PLACED ON THE NEXT OR FUTURE MEETING AGENDA:

12.1.

June City Council Meetings: **6/23 (staff reports due 6/5)** **6/23 Interview Meeting**
STAFF BRIEFING:
Upper York Creek Dam Project Update by Erica Ahmann Smithies, Public Works Director and City Engineer
Update on Waste Water Treatment Plant Upgrade Project by Erica Ahmann Smithies, Public Works Director and City Engineer
CONSENT:
6/23 City conflict of Interest Code Update
6/23 Award of Upper York Creek Construction Contract
6/23 Award of CEQA/NEPA PSA for S-52 WWTRP Upgrades
6/23 Cell Tower Lease Renewal
6/23 St. Helena Chamber of Commerce Contract
6/23 St. Helena School District Contract extension
6/23 Marin IT Contract
6/23 Call the election
6/23 Housing Authority contract amendment for administering the Home grant
OLD BUSINESS:

6/23 2020 City of St. Helena Water Storage Projections Update by Erica Ahmann Smithies, Public Works Director and City Engineer
6/23 Budget adoption
PH or NEW BUSINESS:
Discussion of Council cost recovery policy
6/23 Utility Master Plan
6/23 First reading ADU ordinance
6/23 Boards and Committees Appointment
<u>July City Council Meetings</u>: **7/14 (staff reports due 6/26)** **7/28 Cancelled** **TBD July Policy Discussion**
STAFF BRIEFING:
Upper York Creek Dam Project Update by Erica Ahmann Smithies, Public Works Director and City Engineer
Update on Waste Water Treatment Plant Upgrade Project by Erica Ahmann Smithies, Public Works Director and City Engineer
CONSENT:
7/14 Hometown Harvest Festival street closure
OLD BUSINESS:
7/14 Vaping Ordinance Discussion
August - First reading for Vaping Ordinance
7/14 Will Serve Policy Discussion

13. ADJOURNMENT

The next Regular City Council meeting is scheduled for June 23, 2020, at 6:00 p.m.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on June 3, 2020. Republished June 6, 2020 at 3:20 pm.

Cindy Tzafopoulos, City Clerk

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Clerk's Office (707) 967-2792. Notification 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act will enable the City to make reasonable arrangements to ensure accessibility to this meeting

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 https://sthelena.civicweb.net and will be available for public review at the respective meeting.

THE CITY OF ST. HELENA ENCOURAGES ONLINE PUBLIC PARTICIPATION IN VIRTUAL CITY COUNCIL MEETINGS

St. Helena, CA– The City of St. Helena is committed to public participation in City government in a manner that is consistent with guidance provided by the Napa County Public Health Official and Governor Newsom's Executive Order N-25-20. These guidelines relate to social distancing, and are intended to protect everyone by limiting the spread of COVID-19 in our community. In adherence to these guidelines, the St. Helena City Council will host a Virtual Council Meeting on Zoom; a free teleconferencing tool that enables users to watch and/or call into the meeting from their computers or phones. This meeting will be open to public and allows for live public comment. The meeting will also be recorded, livestreamed, and posted on the City's website after the adjournment of the meeting if technical difficulties occur: https://sthelena.civicweb.net/Portal/

The ZOOM web link, meeting ID, and phone number will be listed at the top of the City Council Meeting Agenda. You will be required to enter the meeting ID, but there will be no password or participant ID.

How to Watch or Listen to Council Meetings:

1. Watch on Comcast Channel 28
2. Watch the livestreaming video on the City's website

3. Watch and Listen on Zoom.us by clicking on the link in the Council Agenda
4. Listen only by calling the Zoom number listed on the Council Agenda

Watch Council Meeting by Joining the Zoom Meeting:

1. **By Computer, Tablet, or Smart Phone:**
    a. Before joining the virtual City Council Meeting, it is highly encouraged that you download the Zoom App. To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.
    b. If you are logged into your account, Enter the **Meeting ID** listed on the City Council Agenda. If you have not created an account go to: https://zoom.us/join and enter the **Meeting ID**
    c. Select if you would like to connect audio and/or video and tap **Join Meeting**.
    d. For specific instructions for your device, go to: https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting
2. **Listen Only by Telephone:**
    a. **Dial** the number listed on the Council Agenda.
    b. At the prompt, enter the **Meeting ID** provided on the top of the City Council Meeting Agenda and **Press #. A participate ID is not required.**
    c. To disconnect from the meeting, hang up the phone.

Ways to Provide Public Comment:

While attending the virtual City Council Meeting, the public will have the opportunity to provide live public comment during Public Forum and after each agenda item. When it is the appropriate time for public comment the Mayor will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. **Send a Public Comment in Advance to** publiccomment@cityofsthelena.org

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to publiccomment@cityofsthelena.org. Please include in the subject line "COMMENT TO COUNCIL and the AGENDA ITEM". Any public comment is required to be submitted no later than 1 hour before the scheduled meeting and will be included as an attachment to the agenda.

2. **Provide Comment through Zoom meeting from a computer, tablet, or smart phone**

This option allows the public to virtually attend the meeting as a muted 'attendee' with no video or screen sharing capabilities. You will be able to see and hear those participating in the meeting, but they will not be able to hear you until the host unmutes you.

If you wish to provide public comment during a specific agenda item or during public forum, you can use the **"raise hand"** feature located in the control panel at the bottom of your screen. The icon is a small blue hand. In Windows you can also use the Alt+Y keyboard shortcut to raise or lower your hand. In Mac you can also use the Option+Y keyboard shortcut to raise or lower your hand.

The host will be notified that you've raised your hand and you will be placed

in a queue with all incoming requests.
When it is your turn to speak, you will be notified that the host has unmuted you. To be removed from the queue, just click the '**raise hand'** button again.

3. **Call in to the ZOOM meeting from a cell phone or landline phone only**
This option allows the member of the public with the opportunity to verbally participate in public comment.

If you wish to speak during public comment time dial ***9** on your telephone.

The host will be notified that you would like to speak and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. You may press ***9** again if you wish to be removed from the queue.

You will be notified at the end of your statement that you have been muted.

Cindy Tzafopoulos

From: agalbraith94574@gmail.com
Sent: Thursday, June 4, 2020 4:48 PM
To: Cindy Tzafopoulos
Subject: Fwd: [External] President Obama's Call for Use of Force Review

Please post as public comment for the next CC meeting. Thanks, Alan

Sent from my iPhone

Begin forwarded message:

> **From:** Alan Galbraith <agalbraith94574@gmail.com>
> **Date:** June 4, 2020 at 3:20:24 PM PDT
> **To:** Geoff Ellsworth <geoffellsworth@yahoo.com>, Paul Dohring <PDohring@cityofsthelena.org>, Mary Koberstein <mbksthelena@gmail.com>, David Knudsen <dknudsen@gmail.com>, Anna Chouteau <achouteau@gmail.com>
> **Cc:** David Stoneberg <dstoneberg@sthelenastar.com>
> **Subject: President Obama's Call for Use of Force Review**
>
> Today's NYT reports (on page one) that former President Obama "called on every mayor in the nation to review use of force policies and make reforms." I see no basis for our City to except itself from this review as called for by our former President.
>
> Given our form of government, the call should be from the City Council, not just the mayor. The Council should schedule a special session devoted solely to the use of force policies. The Police Chief should explain current policy and, if he has reform suggestions, he should make them.
>
> To me, this is a crucial opportunity for public education. The public should understand our City's current written policies, assess whether they are up-to-date with best practices, and invite further "reform" comment from our residents.
>
> My view is that the Council should expedite this issue for community consideration.
>
> Respectfully.
>
> Alan Galbraith

Cindy Tzafopoulos

From: Grace Kistner <gdkistner@comcast.net>
Sent: Tuesday, June 9, 2020 11:55 AM
To: Geoff Ellsworth; Paul Dohring; Anna Chouteau; David Knudsen; Mary Koberstein
Cc: Mark Prestwich; Cindy Tzafopoulos
Subject: [External] June 9th Meeting

I would like to encourage you to call a special meeting solely to discuss the use of police force policies as requested by Alan Galbraith in the public comment section of tonight's meeting.
Thank you,
Grace Kistner

These are strange times. This published alternative to live public comment has unfortunately exacerbated one of St. Helena's blatant shortcomings. The code enforcement system has made unsuspecting pawns of its citizenry and exposes them to the likelihood of personal injury and financial hardship. It is said to be anonymous, but in its practice is not. No access to St. Helena personnel other than this format appears possible.

Some notorious residents have for years taken advantage of the City's lack of oversight. St. Helena makes it easy with few or no paid enforcement personnel or regular and routine follow-up that they provide. Violators do not apply for permits nor follow regulations, codes or guidelines. Only when reported to the city via complaint is there attention paid and a lessening of these abuses. When their "coast is clear" they are right back at it--whatever "it" is. Whistle blowers have meanwhile been subjected to retribution for having reported these violations. We have all seen it for years with short term rentals. The City finally had enough episodes of abuses that it now appears to monitor and curtail those who fail to follow STR rules. Impressive financial fines imposed on those whose behaviors are chronic have apparently also been necessary and effective.

We have lived here since 1980 next to 100 acres of vineyard with multiple owners. In 40 years just one bad apple has defied AG codes. Unpermitted buildings appeared. Tours and tastings never allowed were routine. Large events were held without permit or warning. A barn with building codes never intended for human habitation was converted into a hospitality center. Traffic became unbearable until finally we lost patience. The clumsy handling of our complaint in the planning department exposed us as whistle-blower. In retaliation a fence was installed inches from us with approval of an uninformed and inept director. This fence violates decency and is an aesthetic insult. It denies us access to and benefit of our property or its care and maintenance. We had several appearances before Council with no justice. An easement which was the basis for the 1992 variance which the City issued to us and proscribes any such fence has been completely ignored as the value of our home declines. How will City St. Helena compensate us for the losses we have incurred by our forced participation in a code enforcement system of the city's own design and its own mismanagement?

As weather warms the re-opening of St Helena under stage 2 and into the future will provide many new challenges and some very tiresome repetitions of old and ongoing code violations. It is happening already. What WILL the city do? Please clarify code enforcement procedures and fines. Violations WILL be upcoming. Now is the time to demonstrate that you are serious about this situation. Will there be an enforcement

plan in place this time? Under the current broken system how will citizens be protected? What is reporting procedure? How does the city gather information it desperately needs sooner than later…without the rights of others being trampled?

With great hope for a better outcome: Joy Roades-Brown, Barry Brown

Cindy Tzafopoulos

From: Luke Myers <lukemyers@me.com>
Sent: Monday, June 8, 2020 6:44 PM
To: Public Comment
Subject: [External] Comment to Council-- for Public Forum (6/9)

Dear Council,

As I'm sure you're aware, we may very well be on the precipice of a new civil rights era. In the wake of George Floyd's murder, institutions and individuals are finally examining systemic racism within our communities. More importantly, they are pledging to take action that reimagines public safety for our Black, Native, and Latinx communities.

I was heartened to read some of your statements condemning Mr. Floyd's murder, including the statement made by Chief Hartley. What I am missing is the commitment to action. What tangible steps will you take to ensure that St. Helena is a leader of public safety for people of color, specifically our Black and Latinx residents?

I encourage you to visit Obama.org and take the pledge our former president has shared. Following the "Meet anguish with action" link will lead you to a number of comprehensive resources that reimagine safety for communities that have historically been targeted and harmed by police and sidelined in city policies.

Growing up in St. Helena, I was protected by my whiteness, without being aware of it. The only run-in I had with police was at age 15 after climbing onto the roof of a Main street building. My friends and I, all white, never feared for our safety during this encounter. Most of my Latinx friends, I learned, would not have felt the same, because by age 15 they had already experienced racial profiling by our police department. They had strong reason to fear and weak reason to trust. What we have been seeing across the nation only reinforces that lack of trust. How will you restore this trust in St. Helena? What will it look like? I can't pretend to have these answers— but I do hope it will involve a reevaluation of the use of force, extensive implicit bias and anti-racism training, concrete consequences for inappropriate behavior, and continued communication with our Latinx community. And I know you will find a wealth of options by exploring the resources on Obama.org.

I strongly believe that SHPD can do better than the racism and violence we have seen on the news. But committing to do better is not enough. We need them to walk their talk, and we need a council that will hold them accountable.

Finally, please recognize that safety for Black and brown bodies goes far beyond policing. As our nation examines its history of racism and its pervasiveness today, there is no better time than now, *right* now, to make a deliberate commitment to improving the lives of our communities of color. This process will be long and complex, but it *must* involve consulting and incorporating local voices of color into municipal decision-making in the future.

Thanks for your time. I look forward to hearing how you are committed to making St. Helena a leader of racial justice.

With love,

Luke Myers

Chablis Ct,
St. Helena

MINUTES
City of St. Helena
Regular City Council Meeting
Tuesday, January 28, 2020 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena

A complete video recording of this meeting, except for closed session, can be found at https://sthelena.civicweb.net/Portal/ or by calling the City Clerk at (707) 968-2742. The City Council video is the official record of the Council meeting.

Present: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member David Knudsen, and Council Member Mary Koberstein

Absent: Council Member Anna Chouteau

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC FORUM:
No public comment was received.

5. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, and AB 1234 REPORTS:

Reports by Staff and City Council Members were made.

6. PRESENTATIONS AND PUBLIC RECOGNITIONS

6.1 Proclamation Recognizing Harper McClain's Accomplishments

6.2 Officer Todd Heald to Receive Commendation from Chief of Police Chris Hartley

6.3 Oath of Office for Colton Adams

6.4 Oath of Office for Randal Stephenson

7. STAFF BRIEFING

7.1 Upper York Creek Dam Project Update by Erica Ahmann Smithies, Public Works Director and City Engineer

Public Works Director Erica Ahmann Smithies provided an update.

7.2 Update on Waste Water Treatment Plant Upgrade Project by Erica Ahmann Smithies,

Public Works Director and City Engineer

Public Works Director Erica Ahmann Smithies provided an update.

8. 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)

8.1 Consideration of Resolution 2020-5 Authorizing the City Manager to execute a Memorandum of Agreement between Sonoma County Sheriff's Office and Saint Helena Police Department Pertaining to Assistance Under the Law Enforcement Mutual Aid Plan

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Finance Manager
Recommendation:
Approve a resolution authorizing the City Manager to execute a MOA between Sonoma County Sheriff's Office and Saint Helena Police Department pertaining to assistance under the LEMAP.

8.2 Consideration of approval of a Resolution 2020-6 approving out-of-state travel for Senior Planner Aaron Hecock to attend the American Planning Association (APA) conference in Houston, Texas from April 25-28, 2020.

CEQA Determination: Not a CEQA project
Prepared By: Aaron Hecock, Senior Planner
Recommendation:
Staff recommends the City Council approve a resolution authorizing out-of-state travel for Senior Planner Aaron Hecock to attend the American Planning Association (APA) conference in Houston, Texas from April 25-28, 2020.

8.3 Consideration and proposed adoption of a Resolution 2020-7 accepting the work and final CIP Project R19-02 Hunt Avenue Sidewalk Gap Closure construction costs of $245,011.69 and directing the filing of the Notice of Completion

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA
Prepared By: Edrees Argand, Assistant Engineer
Recommendation:
Adopt the attached Resolution accepting the work and final project construction costs of $245,011.69 and directing the filing of the Notice of Completion for CIP Project R19-02 Hunt Avenue Sidewalk Gap Closure

8.4 Consideration and proposed adoption of a Resolution 2020-8 accepting the work and final project construction costs of $836,856.15 and directing the filing

of the Notice of Completion for CIP Project R19-79 Year 1 Pavement Restoration

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA
Prepared By: Edrees Argand, Assistant Engineer
Recommendation:
Adopt the attached Resolution accepting the work and final project construction costs of $836,856.15 and directing the filing of the Notice of Completion for CIP Project R19-79 Year 1 Pavement Restoration.

Vice Mayor Paul Dohring moved to adopt consent as presented. The motion was seconded by Council Member Mary Koberstein and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: Council Member Anna Chouteau
ABSTAIN: None
RECUSE: None

9. PUBLIC HEARINGS

9.1 Applicant Appeal of Planning Commission Denial of Demolition Permit and Design Review at 1443 Stockton Street (#PL19-001)

CEQA Determination: Exempt
Prepared By: Chris Gustin, Contract Planner
Recommendation:
It is recommended the City Council open the public hearing, take all relevant testimony from the Appellant and anyone desiring to be heard and, after deliberation, direct Staff to prepare either a Draft Resolution and Findings sustaining the Planning Commission's denial of a Demolition Permit and Design Review for 1443 Stockton Street or, alternatively, direct Staff to prepare a Draft Resolution and Findings overturning the Planning Commission's denial and approve the Demolition Permit and Design Review.

Council Member David Knudsen recused himself due to the proximity of his residence.

Contract Planner Chris Gustin reported on this item.

Mayor Ellsworth opened the public hearing for public comment.

Applicant Jennifer Moore Vitro, Connie Wilson, Katie Lynn, Carolyn Kelperis,

Betty Beckstoffer, Terry Tracy addressed the City Council.

Vice Mayor Paul Dohring moved to uphold the Planning Commission decision and agendize a resolution upholding the Planning Commission's findings at the next City Council meeting. The motion was seconded by Mayor Geoff Ellsworth and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth and Vice Mayor Paul Dohring
NOES: Council Member Mary Koberstein
ABSENT: Council Member Anna Chouteau
ABSTAIN: None
RECUSE: Council Member David Knudsen

Council Members David Knudsen returned to the meeting room and rejoined the dais.

10. OLD BUSINESS

10.1 Downtown Streetscape Construction Project Update, Construction Phasing, and Funding Plan

CEQA Determination: CEQA will be completed as part of project design
Prepared By: Preya Nixon, Asst. to the City Manager
Recommendation:
Receive, review and discuss report, approve plan related to project funding, and provide direction to the City Manager related to preliminary Business Continuity Plan.

City Manager Mark Prestwich and Asst. to the City Manager Preya Nixon reported on this item.

Gates and Associates Vice President Linda Gates, President Dan Gates and Junior Landscape Designer Dan Shafir provided a presentation.

Rich Walloch and Susanne Ortega addressed the City Council.

Council Member Mary Koberstein moved to continue the meeting beyond 9:00 pm. The motion was seconded by Vice Mayor Paul Dohring and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: Council Member Anna Chouteau
ABSTAIN: None
RECUSE: None

The City Council provided direction.

11. NEW BUSINESS

11.1 Consideration and proposed approval of a resolution 2020-9 appointing applicants to the Financing Civic Infrastructure Task Force

CEQA Determination: Not a CEQA project
Prepared By: Cindy Tzafopoulos, City Clerk
Recommendation:
Per resolution 2019-16 Council Rules of Procedure appointments shall be made by interview, ballot process and the Mayor shall nominate applicants with the appointments subject to approval by the majority of Council.

Per resolution 2019-137 the membership will consist of five to seven members.

City Clerk Cindy Tzafopoulos reported on this item.

It was the consensus of the City Council for the Financing Civic Infrastructure Task Force to consist of 7 members.

Bobbi Monnette addressed the City Council.

Vice Mayor Paul Dohring moved to appoint Philippa Ward, Tom McBroom, Daniel Hale, George David, Patrick Kenealy, Elaine Honig and Richard Walloch are appointed to the Financing Civic Infrastructure Task Force. Glenn Goelz, Thomas Allen and Dale Grossman are appointed as subject matter experts. The motion was seconded by Council Member Mary Koberstein and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: Council Member Anna Chouteau
ABSTAIN: None
RECUSE: None

11.2 City Council consideration of a resolution 2020-9 authorizing the City to become a member of a subregional entity to administer the Regional Housing Needs Allocation (RHNA) process for the 2022-2030 cycle;.

CEQA Determination: Approval of resolution not a “project” as defined in Section 15378(a) of State CEQA Guidelines. Even if determined to be a “project” subject to CEQA, action is exempt under the common sense exemption set forth in Section 15061(b)(3).

Prepared By: Aaron Hecock, Senior Planner
Recommendation:
Discuss and consider joining the subregional entity and either approve or deny the attached resolution; and, if joining the subregional entity, designate two City Council representatives.

City Manager Mark Prestwich reported on this item.

No public comment was received.

It was the consensus of the City Council to not become a member of a subregional entity to administer the Regional Housing Needs Allocation (RHNA) process for the 2022-2030 cycle.

11.3 Discussion and Direction Regarding Flavored Tobacco and E-Cigarette Products

CEQA Determination: Not a CEQA project
Prepared By: Preya Nixon, Asst. to the City Manager
Recommendation:
Provide direction to staff on any additional outreach and/or policy direction regarding flavored tobacco and e-cigarette products.

Preya Nixon, Asst. to the City Manager reported on this item.

Dr. Karen Relucio, Napa County Deputy Director of HHSA - Public Health Officer reported on this item as well.

Regina Penna, Program Coordinator, UpValley Partnership for Youth, Jessica Chapin, Bobbi Monnette and Eva Williams addressed the City Council.

It was the consensus of the City Council to prohibit the sale of flavored tobacco products in the City of St. Helena and directed staff to check with other cities to see what action they have taken with retailers losing revenue and bring back a draft ordinance memorializing the action.

11.4 Discussion and Consideration of City Position on Napa County Measure K (March 3, 2020, California Primary Election)

CEQA Determination: Exempt
Prepared By: Preya Nixon, Asst. to the City Manager
Recommendation:
Consider a position of support, oppose, neutral, or no position for Measure K.

Preya Nixon, Asst. to the City Manager reported on this item.

Chuck McMinn and Dr. Alicia Commandant addressed the City Council.

Council Member Mary Koberstein moved to continue the meeting beyond 9:30 pm. The motion was seconded by Vice Mayor Paul Dohring and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: Council Member Anna Chouteau
ABSTAIN: None
RECUSE: None

It was the consensus of the City Council to support measure K and bring back a resolution memorializing the action.

11.5 Consideration and approval of a Resolution approving City of St. Helena City Council P-FI-0018 Ticket Distribution Policy

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
Staff recommends City Council adopt a Resolution approving City of St. Helena Policy P-FI-0018 Ticket Distribution Policy.

This item was continued to February 11, 2020.

12. ITEMS LIKELY TO BE PLACED ON THE NEXT OR FUTURE MEETING AGENDA:

12.1 Will be provided prior to the meeting.

13. ADJOURNMENT

Mayor Ellsworth adjourned the meeting at 9:38 p.m.

The regular meeting minutes of January 28, 2020 was adopted at the regular meeting of June 9, 2020.

APPROVED: **ATTEST:**

_____ _____
Geoff Ellsworth, Mayor Cindy Tzafopoulos, City Clerk

MINUTES
City of St. Helena
Regular City Council Meeting
Tuesday, February 11, 2020 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena

A complete video recording of this meeting, except for closed session, can be found at https://sthelena.civicweb.net/Portal/ or by calling the City Clerk at (707) 968-2742. The City Council video is the official record of the Council meeting.

Present: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein

Absent:

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC FORUM:
Ron Rosenbrand and Arlene Corsetti addressed the City Council.

5. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, and AB 1234 REPORTS:
Reports by Staff and City Council Members were made.

6. PRESENTATIONS AND PUBLIC RECOGNITIONS

6.1 None

7. STAFF BRIEFING

7.1 Upper York Creek Dam Project Update by Erica Ahmann Smithies, Public Works Director and City Engineer

Public Works Director Erica Ahmann Smithies provided an update.

7.2 Update on Waste Water Treatment Plant Upgrade Project by Erica Ahmann Smithies, Public Works Director and City Engineer

Public Works Director Erica Ahmann Smithies provided an update.

8. 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)

Item 8.1 was pulled from consent.

8.1 ~~Consideration and approval of a Resolution authorizing (1) Amendment No. 2 to Professional Services Agreement with Noll & Tam Architects STH Contract No: FY 2019-091 for an additional $10,000 for a total contract amount not-to-exceed $283,244; (2) a budget increase of $8,840 to 101-4000-2130 and use of General Fund Reserves of the same; and (3) a budget increase of $1,160 to 713-4000-2130, Civic Impact Fee Fund.~~

8.2 Consideration and proposed adoption of a resolution authorizing the City Manager to execute Amendment No. 1 to STH Contract: FY 2019-057 in the amount of $14,960, to the Professional Services Agreement with Green Valley Consulting Engineers for CIP Project: R19-79 Pavement Restoration Design Services for a total not-to-exceed amount of $104,960.

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA
Prepared By: Martin Beltran, Management Analyst
Recommendation:
Staff recommends City Council adopt a Resolution authorizing the City Manager to execute Amendment No. 1 to STH Contract: FY 2019-057 in the amount of $14,960 to the Professional Services Agreement with Green Valley Consulting Engineers for CIP Project: R19-79 Pavement Restoration. The total amended not-to-exceed amount of the agreement will be $104,960.

8.3 Consideration and proposed approval of a resolution authorizing A) new Police Officer Trainee position classification for the Police Department and approving the job description, B) approving the First Amendment of the Memorandum of Understanding between St. Helena Police Officers' Association and the City of St. Helena for the period July 1, 2017-June 30, 2020 to include the Police Officer Trainee classification as a non-sworn officer, and C) duly adopting and approving publicly available pay schedules in accordance with the requirement of California Code of Regulations Title 2, section 570.5 to include the new Police Officer Trainee classification.

CEQA Determination: Not a CEQA project
Prepared By: Justin Tharp, Sergeant, Kathy Robinson, Human Resources & IT Director
Recommendation:
City staff recommends the approval of a new position to the police department adding Police Officer Trainee position and approving the job description, approving the First Amendment to the Police Officers' Association Memorandum of Understanding including the new position, and recommends

City Council duly approve and adopt the amended pay schedule of the Police Officer Association Compensation Schedule which includes the new Police Officer Trainee position.

Item 8.4 was pulled from consent.

8.4 ~~Consideration and proposed approval of a resolution authorizing the purchase of three solar and battery powered WANCO Color Message Board Signs and Trailers WVTM-5C in the amount of $117,185.14 from TAPCO-Traffic & Parking Control Co., Inc.~~

8.5 Consideration and Proposed Adoption of a Resolution in Support of Napa County Measure K: Napa Water, Parks and Open Space Restoration and Preservation Retail Transactions and Use Tax Ordinance

CEQA Determination: Not a CEQA project
Prepared By: Preya Nixon, Asst. to the City Manager
Recommendation:
Pass a resolution in support of Measure K.

Council Member Anna Chouteau moved to approve items 8.2, 8.3 and 8.5. The motion was seconded by Vice Mayor Paul Dohring and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

8.1 Consideration and approval of a Resolution authorizing (1) Amendment No. 2 to Professional Services Agreement with Noll & Tam Architects STH Contract No: FY 2019-091 for an additional $10,000 for a total contract amount not-to-exceed $283,244; (2) a budget increase of $8,840 to 101-4000-2130 and use of General Fund Reserves of the same; and (3) a budget increase of $1,160 to 713-4000-2130, Civic Impact Fee Fund.

CEQA Determination: Categorically Exempt, Section 15323
Prepared By: Preya Nixon, Asst. to the City Manager
Recommendation:
Staff recommends City Council approve a resolution authorizing (1) Amendment No. 2 to Professional Services Agreement with Noll & Tam Architects STH Contract No: FY 2019-091 for an additional $10,000 for a total contract amount not-to-exceed $283,244; (2) a budget increase of $8,840 to 101-4000-2130 and use of General Fund Reserves of the same; and (3) a

budget increase of $1,160 to 713-4000-2130, Civic Impact Fee Fund.

No public comment was received.

Vice Mayor Paul Dohring moved to approve item 8.1. The motion was seconded by Council Member Mary Koberstein and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, and Council Member Mary Koberstein
NOES: Council Member David Knudsen
ABSENT: None
ABSTAIN: None
RECUSE: None

8.4 Consideration and proposed approval of a resolution authorizing the purchase of three solar and battery powered WANCO Color Message Board Signs and Trailers WVTM-5C in the amount of $117,185.14 from TAPCO-Traffic & Parking Control Co., Inc.

CEQA Determination: Not a “project” as defined in CEQA Guidelines Section 15378(a); Common Sense exemption, as set forth in CEQA Guidelines Section 15061(b)(3).
Prepared By: Martin Beltran, Management Analyst
Recommendation:
Staff recommends City Council adopt a resolution authorizing the purchase of three solar and battery powered WANCO Color Message Board Sign and Trailer WVTM-5C in the amount of $117,185.14 from TAPCO-Traffic & Parking Control Co., Inc.

No public comment was received.

Council Member Anna Chouteau moved to approve item 8.4. The motion was seconded by Council Member Mary Koberstein and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, and Council Member Mary Koberstein
NOES: Council Member David Knudsen
ABSENT: None
ABSTAIN: None
RECUSE: None

9. PUBLIC HEARINGS

9.1 None

10. OLD BUSINESS

10.1 Item 101.1 was removed from the agenda and not heard.

~~Discussion on bike facilities along Spring Street, direction to staff on preferred facility, and consideration of adopting a Resolution rescinding Resolution 2018-165 and adding portions of Spring Street to the City's list of red zones (parking prohibitions). The recommended bike facility options are as follows:~~

~~(1) Reduce the lane width on Spring Street to 11' travel lanes, add a Class II 5' bike lane in the westbound direction, and a Class III/"Share the Road" facility in the eastbound direction, and restrict parking on the south side of Spring Street;~~

~~(2) Add a Class III "Share the Road" bike facility in both directions, keep existing lane widths, and no parking restrictions.~~

CEQA Determination: Exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities
Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer
Recommendation:
Discussion on bike facilities along Spring Street, direction to staff on preferred facility, and consideration of adopting a Resolution rescinding Resolution 2018-165 and adding portions of Spring Street to the City's list of red zones (parking prohibitions).

10.2 Consideration and approval of a Resolution approving City of St. Helena City Council P-FI-0018 Ticket Distribution Policy

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
Staff recommends City Council adopt a Resolution approving City of St. Helena Policy P-FI-0018 Ticket Distribution Policy.

Finance Director April Mitts reported on this item.

No public comment was received.

Council Member Anna Chouteau moved approved the resolution as amended to remove the reference of his/her from the policy. The motion was seconded by Council Member Mary Koberstein and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary

Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

11. NEW BUSINESS

11.1 Discussion and Direction Regarding Request by the St. Helena Rotary Club and Boy Scout Troop 1 to partner with the City of St. Helena to Fundraise and Repair the Exterior of Scout Hall

CEQA Determination: This project is deemed exempt from the requirements of CEQA under Section 15301, Existing Facilities; and Section 15061(b) (3), which identifies that a rulemaking activity which does not have the potential for causing a significant effect on the environment is therefore, exempt per the general rule that CEQA applies only to projects which have the potential for causing a significant impact on the environment.
Prepared By: Mark T. Prestwich, City Manager
Recommendation:
Provide direction to the City Manager.

City Manager Mark Prestwich reported on this item.

John Dodge, Stuart Smith, John Warner and Hector Marroquin addressed the City Council.

It was the consensus of the City Council for staff to bring back options for consideration.

11.2 Review of Fire Department operations and consideration of adjustments to improve readiness including modification of one 10-hour part-time firefighter shift and increase in the Fire Chief's weekly paid hours of work from 16 to 30 hours

CEQA Determination: Not a CEQA project
Prepared By: Alec Vidler, Administrative Assistant/Fire Inspector
Recommendation:
1. Support the Fire Chief and City Manager's recommendation for increasing operational staffing capacity as recommended to allow for implementation of the year around shift; and bring back to City Council a resolution for consideration and approval to increase staffing hours of the Fire Chief; or

2. Support the Fire Chief and City Manager's recommendation for increasing operational staffing capacity with recommended City Council modifications and bring back to City Council a resolution for consideration and approval

authorizing the increased staff capacity for Fire Department operations; or

3. Provide alternative direction.

City Manager Mark Prestwich reported on this item.

No public comment was received.

Vice Mayor Paul Dohring moved to bring back to City Council a resolution for consideration and approval to increase staffing hours of the Fire Chief. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Geoff Ellsworth, Vice Mayor Paul Dohring, Council Member Anna Chouteau, Council Member David Knudsen, and Council Member Mary Koberstein
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

11.3 Quarterly Grant Report for FY 2020 Q2, for the period ending December 31, 2019

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Finance Manager
Recommendation:
Receive and file report.

Finance Manager Mandy Kellogg reported on this item.

No public comment was received.

The report was received.

11.4 Presentation of the Fiscal Year 2019 Comprehensive Annual Financial Report (CAFR) and Independent Auditor's Report on Internal Control Over Financial Reporting

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Finance Manager
Recommendation:
Staff recommends the City Council receive the presentation and accept the Comprehensive Annual Financial Report of the City of St. Helena for Fiscal Year Ended June 30, 2019.

Finance Manager Mandy Kellogg reported on this item.

No public comment was received.

The report was received.

11.5 Review of Fiscal Year (FY) 2020-21 Budget Preparation Calendar

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
Receive and file.

Finance Director April Mitts reported on this item.

No public comment was received.

12. ITEMS LIKELY TO BE PLACED ON THE NEXT OR FUTURE MEETING AGENDA:

12.1

<u>February City Council Meetings</u>: **2/11 (staff reports due 1/24)** **2/25 (staff reports due 2/7)**
STAFF BRIEFING:
Upper York Creek Dam Project Update by Erica Ahmann Smithies, Public Works Director and City Engineer
Update on Waste Water Treatment Plant Upgrade Project by Erica Ahmann Smithies, Public Works Director and City Engineer
CONSENT:
2/25 Award of fireworks RFP
2/25 Reclassification adding Senior Engineer
2/25 Cell Tower Lease
2/25 Grayson South Crane PSA Design
2/25 Resolution upholding planning commission denial at 1443 Stockton
OLD BUSINESS:
2/25 PSPS After Action Report
2/25 1st reading Curfew Ordinance Repeal
PH or NEW BUSINESS:
2/25 Police Department Annual Report
<u>March City Council Meetings</u>: **3/10 (staff reports due 2/21)** **3/24 (staff reports due 3/6)**
STAFF BRIEFING:
Upper York Creek Dam Project Update by Erica Ahmann Smithies, Public

Works Director and City Engineer
Update on Waste Water Treatment Plant Upgrade Project by Erica Ahmann Smithies, Public Works Director and City Engineer
OLD BUSINESS:
3/10 Branding and Marketing
3/10 Utility Master Plan
3/24 TDA 3 Grant Award
3/24 Main Street red curb
PH or NEW BUSINESS:
3/10 Nimbus Arts mural discussion
Early in 2020 (March or April) - LRFF

13. ADJOURNMENT

Mayor Ellsworth adjourned the meeting at 8:17 p.m.

The regular meeting minutes of February 11, 2020 was adopted at the June 9, 2020 regular meeting.

APPROVED: **ATTEST:**

_____ _____

Geoff Ellsworth, Mayor Cindy Tzafopoulos, City Clerk

Report to the City Council
Regular City Council - 09 Jun 2020

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and Approval Amendment #1 to STH Contract No: 2017-061 and Calistoga Agreement No. 731 with UpValley Family Centers for Coordination and Management of a Juvenile Diversion Program and Drug/Alcohol Prevention Education Program extending the term of the agreement through June 30, 2023 and increasing the compensation $10,000 each year, for a total annual contract amount not-to-exceed $60,000 to be divided equally between the City of St. Helena and the City of Calistoga.**

CEQA Determination: **Exempt**

Prepared By: Chris Hartley, Chief of Police

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The Juvenile Diversion Program is a rehabilitation and second chance program offered to juveniles who are first time criminal offenders. The program teaches life skills, decision making, Drug/Alcohol prevention and personal responsibility. The program provides counseling and alternative resources to both juveniles and parents. Upon successful completion, all charges are dismissed without ever entering the Criminal Justice system and no trace of criminal history.

This program was introduced to the St. Helena Police Department in 2001 and was originally monitored by the Police Department. In 2005, as the program grew, the City entered into a contract with the Boys and Girls Club and the Calistoga Police Department. The Boys and Girls Club provided a counselor who managed the program and case load and funding was split between the three entities. In 2017, the City of St. Helena and the City of Calistoga terminated services with the Boys and Girls Club and

awarded a new three-year contract with the UpValley Family Center as the UpValley Family Center agreed to cost share and provide a well trained program manager for the Juvenile Diversion Program. This contract expires on June 30, 2020 and is due for renewal.

DISCUSSION

Currently, both the City of St. Helena and the City of Calistoga each pay $25,000 annually for this program and the UpValley Family Center covers approximately $40,000 of the total program costs. The UpValley Family Center has proposed an amendment to the current contract fee by $5,000 per city, for a new three-year contract fee of $30,000 per city. This pay increase will assist with salary, benefits, and supplies for the Juvenile Diversion Officer. Attached is the FY21 budget for this position, which includes $30,000 per city and a $50,000 contribution from the UpValley Family Center for this program. Also attached are the proposed contract and an overview of the Juvenile Diversion program.

FISCAL IMPACT

The fiscal impact of this contract amendment will result in a $5,000 per year increase in Police Department spending from the General Fund, for a total of $15,000 over the course of the three year contract.

RECOMMENDED ACTION

Recommend approval.

ATTACHMENTS

Juvenile Diversion Overview_Scope of Work_2020
Diversion project budget
2Amendment _1 UpValley Family Centers

EXHIBIT 'A' : **SCOPE OF WORK**

JUVENILE DIVERSION PROGRAM

Program Description:

A youth program designed to target At Risk Youth ages 12 – 18 years old who are displaying delinquent behaviors, which have led to contact with the police. The Juvenile Diversion Program is an alternative program that involves but is not limited to counseling, education, community service hours, consequences (i.e. restitution to victims), behavior modification, and positive activities and lifestyle choices in lieu of being processed into the juvenile court and probation system. The Juvenile Diversion Program option for youth and parents is a voluntary option agreed upon via a Juvenile Diversion Contract. Failure to complete the contract in its entirety results in processing the juvenile into the juvenile criminal justice and probation system as originally intended. Juvenile Diversion contacts are tailored to the juvenile based on the needs of the juvenile, the delinquent behavior, and legal requirements (i.e. as outlined in California Proposition 64 and other legislative requirements). The Juvenile Diversion Program utilizes public, government, and non-profit agencies and services based on the individual youth needs. Juvenile Diversion contracts are meant to be for a term no longer than 9 months, however juveniles may continue to participate in programing after successful completion of the Diversion contract based on individual needs. The Juvenile Diversion program is managed by the Juvenile Diversion Coordinator who conducts, coordinates, and oversees the youth's participation in the Juvenile Diversion Program. Some aspects of the Juvenile Diversion Program, specifically counseling and education services, may be client fee based and the responsibility of the parent/youth as required by the Juvenile Diversion Contract. The Juvenile Diversion Coordinator is supervised by the UpValley Family Centers' Education Manager, and reports to the Chief of Police regarding the progress of the program and its participants.

Juvenile Diversion Coordinator's Duties & Responsibilities:

1. Manage and oversee all aspects of the Police Department Juvenile Diversion Program.
2. Develop, maintain, and oversee Juvenile Diversion program files and contracts.
3. Accept referrals from the Police Department, and may accept referrals from school officials regarding youth who are at risk and are displaying delinquent behavior or has led to law enforcement contact where a recommendation is to offer Juvenile Diversion in lieu of being processed into the criminal justice system. All cases will be documented and tracked via a police report number, citation, or issued Juvenile Diversion case number.

DRAFT

Criteria for referrals (including but not limited to):

a. Involved in and/or accused of criminal activity
b. Defiant and/or disruptive behavior
c. Gang affiliation
d. Substance abuse
e. Habitual truancy and exhibits one or more of the above.

4. Arrange and meet with parents and youth to develop and sign Juvenile Diversion Contracts. Manage and coordinate all aspects of the Diversion Contract.
5. Assist in the development and presentation of crime prevention programs relating to delinquency, gangs and substance abuse among youth (i.e. DARE program, Restorative Justice Process, etc...)
6. Represent the Police Department on the Student Attendance Review Board (SARB) or other review processes such as a Restorative Justice Process, etc…
7. Liaison with other law enforcement agencies, county services, schools, counseling services, and other outreach services as a means of improving the delivery of services relating to this program.
8. Attend and coordinate meetings with school, law enforcement, and other service provider representatives relating to the prevention of crime, delinquency, gang membership, or substance abuse among youth.
9. Provide services, when assigned, to juveniles who are or may be victims of crime.
10. Receive and maintain confidential information from law enforcement and school sources.
11. Prepare accurate and thorough reports which document the operations of the program including clients, services, and hours, every 6-months and annually.
12. Perform other related duties as may be required.

Police Department Provided Resources, Training, & Equipment:

1. Use of department computers.
2. Provide department email account.
3. Use of copy machine, office space, and office supplies.
4. Use of police department vehicle may be made available on a case by case basis.
5. Provide supplemental training such as DARE training or other certified training required to perform duties as the Juvenile Diversion Coordinator as approved by the Chief of Police.

DRAFT

FY21 Budget Youth Diversion Program
UpValley Family Centers

Personnel	FTE		Project Expense
Program Director		0.1	$ 11,355.75
Education Program Manager		0.2	$ 15,141.02
Diversion Program Coordinator		1	$ 45,864.00
Subtotal salary personeel			**$ 72,360.77**
Benefits			
Health Insurance			$ 7,020.30
Dental Insurance			$ 1,277.64
Payroll taxes and Workers Comp			$ 8,516.86
Pension plan contribution			$ 1,560.00
Subtotal benefits			**$ 18,374.81**
Non personnel direct expenses			
Clinical Supervision	10 hs		$ 1,000.00
Mileage			$ 1,020.00
Professional development			$ 500.00
Subtotal Non personnel direct expenses			**$ 2,520.00**
Non personnel shared direct expenses			
Supplies			$ 1,462.50
Printing & Copying			$ 1,365.00
Internet/email services			$ 693.33
Telephone & Telecommunications			$ 1,191.67
Rent			$ 800.00
Utilities			$ 270.83
Online Service Fees			$ 1,462.50
Subtotal Non personnel shared direct expenses			**$ 7,245.83**
Admin expenses 10%			**$ 10,050.14**
TOTAL			**$ 110,551.55**

AMENDMENT #1
TO PROFESSIONAL SERVICES AGREEMENT WITH UPVALLEY FAMILY CENTERS; STH CONTRACT NO: 2017-061 AND CALISTOGA AGREEMENT NO. 731 FOR COORDINATION AND MANAGEMENT OF A JUVENILE DIVERSION PROGRAM AND DRUG/ALCOHOL PREVENTION EDUCATION PROGRAM SERVICES EXTENDING THE TERM OF THE AGREEMENT THROUGH JUNE 30, 2023 AND INCREASING THE COMPENSATION $10,000 PER YEAR FOR A TOTAL ANNUAL CONTRACT AMOUNT NOT-TO-EXCEED $60,000 TO BE DIVIDED EQUALLY BETWEEN THE CITY OF ST. HELENA AND THE CITY OF CALISTOGA.

This First Amendment to Professional Services Agreement City of St. Helena STH Contract: FY 2017-061 and City of Calistoga Agreement No. 731 dated August 1, 2017 ("Agreement") is made as of this ____ day of _____, 2020 by and between the City of St. Helena, the City of Calistoga, and UpValley Family Centers.

RECITALS

A. On August 1, 2017, The City of St. Helena, City of Calistoga, and UpValley Family Centers entered into an agreement to provide coordination and management of a Juvenile Diversion Program and Drug/Alcohol Prevention Education Program Services; and

B. In February 2020, the City of St. Helena and the City of Calistoga received notification from UpValley Family Centers in an increase in service rates; and

D. The City of St. Helena and City of Calistoga desires to continue utiziling UpValley Family Centers to provide these services; and

E. The City of St. Helena, City of Calistoga, and UpValley Family Centers now desire to amend the Agreement for an additional $10,000 annually to be split equally between the Ctiy of St. Helena and the City of Calistoga and extend the term of the contract to June 30, 2023.

AGREEMENT

NOW, THEREFORE, in consideration of the promises and of the mutual covenants and agreements herein contained, for good and valuable consideration, the adequacy of which is hereby acknowledged, the parties agree to amend the Agreement as follows:

1. Section 4.A. Compensation, is amended to read as follows:

   "CALISTOGA and ST. HELENA agrees to pay the UPVALLEY FAMILY CENTERS $30,000.00 each, per fiscal year, for the Juvenile Diversion Program and Drug/Alcohol Prevention Education Program services. Total annual compensation shall not exceed $60,000…"

2. Section 3. Time of Performance, is amended to read as follows:

"The term of this agreement shall be for a period of June 30, 2020 through June 30, 2023."

All other terms of the Agreement shall remain in full force and effect.

Entered as of the day and year first above stated.

CITY OF CALISTOGA:

By: _____

Print Name:_____

Title: _____

APPROVED AS TO FORM:

_____
Kara K. Ueda, City Attorney St. Helena

CITY OF ST. HELENA
a Municipal Corporation

By:_____

Print Name: Mark T. Prestwich
Title: City Manager

ATTEST:

_____
City of St. Helena City Clerk
Cindy Tzafopolous

UPVALLEY FAMILY CENTERS

By:_____

Print Name: Jenny Ocon
Title: Executive Director

ATTEST:

_____
City of Calistoga City Clerk
Kendall Rose Granucci

Report to the City Council
Regular City Council - 09 Jun 2020

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and approval of a Resolution in Support of the Napa Valley Transportation Authority's (NVTA) Solution for Congested Corridors (SCC) Program and Local Partnership Program (LPP) grant applications for the Soscol Junction interchange Project and authorizing of the Mayor to support on behalf of the St. Helena City Council.**

CEQA Determination: **Exempt**

Prepared By: Preya Nixon, Asst. to the City Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The Napa Valley Transportation Authority (NVTA) is a Congestion Management Agency formed as a joint effort by the cities of American Canyon, Calistoga, Napa, St. Helena, the Town of Yountville and the County of Napa. NVTA serves as the countywide transportation planning agency. The agency's goals, duties and composition make it easier for local governments to tackle the increasingly complex problem of traffic congestion.

NVTA is requesting that jurisdictions in Napa County provide two letters of support for the Soscol Junction interchange project.

Project Background:

The Soscol Junction Project is the highest transportation priority for NVTA and the local community. The project is consistent with California's Transportation Plan 2040 and the Regional Transportation Plan, Plan Bay Area 2040. It is also included in the SR 29 Comprehensive Multi-Modal Corridor Plan adopted by the NVTA board in May 2020.

State Route 29 is the main transportation artery in the Valley, which runs north-south serving as a lifeline connecting all six jurisdictions in Napa County, and the Valley to the adjacent counties of Solano, Sonoma, and Lake Counties. The continued population growth of the southern part of the Valley, coupled with 4 million visitors per year has caused excessive congestion and delays on the SR 29 corridor in the southern part of the county. Existing conditions result in 1.365 million hours of delay at this intersection per year. Soscol Junction is a vital facility that supports the local agriculture economy, which topped $1 billion dollars in 2018, and the Valley's robust tourism.

The Soscol Junction project will make operational and multimodal improvements at the intersection of SR 29/SR 221/Soscol Ferry Road, which is currently a signalized intersection. The Project will eliminate the traffic signal and elevate SR 29 to be a free flowing north-south facility with double roundabouts slightly below grade. The project will provide additional safety for all modes, but especially bicyclist and pedestrians by providing a dedicated class I multimodal path around the intersection. The project will also serve transit by improving a main thoroughfare for Vine Transit regional routes that connect to Vallejo Ferry, El Cerrito Del Norte BART and Amtrak/Capitol Corridor in Suisun.

DISCUSSION

NVTA is requesting that jurisdictions in Napa County provide two letters of support for the Soscol Junction interchange project. One letter of support is for the Local Partnership Program (LPP) and one is for the Solutions for Congested Corridor (SCC) Program. NVTA is applying to both the LPP and SCC competitive programs to increase the chances of Soscol Junction receiving one, or a combination of both program awards.

FISCAL IMPACT

Not applicable.

RECOMMENDED ACTION

Consideration and approval of a Resolution in Support of the Napa Valley Transportation Authority's (NVTA) Solution for Congested Corridors (SCC) Program and Local Partnership Program (LPP) grant applications for the Soscol Junction interchange Project and authorizing of the Mayor to support on behalf of the St. Helena City Council.

ATTACHMENTS

Resolution
SCC Letter of support template_agencies
LPP Letter of support template_agencies

CITY OF ST. HELENA

RESOLUTION NO. 2020-XX

Resolution in Support of the Napa Valley Transportation Authority's (NVTA) Solution for Congested Corridors (SCC) Program and Local Partnership Program (LPP) grant applications for the Soscol Junction interchange Project and authorizing of the Mayor to support on behalf of the St. Helena City Council.

RECITALS

A. The Napa Valley Transportation Authority (NVTA) is a Congestion Management Agency formed as a joint effort by the cities of American Canyon, Calistoga, Napa, St. Helena, the Town of Yountville and the County of Napa.

B. NVTA serves as the countywide transportation planning agency. The agency's goals, duties and composition make it easier for local governments to tackle the increasingly complex problem of traffic congestion.

C. NVTA is requesting that jurisdictions in Napa County provide two letters of support for the Soscol Junction interchange project for the Congested Corridors (SCC) Program and Local Partnership Program (LPP) grant applications.

D. The Soscol Junction project is the highest transportation priority for NVTA and the local community. The project is consistent with California's Transportation Plan 2040 and the Regional Transportation Plan, Plan Bay Area 2040. It is also included in the SR 29 Comprehensive Multi-Modal Corridor Plan adopted by the NVTA board in May 2020.

E. State Route 29 is the main transportation artery in the Valley, which runs north-south serving as a lifeline connecting all six jurisdictions in Napa County, and the

Valley to the adjacent counties of Solano, Sonoma, and Lake Counties.

F. Soscol Junction is a vital facility that supports the local agriculture economy, which topped $1 billion dollars in 2018, and the Valley's robust tourism.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

1. The Mayor of the City of St. Helena is authorized to support the Napa Valley Transportation Authority's (NVTA) Solution for Congested Corridors (SCC) Program and Local Partnership Program (LPP) grant applications for the Soscol Junction interchange Project on behalf of the City of St. Helena City Council.

Approved at a Regular Meeting of the St. Helena City Council on June 9, 2020 by the following vote:

Mayor Ellsworth:

Vice Mayor Dohring:

Councilmember Koberstein:

Councilmember Chouteau:

Councilmember Knudsen:

APPROVED: ATTEST:

_____ _____

Geoff Ellsworth, Mayor Cindy Tzafopoulos, City Clerk

City of St. Helena
"We will conduct city affairs on behalf of our citizens using an open and creative process."

1572 Railroad Ave
St. Helena, CA 94574
Phone: (707) 967-2792
Fax: (707) 963-7748

www.cityofsthelena.org

June 9, 2020

Mr. Mitch Weiss
California Transportation Commission
1120 N Street, MS-52
P.O. Box 942873
Sacramento, CA 95814

Dear Director Weiss,

Please accept this letter as the City of St. Helena enthusiastic support of the Napa Valley Transportation Authority's (NVTA) Solution for Congested Corridors (SCC) Program grant application for the Soscol Junction interchange project.

NVTA is applying for $25 million in SCC funds for the Soscol Junction project. This is the highest transportation priority for NVTA and the local community. The project is consistent with California's Transportation Plan 2040 and the Regional Transportation Plan, Plan Bay Area 2040. It is also included in the SR 29 Comprehensive Multi-Modal Corridor Plan adopted by the NVTA board in May 2020.

State Route 29 is the main transportation artery in the Valley, which runs north-south serving as a lifeline connecting all six jurisdictions in Napa County, and the Valley to the adjacent counties of Solano, Sonoma, and Lake Counties. The continued population growth of the southern part of the Valley, coupled with 4 million visitors per year has caused excessive congestion and delays on the SR 29 corridor in the southern part of the county. Existing conditions result in 1.365 million hours of delay at this intersection per year. Soscol Junction is a vital facility that supports the local agriculture economy, which topped $1 billion dollars in 2018, and the Valley's robust tourism.

The Soscol Junction project will make operational and multimodal improvements at the intersection of SR 29/SR 221/Soscol Ferry Road, which is currently a signalized intersection. The Project will eliminate the traffic signal and elevate SR 29 to be a free flowing north-south facility with double roundabouts slightly below grade. The project will provide additional safety for all modes, but especially bicyclist and pedestrians by providing a dedicated class I multimodal path around the intersection. The project will also serve transit by improving a main thoroughfare for Vine Transit regional routes that connect to Vallejo Ferry, El Cerrito Del Norte BART and Amtrak/Capitol Corridor in Suisun.

I strongly support this project and recommend that the California Transportation Commission consider it for funding in the SCC competitive grant.

Please contact my staff member Mark T. Prestwich, City Manager, at mprestwich@cityofsthelena.org should you have any questions or require additional information

Sincerely,

Geoff Ellsworth
Mayor, City of St. Helena

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June 9, 2020

Mr. Mitch Weiss
California Transportation Commission
1120 N Street, MS-52
P.O. Box 942873
Sacramento, CA 95814

Dear Director Weiss,

Please accept this letter as the City of St. Helena enthusiastic support of the Napa Valley Transportation Authority's (NVTA) Local Partnership Program (LPP) grant application for the Soscol Junction interchange project.

NVTA is applying for $25 million from the LPP competitive grant program for the project. This is the highest transportation priority for NVTA and the local community. The project is identified in the Countywide Transportation Plan and the recently adopted SR 29 Comprehensive Multi-Modal Corridor Plan. The project is consistent with California's Transportation Plan 2040 and the Regional Transportation Plan, Plan Bay Area 2040.

The main transportation artery in the Valley is State Route (SR) 29, which runs north-south serving as a lifeline connecting all six jurisdictions in Napa County, and the Valley to the adjacent counties of Solano, Sonoma, and Lake counties. The continued population growth of the southern part of the Valley, coupled with 4 million visitors per year has caused excessive congestion and delays on the SR 29 corridor in the southern part of the county, and Soscol Junction would greatly improve highway operations and safety in south county. The project entails making operational and multimodal improvements at the intersection of SR 29/SR 221/Soscol Ferry Road, which is currently a signalized intersection. The Project will eliminate the traffic signal and elevate SR 29 to be a free flowing north-south facility with double roundabouts slightly below grade, facilitating turning movements on and off the highways.

The Soscol Junction project will provide additional safety for all modes but especially bicyclist and pedestrians by providing a dedicated class I multimodal path around the intersection. The project will also assist transit by improving a major intersection that serves the Vine Transit regional routes that connect to Vallejo Ferry, El Cerrito Del Norte BART and Amtrak/Capitol Corridor in Suisun.

I strongly support the Soscol Junction Project and recommend that the California Transportation Commission consider it for funding in the LPP competitive grant program.

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Please contact my staff member Mark T. Prestwich, City Manager at mprestwich@cityofsthelena.org should you have any questions or require additional information.

Sincerely,

Geoff Ellsworth
Mayor, City of St. Helena

Report to the City Council
Regular City Council - 09 Jun 2020

Agenda Section: **CONSENT ITEMS**

Subject: **Adopt Resolution approving the 2020 draft update of Napa County Multi-Jurisdictional Hazard Mitigation Plan ("Mitigation Plan")**

CEQA Determination: **Exempt**

Prepared By: Mark T. Prestwich, City Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

Participating jurisdictions in Napa County, including the City of St. Helena ("City"), are currently updating the Napa County Multi-Jurisdictional Hazard Mitigation Plan ("Mitigation Plan").

The preservation of life, property and the environment is an inherent responsibility of local, state, and federal government. Napa County, in cooperation with the cities of American Canyon, Napa, St Helena, Calistoga and the Town of Yountville, Napa County Flood Control and Conservation District, and Napa County Office of Education, Napa Valley Community College District, have provided input for this updated Draft Hazard Mitigation Plan to ensure the most effective and economical allocation of resources for protection of people and property prior to the onset of a natural or technological disaster. It is necessary to approve the plan as a draft pending approval by the State and Federal governments.

The objective of the Mitigation Plan is to incorporate and coordinate the best possible approaches to mitigation from our four major threats, flooding, wildfire, earthquakes and technological hazards so these approaches can be rapidly and effectively applied as resources become available to conduct these mitigation programs and measures. Implementing over time the process and programs outlined in this Plan could greatly

enhance survivability and recovery efforts. It will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

A current and approved hazard mitigation plan is a prerequisite for jurisdictions wishing to pursue funding under FEMA's Hazard Mitigation Assistance Program. Accordingly, having an approved updated plan will help to ensure State and Federal pre and post disaster funding.

DISCUSSION

The following jurisdictions are participating in this 2020 MJHMP Update:

Napa County
City of American Canyon
City of Calistoga
Town of Yountville
City of St. Helena
Napa County Flood and Water Conservation District
Napa County Office of Education
Napa Valley College
Howell Mountain Mutual Water Company

The Napa County MJHMP is available at these links, to either view in a browser or to download. Note the large document size if choosing to download. Volume 1 contains the umbrella HMP for Napa County and Volume 2 contains Annexes for each participation jurisdiction's HMP:

NAPA-MJHMP-VOL-1-DRAFT.pdf [37MB]

Download
https://www.dropbox.com/s/fetvzo50i8a2tuh/NAPA-MJHMP-VOL-1-DRAFT.pdf?dl=1

Open in Browser
https://www.dropbox.com/s/fetvzo50i8a2tuh/NAPA-MJHMP-VOL-1-DRAFT.pdf?raw=1

NAPA-MJHMP-VOL-2-DRAFT.pdf [38MB]

Download
https://www.dropbox.com/s/c0h5sp3na3weecm/NAPA-MJHMP-VOL-2-DRAFT.pdf?dl=1

Open in Browser
https://www.dropbox.com/s/c0h5sp3na3weecm/NAPA-MJHMP-VOL-2-DRAFT.pdf?raw=1

FISCAL IMPACT
There is no financial impact approving the draft Mitigation Plan.

RECOMMENDED ACTION
Adopt Resolution approving the 2020 draft update of Napa County Multi-Jurisdictional Hazard Mitigation Plan ("Mitigation Plan")

ATTACHMENTS
COSH_Resolution

CITY OF ST. HELENA

RESOLUTION NO. 2020-

A RESOLUTION FOR THE CITY OF ST. HELENA TO ADOPT THE 2020 MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN FOR NAPA COUNTY AS ITS OFFICIAL PLAN

RECITALS

A. The City of St. Helena is a political subdivision of the State of California and an official participating jurisdiction of the "2020 Napa County Multi-Jurisdictional Hazard Mitigation Plan" (MJHMP); and

B. The City of St. Helena recognizes the MJHMP as the official hazard mitigation plan for the County and participating jurisdictions; and

C. The City of St. Helena, with the assistance from Napa County, has gathered information and prepared the MJHMP in accordance with Federal Emergency Management Agency (FEMA) requirements at 44 C.F.R. § 201.6; and

D. The City of St. Helena Annex in Vol 2. of the MJHMP recognizes the threat that natural hazards pose to people and property within our community; and

E. City of St. Helena has reviewed the MJHMP and affirms that the plan actions in the City of St. Helena's Annex will reduce the potential for harm to people and property from future hazard occurrences with our community; and

F. Congress passed the Disaster Mitigation Act of 2000 (Disaster Mitigation Act) emphasizing the need for pre-disaster mitigation of potential hazards; and

G. The Disaster Mitigation Act made available mitigation grants to state and local governments; and

H. An adopted multi-hazard plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

I. The City Council fully participated in the FEMA-prescribed mitigation planning process to prepare this MJHMP; and

J. The citizens were afforded opportunities to comment and provide input in the MJHMP and the actions in the Plan; and

K. The City of St. Helena, as a fully participating jurisdiction of the MJHMP, is an eligible sub-applicant to the State of California under FEMA's hazard mitigation grant program guidance; and

L. The California Office of Emergency Services (Cal OES), and the FEMA Region IX officials have reviewed the MJHMP, and approved it contingent upon this official adoption by the participating governing body; and

M. The City of St. Helena desires to comply with the requirements of the Disaster Mitigation Act and to augment its emergency planning efforts by formally adopting the MJHMP; and

N. Adoption by the City Council for the City of St. Helena demonstrates the jurisdiction's commitment to fulfilling the mitigation goals and objectives outlined in this MJHMP; and

O. Adoption of this plan helps to coordinate the responsible agencies to carry out their responsibilities under the MJHMP.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

1. The City of St. Helena adopts the 2020 Multi-Jurisdictional Hazard Mitigation Plan Vol. 1 for Napa County and the City of St. Helena Annex in Vol. 2, as approved by FEMA and Cal OES, as the mitigation plan for the City of St. Helena.

2. The City Council orders the City Manager to submit an approved and signed copy of this resolution to the Cal OES and FEMA Region IX officials to enable the plan's final approval.

Approved at a regular meeting of the St. Helena City Council on June 9, 2020 by the following vote:

Mayor Ellsworth: _____

Vice Mayor Dohring: _____

Council Member Chouteau: _____

Councilmember Knudsen: _____

Councilmember Koberstein: _____

APPROVED: ATTEST:

_____ _____

Geoff Ellsworth, Mayor Cindy Tzafopoulos, City Clerk

Report to the City Council
Regular City Council - 09 Jun 2020

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and Proposed Resolution: (1) Amending the Fiscal Year 2019-2020 adopted Capital Improvement Program Budget to include C20-08, Public Works Corporation Yard Fuel Tank; and (2) Authorizing a budget of $50,000 for CIP C20-08**

CEQA Determination: **Exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities**

Prepared By: Martin Beltran, Management Analyst

Reviewed By: Erica Ahmann Smithies, Public Works Director and City Engineer

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

Following the 2017 northern California wildfires, an After Incident Action Report was written which made recommendations on proactive measures the City of St. Helena can take to better prepare for another emergency. One recommendation in the report included the purchase of a fuel tank for the City's Corporation Yard to serve as the primary source of fuel in case of an emergency or a Public Safety Power Shutoff (PSPS). The fuel tank will serve the City's fleet and City generators.

During the recent PSPS events the fuel stations throughout the City did not have the ability to provide fuel as they were without power. Although the City has above ground fuel storage at City Hall, the Wastewater Treatment and Reclamation Plant, and the Water Treatment Plant, the capacity is limited. Due to the limited capacity, the Public Works Department had to drive to Napa to obtain fuel. The lack of refueling capability limits the City's ability to provide services in a timely manner and could potentially limit the ability to respond to City operational needs. It is vital that the City and Public Works Department is self sustaining in fuel.

DISCUSSION

The adopted FY 2019-20 budget included $50,000 for the purchase of an above ground fuel tank for the City's Public Works Corporation Yard. The primary function will be to provide fuel to the City's vehicle fleet and back-up generators in case of emergencies and PSPS events. The following sites with current and/or future back-up generators will benefit from the purchase of the fuel tank:

- Madrone Knoll Pump Station
- Elmhurst Pump Station
- Spring Mountain/Holmes Tank pressure zone
- Crinella Pump Station
- Corporation Yard Lift Station
- Stonebridge Well Site
- Rutherford Pump Station
- Flood Control Pump Station
- Library

Currently, the City of St. Helena has above ground fuel storage tanks for the Police Department, the Fire Department, the Wastewater Treatment and Reclamation Plant, and Louis Stralla Water Treatment Plant. However, Public Works cannot rely on these sites for fuel as they only have enough to self-sustain in a power outage for about 72 hours. Additionally, the elevated fuel demand that occurs during emergencies may put the other City departments and Public Works sites in jeopardy of being able to run successfully and/or effectively in PSPS events. It should also be noted that the duration of these events fluctuates drastically and can range from hours to days at a time until the clearance is given, and the re-energizing of power lines occurs. Re-energization can take up to 72 hours.

City staff determined a 1,000 gallon diesel fuel tank would best meet the City's emergency needs as all of the City's generators run on diesel and only one of the four gas stations in the City offers diesel. The County does not have specific permit requirement for installing an above ground fuel tank. If a total hydrocarbon storage capacity exceeds 1,320 gallons, then a facility would require an additional permit and must prepare a Spill Prevention Countermeasure and Control Plan. However, because the planned tank is under this threshold, no specific permits are required for its installation. The Corporation Yard already has a Hazardous Materials Business Plan permit, and the City will need to update the facility's inventory and site map in California Environmental Reporting System (CERS) with the amount of fuel stored and storage location. The planned tank is a pre-fabrication tank that will come with a 6" pre-cast concrete pad 10'0" x 8'0" x 6" thick concrete curb and drain.

It is recommended the Council formally establish CIP C20-08, Public Works Corporation Yard Fuel Tank and establish a budget of $50,000 for CIP C20-08.

FISCAL IMPACT

The adopted FY 2019-20 budget allocated $50,000 for the purchase of the fuel tank for the City's Corporation Yard. The total estimated cost to purchase and install the 1,000 gallon above ground diesel fuel tank will not exceed $50,000.

RECOMMENDED ACTION

Staff recommends City Council adopt a Resolution: (1) Amending the Fiscal Year 2019-2020 adopted Capital Improvement Program Budget to include C20-08, Public Works Corporation Yard Fuel Tank; and (2) Authorizing a budget of $50,000 for CIP C20-08.

ATTACHMENTS

C20-08 Corp Yard Fuel Tank Resolution

CITY OF ST. HELENA

RESOLUTION NO. 2020-

Resolution (1) Amending the Fiscal Year 2019-20 adopted Capital Improvement Program Budget to include C20-08, Public Works Corporation Yard Fuel Tank; and (2) Authorizing a budget of $50,000 for CIP 20-08

RECITALS

A. Following the 2017 Northern California wildfires, and After Incident Action Report was written which made recommendations on proactive measures the City of St. Helena can take to better prepare for another emergency; and

B. The City identified the need for the purchase of a fuel tank for the Corporation Yard; and

C. It is necessary to establish a CIP for the purchase and installation of the fuel tank located at the Public Works Corporation Yard.

RESOLTUION

The City Council of the city of St. Helena hereby resolves as follows:

1. Amending the Fiscal Year 2019-20 adopted Capital Improvement Program Budget to include CIP 20-08, Public Works Corporation Yard Fuel Tank; and

2. Authorizing a budget of $50,000 for CIP20-08.

Approved at a Regular Meeting of the St. Helena City Council on June 9, 2020, by the following vote:

Mayor Ellsworth: _____

Vice Mayor Dorhing: _____

Councilmember Koberstein: _____

Councilmember Chouteau: _____

Councilmember Knudsen: _____

APPROVED:	ATTEST:
_____	_____
Geoff Ellsworth, Mayor	Cindy Tzafopoulos, City Clerk

Report to the City Council
Regular City Council - 09 Jun 2020

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and proposed approval of a resolution approving an extension to the joint use agreement with St. Helena Unified School District for the use of Vintage Hall Board Room through September 30, 2020 for an additional cost of $2,750 for a total cost not to exceed $39,750**

CEQA Determination: **Not a CEQA project**

Prepared By: Cindy Tzafopoulos, City Clerk

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On January 24, 2017, the City Council approved a three year joint use agreement with the St. Helena Unified School District for allowing use of Vintage Hall Board Room that expired on February 29, 2020. On February 25, 2020, the City Council approved a first amendment extending the contract through June 30, 2020.

DISCUSSION

The St. Helena Unified School District provided an agreement extension amendment in order to conduct a joint review of use and fees by the City and the District, and to prepare an updated agreement for St. Helena Unified School District Governing Board and City Council approval. The second amendment extends the agreement through September 30, 2020.

FISCAL IMPACT

St. Helena Unified School District will charge $2,750 for an additional three months.

RECOMMENDED ACTION

Adopt the resolution.

ATTACHMENTS

2017-8 Authorizing Joint Use Agreement with St. Helena Unified School District for Use of Vintage Hall Board Room
City of St. Helena Amendment 02.05.2020
City of St. Helena Amendment 06.02.2020
Vintage Hall Second Amendment Resolution

CITY OF ST. HELENA

RESOLUTION NO. 2017-8

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA AUTHORIZING A JOINT USE AGREEMENT WITH THE ST. HELENA UNIFIED SCHOOL DISTRICT FOR THE USE OF VINTAGE HALL BOARD ROOM THROUGH FEBRUARY 2020 FOR A TOTAL COST NOT TO EXCEED $31,500

RECITALS

A. On April 9, 2013, the City Council approved a three year joint use agreement with the St. Helena Unified School District for the use of Vintage Hall Board Room for an annual cost of $10,000 expiring on October 31, 2016; and

B. On November 29, 2016, the City Council approved an agreement amendment through February 28, 2017; and

C. The St. Helena Unified School District Governing Board provided an agreement through February 2020 (Exhibit A). The new agreement will include a gradual increase from $10,000 to $10,500 in March 2018 and an additional increase to $11,000 in March 2019.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

1. The City Council authorizes the City Manager to approve the joint use agreement with the St. Helena Unified School District.

Approved at a Special Meeting of the St. Helena City Council on January 24, 2017 by the following vote:

Mayor Galbraith:	Yes
Vice Mayor White:	Yes
Councilmember Dohring:	Yes
Councilmember Koberstein:	Yes
Councilmember Ellsworth:	Yes

APPROVED:

Alan Galbraith, Mayor

ATTEST:

Cindy Black, City Clerk

ST. HELENA UNIFIED SCHOOL DISTRICT

JOINT USE AGREEMENT

VINTAGE HALL BOARD ROOM

This joint Use Agreement is entered into between the St. Helena Unified School District of Napa County, California (hereinafter referred to as the District) and the City of St. Helena, a municipal corporation (herein after referred to as the City.)

RECITALS

A. The District and the City have been cooperating in the use of facilities for many years.
B. For the past twelve years the District has shared Vintage Hall with the City for official meetings.
C. The City shared in the renovation of Vintage Hall and equipment for improved communication with the community.
D. The District desires to make available the Vintage Hall Board room for both City Council and City Planning Commission meetings.

The following terms and conditions are accepted and agreed upon by the District and the City.

1. Term- The District hereby grants the City a three (3) year lease for use of the Vintage Hall Board room, hereinafter described, commencing March 1, 2017 and concluding on February 29, 2020.

2. Facility- The Vintage Hall Boardroom and the CCTV room are the facilities covered by this agreement.

3. Consideration- Good, valuable and adequate consideration exists in the mutual benefit by the District and the City as a result of their entering into and fulfilling agreement.

4. District modifications to the property- The District, at the District's sole discretion, may make any modifications, improvements or place equipment within the leased area with a seven (7) day notice to the City Manager. The improvements, modifications or placements may be for the purpose of, but not limited to the operation of public education and/or other education related activities. In no case shall the changes deprive the City's use of this facility as specified herein.

5. City use of property- The City shall have exclusive use of the facilities identified in section 2 every Tuesday in connection with its regularly scheduled City Council and City Planning Commission meetings. It is understood that these meetings shall take place on the first through fourth Tuesday of each month. Meetings shall commence no earlier than 5:00 p.m. and shall be concluded by 11:30pm.

Restrooms and emergency use of the District copy machine shall be available. Parking shall be provided on a first come, first serve basis and generally will be available unless spaces are used for District educational purposes. The City may display City items (such as the City flag, maps and mission statement) during its meetings, provided that such items are removed upon the conclusion of the meetings.

6. District use of property- The District will have exclusive use of the Vintage Hall Boardroom at all other times not stated above. The City may negotiate with the District for additional hours not included in this agreement. Agreed upon hours shall be at the usual rate charged by the District to other governmental agencies, or, if there is no such rate, the usual rate charged by the district to local non-profit organizations.

7. District responsibilities - The District agrees to provide the board room described in section 2 to include, but not limited to, acoustically appropriate wall, window and floor surfaces; a CCTV room equipped for broadcasting teleconferencing equipment (including an access service line from/to City Hall), sound system and equipment, ceiling mounted computerized projection system; furniture to include dias, tables and chairs, storage access for Council and Commission supplies, custodial services, and normal use utility costs.

8. Rent-The City shall pay to the District a sum of $10,000 due on March 1, 2017 for the first year. $10,500 shall be due on March 1, 2018 for the second year. $11,000 shall be due on March 1, 2019 for the third year of the term. If the City terminates the lease during the term, the City shall be reimbursed a prorated share of the balance. The City shall provide the district with a 30 day notice for termination.

9. During the term of this agreement the City will be using a dedicated internet line provided by the school district; the cost of which is included in the rental amount.

10. Equipment and Improvements- The District shall own all broadcasting and technical equipment necessary to conduct and broadcast formal meetings. The City shall have the right to operate this equipment. The District will be responsible for preventative and normal maintenance of the equipment. Repair and replacement costs for equipment shall be borne by the parties in proportion to their use of the equipment, except that if one party damages the equipment through its own negligence, that responsible party shall bear the entire cost of repair or replacement. All equipment, maintenance, repair and purchase will be through District contract and the equipment will remain the property of the District. The City will be bill once the repair/purchase is complete and will include all copies of invoices for repair/purchase

11. Joint Review- The District and the City shall meet annually, prior to January 1 of each year, to review the joint-use of the Vintage Hall Board room. As a result of this review, the use schedule as identified in this agreement may be revised upon mutual consent of both the District and the City. Such changes, when made, shall become part of this agreement.

12. Improvements- The City shall make no improvements until plans and specifications for such improvements are reviewed, approved and signed by both parties. Any such improvement made to the property described herein shall remain the property of the district.

13. Quiet Possession- The City, subject to performing the covenants and agreements herein, shall during the terms of the agreements, peacefully and quietly have, hold and enjoy the property listed in section two (2) of this agreement.

14. Security- As agreed herein, the District shall provide an electronic security system for Vintage Hall, which will be operated by District staff until completion of the meetings. Should a meeting extend beyond 10:30p.m., the City will be billed for custodial overtime if incurred by the district.

15. Assignment- The City shall not assign this agreement or any interest herein without prior written consent of the District. Any such assignment without such consent shall be voided.

16. Compliance With Law- At its sole cost and expense the City shall comply, and shall secure compliance by persons within its control and authority, with all requirements of State and Federal authorities now in force, or which may herein after be in force, pertaining to the premises or the operations conducted thereon, and shall faithfully observe and secure observances of all State and Federal statutes now in force, or which may herein after be in force, in the use of the premises by persons within its control and authority.

17. Assigns - Time is of the essence of each and all of the terms and provisions of this agreement, and this agreement shall inure to the benefit of and be binding upon the parties hereto and any successors thereof as fully and to the same extent as though specifically mentioned in each instance, and all covenants, stipulations, and agreements in the agreement shall extend to and bind any successor(s) of the parties.

18. Waiver- The waiver by either party of any breach of any term, covenant, or conditions herein contained shall not be deemed to be a waiver of any other term, covenant, or condition of this agreement.

19. Administration Of Agreement: Notices- Control and administration of this agreement is under the jurisdiction of the Superintendent as to District's interest herein and any communication relative to the terms or conditions or any changes thereto or any notice or notices provided for by this agreement or by law required to be given or served upon the District may be given or served by certified letter deposited in the United States mail, postage paid, and addressed to attentions: Superintendent, St. Helena Unified School District, 465 Main Street, St. Helena. CA 94574, or may be personally served upon District or any person hereafter authorized by district to receive such notice. Any notice or notices provided for by this agreement or by law to be given or served upon City may be given or served by depositing in the United States mail, postage prepaid, a certified letter addresses to the City Manager, City of St. Helena, 1480 Main Street, St. Helena, CA 94574, or may be personally served upon City or any person hereafter authorized by City to receive such notice. Any notice or notices given or served as provided herein shall be effectual and binding for all purposes upon the principals of the parties so served upon personal served upon personal services, or 48 hours after mailing in the manner required herein.

20. Remedies- In the event that either party shall default in the performance or fulfillment of any covenant or condition herein required to be performed or fulfilled by that party and shall fail to cure such default within sixty (60) days following the service on the defaulting party of a written notice from the second party specifying the default complained of, then the second party may, at its option, without further notice or demand upon the defaulting party or upon any person claiming through the defaulting party, immediately terminate this agreement and all rights of the defaulting party and of all persons claiming rights through the defaulting party. Notwithstanding the above provisions, in the event that any default cannot be cured within sixty (60) days after the service of written notice upon the default it the defaulting party immediately commences to cure such fault and diligently pursues such cure to completion.

21. Hold Harmless- District shall indemnify, hold harmless, and defend City, its officers, agents and employees from and against all claims. Damages, losses and expenses, including reasonable costs and attorney's fees, arising out of or resulting from District's sole negligence in the performance of this agreement. City shall indemnify, hold harmless, and defend District, its officers. Agents and employees from and against all claims. Damages. Losses and expenses, including reasonable costs and attorney's fees, arising out of or resulting from City's sole negligence in the performance of this agreement.

22. Insurance- City, at its own cost, shall maintain public liability and property damage insurance with liability limits of not less than one million dollars ($1,000,000.) per person and three million dollars ($3,000,000.) per occurrence insuring against all

liability of for City, its offices, agents and employees. City shall provide a certificate of insurance to District naming District as additional insured.

23. Legal Proceedings- The parties agree that the law of the State of California shall be used in interpreting this agreement and will govern all disputed under the agreement and will determine all rights hereunder.

24. Verbal Agreements- This agreement contains the complete expression of the whole agreement between the parties hereto and there are no promises, representations, agreements, warranties or inducements either expressed verbally or implied except as are folly set forth herein. This agreement cannot be enlarged, modified or changed in any respect except by written agreement between the said parties.

25. Severance- If any part of the agreement contained herein is found by a court of competent jurisdiction to be void or voidable, that portion which is so held to be defective shall be severed from the remainder hereof, the latter to remain in full force effect.

26. Amendment or Renewal- This agreement may be amended or renewed in writing by mutual consent of District and City as permitted by law.

27. Nondiscrimination- District, City and all other who from time to time may use the property described herein with the permission and on the terms and conditions specified by both parties shall not discriminate in any manner against any person or persons on a account of race, color, sex, creed or national origin including, but not limited to, the providing of goods, services, facilities, advantages and the holding and obtaining of employment.

28. Loss of Use of Premises- If City is unable to use the facility for any reason beyond the parties' control including damage to the facility by fire, or other casualty, the District will provide and alternate facility of equal capacity or, should the loss of use continue for six months or longer, the City may, at its election, terminate the agreement.

29. Termination - The City at its discretion may terminate this agreement at any time with 30 days notice.

IN WITNESS WHEREOF, the agreement is executed by the St. Helena Unified School District acting by and through its Superintendent pursuant to resolution of its board of Education authorizing such execution, and by the City of St. Helena acting by and through its City Manager.

ST. HELENA UNIFIED SCHOOL DISTRICT
OF NAPA COUNTY, CALIFORNIA

Date: 1/20/17

By: _____
Dr. Marylou Wilson
Superintendent

CITY OF ST. HELENA
A MUNICIPAL CORPORATION

Date: 1/24/17

By: _____
Larry Pennell, Interim
City Manager

STHCONTRACTFY2020 · 073

St. Helena Unified School District

JOINT USE AGREEMENT AMENDMENT FORM

Agency Name: **City of St. Helena** Agreement: **Use of Vintage Hall Board Room**

Original Agreement Date: **March 1, 2017 – February 29, 2020**

Purchase Order Number: N/A – revenue to the district Current Purchase Order Amount: N/A

Account Code: 01-0000-0000-0000-8650-000

TO BE COMPLETED BY REQUESTOR

X Extension of current terms (description): Extend the current agreement through June 30, 2020 to allow both parties additional time for review/discussion.

X Change in cost (description): $5,500 is due on March 1, 2020 representing half of the cost of a total annual rental amount of $11,000 (same amount established for the 2019 contract year). If any cost increases are negotiated in a renewed agreement to include the remainder of the 2020 contract year, they will be applied to the second payment for the 2020 contract year.

N/A Other contract amendments (description):

Requestor's Signature _____ Date 2/5/19

TO BE COMPLETED BY THE AGENCY:

Agree to terms of amendment

Agency Representative Signature _____ Date February 25, 2020

Mark T. Prestwich, City Manager

TO BE COMPLETED BY DISTRICT

Agree to the terms of amendment

CBO Signature _____ Date 2/5/2020

Board Approval Date: February 13, 2020

CITY OF ST. HELENA

RESOLUTION NO. 2020-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA AUTHORIZING A JOINT USE AGREEMENT EXTENSION AMENDMENT WITH THE ST. HELENA UNIFIED SCHOOL DISTRICT FOR THE USE OF VINTAGE HALL BOARDROOM THROUGH JUNE 2020 FOR AN ADDITIONAL COST OF $5,500 FOR A TOTAL COST NOT TO EXCEED $37,000

RECITALS

A. On January 24, 2017, the City Council approved a three-year joint use agreement with the St. Helena Unified School District for the use of Vintage Hall Board Room expiring on February 29, 2020; and

B. The St. Helena Unified School District provided an agreement extension amendment in order to conduct a joint review of use and fees by the City and the District, and to prepare an updated agreement for St. Helena Unified School District Governing Board and City Council approval. The amendment extends the agreement through June 30, 2020.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

1. The City Council authorizes the City Manager to approve the joint use agreement amendment with the St. Helena Unified School District.

Approved at a regular meeting of the St. Helena City Council on February 25, 2020 by the following vote:

Mayor Ellsworth:	**Yes**
Vice Mayor Dohring:	**Yes**
Councilmember Chouteau:	**Yes**
Councilmember Knudsen:	**Yes**
Councilmember Koberstein:	**Yes**

APPROVED: ATTEST:

Geoff Ellsworth, Mayor Kamille Garcia, Deputy City Clerk

CITY OF ST. HELENA Incorporated March 24, 1878 Re-incorporated May 14, 1889 STATE OF CALIFORNIA

St. Helena Unified School District
JOINT USE AGREEMENT (JUA)
AMMENDMENT FORM

Agency Name: **City of St. Helena** Agreement: **Use of Vintage Hall Board Room**

Original Agreement Terms: **March 1, 2017 – February 29, 2020**

First Amendment Terms: **March 1, 2020 – June 30, 2020**

Second Amendment Terms (Proposed): **July 1, 2020 – September 30, 2020**

TO BE COMPLETED BY REQUESTOR

Account Code: **N/A** Amount: **N/A**

Proposed Change In Terms:
Termination: Add a second amendment extending the current terms through September 30, 2020 to allow both parties additional time for review/discussion of a possible agreement renewal. More time is needed due to the COVID-19 event.

Cost: $2,750 is due on July 1, 2020 representing a three-month pro-ration on the annual rental amount of $11,000 (same amount established for the 2019 contract year). If any cost increases are negotiated in a renewed agreement to include the remainder of the 2020-21 fiscal year, they will be applied to the second payment for that year.

TO BE COMPLETED BY AGENCY:

Agree to terms of proposed second amendment

Agency Representative Signature _____ Date _____

TO BE COMPLETED BY DISTRICT

CBO Signature _____ Date 6/2/2020

Board Approval Date: June 18, 2020 (Consent Agenda)

CITY OF ST. HELENA

RESOLUTION NO. 2020-

A Resolution of the City Council of the City of St. Helena Authorizing a Joint Use Agreement Extension Second Amendment with the St. Helena Unified School District for the Use of Vintage Hall Boardroom through September 2020 for an additional cost of $2,750 for a total cost not to exceed $39,750

RECITALS

A. On January 24, 2017, the City Council approved a three year joint use agreement with the St. Helena Unified School District for the use of Vintage Hall Board Room expiring on February 29, 2020; and

B. On February 25, 2020, the City Council approved an agreement extension first amendment expiring June 30, 2020; and

C. The St. Helena Unified School District provided an agreement extension second amendment in order to conduct a joint review of use and fees by the City and the District, and to prepare an updated agreement for St. Helena Unified School District Governing Board and City Council approval. The amendment extends the agreement through September 30, 2020.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

1. The City Council authorizes the City Manager to approve the joint use agreement second amendment with the St. Helena Unified School District.

Approved at a regular meeting of the St. Helena City Council on June 9, 2020 by the following vote:

Mayor Ellsworth: _____

Vice Mayor Dohring: _____

Council Member Chouteau: _____

Councilmember Knudsen: _____

Councilmember Koberstein: _____

APPROVED: ATTEST:

_____ _____

Geoff Ellsworth, Mayor Cindy Tzafopoulos, City Clerk

Report to the City Council
Regular City Council - 09 Jun 2020

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and proposed approval of a resolution adopting the Five-Year Capital Improvement Program (Fiscal Years 2020-21 to 2024-25)**

CEQA Determination: **Not a CEQA project**

Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The proposed City of St Helena Capital Improvement Program (CIP) is a five-year planning tool that identifies anticipated capital improvements and their funding sources for fiscal years 2020-21 through 2024-25. The CIP does not appropriate funds but rather functions as a budgeting and planning tool which supports actual appropriations that are made through 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 in Civic, Streets, Wastewater, and Water are consistent with the proposed operating budget in fiscal year 2020-21. The subsequent four years are subject to change due to more detailed 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 attached program summarizes the project funding by division for the Five-Year CIP.

California Government Code Section 65401 requires 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 May 19, 2020.

FISCAL IMPACT

The City's 2020-21 CIP consists of 52 projects in four divisions totaling approximately $53.9 million over a five-year period. A majority of the fiscal impact to the CIP have been carried over from prior years and any additional funds have been identified in the proposed operating budget for Fiscal Year 2020-21.

All funds and expenditures beyond Fiscal Year 2020-21 have no direct fiscal impact because the CIP is not a financial commitment by City Council, but rather a planning and forecasting tool. Staff is currently in the process of reconciling and forecasting revenues for all CIP and Impact Funds to ensure funding is available to advance projects in future years. This reconciliation will be adjusted as revenues impacts due to COVID-19 are realized, in particular for Measure T, SB1, and Gas Tax funding as well as if grant opportunities are materialized.

RECOMMENDED ACTION

Staff recommends City Council approve the attached Resolution adopting the Five-Year Capital Improvement Program (Fiscal Years 2020-21 to 2024-25.)

ATTACHMENTS

Attachment 1 - 2020 Five-Year CIP Resolution
Attachment 2 - 2020 Five-Year CIP

CITY OF ST. HELENA

RESOLUTION NO. 2020-

Adopting the Five-Year Capital Improvement Program for Fiscal Years 2020-21 to 2024-25

RECITALS

A. The City of St Helena has prepared a Five-Year Capital Improvement Program (CIP) which sets forth a funding strategy for proposed capital projects; and

B. The CIP is a planning tool that identifies anticipated capital improvements for fiscal years 2020-21 to 2024-25; and

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; and

D. The expenditures shown for the first year of the CIP comprise the Capital Budget starting in fiscal year 2020-21. Subsequent years are also included in the CIP, although these "future years" are subject to change due to more detailed engineering analysis becoming available, possible changes in project priorities, updates or revisions to anticipated revenues, and/or changes in cost and funding projections; and

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

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; and

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

H. On May 19, 2020, the Planning Commission, during a regularly scheduled meeting, considered the projects and programs for FY 2020-21 in the City's Capital Improvement Program and their conformity to the adopted City General Plan; and

I. A majority of the fiscal impact to the CIP have been transferred in prior years and any additional funds have been identified in the proposed operating budget for Fiscal Year 2020-21.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

1. The Five Year Capital Improvement Program for Fiscal Years 2020-21 to 2024-25 is hereby adopted.

Approved at a Regular Meeting of the St. Helena City Council on June 9, 2020 by the following vote:

Mayor Ellsworth: _____

Vice Mayor Dohring: _____

Councilmember Koberstein: _____

Councilmember Chouteau: _____

Councilmember Knudsen: _____

APPROVED:

_____
Geoff Ellsworth, Mayor

ATTEST:

_____
Cindy Tzafopoulous, City Clerk

5-YEAR CAPITAL IMPROVEMENTS PROGRAM

City of St. Helena, CA

FY 2020-21 to FY 2024-25

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Global Summary Report

City of St. Helena FY 2020-21 to FY 2024-25

	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	TOTALS
PROJECT CATEGORY EXPENDITURES								
1 Civic	291,201	1,436,371	50,000	203,000	103,000	103,000	23,000	2,209,572
2 Streets	1,473,983	2,583,617	2,395,000	1,900,000				8,352,600
3 Water	5,023,845	6,773,883	2,861,571	9,444,938	765,000	600,000		25,469,237
4 Wastewater	1,305,177	2,300,797	6,698,500	6,948,500	300,000	150,000	150,000	17,852,974
TOTALS	8,094,206	13,094,668	12,005,071	18,496,438	1,168,000	853,000	173,000	53,884,383
PROJECT FUNDING SOURCES								
101 General Fund	402,940	202,272		187,929				793,141
101 General Fund - ADA Transition Plan		309,000		103,000	103,000	103,000	23,000	641,000
101 General Fund - Measure T/RMRA MOE	469,989	190,200						660,189
101 General Fund - Measure T/RMRA MOE (Prior Year)	75,000							75,000
211 Grant EPA SFBWQIF	29,923	907,953						937,876
223 Skate Park Lighting Fund		1,200						1,200
230 Gas Tax		134,000						134,000
240 Measure T	629,247	1,338,753	984,000	547,000				3,499,000
230 Gas Tax - RMRA/SB1	98,211	9,789	108,000					216,000
420 Go Bonds				12,071				12,071
700 Flood Control Funds	29,558	130,442						160,000
733 Civic CIP		161,797						161,797
733 Civic CIP HMGP Funds		485,392						485,392
734 Park Impact Fees	28,390	301,081	50,000					379,471
740 Traffic Mitigation Impact Fees		200,000						200,000
741 Streets Capital Improvement - Grant OBAG II	31,811		603,000	603,000				1,237,811
741 Streets Capital Improvement - Grant TDA III			50,000					50,000
741 Streets Capital Improvement - HSIP	38	556,062						556,100
763 Water Capital Improvement	2,672,356	2,649,581	1,723,140	6,223,321	765,000	600,000		14,633,398
763 Water Capital Improvement - General Fund Transfer	949,124	650,876						1,600,000
763 Water Capital Improvement - Grant/Interagency Fund			878,381	766,667				1,645,048
763 Water Capital Improvement - Grant Prop 84		800,000						800,000
763 Water Capital Improvement HMGP Funds				2,319,950				2,319,950
763 Water Capital Improvement - Water Bond	1,372,442	1,693,907	70,100					3,136,449
764 Water Impact Fees		71,566	189,950	135,000				396,516
773 Wastewater Capital Improvement - State Grant					75,000			75,000
773 Wastewater Capital Improvement	1,305,177	1,937,331	1,838,254	1,091,300	150,000	150,000	150,000	6,622,062
773 Wastewater Capital Improvement - Bond			4,000,000	4,000,000				8,000,000
774 Wastewater Impact Fees		363,466	590,886	612,225	75,000			1,641,577
999 Unidentified			919,360	1,894,975				2,814,335
TOTALS	8,094,206	13,094,668	12,005,071	18,496,438	1,168,000	853,000	173,000	53,884,383

Category Summary Report
FY 2020-21 to 2024-25
Civic

		Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	TOTALS
PROJECT TITLE									
0101-C-82	Downtown Restrooms	240,442	100,270						340,712
0102-C18-83	ADA Plan Facilities		309,000		103,000	103,000	103,000	23,000	641,000
0103-C19-02	Crane Tennis Courts	422	250,249						250,671
0104-C19-03	Crane Park Lighting Improvements	20,218	9,782	50,000					80,000
0106-C20-02	Repaint Fire Station # 1				100,000				100,000
0108-C20-04	Baldwin Park Fence & Pathway Repair	7,750	42,250						50,000
0110-C20-06	Emergency Back-Up Power		647,189						647,189
0111-C20-07	1572 Railroad Avenue Repairs	22,369	27,631						50,000
0112-C20-08	Public Works Corporation Yard Yard Fuel Tank		50,000						50,000
		291,201	1,436,371	50,000	203,000	103,000	103,000	23,000	2,209,572
PROJECT FUNDING SOURCES									
101	General Fund	262,811	177,901		87,929				528,641
101	General Fund - ADA Transition Plan		309,000		103,000	103,000	103,000	23,000	641,000
223	Skate Park Lighting Fund		1,200						1,200
420	Go Bonds				12,071				12,071
733	Civic CIP		161,797						161,797
733	Civic CIP HMGP Funds		485,392						485,392
734	Park Impact Fees	28,390	301,081	50,000					379,471
		291,201	1,436,371	50,000	203,000	103,000	103,000	23,000	2,209,572

Downtown Restrooms

Project No: **0101-C-82**

Category: **Civic**

Project Location: **Telegraph Alley between Money Way & Oak Ave**

PROJECT PURPOSE & DESCRIPTION: This project will construct two restrooms downtown adjacent to Telegraph Alley between Money Way and Oak Avenue.

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept**: 5010

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design	68,234	9,712						77,946
3150 - Construction Management	2,500	17,500						20,000
3160 - Construction Contract	169,708	73,058						242,766
EXPENDITURE TOTALS	240,442	100,270						340,712
FUNDING SOURCES								
101-General Fund	240,442	100,270						340,712
FUNDING TOTALS	240,442	100,270						340,712

ADA Plan Facilities

Project No: **0102-C18-83**

Category: **Civic**

Project Location: **Various Locations in St. Helena**

PROJECT PURPOSE & DESCRIPTION: This project will implement facility improvements identified in the ADA Transition Plan adopted by City Council in 2017 via Resolution 2017-88. Below provides a summary of the annual commitment.

Years 1-7 - $103,000 per year

Years 8-10 - $23,000 per year

Years 11-15 - $8,000 per year

NOTES: Resolution 2020-17 - Purchase of 6 ADA compliant bottle filling station drinking fountains from Most Dependable for $45,000

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept**: 5010

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design		30,000		10,000	10,000	10,000	5,000	65,000
3150 - Construction Management		279,000		93,000	93,000	93,000	18,000	576,000
EXPENDITURE TOTALS		309,000		103,000	103,000	103,000	23,000	641,000
FUNDING SOURCES								
101-General Fund - ADA Transition Plan		309,000		103,000	103,000	103,000	23,000	641,000
FUNDING TOTALS		309,000		103,000	103,000	103,000	23,000	641,000

Crane Tennis Courts

Project No: **0103-C19-02**

Category: **Civic**

Project Location: **360 Crane Avenue**

PROJECT PURPOSE & DESCRIPTION: This project will rehabilitate the existing tennis courts at Crane Park.

NOTES:

Resolution 2018-167 - Authoring a budget increase from $25,000 to $170,000

Resolution 2020-27 - Approving plans and specifications and authorizing advertisement for bids

Resolution 2020-45 - Award of contract to Vintage Contractors in the amount of $217,975 and budget increase of $80,671 from Park Impact Funds

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept**: 5010

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design	422	24,578						25,000
3160 - Construction Contract		225,671						225,671
EXPENDITURE TOTALS	422	250,249						250,671
FUNDING SOURCES								
734-Park Impact Fees	422	250,249	0					250,671
FUNDING TOTALS	422	250,249	0					250,671

Crane Park Lighting Improvements

Project No: **0104-C19-03**

Category: **Civic**

Project Location: **360 Crane Avenue**

PROJECT PURPOSE & DESCRIPTION: Retrofit existing park light fixtures to LED and upgrade electrical equipment.

NOTES:

Resolution 2018-167 - Establishing C19-03 with a budget of $30,000

Resolution 2019-57 Revising Scope to include a light study for Tennis Courts

Estimated Construction FY 21 for Bocce, Skakepark, volleyball, and pathway lighting only.

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept**: 5010

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design	20,218	9,782						30,000
3160 - Construction Contract			50,000					50,000
EXPENDITURE TOTALS	20,218	9,782	50,000					80,000
FUNDING SOURCES								
223-Skate Park Lighting Fund		1,200						1,200
734-Park Impact Fees	20,218	8,582	50,000					78,800
FUNDING TOTALS	20,218	9,782	50,000					80,000

Repaint Fire Station # 1

Project No: **0106-C20-02**

Category: **Civic**

Project Location: **1480 Main Street**

PROJECT PURPOSE & DESCRIPTION: Repaint Fire Station # 1.

Original Date: FY 21, deferred until FY 22

NOTES:

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept**: 5010

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design				20,000				20,000
3160 - Construction Contract				80,000				80,000
EXPENDITURE TOTALS				100,000				100,000
FUNDING SOURCES								
101-General Fund				87,929				87,929
420-Go Bonds				12,071				12,071
FUNDING TOTALS				100,000				100,000

Baldwin Park Fence & Pathway Repair

Project No: **0108-C20-04**

Category: **Civic**

Project Location: **1591 Spring Street**

PROJECT PURPOSE & DESCRIPTION: Remove and replace fence bordering and pathway repair.

NOTES:

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept**: 5010

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3160 - Construction Contract	7,750	42,250						50,000
EXPENDITURE TOTALS	7,750	42,250						50,000
FUNDING SOURCES								
734-Park Impact Fees	7,750	42,250						50,000
FUNDING TOTALS	7,750	42,250						50,000

Emergency Back-Up Power

Project No: **0110-C20-06**

Category: **Civic**

Project Location: **Library, Madrone Knoll Pump Station, Stonebridge Wells, and Flood Control Levee Site**

PROJECT PURPOSE & DESCRIPTION: Provide emergency back-up power to four existing City facilities with the use of one portable generator at the Madrone Knoll Pump Station and three fixed-position generators at the following locations: Library, Stonebridge Wells, and the Flood Control Levee Site.

NOTES:

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept:** 5010

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design		64,719						64,719
3160 - Construction Contract		582,470						582,470
EXPENDITURE TOTALS		647,189						647,189
FUNDING SOURCES								
733-Civic CIP		161,797	0					161,797
733-Civic CIP HMGP Funds		485,392						485,392
FUNDING TOTALS		647,189	0					647,189

1572 Railroad Avenue Repairs

Project No: **0111-C20-07**

Category: **Civic**

Project Location: **1572 Railroad Avenue**

PROJECT PURPOSE & DESCRIPTION: Repairs to 1572 Railroad Avenue and relocation costs associated with moving City Hall staff to 1572 Railroad Avenue.

Added to CIP 1/17/20

NOTES: Resolution 2020-52 - Establishing project with budget of $50,000 from General Fund Reserves

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept:** 5010

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3160 - Construction Contract	22,369	27,631						50,000
EXPENDITURE TOTALS	22,369	27,631						50,000
FUNDING SOURCES								
101-General Fund	22,369	27,631						50,000
FUNDING TOTALS	22,369	27,631						50,000

Public Works Corporation Yard Yard Fuel Tank

Project No: **0112-C20-08**

Category: **Civic**

Project Location: **1405 Charter Oak Avenue**

PROJECT PURPOSE & DESCRIPTION: This project will provide for a 1,000 gallon diesel fuel tank at the City's Corporation Yard for the City's fleet and generators.

NOTES:

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept:** 5010

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3160 - Construction Contract		50,000						50,000
EXPENDITURE TOTALS		50,000						50,000
FUNDING SOURCES								
101-General Fund		50,000						50,000
FUNDING TOTALS		50,000						50,000

Category Summary Report
FY 2020-21 to 2024-25
Streets

		Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	TOTALS
PROJECT TITLE									
0201-R18-81	Downtown Sidewalk Improvements	312,711	143,789	1,800,000	1,800,000				4,056,500
0202-R19-79	Pavement Restoration	996,247	1,138,753						2,135,000
0203-R19-01	Stormwater Master Plan	75,629	24,371						100,000
0205-R19-03	Sulphur Creek Erosion Repair	29,558	130,442						160,000
0206-R19-04	Sulphur Creek Sediment Removal				100,000				100,000
0207-R19-05	Grayson and South Crane Rehab		200,000						200,000
0208-R19-07	Silverado Trail Guardrail Replacement	38	556,062						556,100
0209-R20-01	Mitchell Drive to Sulphur Creek Storm Drain	59,800	190,200						250,000
0210-R21-01	Silverado Trail Overlay			520,000					520,000
0211-R20-02	Mills Lane Storm Drain Project		200,000						200,000
0212-R21-02	Pratt & Elmhurst Crosswalk Improvements on Main Street/Highway 29			75,000					75,000
		1,473,983	2,583,617	2,395,000	1,900,000				8,352,600
PROJECT FUNDING SOURCES									
101	General Fund	140,129	24,371		100,000				264,500
101	General Fund - Measure T/RMRA MOE	469,989	190,200						660,189
101	General Fund - Measure T/RMRA MOE (Prior Year)	75,000							75,000
230	Gas Tax		134,000						134,000
240	Measure T	629,247	1,338,753	984,000	547,000				3,499,000
230	Gas Tax - RMRA/SB1	98,211	9,789	108,000					216,000
700	Flood Control Funds	29,558	130,442						160,000
740	Traffic Mitigation Impact Fees		200,000						200,000
741	Streets Capital Improvement - Grant OBAG II	31,811		603,000	603,000				1,237,811
741	Streets Capital Improvement - Grant TDA III			50,000					50,000
741	Streets Capital Improvement - HSIP	38	556,062						556,100
999	Unidentified			650,000	650,000				1,300,000
		1,473,983	2,583,617	2,395,000	1,900,000				8,352,600

Downtown Sidewalk Improvements

Project No: 0201-R18-81

Category: Streets

Project Location: St. Helena, CA 94574

PROJECT PURPOSE & DESCRIPTION: This is a sidewalk improvement project funded by One Bay Area Grant II program and local funds. The project will replace sidewalks, trees, and implement traffic calming devices on Main Street between Mitchell Drive and Pine Street. Approximately 3,609 linear feet of sidewalk and 17 ADA curb ramps will be replaced.

NOTES:

Resolution 2018-176 - PSA with BKF for $529,000, budget increase of $234,000 to design with fundi,ng allocated from FY 20 SB1 and Gas Tax Funds

January 28, 2020 City Council - updated project costs:

Phase I - $3.6 million (partially funded) - 1/28/20 initial estimates included a $1.4 million loan from the General Fund (Pre COVID-19), possibility to get a short term capital loan.

Phase II - $3.1 million (unfunded)

Phase III - $8.4 million (unfunded)

FY 21 - removed $100,000 allocated for R19-04 and reallocated to R18-81

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design	312,525	141,475						454,000
3140 - Legal Services		2,314						2,314
3150 - Construction Management			150,000	150,000				300,000
3160 - Construction Contract	186		1,500,000	1,500,000				3,000,186
3170 - Contingency			150,000	150,000				300,000
EXPENDITURE TOTALS	312,711	143,789	1,800,000	1,800,000				4,056,500
FUNDING SOURCES								
101-General Fund	64,500							64,500
101-General Fund - Measure T/RMRA MOE (Prior Year)	75,000							75,000
230-Gas Tax		134,000						134,000
230-Gas Tax - RMRA/SB1	98,211	9,789						108,000
240-Measure T	75,000		547,000	547,000				1,169,000
741-Streets Capital Improvement - Grant OBAG II			603,000	603,000				1,206,000
999-Unidentified			650,000	650,000				1,300,000
FUNDING TOTALS	312,711	143,789	1,800,000	1,800,000				4,056,500

Pavement Restoration

Project No: **0202-R19-79**

Category: **Streets**

Project Location: **St. Helena, CA 94574**

PROJECT PURPOSE & DESCRIPTION: Rehabilitate streets throughout the City with various surface treatments (i.e. slurry seal, micro-surface, and overlay). Curb ramp upgrades may be part of projects as needed. Council approved a five-year list of streets on February 13, 2018.

Construction for Year 2 paving deferred to FY 22.

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design	110,732	54,268						165,000
3150 - Construction Management	48,126	101,874						150,000
3160 - Construction Contract	837,389	832,611						1,670,000
3170 - Contingency		150,000						150,000
EXPENDITURE TOTALS	996,247	1,138,753						2,135,000
FUNDING SOURCES								
101-General Fund - Measure T/RMRA MOE	410,189							410,189
240-Measure T	554,247	1,138,753						1,693,000
741-Streets Capital Improvement - Grant OBAG II	31,811							31,811
FUNDING TOTALS	996,247	1,138,753						2,135,000

Stormwater Master Plan

Project No: **0203-R19-01**

Category: **Streets**

Project Location: **St. Helena, CA 94574**

PROJECT PURPOSE & DESCRIPTION: The Stormwater Master Plan will not only update the 2000 document, but will be integrated with the Water Master Plan and the Wastewater Master Plan which will include recommendations for system improvements, replacement and estimated project costs.

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

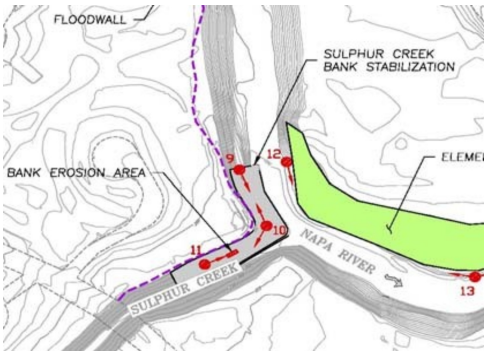
EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design	75,629	24,371						100,000
EXPENDITURE TOTALS	75,629	24,371						100,000
FUNDING SOURCES								
101-General Fund	75,629	24,371						100,000
FUNDING TOTALS	75,629	24,371						100,000

Sulphur Creek Erosion Repair

Project No: **0205-R19-03**

Category: **Streets**

Project Location: **St. Helena, CA 94574**



PROJECT PURPOSE & DESCRIPTION: This project will implement bank repairs that were caused during the 16/17 storm year and identified in the 2017 Flood Control Project post-construction monitoring and reporting year. The repairs will be made utilizing funds from the Flood Control Project adaptive management program. The area is located at the base of a mature valley oak, approximately 100 feet upstream of the confluence with the Napa River.

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design	29,558	442						30,000
3150 - Construction Management		15,000						15,000
3160 - Construction Contract		100,000						100,000
3170 - Contingency		15,000						15,000
EXPENDITURE TOTALS	29,558	130,442						160,000
FUNDING SOURCES								
700-Flood Control Funds	29,558	130,442						160,000
FUNDING TOTALS	29,558	130,442						160,000

Sulphur Creek Sediment Removal

Project No: **0206-R19-04**

Category: **Streets**

Project Location: **Sulphur Creek beneath bridge structure at Valley View**

PROJECT PURPOSE & DESCRIPTION: This project will remove sediment build-up in Sulphur Creek beneath the bridge structure at Valley View and the City owned creek section in front of the City Public Works Corporation Yard on Charter Oak. The City plans to coordinate permitting and work efforts with private landowners along Sulphur Creek between the Valley View bridge and the City Corporation Yard.

Project Deferred to FY 22

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design				100,000				100,000
EXPENDITURE TOTALS				100,000				100,000
FUNDING SOURCES								
101-General Fund				100,000				100,000
FUNDING TOTALS				100,000				100,000

Grayson and South Crane Rehab

Project No: **0207-R19-05**

Category: **Streets**

Project Location: **Grayson and South Crane**

PROJECT PURPOSE & DESCRIPTION: This project will reconstruct Grayson and South Crane Avenues. Accessibility improvements to sidewalks and curb ramps will be included as part of the project whenever applicable.

NOTES: Resolution 2020-36 - PSA with BKF for design for $175,139

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design		200,000						200,000
EXPENDITURE TOTALS		200,000						200,000
FUNDING SOURCES								
240-Measure T		200,000						200,000
FUNDING TOTALS		200,000						200,000

Silverado Trail Guardrail Replacement

Project No: **0208-R19-07**

Category: **Streets**

Project Location: **Silverado Trail and Pope Street**

PROJECT PURPOSE & DESCRIPTION: Replace guardrail and pavement markings/striping on Silverado Trail within City Limits.

NOTES: Resolution 2019-6 Accepting grant and adding R19-07 to CIP with a budget of $556,100

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design	38	54,962						55,000
3120 - Environmental/Planning		15,000						15,000
3130 - Land & Easements		10,000						10,000
3150 - Construction Management		58,500						58,500
3160 - Construction Contract		417,600						417,600
EXPENDITURE TOTALS	38	556,062						556,100
FUNDING SOURCES								
741-Streets Capital Improvement - HSIP	38	556,062						556,100
FUNDING TOTALS	38	556,062						556,100

Mitchell Drive to Sulphur Creek Storm Drain

Project No: **0209-R20-01**

Category: **Streets**

Project Location: **Mitchell Drive to Sulphur Creek**

PROJECT PURPOSE & DESCRIPTION: Replace storm drain pipe on Mitchell Drive and slip-line portion of pipe from Mitchell Drive to Sulphur Creek.

NOTES:

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

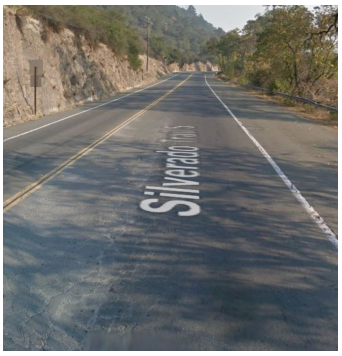
EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design		25,000						25,000
3160 - Construction Contract	59,800	165,200						225,000
EXPENDITURE TOTALS	59,800	190,200						250,000
FUNDING SOURCES								
101-General Fund - Measure T/RMRA MOE	59,800	190,200						250,000
FUNDING TOTALS	59,800	190,200						250,000

Silverado Trail Overlay

Project No: **0210-R21-01**

Category: **Streets**

Project Location:



PROJECT PURPOSE & DESCRIPTION:

NOTES:

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design			20,000					20,000
3160 - Construction Contract			500,000					500,000
EXPENDITURE TOTALS			520,000					520,000
FUNDING SOURCES								
230-Gas Tax - RMRA/SB1			108,000					108,000
240-Measure T			412,000					412,000
FUNDING TOTALS			520,000					520,000

Mills Lane Storm Drain Project

Project No: **0211-R20-02**

Category: **Streets**

Project Location: **Mills Lane from State Highway 29 east to the Napa River**

PROJECT PURPOSE & DESCRIPTION: The Mills Lane Storm Drain improvement project was originally identified by the City and a portion designed in 1974. It was also considered in the City's 2000 Master Plan of Drainage, identified in the City's Storm Drain Impact Fees, as well as the 2005 Highway 29 Specific Plan and the specific plan's program environmental impact report (EIR) prepared in 2003 (SCH #2001082017). The storm drain will be constructed along Mills Lane, which is a City street for most of its length, from its intersection with State Highway 29 east to the Napa River.

EXPENDITURE ACCOUNTS: **Fund:** 741 **Dept:** 5014

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design		100,000						100,000
3120 - Environmental/Planning		100,000						100,000
EXPENDITURE TOTALS		200,000						200,000
FUNDING SOURCES								
740-Traffic Mitigation Impact Fees		200,000						200,000
FUNDING TOTALS		200,000						200,000

Pratt & Elmhurst Crosswalk Improvements on Main Street/Highway 29

Project No: **0212-R21-02**

Category: **Streets**

Project Location: **Main Street/Highway 29**

PROJECT PURPOSE & DESCRIPTION: This project will upgrade curb ramps as well as improvement crosswalk markings and signage.

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design			25,000					25,000
3160 - Construction Contract			50,000					50,000
EXPENDITURE TOTALS			75,000					75,000
FUNDING SOURCES								
240-Measure T			25,000					25,000
741-Streets Capital Improvement - Grant TDA III			50,000					50,000
FUNDING TOTALS			75,000					75,000

Category Summary Report
FY 2020-21 to 2024-25
Water

PROJECT TITLE		Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	TOTALS
0301-W-26	Upper York Creek Ecosystem Restoration	3,661,419	4,385,849	634,000	170,000	165,000			9,016,268
0302-W-27	Meadowood Tank Upgrades	16	49,984	500,000	400,000				950,000
0303-W-35	Bell Canyon Reservoir Improvements				900,000				900,000
0304-W-80	Dwyer Road Booster (Pump Station)			1,337,571	1,150,000				2,487,571
0305-W-85	Bell House Valve Replacement	49,030	547,881						596,911
0306-W-86	Spring Mountain Pressure Zone Improvements (Holmes Tank Upgrade)	138,073			2,899,938				3,038,011
0307-W-91	Bell Canyon Creek Flow Measurement	467,272	26,114						493,386
0308-W-93	Sludge Handling Program			150,000					150,000
0309-W-101	Tank 2 Rehabilitation	28,776	674,479	15,000					718,255
0310-W-106	Pump Station Upgrades	46,704	153,296	55,000					255,000
0311-W-108	Lower Reservoir Rehab	205,812	31,883						237,695
0312-W-109	Bell Canyon Intake Tower Replacement	216,906	206,734		3,000,000				3,423,640
0313-W-110	Rutherford Pump Upgrade	60,860	4,640	20,000	450,000				535,500
0314-W18-111	WTP Condition Assessment		150,000						150,000
0315-W18-112	Spill Containment at Bell Creek		75,000						75,000
0316-W18-113	SCADA Improvements - Rutherford & Holmes			75,000	75,000				150,000
0317-W18-114	Spill Containment at SB Wells		75,000						75,000
0318-W18-115	Remove Restrictions - Rutherford Pump Station		150,000						150,000
0319-W18-116	Update GIS Maps of Water System		50,000						50,000
0320-W18-117	Water Master Plan Update	118,182	31,818						150,000
0321-W18-118	Replace Mains <6" in Diameter					600,000	600,000		1,200,000
0322-W18-119	Bell Canyon Spillway Stability Assessment		27,000						27,000
0323-W18-120	Bell Canyon Phreatic Surface Monitoring & Assessment	30,795	34,205						65,000
0324-W20-01	Bell Canyon Spillway Repairs		100,000						100,000
0325-W21-01	Kearney and Andrea Water Main Replacement			75,000	400,000				475,000
		5,023,845	6,773,883	2,861,571	9,444,938	765,000	600,000		25,469,237

Category Summary Report
FY 2020-21 to 2024-25
Water

		Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	TOTALS
PROJECT FUNDING SOURCES									
211	Grant EPA SFBWQIF	29,923	907,953						937,876
763	Water Capital Improvement	2,672,356	2,649,581	1,723,140	6,223,321	765,000	600,000		14,633,398
763	Water Capital Improvement - General Fund Transfer	949,124	650,876						1,600,000
763	Water Capital Improvement - Grant/Interagency Fund			878,381	766,667				1,645,048
763	Water Capital Improvement - Grant Prop 84		800,000						800,000
763	Water Capital Improvement HMGP Funds				2,319,950				2,319,950
763	Water Capital Improvement - Water Bond	1,372,442	1,693,907	70,100					3,136,449
764	Water Impact Fees		71,566	189,950	135,000				396,516
		5,023,845	6,773,883	2,861,571	9,444,938	765,000	600,000		25,469,237

Upper York Creek Ecosystem Restoration

Project No: **0301-W-26**

Category: **Water**

Project Location: **Spring Mtn Rd. (APN 022-180-013)**

PROJECT PURPOSE & DESCRIPTION: Complete collaboration with the US Army Corp of Engineers, NOAA-Fisheries, the California department of Fish and Game, and the California regional Water Quality Control Board to remove the dam and restore fish passage in York Creek.

Contract Award estimated to be June 23, 2020

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design	959,184	816						960,000
3140 - Legal Services	188,305		25,000	20,000	15,000			248,305
3150 - Construction Management	260	314,740	59,000	150,000	150,000			674,000
3160 - Construction Contract	129,707	4,070,293	450,000					4,650,000
3170 - Contingency			100,000					100,000
9999 - FY 2006-2008 Actuals	1,078,786							1,078,786
9999 - Lobbying	51,715							51,715
9999 - Service	1,253,462							1,253,462
EXPENDITURE TOTALS	3,661,419	4,385,849	634,000	170,000	165,000			9,016,268
FUNDING SOURCES								
211-Grant EPA SFBWQIF	29,923	907,953						937,876
763-Water Capital Improvement	1,309,946	383,097	634,000	170,000	165,000			2,662,043
763-Water Capital Improvement - General Fund Transfer	949,124	650,876						1,600,000
763-Water Capital Improvement - Grant Prop 84		800,000						800,000
763-Water Capital Improvement - Water Bond	1,372,426	1,643,923						3,016,349
FUNDING TOTALS	3,661,419	4,385,849	634,000	170,000	165,000			9,016,268

Meadowood Tank Upgrades

Project No: **0302-W-27**

Category: **Water**

Project Location: **APN 025-080-029**

PROJECT PURPOSE & DESCRIPTION: Replace and upgrade the three Meadowood tanks and associated water delivery systems.

NOTES:

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design	16	49,984	50,000					100,000
3140 - Legal Services			3,000					3,000
3150 - Construction Management			47,000					47,000
3160 - Construction Contract			350,000	400,000				750,000
3170 - Contingency			50,000					50,000
EXPENDITURE TOTALS	16	49,984	500,000	400,000				950,000
FUNDING SOURCES								
763-Water Capital Improvement			239,950	400,000				639,950
763-Water Capital Improvement - Water Bond	16	49,984	70,100					120,100
764-Water Impact Fees			189,950					189,950
FUNDING TOTALS	16	49,984	500,000	400,000				950,000

Bell Canyon Reservoir Improvements

Project No: **0303-W-35**

Category: **Water**

Project Location: **410 Crystal Springs Rd. (APN 021-420-019)**

PROJECT PURPOSE & DESCRIPTION: Dredging of Bell Canyon Reservoir will return the storage capacity to design limits.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design				50,000				50,000
3150 - Construction Management				50,000				50,000
3160 - Construction Contract				750,000				750,000
3170 - Contingency				50,000				50,000
EXPENDITURE TOTALS				900,000				900,000
FUNDING SOURCES								
763-Water Capital Improvement				765,000				765,000
764-Water Impact Fees				135,000				135,000
FUNDING TOTALS				900,000				900,000

Dwyer Road Booster (Pump Station)

Project No: **0304-W-80**

Category: **Water**

Project Location: **Between St. Helena, Napa, and Calistoga: Dwyer Roa**

PROJECT PURPOSE & DESCRIPTION: This is a shared facility between St. Helena, Napa, and Calistoga for moving water up valley. The project will improve system reliability and increase pressure in the southern end of the system.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design			187,571					187,571
3150 - Construction Management			150,000	150,000				300,000
3160 - Construction Contract			1,000,000	1,000,000				2,000,000
EXPENDITURE TOTALS			1,337,571	1,150,000				2,487,571
FUNDING SOURCES								
763-Water Capital Improvement			459,190	383,333				842,523
763-Water Capital Improvement - Grant/Interagency Fund			878,381	766,667				1,645,048
FUNDING TOTALS			1,337,571	1,150,000				2,487,571

Bell House Valve Replacement

Project No: **0305-W-85**

Category: **Water**

Project Location: **APN 021-420-019**

PROJECT PURPOSE & DESCRIPTION: Required by the Division of Safety of Dams (DSOD), replacement is necessary for emergency operation. In the event of an emergency and by order of DSOD that we release water from the reservoir, there is significant risk that the City would not be able to close the valve and stop the water, resulting in draining all of Bell Canyon.

NOTES: Project to be bid at same time as intake tower. Estimated bid FY 22 with Construction in FY 22

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design		70,776						70,776
3120 - Environmental/Planning		50,000						50,000
3160 - Construction Contract		377,105						377,105
3170 - Contingency		50,000						50,000
9999 - Service	49,030							49,030
EXPENDITURE TOTALS	49,030	547,881						596,911
FUNDING SOURCES								
763-Water Capital Improvement	49,030	476,315						525,345
764-Water Impact Fees		71,566						71,566
FUNDING TOTALS	49,030	547,881						596,911

Spring Mountain Pressure Zone Improvements (Holmes Tank Upgrade)

Project No: **0306-W-86**

Category: **Water**

Project Location: **APN 009-131-029 & 019**

PROJECT PURPOSE & DESCRIPTION: Upgrade and integrate Holmes and Elmhurst water delivery systems.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design	27,646							27,646
3150 - Construction Management				150,000				150,000
3160 - Construction Contract	1,662			2,574,938				2,576,600
3170 - Contingency				175,000				175,000
9999 - Service	108,765							108,765
EXPENDITURE TOTALS	138,073			2,899,938				3,038,011
FUNDING SOURCES								
763-Water Capital Improvement	138,073			579,988				718,061
763-Water Capital Improvement HMGP Funds				2,319,950				2,319,950
FUNDING TOTALS	138,073			2,899,938				3,038,011

Bell Canyon Creek Flow Measurement

Project No: **0307-W-91**

Category: **Water**

Project Location: **APN 021-420-019 & 012**

PROJECT PURPOSE & DESCRIPTION: Required for measurement of flow into the reservoir to instantaneously release same amount downstream of reservoir. Project to design, permit and construct structure in the creek, includes mitigation. Necessary to achieve compliance with current regulations.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design	198,475							198,475
3160 - Construction Contract	167,750	26,114						193,864
9999 - Service	101,047							101,047
EXPENDITURE TOTALS	467,272	26,114						493,386
FUNDING SOURCES								
763-Water Capital Improvement	467,272	26,114						493,386
FUNDING TOTALS	467,272	26,114						493,386

Sludge Handling Program

Project No: **0308-W-93**

Category: **Water**

Project Location: **APN 021-420-005**

PROJECT PURPOSE & DESCRIPTION: Facility to hold and dry inert sludge prior to proper disposal. Necessary for Storm water regulatory compliance. The MS4 NPDES permits require regulated municipalities to use Best Management Practices to reduce pollutants to the "Maximum Extent Practicable". Under NPDES, SFRWQCB can issue administrative orders against violators, and seek civil or criminal penalties when necessary.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design			20,000					20,000
3160 - Construction Contract			130,000					130,000
EXPENDITURE TOTALS			150,000					150,000
FUNDING SOURCES								
763-Water Capital Improvement			150,000					150,000
FUNDING TOTALS			150,000					150,000

Tank 2 Rehabilitation

Project No: **0309-W-101**

Category: **Water**

Project Location: **APN 022-420-019**

PROJECT PURPOSE & DESCRIPTION: Rehabilitate Tank 2 at Lower Reservoir.

EXPENDITURE ACCOUNTS:
Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design	20,204		15,000					35,204
3150 - Construction Management		53,051						53,051
3160 - Construction Contract	8,572	561,428						570,000
3170 - Contingency		60,000						60,000
EXPENDITURE TOTALS	28,776	674,479	15,000					718,255
FUNDING SOURCES								
763-Water Capital Improvement	28,776	674,479	15,000					718,255
FUNDING TOTALS	28,776	674,479	15,000					718,255

Pump Station Upgrades

Project No: **0310-W-106**

Category: **Water**

Project Location: **Crystal Springs Booster**

PROJECT PURPOSE & DESCRIPTION: Upgrade existing pump stations with back-up power in the event of a power outage as required by the State Department of Health

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design	46,704	6,147	40,000					92,851
3150 - Construction Management		20,000						20,000
3160 - Construction Contract		127,149						127,149
3170 - Contingency			15,000					15,000
EXPENDITURE TOTALS	46,704	153,296	55,000					255,000
FUNDING SOURCES								
763-Water Capital Improvement	46,704	153,296	55,000					255,000
FUNDING TOTALS	46,704	153,296	55,000					255,000

Lower Reservoir Rehab

Project No: **0311-W-108**

Category: **Water**

Project Location: **APN 009-131-013**

PROJECT PURPOSE & DESCRIPTION: Rehab Lower York Creek Dam as required by the 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 " diameter low level outlet pipe.

EXPENDITURE ACCOUNTS:

Fund: 763 Dept: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design	205,812	31,883						237,695
EXPENDITURE TOTALS	205,812	31,883						237,695
FUNDING SOURCES								
763-Water Capital Improvement	205,812	31,883						237,695
FUNDING TOTALS	205,812	31,883						237,695

Bell Canyon Intake Tower Replacement

Project No: **0312-W-109**

Category: **Water**

Project Location: **APN 021-420-019**

PROJECT PURPOSE & DESCRIPTION: Immediate repairs slated are required to be in compliance. Non compliance constitutes a violation of the City's Division of Dam Safety permitted use of Bell Canyon is grounds for enforcement action, for permit termination, revocation and reissuance, or modification; or denial of a permit renewal application by the State of California Department of Water Resources Division of Dam Safety.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design	216,906	206,734						423,640
3140 - Legal Services				3,000				3,000
3150 - Construction Management				174,750				174,750
3160 - Construction Contract				2,650,000				2,650,000
3170 - Contingency				172,250				172,250
EXPENDITURE TOTALS	216,906	206,734		3,000,000				3,423,640
FUNDING SOURCES								
763-Water Capital Improvement	216,906	206,734		3,000,000				3,423,640
FUNDING TOTALS	216,906	206,734		3,000,000				3,423,640

Rutherford Pump Upgrade

Project No: **0313-W-110**

Category: **Water**

Project Location: **1851 St Helena Hwy.**

PROJECT PURPOSE & DESCRIPTION: Upgrade electrical equipment and install permanent structure.

FY 21 Design and FY 22 Construction

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design	58,476	1,524	20,000					80,000
3150 - Construction Management				50,000				50,000
3160 - Construction Contract	2,384	3,116		350,000				355,500
3170 - Contingency				50,000				50,000
EXPENDITURE TOTALS	60,860	4,640	20,000	450,000				535,500
FUNDING SOURCES								
763-Water Capital Improvement	60,860	4,640	20,000	450,000				535,500
FUNDING TOTALS	60,860	4,640	20,000	450,000				535,500

WTP Condition Assessment

Project No: **0314-W18-111**

Category: **Water**

Project Location: **APN 021-420-019**

PROJECT PURPOSE & DESCRIPTION: This is an assessment to develop short and long term needs of the Louis Stralla Water Treatment Plant.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design		150,000						150,000
EXPENDITURE TOTALS		150,000						150,000
FUNDING SOURCES								
763-Water Capital Improvement		150,000						150,000
FUNDING TOTALS		150,000						150,000

Spill Containment at Bell Creek

Project No: **0315-W18-112**

Category: **Water**

Project Location: **Bell Canyon Dam**

PROJECT PURPOSE & DESCRIPTION: Develop spill containment at the chemical building located at the base of the Bell Canyon Dam.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

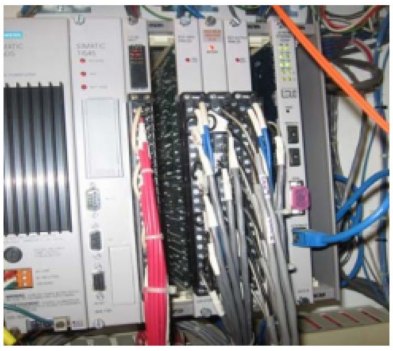
EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design		10,000						10,000
3150 - Construction Management		10,000						10,000
3160 - Construction Contract		50,000						50,000
3170 - Contingency		5,000						5,000
EXPENDITURE TOTALS		75,000						75,000
FUNDING SOURCES								
763-Water Capital Improvement		75,000						75,000
FUNDING TOTALS		75,000						75,000

SCADA Improvements - Rutherford & Holmes

Project No: **0316-W18-113**

Category: **Water**

Project Location: **Citywide**



PROJECT PURPOSE & DESCRIPTION: This project will apply power and instrumentation upgrades to integrate the City's water pump stations into Supervisory, Control and Data Acquisition System (SCADA). SCADA is utilized to monitor and control a plant and/or equipment.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3160 - Construction Contract			75,000	75,000				150,000
EXPENDITURE TOTALS			75,000	75,000				150,000
FUNDING SOURCES								
763-Water Capital Improvement			75,000	75,000				150,000
FUNDING TOTALS			75,000	75,000				150,000

Spill Containment at SB Wells

Project No: **0317-W18-114**

Category: **Water**

Project Location: **APN 009-070-027**

PROJECT PURPOSE & DESCRIPTION: Develop spill containment at the chemical building located adjacent to the Stonebridge Wells.

NOTES:

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design		10,000						10,000
3150 - Construction Management		10,000						10,000
3160 - Construction Contract		50,000						50,000
3170 - Contingency		5,000						5,000
EXPENDITURE TOTALS		75,000						75,000
FUNDING SOURCES								
763-Water Capital Improvement		75,000						75,000
FUNDING TOTALS		75,000						75,000

Remove Restrictions - Rutherford Pump Station

Project No: **0318-W18-115**

Category: **Water**

Project Location: **1851 St Helena Hwy.**

PROJECT PURPOSE & DESCRIPTION: There is a restriction in the 12" water main between the Dwyer Pump Station and Rutherford Pump Station that reduces the amount of water being pumped to the City. This project will locate and remove the restriction(s) in order to maximize water delivery.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design		50,000						50,000
3150 - Construction Management		25,000						25,000
3160 - Construction Contract		75,000						75,000
EXPENDITURE TOTALS		150,000						150,000
FUNDING SOURCES								
763-Water Capital Improvement		150,000	0					150,000
FUNDING TOTALS		150,000	0					150,000

Update GIS Maps of Water System

Project No: **0319-W18-116**

Category: **Water**

Project Location: **Citywide**

PROJECT PURPOSE & DESCRIPTION: This project will update the current GIS Maps of the City water system.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design		50,000						50,000
EXPENDITURE TOTALS		50,000						50,000
FUNDING SOURCES								
763-Water Capital Improvement		50,000						50,000
FUNDING TOTALS		50,000						50,000

Water Master Plan Update

Project No: **0320-W18-117**

Category: **Water**

Project Location: **Citywide**

PROJECT PURPOSE & DESCRIPTION: The Water Master Plan will not only update the 2006 comprehensive document, but will be integrated with the Sewer Master Plan and the Stormwater Master Plan which will include recommendations for system improvements, replacement and estimated project costs.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design	118,182	31,818						150,000
EXPENDITURE TOTALS	118,182	31,818						150,000
FUNDING SOURCES								
763-Water Capital Improvement	118,182	31,818						150,000
FUNDING TOTALS	118,182	31,818						150,000

Replace Mains <6" in Diameter

Project No: **0321-W18-118**

Category: **Water**

Project Location: **Various locations in St. Helena**

PROJECT PURPOSE & DESCRIPTION: This annual project will begin the replacement of City water mains. It is anticipated that there will be one project per year based on the completed Integrated Master Utility Plan.

FY 22 Project - W21-01

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design					40,000	40,000		80,000
3150 - Construction Management					40,000	40,000		80,000
3160 - Construction Contract					465,000	465,000		930,000
3170 - Contingency					55,000	55,000		110,000
EXPENDITURE TOTALS					600,000	600,000		1,200,000
FUNDING SOURCES								
763-Water Capital Improvement					600,000	600,000		1,200,000
FUNDING TOTALS					600,000	600,000		1,200,000

Bell Canyon Spillway Stability Assessment

Project No: **0322-W18-119**

Category: **Water**

Project Location: **APN 021-420-019**

PROJECT PURPOSE & DESCRIPTION: The Bell Canyon Spillway Stability Assessment is a new requirement of the Division of Dam Safety as a direct result of the 2017 Oroville Dam incident. Work will include a reconnaissance-level assessment of the spillway reviewing the geologic, structural or performance issues that could jeopardize its ability during a flood event.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design		27,000						27,000
EXPENDITURE TOTALS		27,000						27,000
FUNDING SOURCES								
763-Water Capital Improvement		27,000						27,000
FUNDING TOTALS		27,000						27,000

Bell Canyon Phreatic Surface Monitoring & Assessment

Project No: **0323-W18-120**

Category: **Water**

Project Location: **APN 021-420-019**

PROJECT PURPOSE & DESCRIPTION: The Bell Canyon Phreatic Surface Monitoring and Assessment is a new requirement of the Division of Dam Safety as a direct result of the 2017 Oroville Dam incident.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design	30,795	34,205						65,000
EXPENDITURE TOTALS	30,795	34,205						65,000
FUNDING SOURCES								
763-Water Capital Improvement	30,795	34,205						65,000
FUNDING TOTALS	30,795	34,205						65,000

Bell Canyon Spillway Repairs

Project No: **0324-W20-01**

Category: **Water**

Project Location:

PROJECT PURPOSE & DESCRIPTION: Make repairs to the spillway based on the initial spillway assessment in 2018.

NOTES:

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design		100,000						100,000
EXPENDITURE TOTALS		100,000						100,000
FUNDING SOURCES								
763-Water Capital Improvement		100,000						100,000
FUNDING TOTALS		100,000						100,000

Kearney and Andrea Water Main Replacement

Project No: **0325-W21-01**

Category: **Water**

Project Location: **Kearney and Andrea**

PROJECT PURPOSE & DESCRIPTION: The 4" water main on Kearney between Hillview Place and Adams Street needs to be replaced as well as the main on Andrea from Kearney to Oak Avenue.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design			75,000					75,000
3150 - Construction Management				50,000				50,000
3160 - Construction Contract				300,000				300,000
3170 - Contingency				50,000				50,000
EXPENDITURE TOTALS			75,000	400,000				475,000
FUNDING SOURCES								
763-Water Capital Improvement			75,000	400,000				475,000
FUNDING TOTALS			75,000	400,000				475,000

Category Summary Report
FY 2020-21 to 2024-25
Wastewater

		Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	TOTALS
PROJECT TITLE									
0401-S-52	WWTP Phase 1 Upgrades	1,106,695	1,382,779	6,548,500	6,548,500				15,586,474
0405-S18-70	Replace 1% of Sewer Mains Annually	4,536	145,464	150,000	150,000	150,000	150,000	150,000	900,000
0406-S18-71	Crinella Pump Station Upgrades	98,905	617,595		250,000				966,500
0408-S18-73	Wet Weather Flow Monitoring		50,000						50,000
0409-S18-74	Update GIS Maps of Sewer System		50,000						50,000
0410-S18-75	Sewer Master Plan	95,041	54,959						150,000
0411-S18-78	Recycled Water Feasibility Study					150,000			150,000
		1,305,177	2,300,797	6,698,500	6,948,500	300,000	150,000	150,000	17,852,974
PROJECT FUNDING SOURCES									
773	Wastewater Capital Improvement - State Grant					75,000			75,000
773	Wastewater Capital Improvement	1,305,177	1,937,331	1,838,254	1,091,300	150,000	150,000	150,000	6,622,062
773	Wastewater Capital Improvement - Bond			4,000,000	4,000,000				8,000,000
774	Wastewater Impact Fees		363,466	590,886	612,225	75,000			1,641,577
999	Unidentified			269,360	1,244,975				1,514,335
		1,305,177	2,300,797	6,698,500	6,948,500	300,000	150,000	150,000	17,852,974

WWTP Phase 1 Upgrades

Project No: **0401-S-52**

Category: **Wastewater**

Project Location: **1 Chaix Ln**

PROJECT PURPOSE & DESCRIPTION: Per the State Cease and Desist Order, upgrade the plant to meet compliance requirements by 2021. In addition, to compliance requirements, levee repairs and sludge removal will be incorporated into construction of this project.

Merged with this project: S-53, S-62, S-66, S18-79.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept**: 5059

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design	1,106,695	1,257,779						2,364,474
3120 - Environmental/Planning		115,000						115,000
3140 - Legal Services		10,000	10,000	10,000				30,000
3150 - Construction Management			268,500	268,500				537,000
3160 - Construction Contract			5,700,000	5,700,000				11,400,000
3170 - Contingency			570,000	570,000				1,140,000
EXPENDITURE TOTALS	1,106,695	1,382,779	6,548,500	6,548,500				15,586,474
FUNDING SOURCES								
773-Wastewater Capital Improvement	1,106,695	1,019,313	1,688,254	691,300				4,505,562
773-Wastewater Capital Improvement - Bond			4,000,000	4,000,000				8,000,000
774-Wastewater Impact Fees		363,466	590,886	612,225				1,566,577
999-Unidentified			269,360	1,244,975				1,514,335
FUNDING TOTALS	1,106,695	1,382,779	6,548,500	6,548,500				15,586,474

Replace 1% of Sewer Mains Annually

Project No: **0405-S18-70**

Category: **Wastewater**

Project Location: **Various**

PROJECT PURPOSE & DESCRIPTION: This annual project will begin the replacement of City sewer mains. It is anticipated that there will be one project per year.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept**: 5059

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design		15,000	15,000	15,000	15,000	15,000	15,000	90,000
3150 - Construction Management		20,000	20,000	20,000	20,000	20,000	20,000	120,000
3160 - Construction Contract	4,536	95,464	100,000	100,000	100,000	100,000	100,000	600,000
3170 - Contingency		15,000	15,000	15,000	15,000	15,000	15,000	90,000
EXPENDITURE TOTALS	4,536	145,464	150,000	150,000	150,000	150,000	150,000	900,000
FUNDING SOURCES								
773-Wastewater Capital Improvement	4,536	145,464	150,000	150,000	150,000	150,000	150,000	900,000
FUNDING TOTALS	4,536	145,464	150,000	150,000	150,000	150,000	150,000	900,000

Crinella Pump Station Upgrades

Project No: **0406-S18-71**

Category: **Wastewater**

Project Location: **Crinella Neighborhood**

PROJECT PURPOSE & DESCRIPTION: The Crinella Pump Station is located within the Crinella residential neighborhood. It pumps raw wastewater out of Crinella to a gravity sewer main on Railroad Avenue which then goes to the City's wastewater treatment plant. This project will update the structure and pumping systems. It will also include construction of a filter system to control odors.

Construction deferred until FY 22

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept**: 5059

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design	98,905	44,245						143,150
3140 - Legal Services		2,000						2,000
3150 - Construction Management		71,350						71,350
3160 - Construction Contract		450,000		250,000				700,000
3170 - Contingency		50,000						50,000
EXPENDITURE TOTALS	98,905	617,595		250,000				966,500
FUNDING SOURCES								
773-Wastewater Capital Improvement	98,905	617,595		250,000				966,500
FUNDING TOTALS	98,905	617,595		250,000				966,500

Wet Weather Flow Monitoring

Project No: **0408-S18-73**

Category: **Wastewater**

Project Location: **1 Chaix Ln**

PROJECT PURPOSE & DESCRIPTION: This project will provide the City with a sanitary sewer flow monitoring and inflow/infiltration study that identifies areas of storm water and groundwater inflows into the City's sewer system.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept**: 5059

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design		50,000						50,000
EXPENDITURE TOTALS		50,000						50,000
FUNDING SOURCES								
773-Wastewater Capital Improvement		50,000						50,000
FUNDING TOTALS		50,000						50,000

Update GIS Maps of Sewer System

Project No: **0409-S18-74**

Category: **Wastewater**

Project Location: **Citywide**

PROJECT PURPOSE & DESCRIPTION: This project will update the current GIS Maps of the City sewer system.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept**: 5059

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design		50,000						50,000
EXPENDITURE TOTALS		50,000						50,000
FUNDING SOURCES								
773-Wastewater Capital Improvement		50,000						50,000
FUNDING TOTALS		50,000						50,000

Sewer Master Plan

Project No: **0410-S18-75**

Category: **Wastewater**

Project Location: **1 Chaix Ln**

PROJECT PURPOSE & DESCRIPTION: The primary objective of the Sewer Master Plan is to create a comprehensive document identifying estimated sewer collection capacity, the age and capability of the existing collection system. The Master Plan will be integrated with the Water Master Plan and the Stormwater Master Plan which will include recommendations for system improvements, replacement and estimated project costs.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept**: 5059

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design	95,041	54,959						150,000
EXPENDITURE TOTALS	95,041	54,959						150,000
FUNDING SOURCES								
773-Wastewater Capital Improvement	95,041	54,959						150,000
FUNDING TOTALS	95,041	54,959						150,000

Recycled Water Feasibility Study

Project No: **0411-S18-78**

Category: **Wastewater**

Project Location: **1 Chaix Ln**

PROJECT PURPOSE & DESCRIPTION: This study will determine the feasibility of using recycled water to offset the use of fresh/potable water from local supplies.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept**: 5059

EXPENDITURES	Total YTD	Rollover Funds	2020-21	2021-22	2022-23	2023-24	2024-25	PROJECT TOTAL
3110 - Design					150,000			150,000
EXPENDITURE TOTALS					150,000			150,000
FUNDING SOURCES								
773-Wastewater Capital Improvement - State Grant					75,000			75,000
774-Wastewater Impact Fees					75,000			75,000
FUNDING TOTALS					150,000			150,000

June 7, 2020

To: St. Helena City Council

Subject: Concerns Relating to St. Helena's 2019-20 to 2024-25 Water Capital Improvement Report

My first concern relates to the time it is taking our city's public works department to complete designated Capital Improvement Projects (CIPs). This has resulted in huge cost increases to St. Helena's water customers because of delays in projects not initiated by our city in a timely manner. My second concern is about the increases in revenue collected by the city for specific CIPs, pursuant to utility rate studies, where the revenues are being diverted to other expenses in the city's water enterprise.

Historically, our city has conducted utility rate studies about every five years to project revenue requirements that must be raised to adequately fund the city's water enterprise. There are five components that determine a city's water revenue requirements: Capital improvements, Debt service, Meter replacement, Operations expenses and reserves, and System rehabilitation.

Water (CIPs) are projects identified by the city's public works department and approved by city council to maintain and improve the city's water enterprise for present and future water customers. It has been St. Helena's practice to identify necessary capital improvements over five- and sometimes ten-year periods.

The projected revenue requirements to complete specific capital improvements is a fundamental part in determining periodic water rate increases. In 2011 St. Helena increased it water rates by over 65% and again in 2016 by another 61% in base rates and 18% in volume rates through 2021. A significant driver to these rate increases were due to delays in completing CIPs.

The following are examples where the city has delayed CIPs where huge cost increases have resulted and/or where increases in revenues have been collected by the city but diverted to other water enterprise expenses:

1. In 2017 the cost to replace Bell Canyon's Intake Tower was $1,788,820 and was projected to be completed in 2018. The 1.7+ million dollars was part of the justification for St. Helena's 2017 water rate increase. Yet, the project has not been completed as of this date. In the most recent CIP Summary Report (2019-24), replacing the Bell Canyon Intake Tower has again been identified as a CIP but the cost is now projected to be $3,356,354. I am curious about the past revenue collected by the city pursuant to the 2017 water rate increase that has not been reflected in the new projected cost.
2. In 2017, the Meadowood Tank Upgrade was projected at $279,194 and to be completed in 2019. Yet the CIP was never completed. The current cost to complete the project is now $950,000. Why hasn't the $279,194 that was collected pursuant to the 2017 water rate increase been reflected in the current inflated cost?
3. In 2017, the Holmes Tank Upgrade was projected to cost $803,785 and to be completed by 2021. As of today this project has not been stared and it is now projected to cost $3,038,011. What happened to the $803,785 that was collected for the Holmes Tank CIP pursuant to the 2017 water rate increases?

4. In 2017, the Dwyer Road Booster Pump Station was projected to cost $482,293 and to be completed in 2022. Currently the cost is projected to be $2,487,571. What happened to the $482,293 that was collected for that CIP through the 2017 water rate increases?
5. And there is the infamous York Creek Dam Restoration CIP that was projected to cost $1.5 million in 2001 but todays cost exceeds $9 million.

There are other examples of significant cost increases in St. Helena's 2011 and 2016 water CIP lists where the projects were not completed in a timely manner and where the costs in the delays were passed on the St. Helena water customers giving us one of the highest water rates in the Bay Area.

As a resident in St. Helena since 1977, further oversight is needed by our city manager and city council to ensure the future costs to maintain St. Helena's water enterprise is conducted more responsible and efficiently.

Tom Belt

1520 Hillview Place,

St. Helena

Report to the City Council
Regular City Council - 09 Jun 2020 - AMENDED
6/6/20 at 3:20 pm

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and Adoption of a Resolution (1) Authorizing the City Manager to Execute a Use of Facilities Agreement Between Public Agencies between the City of St. Helena and the St. Helena Unified School District for use of the tennis courts located on the St. Helena High School campus during the rehabilitation of the Crane Park Tennis Courts and (2) Authorizing the City Manager to execute any amendments to this Agreement extending the time period, if necessary, until such a time the Crane Park Tennis Court project is completed.**

CEQA Determination: **Not a CEQA project**

Prepared By: Andre Pichly, Parks & Recreation Director

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On February 12, 2018, the Parks and Recreation Commission developed a prioritization list for potential Capital Improvement Projects (CIP). The top priority of the Commission was the resurfacing of the Crane Park tennis courts.
On May 12, 2020, the City Council awarded the Rehabilitate Crane Park Tennis Courts Project, Capital Improvement Project C19-02, to Vintage Contractors, Inc.

The project will include the installation of a slip-sheet system for the center tennis courts and resurfacing of the two single courts, along with the upgrading of tennis court amenities, such as the lowering of the side fencing for the courts and installation of new chain-link fencing material.

The estimated project time is 10 weeks (six weeks for tennis courts, two weeks for the fence, two weeks for contingency).

DISCUSSION

Vintage Contractors, Inc., is scheduled to begin construction on Monday, June 8, 2020 and conclude work at approximately the end of July. During the construction period there will be no publicly accessible tennis courts in St. Helena. In an effort to provide tennis courts for public access, staff reached out to the St. Helena Unified School District to request the City be allowed to manage the high school courts for public use while the courts at Crane Park are under construction.

The Use of Facilities Agreement Between Public Agencies (Attachment 1) would be effective from Tuesday, June 9, 2020 to Friday, July 31, 2020. There is no fee associated with this agreement. The City shall be financially liable for any claims of damages caused to the facility during this period. In addition, the District shall have no responsibility for, and the City would be solely responsible for protections against the spread of, or claims arising in any manner from, COVID-19.

The proposed Resolution authorizes the City Manager to extend the term of the agreement if necessary to accommodate any delays with the tennis court project.

FISCAL IMPACT

Minimal: Park Maintenance staff to unlock the courts each morning and for weekly cleaning (blowing and trash pick-up) of the courts. The Police Department will lock the courts each night.

Approval of the Use of Facilities Agreement Between Public Agencies will have no fiscal impact, as the St. Helena Unified School District states in the agreement that the City is not subject to a fee.

RECOMMENDED ACTION

Staff recommends the City Council Adopt a Resolution (1) Authorizing the City Manager to Execute a Use of Facilities Agreement Between Public Agencies between the City of St. Helena and the St. Helena Unified School District for use of the tennis courts located on the St. Helena High School campus during the rehabilitation of the Crane Park Tennis Courts and (2) Authorizing the City Manager to execute any amendments to this Agreement extending the time period, if necessary, until such a time the Crane Park Tennis Court project is completed.

ATTACHMENTS

Attachment 1 - Use Agreement - Tennis Courts
Attachment 1 - Exhibit A - Calendar of Use
Attachment 2 - Resolution

USE OF FACILITIES AGREEMENT BETWEEN PUBLIC AGENCIES

This Use of Facilities Agreement ("Agreement") is entered into by the **St. Helena Unified School District** ("District"] and the **City of St. Helena** ("Agency").

The Agency has requested, and the District has approved, the Agency's use of the **tennis courts located on the St. Helena High School campus for the purpose of providing tennis facilities to St. Helena community members while the Agency's courts are under renovations.** This use and relationship is authorized under Education Code Section 10900, et. seq. Neither the Agency, nor its employees, agents, guests nor invitees are authorized to use any other real property, or physical improvements to real property, other than the Facilities covered by this Agreement.

This Agreement is effective from **Tuesday, June 9, 2020** to **Friday, July 31, 2020** unless otherwise terminated or extended by a written document executed by both parties.

Use of the Facilities shall occur on dates and times mutually agreed to by the District and the Agency, as evidenced by a jointly executed writing. Such use shall not interfere with the District's ability to carry on educational activities, interfere with the District's ability to carry on recreational activities, or interfere with other potential users' authorized right to use District property, including the Facilities covered by this Agreement.

Agency's right to use the Facilities for the purposes outlined in this agreement **is not subject to a use fee.**

At all times, the Agency, and its guests and invitees at the Facility, shall comply with the District's rules, regulations, and policies, copies of which are deemed to have been provided to the Agency prior to the execution of this Agreement. The Agency and its guests and invitees shall also (a) conduct themselves in accordance with all other potentially relevant federal, state or local laws or regulations, (b) respect the District's employees, students, and property, and (c) engage in safe and appropriate behavior in an effort to avoid harm, injury, disputes or altercations with others. The Agency is responsible for ensuring that its Directors, Officers, agents, employees, contractors, guests invitees, participants, and guests, as well as any other individual who will attend or view the contemplated activities at the Facilities, comply with these requirements.

Agency shall at all times, provide equipment and instructors trained, experienced, and otherwise suitable for the purposes of the Agency's intended use of the Facilities. Agency shall ensure that the District's property is not altered, modified or changed in any manner absent the District's express prior and written consent. Failure to comply with these obligations shall, at the discretion of the District, be a basis to immediately terminate this Agreement.

The District shall ensure that the Facilities are timely and properly made available for use by the Agency. The Agency waives any claim against the District for damages relating to its use of the Facilities, including, but not limited to, theft or destruction of the Agency's property.

The District is financially responsible for claims or damages caused by its negligent failure to maintain, repair or keep in good repair the District's Facilities. The District shall defend and indemnify the Agency, and its Directors, Officers, employees, agents, and volunteers should a Claim be made for which the District is financially responsible to an injured individual or individuals, or injury or damage to physical property, pursuant to this provision. To the extent of these indemnifiable liabilities, the District shall name the Agency, its Directors, Officers, employees, agents and volunteers, as additional insureds under its liability insurance or coverage

agreement(s), subject to a minimum limit of liability of $1,000,000 per Claim, and further subject to a 60-day notice before such insurance or coverage is cancelled or terminated.

The Agency shall be financially responsible for any claims or damages caused, or arising in some manner from, whether in whole or in part, by any aspect of the Agency's use of the Facilities. The Agency shall defend and indemnify the District, and its agents and employees should a Claim be made for which the Agency is financially responsible to an injured individual or individuals, or injury or damage to physical property, pursuant to this provision. It is the express intent of the parties that, in keeping with the foregoing responsibilities, the District, its Directors, Officers, employees, agents, and volunteers are intended and expected to receive the broadest defense and indemnity protection available under law, with any doubts resolved in favor of the proposed indemnified parties. To the extent of these indemnifiable liabilities, the Agency shall name the District, its Directors, Officers, employees, agents and volunteers, as additional insureds under its liability insurance or coverage agreement(s), subject to a minimum limit of liability of $1,000,000 per Claim, and further subject to a 60-day notice before such insurance or coverage is cancelled or terminated.

In addition to the foregoing defense and indemnity provisions, District shall have no responsibility for, and Agency shall be solely responsible for, protections against the spread of, or claims arising in any manner from, COVID-19.

This Agreement may be terminated due to the Agency's discontinuance of the activities contemplated by this Agreement, the District's need to modify or negate the use of the Facilities in order to carry out its required or offered educational or recreational activities, due to impossibility or impracticability caused by any actual or planned change, modification or repair to the Facilities, or to circumstances affecting the safety or health of anticipated users of the Facilities. Notice of the termination of this Agreement is effective on 60-days written notice, absent exigent circumstances requiring termination on a more expedited basis for health or safety issues.

Each provision of this Agreement shall be interpreted in a manner giving meaning and purpose to each term and provision and, to the fullest extent possible, deemed valid and effective. If any provision of this Agreement is deemed invalid, all remaining provisions shall remain effective. All issues regarding the interpretation and effectiveness of this agreement is controlled by California law, with any disputes subject to binding arbitration, with the parties agreeing that such arbitration is to be conducted in the most expeditious and cost effective manner. The prevailing party in such an arbitration, in the arbitrator's discretion, may be awarded reasonable attorney's fees and costs.

This is a fully integrated document, containing the entirety of the parties' agreements. Both parties must agree in writing to any change in the terms of this Agreement; neither oral modification nor course of conduct will be deemed a sufficient basis to alter or change the terms of this Agreement. The provisions of this contract cannot be waived, nor shall either party rely upon the actual or alleged failure to require complete compliance with all aspects of this Agreement as an excuse or basis not to carry out its own respective obligations.

This Agreement has been duly reviewed and approved by the authorized agents of the District and Agency, who warrant and represent that they have the power and authority to bind their respective principals to the terms of this Agreement

Dated:_____	Dated: _____
By:_____	By: _____
Title: _____	Title: _____
As Authority Agent of the "Agency"	As Authority Agent of the "District"

Exhibit A- Calendar of Use

JUNE & JULY 2020

Calendar for St. Helena High School tennis facilities use by community members while the City of St Helena courts are under renovations.

Week 1
Wednesday, June 10: 7 am to 9 pm
Thursday, June 11: 7 am to 9 pm
Friday, June 12: 7 am to 9 pm
Saturday, June 13: 7 am to 9 pm

Week 2
Sunday, June 14: 7 am to 9 pm
Monday, June 15: 7 am to 9 pm
Tuesday, June 16: 7 am to 9 pm
Wednesday, June 17: 7 am to 9 pm
Thursday, June 18: 7 am to 9 pm
Friday, June 19: 7 am to 9 pm
Saturday, June 20: 7 am to 9 pm

Week 3
Sunday, June 21: 7 am to 9 pm
Monday, June 22: 7 am to 9 pm
Tuesday, June 23: 7 am to 9 pm
Wednesday, June 24: 7 am to 9 pm
Thursday, June 25: 7 am to 9 pm
Friday, June 26: 7 am to 9 pm
Saturday, June 27: 7 am to 9 pm

Week 4
Sunday, June 28: 7 am to 9 pm
Monday, June 29: 7 am to 9 pm
Tuesday, June 30: 7 am to 9 pm
Wednesday, July 1: 7 am to 9 pm
Thursday, July 2: 7 am to 9 pm
Friday, July 3: 7 am to 9 pm
Saturday, July 4: 7 am to 9 pm

Week 5
Sunday, July 5: 7 am to 9 pm
Monday, July 6: 7 am to 9 pm
Tuesday, July 7: 7 am to 9 pm
Wednesday, July 8: 7 am to 9 pm
Thursday, July 9: 7 am to 9 pm
Friday, July 10: 7 am to 9 pm
Saturday, July 11: 7 am to 9 pm

Week 6
Sunday, July 12: 7 am to 9 pm
Monday, July 13: 7 am to 9 pm
Tuesday, July 14: 7 am to 9 pm
Wednesday, July 15: 7 am to 9 pm
Thursday, July 16: 7 am to 9 pm
Friday, July 17: 7 am to 9 pm
Saturday, July 18: 7 am to 9 pm

Week 7
Sunday, July 19: 7 am to 9 pm
Monday, July 20: 7 am to 9 pm
Tuesday, July 21: 7 am to 9 pm
Wednesday, July 22: 7 am to 9 pm
Thursday, July 23: 7 am to 9 pm
Friday, July 24: 7 am to 9 pm
Saturday, July 25: 7 am to 9 pm

Week 8
Sunday, July 26: 7 am to 9 pm
Monday, July 27: 7 am to 9 pm
Tuesday, July 28: 7 am to 9 pm
Wednesday, July 29: 7 am to 9 pm
Thursday, July 30: 7 am to 9 pm
Friday, July 31: 7 am to 9 pm

CITY OF ST. HELENA

RESOLUTION NO. 2020-

Adopting a Resolution (1) Authorizing the City Manager to Execute a Use of Facilities Agreement Between Public Agencies between the City of St. Helena and the St. Helena Unified School District for use of the tennis courts located on the St. Helena High School campus during the rehabilitation of the Crane Park Tennis Courts, and (2) Authorizing the City Manager to execute any amendments to this Agreement extending the time period, if necessary, until such a time the Crane Park Tennis Court project is completed.

RECITALS

A. On February 12, 2018, the Parks and Recreation Commission developed a prioritization list for potential Capital Improvement Projects (CIP). The top priority of the Commission was the resurfacing of the Crane Park tennis courts; and

B. On May 12, 2020, the City Council awarded the Rehabilitate Crane Park Tennis Courts Project, Capital Improvement Project C19-02, to Vintage Contractors, Inc.; and

C. The project will include the installation of a slip-sheet system for the center tennis courts and resurfacing of the two single courts, along with the upgrading of tennis court amenities, such as the lowering of the side fencing for the courts and installation of new chain-link fencing material; and

D. The estimated project time is 10 weeks (six weeks for tennis courts, two weeks for the fence, two weeks for contingency); and

E. Vintage Contractors, Inc., is scheduled to begin construction on Monday, June 8, 2020 and conclude work at approximately the end of July; and

F. During the construction period there will be no publicly accessible tennis courts in St. Helena; and

G. In an effort to provide tennis courts for public access, staff reached out to the St. Helena Unified School District to request the City be allowed to manage the high

school courts for public use while the courts at Crane Park are under construction; and

H. The Use of Facilities Agreement Between Public Agencies would be effective from Tuesday, June 9, 2020 to Friday, July 31, 2020; and

I. There is no fee associated with this agreement. The City shall be financially liable for any claims of damages caused to the facility during this period; and

J. In addition, the District shall have no responsibility for, and the City would be solely responsible for protections against the spread of, or claims arising in any manner from, COVID-19; and

K. City Council of the City of St. Helena desires to offer a place for tennis activities to continue during the reconstruction of the St. Helena Tennis

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

1. Authorizes the City Manager to Execute a Use of Facilities Agreement Between Public Agencies between the City of St. Helena and the St. Helena Unified School District for use of the tennis courts located on the St. Helena High School campus during the rehabilitation of the Crane Park Tennis Courts; and
2. Authorizes the City Manager to execute any amendments to this Agreement extending the time period, if necessary, until such a time the Crane Park Tennis Court project is completed.

Approved at a Regular Meeting of the St. Helena City Council on June 9, 2020 by the following vote:

Mayor Ellsworth: _____

Vice Mayor Dohring: _____

Councilmember Koberstein: _____

Councilmember Chouteau: _____

Councilmember Knudsen: _____

APPROVED: ATTEST:

_____ _____

Geoff Ellsworth, Mayor

Cindy Tzafopoulous, City Clerk

Report to the City Council
Regular City Council - 09 Jun 2020

Agenda Section: **OLD BUSINESS**

Subject: **City Manager Update on COVID-19 Emergency; Discussion and Direction Regarding Anticipated Reopening of City Amenities and Associated Protocols (Oral Report)**

CEQA Determination: **Not a CEQA project**

Prepared By: Mark T. Prestwich, City Manager

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

RECOMMENDED ACTION
Discussion and direction to the City Manager.

Report to the City Council
Regular City Council - 09 Jun 2020 - AMENDED
6/6/20 at 3:20 pm

Agenda Section: **OLD BUSINESS**

Subject: **Staff presentation and City Council review, discussion, and direction for the FY 2020-21 Draft Citywide Budget**

CEQA Determination: **Not a CEQA project**

Prepared By: April Mitts, Finance Director

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The City Council is required to adopt estimates of revenues and expenditures on a fiscal year basis and per Municipal Code 2.12.060.B.9, the City Manager supervises the preparation of a detailed, proposed municipal budget submitted to the City Council on or before May 15th of each year.

Because of the shift in the economy due to revenue losses associated with the COVID-19 pandemic, several additional steps were taken this year in the formation of the FY 2020-21 budget. At the April 14, 2020 City Council meeting, the City Council was provided a forecast of projected General Fund revenue losses associated with the COVID-19 pandemic. The report noted the unknown duration of California Shelter-at-Home Orders and the subsequent phased reopening impacts the City's ability to reliably predict City revenue impacts. The forecast anticipated a $2.5 million decline in revenues in the current year through June 30, 2020, and a $4.7 million revenue reduction in Fiscal Year (FY) 2020-21, resulting in an unprecedented General Fund revenue loss in excess of $7.2 million over 15 months. The analysis assumed the Shelter-at-Home Order end by June 30, 2020 and used revenue loss assumptions in Figure 1 when developing FY 2020-21 impacts. The percentages below are the estimated amount to be collected during each quarter as a percentage of the FY 2019-20 adopted budget.

Figure 1: FY 2020-21 Sales Tax & TOT Assumptions as a % of FY 2019-20 Adopted Budget

FY 2020-21	Q1 (July – Sept)	Q2 (Oct – Dec)	Q3 (Jan – Mar)	Q4 (Apr – Jun)
Sales Tax	30%	45%	54%	65%
TOT	10%	20%	40%	75%

The overall decrease in anticipated revenues for FY 2020-21 from the FY 2019-20 adopted budget is a 49% reduction of Sales Tax and 36% reduction of TOT.

On May 14, 2020, the City held the first of two budget workshops planned for the development of the FY 2020-21 Budget. Given the challenging budget environment presented by the COVID-19 emergency, it will be critical this year's spending plan reinforces the Council's budget priorities, aligns with the City's Vision and Mission Statements (Attachment 1), and supports the delivery of key projects via the City's goals and workplan. The initial Budget Workshop focused on the Identification of Budget Priorities, reviewed a draft balanced budget framework, including specific expenditure reduction options, and reviewed an updated draft Long Range Financial Forecast that includes analysis of the options presented by the Infrastructure Financing Task Force.

During this meeting, City Council discussed and affirmed the following framework to guide the preparation of the FY 2020-21 draft budget document.

Budget Priorities

- Support City's Three-Year Goals and workplan tasks
- Ensure delivery of key capital improvement projects
- Protect service levels to extent feasible
- Invest in business recovery efforts
- Utilize General Fund Reserves to stabilize services and retain employees

Balanced Budget Framework

A balanced budget framework has been developed with targeted solutions which have been influenced by an evaluation of potential budget department reductions.

Figure 2: Draft FY 2020-21 Balanced Budget Framework

Framework	Goal %	Goal $
Budget Reductions	40%	$2,320,000
Use of General Fund Reserves	30%	$1,740,000
Labor Strategies	25%	$1,450,000
New Revenue	5%	$290,000
Total	**100%**	**$5,800,000**

Long Range Financial Forecast

Five Long Range Financial Forecast (LRFF) scenarios were presented at the May 14, 2020 Budget Workshop meeting. Feedback from the City Council was to modify the scenarios to include the following:

- Sale of City owned assets shown as separately identified revenue line item which is added to the General Fund balance (instead of going directly into a CIP fund)
- Show model with more line items, where incremental increases can be seen (property tax, sales tax, TOT revenues, etc.)
- Modeling without debt service as part of the expenditures
- Include a separate line item for storm drain repairs on the expense side, including additional information if storm drains can be folded into a utility rate structure
- Model the hotels and be more realistic - model Farmstead (since furthest along) with another one of the options - model the one that produces as much or more than the other four together

Staff is currently working on these revisions and will present the LRFF document to City Council on June 23, 2020.

On May 28, 2020, the City held the second budget workshop to review the FY 2020-21 non-profit funding requests and recommendations, review the Water and Wastewater Funds budget data, review of refined General Fund forecasting data, review the CIP project list, and review of the FY 2020-21 Chamber of Commerce Agreement.

DISCUSSION

The FY 2020-21 Draft Budget is provided as Attachment 2. The budget document provides detailed projected revenues and provides detailed projected expenditures for each department and fund. As stated in the Background section, budgeting for FY 2020-21 is still volatile. The draft detailed budget does not currently capture the full amount of the labor strategy framework because negotiations are currently underway with each bargaining group. It must also be noted that because of the challenges associated with revenue foresting associated with the COVID-19 pandemic, it is possible there may be a margin of error of $500,000 in either direction.

Below is a summary of the Revenues and Expenses for the General Fund, Water Fund, and Wastewater Fund.

GENERAL FUND

Revenues – General Fund

The City's three main General Fund revenue sources are property, sales and transient occupancy taxes (TOT). These three funding sources typically account for approximately 89% of General Fund revenues. Due to the shift in revenues for the FY 2020-21 draft budget, these three main revenue sources account for 85% of the General Fund revenues, with Property taxes accounting for 49% of the total revenues collected. A summary of the General Fund revenues are provided on PDF pages 22-27 of Attachment 2 with details presented on PDF pages 33-34 of Attachment 2. When

compared to the FY 2019-20 Adjusted revenues, the total from FY 2019-20 to FY 2020-21 is a decrease of 33%.

General Fund revenues are estimated at $11,088,816 for FY 2020-21 with an additional $290,000 of additional strategies to be deployed. A portion of this strategy will be brought to City Council for policy direction on June 23, 2020 through the Master User Fee Study. The estimated revenues include one time transfers into the General Fund from the following sources and in the amounts noted below. These one time transfers] account for the overall increase in revenues in the "Other Revenue" category.

1. Tree City Fund - $111,000. This fund was established to account for operational costs in the Public Works Tree Division. Each year, all operational expenses have been offset by a transfer from General Fund to the Tree City Fund for 100% of the costs. With the capability of the City's finance accounting software (Springbrook), it is no longer necessary to record expense transactions in a separate fund. Therefore, starting in FY 2020-21 all Tree expenses will be coded into the General Fund and the remaining fund balance for Tree City is being transferred back into the General Fund.
2. Recreation Fund - $56,000. The Recreation Fund was set up to operate in the same manner as the Tree City Fund. Expenses were recognized in the Recreation Fund as well as the offsetting revenues. Each year this fund is supplemented with a transfer from the General Fund to offset the net expenses. As with the Tree City Fund, it is no longer necessary to record expense transactions in a separate fund. Therefore, starting in FY 2020-21 all Recreation expenses will be coded into the General Fund and the remaining fund balance for Recreation is being transferred back into the General Fund.
3. Equipment Replacement Fund - $100,000. This represents a portion of what was transferred over the past few years to build the overall fund balance. After the transfer, a balance of $175,965 will remain in this fund for future use.
4. Civic CIP - $530,000. This represents the funds transferred in FY 2019-20 for the library roof repair project. The overall costs of this project were decreased because only the flat section of the roof was repaired.

Expenses –General Fund

To mitigate the significant budget shortfall, staff completed a thorough review of department operating and Capital Improvement Program (CIP) project budgets to identify expenditures that could be reduced or eliminated to help close the funding gap due to the implications of COVID-19. A review of the expenditure reductions was done at the first Budget Workshop held on May 14, 2020. At this meeting, a total of $2.4 million, or approximately 40% of the project budget gap was reviewed with City Council. Direction at this meeting was to continue with making the additional CalPERS pension liability payment as approved by City Council via Resolution No. 2019-154. This update has been included in the Draft FY 2020-21 budget.

General Fund Summary

Figure 3: Draft FY 2020-21 General Fund Summary

	In Springbrook	Additional Strategies	Estimated Final	Estimated Fund Balance
Est. Fund Bal 6/30/20				6,134,681
Revenues	11,088,816	290,000	11,378,816	
Expenses	(13,960,257)	841,000	(13,119,257)	
Use of Reserves				(1,740,440)
Est. Fund Bal 6/30/21				**4,394,241**
Percentage				**33.5%**

WATER FUND

Revenues - Water Fund

The Draft FY 2020-21 Water revenues are $6,848,229 as indicated on PDF page 169 of Attachment 2. As stated at the May 28, 2020 Budget Workshop, this is a slight increase in projected revenues over FY 2019-20 due to the scheduled rate increase in November 2020.

Expenses - Water Fund

Although revenues are showing on-track, in the development of the Draft FY 2020-21 Budget, staff took a conservative approach when budgeting expenses and, as with the General Fund, all unnecessary spending has been suspended including the elimination of travel and non-essential training, and reduction of supply and equipment purchases. Following the May 28, 2020 Budget Workshop, staff adjusted the expenses to include rental of generators until such a time the grant funded generators are purchased. In addition, staff included a transfer from Water Operations into Water CIP to cash fund various Water CIP projects from the net revenues. The total transferred amount is $540,000.

Water Fund Summary

Figure 4: Draft FY 2020-21 Water Fund Summary

		Estimated Fund Balance
Est. Fund Bal 6/30/20		6,134,681
Revenues	6,868,229	
Expenses	(6,220,253)	
Transfers Out to Capital	(540,000)	
Revenue less Expenses	87,976	
Est. Fund Bal 6/30/21		**3,545,392**
Percentage		**52%**

WASTEWATER FUND

Revenues - Wastewater Fund

The Draft FY 2020-21 Wastewater revenues are $3,376,372 as indicated on PDF page 185 of Attachment 2. As stated at the May 28, 2020 Budget Workshop, this is a slight increase in projected revenues over FY 2019-20 and due to the scheduled rate increase set for November 2020.

Expenses - Wastewater Fund

Although revenues are showing on-track, in the development of the Draft FY 2020-21 Budget, staff took a conservative approach when budgeting expenses and, as with the General Fund, all unnecessary spending has been suspended including the elimination of travel and non-essential training, and reduction of supply and equipment purchases. Following the May 28, 2020 Budget Workshop, staff has adjusted the expenses to include rental of generators until such a time the grant funded generators are purchased. In addition, staff has included a transfer from Wastewater Operations into Water CIP to cash fund various Water CIP projects from the net revenues. The total transferred amount is $520,000.

Wastewater Fund Summary

Figure 5: Draft FY 2020-21 Wastewater Fund Summary

		Estimated Fund Balance
Est. Fund Bal 6/30/20		2,510,214
Revenues	3,376,372	
Expenses	(2,774,949)	
Transfers Out to Capital	(520,000)	
Revenue less Expenses	81,423	
Est. Fund Bal 6/30/21		**2,591,637**
Percentage		**79%**

FISCAL IMPACT

Discussed throughout report.

RECOMMENDED ACTION

The Draft FY 2020-21 Budget is being presented for City Council review, discussion, and direction to City Staff for the preparation of the Proposed FY2020-21 Budget which will be presented on June 23, 2020.

ATTACHMENTS

Attachment 1 - Vision and Mission Statement
FY 21 Draft Budget Document

City of St. Helena

Vision Statement

The City of St. Helena will strive to be economically sustainable, and continue to be family-friendly, diverse and safe community which prudently manages its financial and human resources, continues to upkeep and improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities and embraces and retains its historic, small-town character, beautiful natural environment and high quality of life.

Mission Statement

The City of St. Helena is dedicated to serving the needs and desires of our citizens by:

- Maintaining and improving our short and long-term economic sustainability
- Offering excellent professional services to all customers
- Establishing, improving and maintaining City infrastructure
- Maintaining and encouraging an environmentally sustainable community
- Preserving and embracing the historic, small-town, rural character of St Helena.
- Expanding and improving recreational services and facilities and cultural opportunities
- Encouraging a wide range of innovative, well-designed housing available for residents of all ages and income levels
- Facilitating full civic participation and ongoing communication
- Strengthening partnerships with the private, non-profit and public sectors

Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.

City of St. Helena
Draft Operating Budget
Fiscal Year 2020/2021

Geoff Ellsworth *Mayor*
Paul Dohring *Vice Mayor*
Anna Chouteau *Council Member*
David Knudsen *Council Member*
Mary Koberstein *Council Member*

www.cityofsthelena.org | 1480 Main Street | St. Helena, CA 94574

CITY OF ST. HELENA
OPERATING BUDGET
FISCAL YEAR 2020-21

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OPERATING BUDGET
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INTRODUCTORY SECTION

City of St. Helena, *California*

CITY COUNCIL

Geoff Ellsworth

Mayor

Paul Dohring

Vice Mayor

Mary Koberstein

Council Member

Anna Chouteau

Council Member

David Knudsen

Council Member

Mark T. Prestwich – City Manager/Treasurer

Kara Ueda – City Attorney

Cindy Tzafopoulos – City Clerk

ADMINISTRATIVE TEAM

Maya DeRosa – Planning & Building Director

April Mitts – Finance Director

John Sorensen – Fire Chief

Kathy Robinson – Human Resources & Information Technology Director

Chris Kreiden – Library Director

Christopher Hartley – Police Chief

Erica Ahmann Smithies – Public Works Director

André Pichly – Recreation Director

BOARDS/COMMISSIONS/COMMITTEES

Board of Library Trustees

Parks and Recreation Commission

Planning Commission

Active Transportation & Sustainability Committee

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 received.
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 to spent during a specified period.
AMORITIZATION	Payment of a debt by regular intervals over a specific period of time.
APPROPRIATIONS	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.
BOND INDEBTEDNESS	Outstanding debt by issues of bonds which is repaid by ad valorem or other revenue.
BUDGET AMENDMENT	A procedure authorized by some City Councils that allows Department Heads to make adjustments to expenditures within their own department and allow 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 revenues sources.

[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).

READERS GUIDE TO THE BUDGET

BUDGET DEFICIT	Amount by which the government's budget outlays exceed its budget receipts for a given period, usually a fiscal year.
CAPITAL EXPENDITURE	The amounts spent for assets that will be used for more than one year. See CAPITAL IMPROVEMENT PROGRAM AND CAPITALIZATION THRESHOLD.
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	The payment of principal and interest on borrowed funds such as bonds.
DEBT SERVICE FUND	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.
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.

[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.

READERS GUIDE TO THE BUDGET

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 2019-20 ends on June 30, 2020).
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 replacement 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.

READERS GUIDE TO THE BUDGET

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 on 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.

READERS GUIDE TO THE BUDGET

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
GFOA	Government Finance Officers Association
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

READERS GUIDE TO THE BUDGET

Funds

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

210 *COMMUNITY DEVELOPMENT BLOCK GRANT*: This fund is used for expenditures and grant reimbursements for Community Development Block Grant (CDBG) funded programs or projects.

211 ENVIRONMENTAL PROTECTION AGENCY GRANT (EPAG): This fund is used for expenditures and grant reimbursements for Environmental Protection Agency Grant (EPAG) funded programs or projects.

212 DEPARTMENT OF HOMELAND SECURITY (DHSG): This fund is used for expenditures and grant reimbursements for Department of Homeland Security Grant (DHSG) funded programs or projects.

213 *GANG VIOLENCE SUPRESSION GRANT:* This fund is used for expenditures and grant reimbursements for gang violence suppression.

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

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

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

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

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

223 *SKATE PARK LIGHTING*: This fund is used to account for donations and is used to fund the expenses incurred in maintaining the Skate Park lights.

***224 PUBLIC SAFETY (COPS)*:** A special revenue fund used to account for transactions related to supporting front line police officers.

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

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

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

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

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

230 *RMRA:* Section RMRA was added beginning with the 2017-18 fiscal year which includes funds from the following taxes enacted by the Road Repair and Accountability Act of 2017: the 12 cent gasoline excise tax, 20 cent diesel fuel excise tax, transportation improvement fees and transportation loan repayments.

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.

237 *EMERGENCY FLOOD RELIEF:* This fund is for allocations for disaster assistance relating to flood damage.

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.

240 *MEASURE T*: At the General Election held on November 6, 2012, the voters of Napa County approved a ½-cent sales tax increase known as Measure T, which was implemented on July 1, 2018. Measure T funding is to be used for maintenance, reconstruction, and/or rehabilitation of streets, roads, and transportation infrastructure within the public right-of-way including, but not limited to: sidewalks, curbs and gutters, curb ramps, lighting, traffic signage, striping, and local roadway drainage.

241 *MEASURE T CLASS I TRAILS*: This funding is a match from the City that is required in order to receive Measure T funding. Each year the City must dedicate the appropriate funds equal to 6.67% of Measure T revenues earned that year, which will be used for Class 1 Bike Facility projects identified in the adopted Countywide Bicycle Plan.

277 *PROP 56 GRANT*: This fund is used to account for expenditures and reimbursements related to the Tobacco Grant Program, which provides funding to promote a healthier California by reducing illegal sales and marketing of cigarettes and tobacco products to minors.

278 *BSCC GRANT*: This funding was approved by the State of CA to assist with compliance checks and enforcement efforts of those diverted from the state prison system. The St. Helena Police Department will use these funds to address crime impacts in the community, strengthen the relationship between law enforcement and the community, create greater transparency for the organization, and implement best practices for law enforcement.

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

280 *COMMUNITY ACTIVITY FUND*: This fund is used to account for donations received to be used towards youth community activities within the community**.** Activities include the Teen Center.

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

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

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.

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.

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.

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.

291 ***SB-1186 STATE FEES:*** Effective January 1, 2013 an additional state fee of $1 was added to the business license application and renewal 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.

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.

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

375 ***MADELINE MURRAY TRUST FUND:*** 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.

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

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

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.

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.

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

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

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

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

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

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

593 *FIRE DEPARTMENT CAPITAL EQUIPMENT REPLACEMENT*: This Fund is designated to account for funds set aside for future replacement costs and maintenance costs of Fire Department equipment. Funds included are received from Fire Department Strike Team Revenues received for use of fire apparatuses and equipment during Strike Teams Incidents.

700 *FLOOD CONTROL CAPITAL RESERVE:* his fund is used for the expansion, major repair or replacement of the flood control facilities located near Vineyard Valley Mobile Home Park. This fund is required to be in effect for the term of the City's State Revolving Loan, which is currently through 2028.

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.

733 *CIVIC CIP:* This fund is used to account for transactions as they relate to Civic Capital Improvement Projects (CIP).

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

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

741 *STREETS CIP:* This fund is used to account for transactions as they relate to Streets Capital Improvement Projects (CIP).

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

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.

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

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

752: *MEASURE E*: Measure E went into effect on January 1, 2019, increasing the Transient Occupancy Tax from 12 to 13 percent to fund workforce housing. The additional 1% is placed in this fund and all revenues are restricted to programs and services for affordable and workforce housing. Affordable and workforce housing services and programs funded from Measure E include activities to increase, improve, and preserve the City's supply of rental and for-sale housing for households earning up to 120% of area median income.

763 *WATER CIP:* This fund is used to account for transactions as they relate to Water Capital Improvement Projects (CIP).

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.

773 *WASTEWATER CIP:* This fund is used to account for transactions as they relate to Wastewater Capital Improvement Projects (CIP).

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.

CITY OF ST. HELENA
FUND BUDGET SUMMARY
Fiscal Year 2020/2021

	ESTIMATED 6/30/2020 FUND BALANCE*	DRAFT 2021 REVENUES	DRAFT 2021 EXPENDITURES	PROJECTED 6/30/2021 ENDING BALANCE*
FUND 101, GENERAL FUND	6,134,681	11,088,816		
Non-Departmental			1,429,301	
City Council			366,582	
City Manager/Clerk/Human Resources			1,051,738	
Finance			416,239	
City Attorney			311,000	
Planning/Building			1,201,199	
Library			1,113,874	
Recreation			838,766	
Fire			1,559,413	
Police			3,193,102	
Public Works			2,479,043	
TOTAL GENERAL FUND	**$ 6,134,681**	**$ 11,088,816**	**$ 13,960,257**	**$ 3,263,240**
OTHER FUNDS				
Fund 209, HOME Grant	21,464	-	21,464	-
Fund 210, Community Development Block Grant	-	-	-	-
Fund 211, Environmental Protection Agency Grant	-	100,000	100,000	-
Fund 212, Department of Homeland Security	-	750	750	-
Fund 213, Gang Violence Suppression Grant	-	-	-	-
Fund 216, Public Safety Impact Fees	500,349	39,200	-	539,549
Fund 218, Public Library Foundation	1,288	5	1,288	5
Fund 219, CLSA Library Restoration	1,352	15	1,350	17
Fund 222, Park Bond Act	222	-	-	222
Fund 223, Skate Park Lighting	1,205	12	-	1,217
Fund 224, Public Safety (COPS)	25,835	141,600	133,400	34,035
Fund 225, State Gas Tax 2105	27,544	20,315	-	47,859
Fund 226, State Gas Tax 2106	17,041	12,762	-	29,803
Fund 227, State Gas Tax 2107	45,569	34,250	3,000	76,819
Fund 228, State Gas Tax 2107.5	11,962	1,300	-	13,262
Fund 229, State Gas Tax 2103	57,141	30,802	-	87,943
Fund 230, Road Maint & Rehab Account	86,501	72,330	108,000	50,831
Fund 235, Measure A	119,437	-	-	119,437
Fund 237, Emergency Flood Relief	171,290	1,800	-	173,090
Fund 238, Training Development	16,208	2,170	8,000	10,378
Fund 240, Measure T	1,618,515	455,000	984,000	1,089,515
Fund 241, Measure T Class 1 Trails	166,545	31,720	-	198,265
Fund 277, Prop 56 Grant	-	202,943	202,943	-
Fund 278, BSCC Grant	2,580	50	-	2,630
Fund 279, Asset Forfeiture	57,345	8,550	6,500	59,395
Fund 280, Teen Center	-	-	-	-

	ESTIMATED 6/30/2020 FUND BALANCE*	DRAFT 2021 REVENUES	DRAFT 2021 EXPENDITURES	PROJECTED 6/30/2021 ENDING BALANCE*
Fund 283, Tree City USA	111,000	-	111,000	-
Fund 286, Bocce Ball	57,517	40,500	21,679	76,338
Fund 287, Harvest Festival	1,873	15,100	15,100	1,873
Fund 288, Fourth of July	(476)	35,600	35,100	24
Fund 289, Recreation Programs	56,000	-	56,000	-
Fund 290, Tourism Improvement District	7,164	197,619	197,169	7,614
Fund 291, SB-1186 State Fees	4,918	5,050	5,000	4,968
Fund 295, N.O.A.A.	2,672	28	-	2,700
Fund 329, Stabo Trust	36,753	380	-	37,133
Fund 375, Murray Ex Trust	3,957	2,620	2,280	4,297
Fund 380, Friends and Foundation	6,513	135,000	135,000	6,513
Fund 381, Ryan Library Trust	12,829	460	-	13,289
Fund 382, Martin Library Trust	23,437	500	700	23,237
Fund 384, Tweed Trust Enhancement Dist	671,672	54,900	50,000	676,572
Fund 420, Fire Station GO Bonds	12,360	-	-	12,360
Fund 443, South St. Helena Drainage	29,676	300	-	29,976
Fund 561, Water Enterprise**	3,457,416	6,848,229	6,760,253	3,545,392
Fund 571, Sewer Enterprise**	2,510,214	3,376,372	3,294,949	2,591,637
Fund 582, Garage	-	254,555	254,555	-
Fund 592, Equipment Replacement	225,965	50,000	100,000	175,965
Fund 593, Fire Capital Equipment Replacement	225,211	-	40,000	185,211
TOTAL OTHER FUNDS	**$ 10,406,065**	**$ 12,172,787**	**$ 12,649,480**	**$ 9,929,372**
CAPITAL FUNDS				
Fund 700, Flood Control Protection	165,615	51,600	30,000	187,215
Fund 713, Civic Improvement Impact Fees	685,500	52,800	2,000	736,300
Fund 733, Civic Capital	1,125,756	50,000	683,000	492,756
Fund 734, Park Impact Fees	1,010,201	163,000	25,000	1,148,201
Fund 740, Traffic Mitigation Impact Fees	2,615,468	160,000	-	2,775,468
Fund 741, Street Capital	-	1,745,000	1,745,000	-
Fund 742, Storm Drain Impact Fees	760,634	39,500	-	800,134
Fund 744, Housing Impact Fees	(0)	-	-	(0)
Fund 745, Parking In-Lieu	573,977	9,500	30,000	553,477
Fund 751, Affordable Housing	441,304	129,700	25,000	546,004
Fund 752, Measure E	144,399	105,125	20,000	229,524
Fund 763, Water Capital	2,730,529	1,608,331	2,861,571	1,477,289
Fund 764, Water Impact Fees	317,693	80,819	189,950	208,562
Fund 773, Wastewater Capital	1,737,982	5,110,886	6,698,500	150,368
Fund 774, Wastewater Impact Fees	637,977	26,193	363,466	300,704
TOTAL CAPITAL FUNDS	**$ 12,947,035**	**$ 9,332,454**	**$ 12,673,487**	**$ 9,606,002**
TOTAL ALL FUNDS	***$ 29,487,780***	***$ 32,594,057***	***$ 39,283,224***	***$ 22,798,614***

Estimated Balances are Unassigned Fund Balance.

*****Beginning Balances for Fund 561 and Fund 571 are the Unrestricted Net Position.***

SCHEDULE OF TRANSFERS
Fiscal Year 2020/2021

#	FROM:	TO:	DESCRIPTION	AMOUNT
FROM: GENERAL FUND				
1	101	241	Streets CIP - Measure T Class 1 Trails	31,000
2	101	287	Harvest Festival	11,200
3	101	288	4th of July	35,600
4	101	592	Equipment Replacement Fund	50,000
5	101	700	Capital Reserve Requirement Flood Project	50,000
			TOTAL TRANSFERS FROM GENERAL FUND	**177,800**
FROM: TREE CITY				
6	283	101	Tree City Fund Balance - Merged with General Fund	111,000
			TOTAL TRANSFERS FROM TREE CITY FUND	**111,000**
FROM: RECREATION FUND				
7	289	101	Recreation Fund Balance - Merged with General	56,000
			TOTAL TRANSFERS FROM RECREATION FUND	**56,000**
FROM: TID				
8	290	101	TID Assessment Admin Fee	1,972
			TOTAL TRANSFERS FROM TID FUND	**1,972**
FROM: WATER OPERATIONS FUND				
9	561	581	Retiree Medical	79,570
10	561	763	Water CIP	540,000
			TOTAL TRANSFERS FROM WATER FUND	**619,570**
FROM: WASTEWATER OPERATIONS FUND				
11	571	773	Waste Water CIP	520,000
			TOTAL TRANSFERS FROM WASTEWATER OPERATIONS FUND	**520,000**
FROM: EQUIPMENT REPLACEMENT FUND				
12	592	101	Transfer to General Fund	100,000
			TOTAL TRANSFERS FROM EQUIPMENT REPLACEMENT FUND	**100,000**
FROM: CIVIC CAPITAL FUND				
13	733	101	Transfer to General Fund	530,000
			TOTAL TRANSFERS FROM CIVIC CAPITAL FUND	**530,000**

TOTAL TRANSFERS **2,116,342**

SCHEDULE OF TRANSFERS
Fiscal Year 2020/2021

SUMMARY TRANSFERS OUT:			
General Fund	101	=	177,800
Tree City	283	=	111,000
Recreation	289	=	56,000
TID Fund	290	=	1,972
Water Fund	561	=	619,570
Waste Water Fund	571	=	520,000
Equipment Replacement	592	=	100,000
Civic Capital	733	=	530,000
		TOTALS:	**2,116,342**

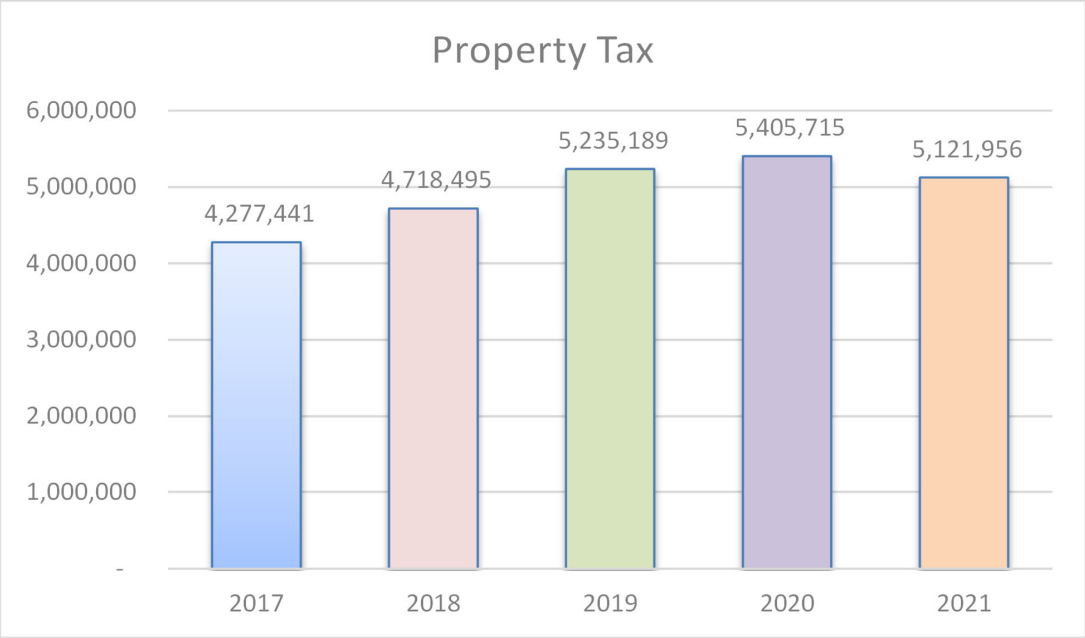
SUMMARY TRANSFERS IN:			
OPERATIONS			
General Fund	101	=	798,972
Harvest Festival	287	=	11,200
Fourth of July	288	=	35,600
Reitree Medical	581	=	79,570
Capital Equipment	592	=	50,000
Subtotal Operations			975,342
CAPITAL			
Measure T Class 1 Trails	241	=	31,000
Capital Reserve - Flood Control	700	=	50,000
Water CIP	763	=	540,000
Wastewater CIP	773	=	520,000
Subtotal Capital			1,141,000
		TOTALS:	**2,116,342**

CITY OF ST. HELENA
DESCRIPTIONS OF REVENUE SOURCES

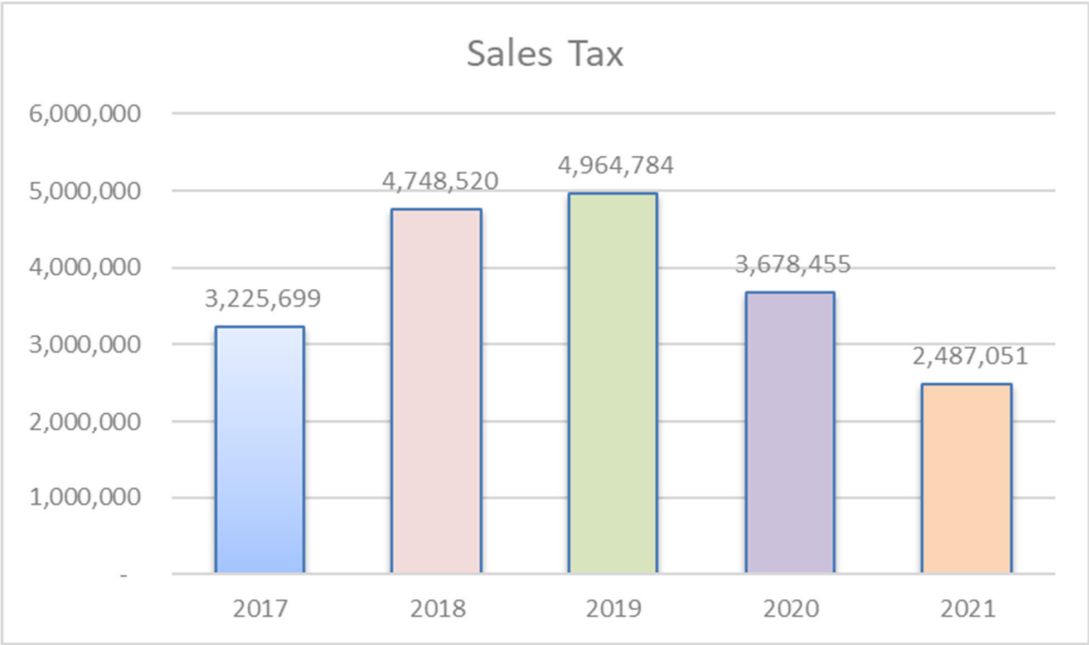
FISCAL YEAR 2020-21

GENERAL FUND

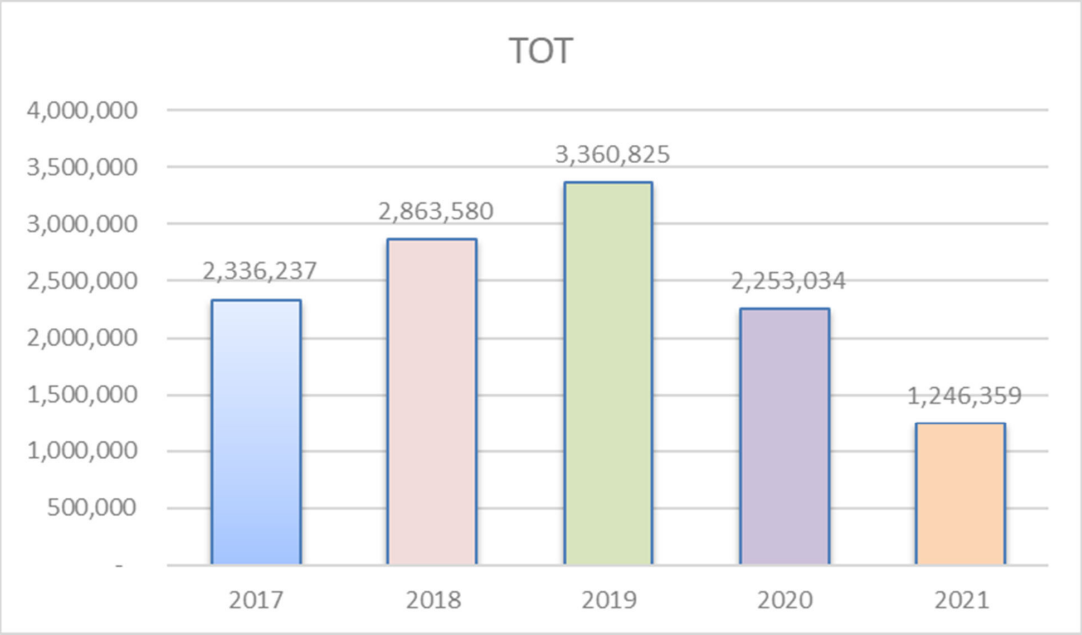
Property Taxes ($5,121,956) - Real property within the City is taxed at 1% of assessed value as determined by the County Assessor. The City's share of this tax is approximately 16%. For fiscal year 2020-21 a growth factor of 1.8% has been applied. The growth factor has been applied to the FY 2019-20 Adjusted budget excluding non-budgeted ERAF of $5,032,012 instead of the Estimated amount of $5,405,715. The FY 2019-20 Estimated amount includes non-budgeted ERAF received for $309,857. 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, Real Property Transfer Tax, and In Lieu VLF. Previous budgets had a separate revenue category for In Lieu VLF; starting in FY 2017-2018 this item was added to the budget document to more closely resemble the CAFR.



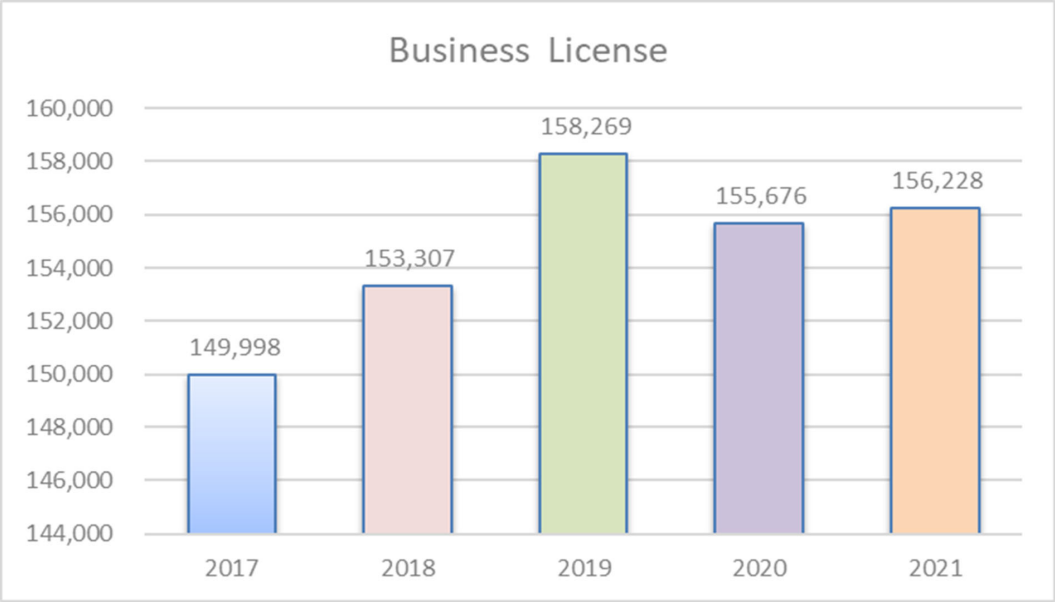
Sales Tax and Sales Tax in Lieu ($2,487,051) - The City receives 1.5% of retail sales made within the City limits. Sales tax in St. Helena is derived from a diversity of commercial operations such as wineries, tasting rooms, retail shops, restaurants, building supply, and car dealers. Estimates for sales tax are based on the conservative model presented by Avenue Insights & Analytics, the City's sales tax consultant. With numerous business closures caused by health orders issued in response to the COVID-19 pandemic, the City is assuming 25% of historical collections for the remainder of the FY 2019-20, resulting in a projected decrease of $1.42 million. For FY 2020-21, the City assumed a slow recovery, starting at 30% of prior year revenues in the first quarter, growing to 60% by the 4th quarter, resulting in a projected sales tax decrease of $2.6 million in FY 2020-21. Since these assumptions are largely dependent on how long the various public health orders remain in place, it will be necessary to re-evaluate these assumptions regularly.



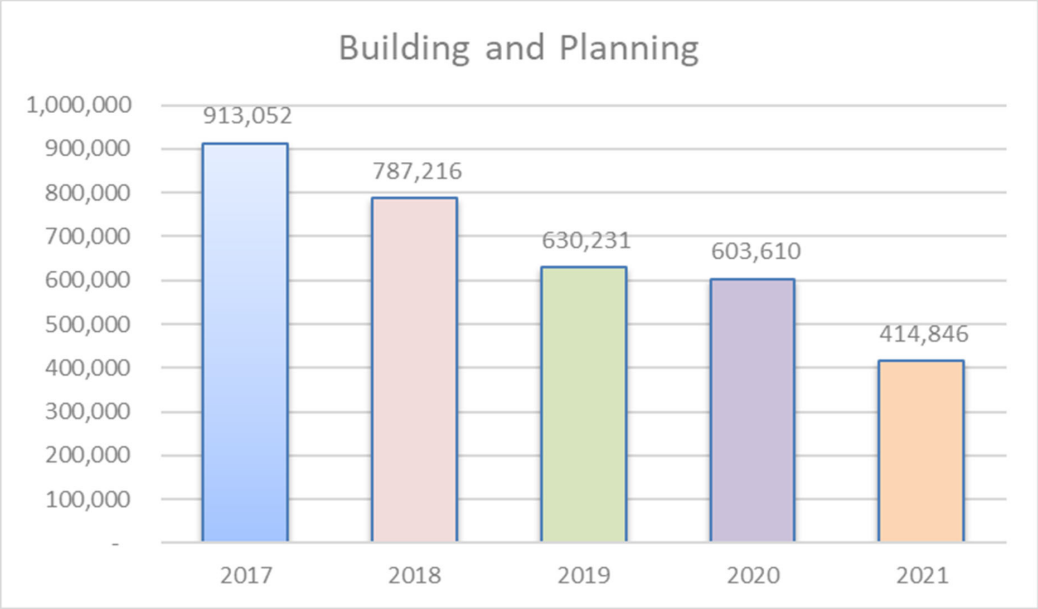
Transient Tax ($1,246,359) – The City has a tax rate of 12% on all overnight stays when occupying a room, rooms, or other living space in a hotel, inn, tourist home or house, motel, or other lodging if the stay is for a period of 31 days or less. The tax is paid by the guests staying at these accommodations. Due to impacts from the COVID-19 Pandemic health orders that caused rapidly diminishing occupancy beginning in March 2020, the City revised the FY 2019-20 estimates to account for the loss in revenue. For FY 2020-21, the City assumed a slow recovery, starting with 10% of prior year revenue in the first quarter, growing to 75% by the 4th quarter. As a result, it is estimated TOT revenues will decrease by $1.1 million for the remainder of FY 2019-20 and $2.1 million for FY 2020-21. Since these assumptions are largely dependent on how long the various public health orders remain in place, it will be necessary to re-evaluate these assumptions regularly.



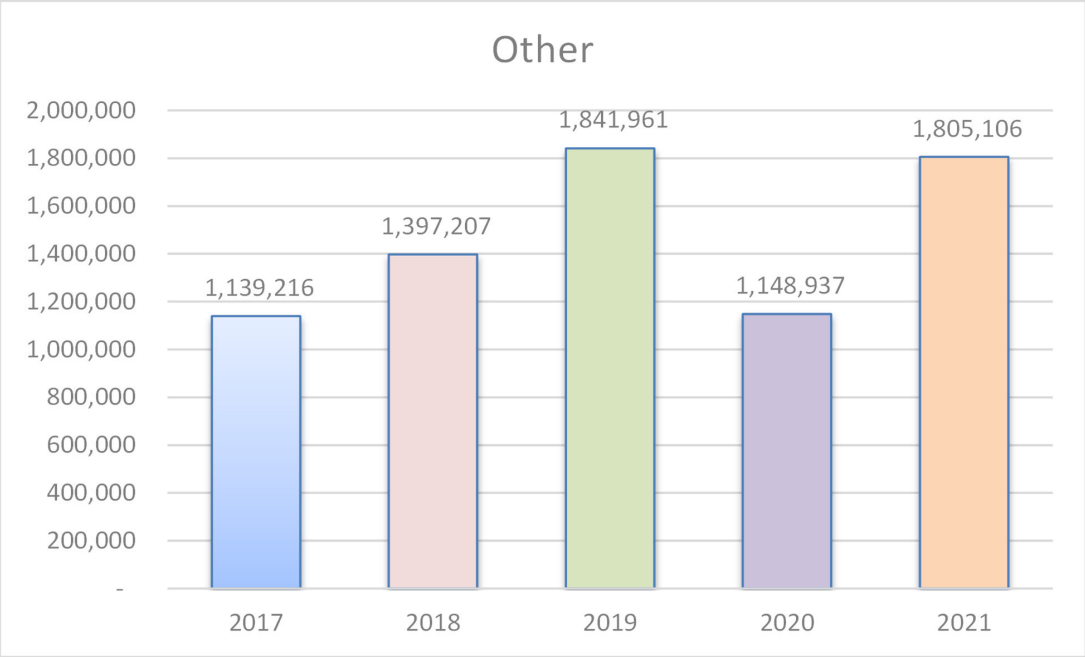
Business License Tax ($156,228) - This revenue is generated by a license tax paid by all businesses operating within the City. With revenues remaining steady during the current fiscal year, no increase is projected for FY 2019-20.



Building & Planning Revenue ($749,186) - This category includes revenues for Building Permits, Building Inspection and Administrative Fees, Planning Application and Permit Fees, and Short-Term Rental Permit Fees. Revenues are projected to be an overall 31% decrease primarily due to City Council adoption of streamlined Planning review process and impacts due on construction related to the COVID-19 Pandemic.

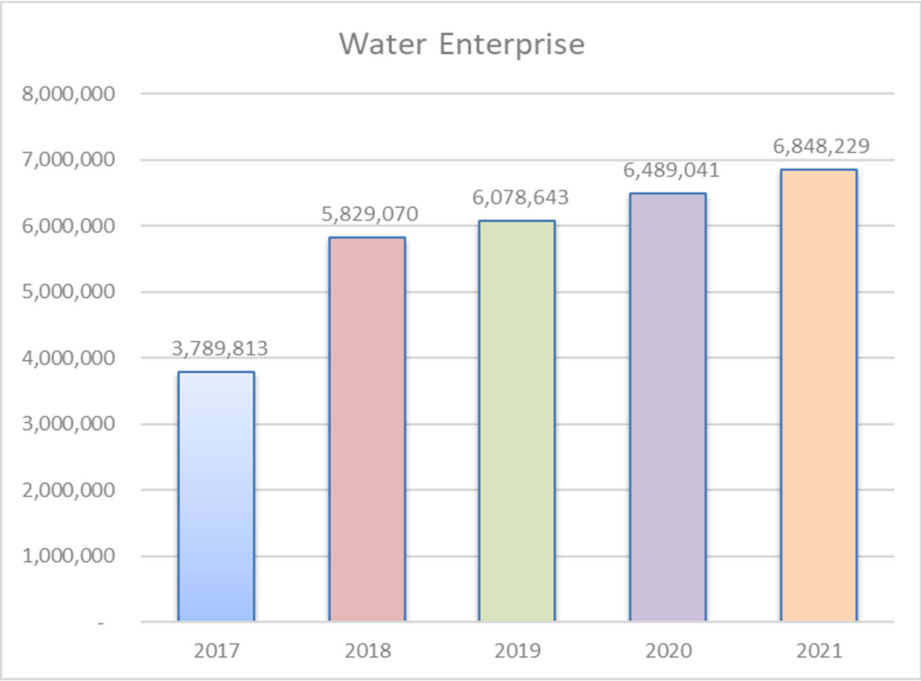


Other ($1,805,106) - This category includes revenues for Franchise Taxes, Charges for Services, Fines and Forfeits, Development Fees, Intergovernmental Fees, Interest and Rents, and Miscellaneous General Fund Revenues.



ENTERPRISE FUNDS

Water Enterprise Service Charges ($6,848,229) - Revenues charged to users of the municipal water system. A multi-year rate increase was approved by Council in November 2017. Funds are used to pay for debt service payments, operations and maintenance, and capital projects.

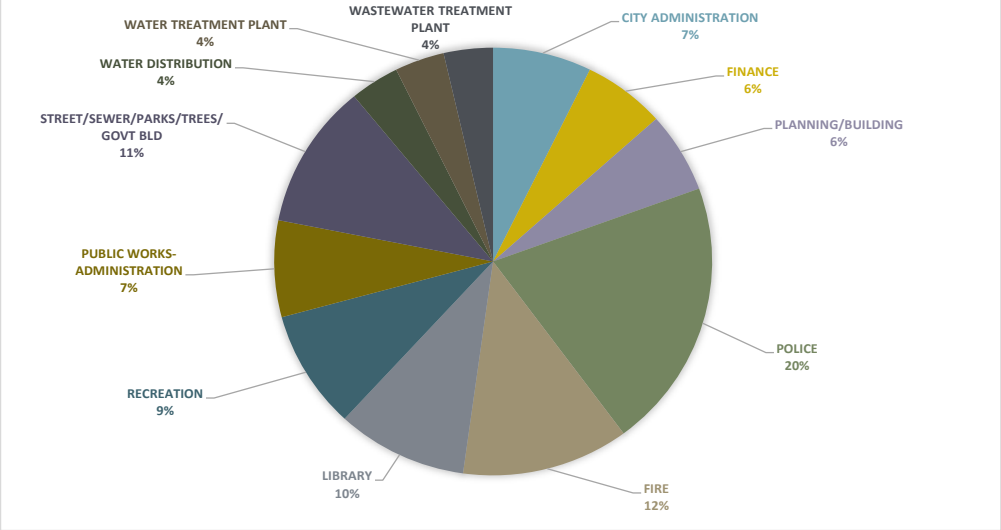


Wastewater (Sewer) Enterprise Service Charges ($3,376,372) - Revenues charged to users of the municipal sewer system. A long-range financial plan and multi-year rate increase was approved by Council in November 2017. Funds are used to pay for debt service payments, operations and maintenance, and capital projects.

CITY OF ST. HELENA
A L L O C A T I O N O F C I T Y P O S I T I O N S
Fiscal Year 2020-21

STAFF OVERVIEW

A significant part of the City's Operating Budget is salaries and benefits. Funding for employees who in turn provide services to our citizenry make up 47.4% of the total operational budget; amounting to $12,207,898 (including Unfunded Liability for PERS). The following graph identifies full-time equivalent (FTE) positions by department.



STAFFING COMPARISON BY DEPARTMENT
IN FULL-TIME EQUIVALENTS

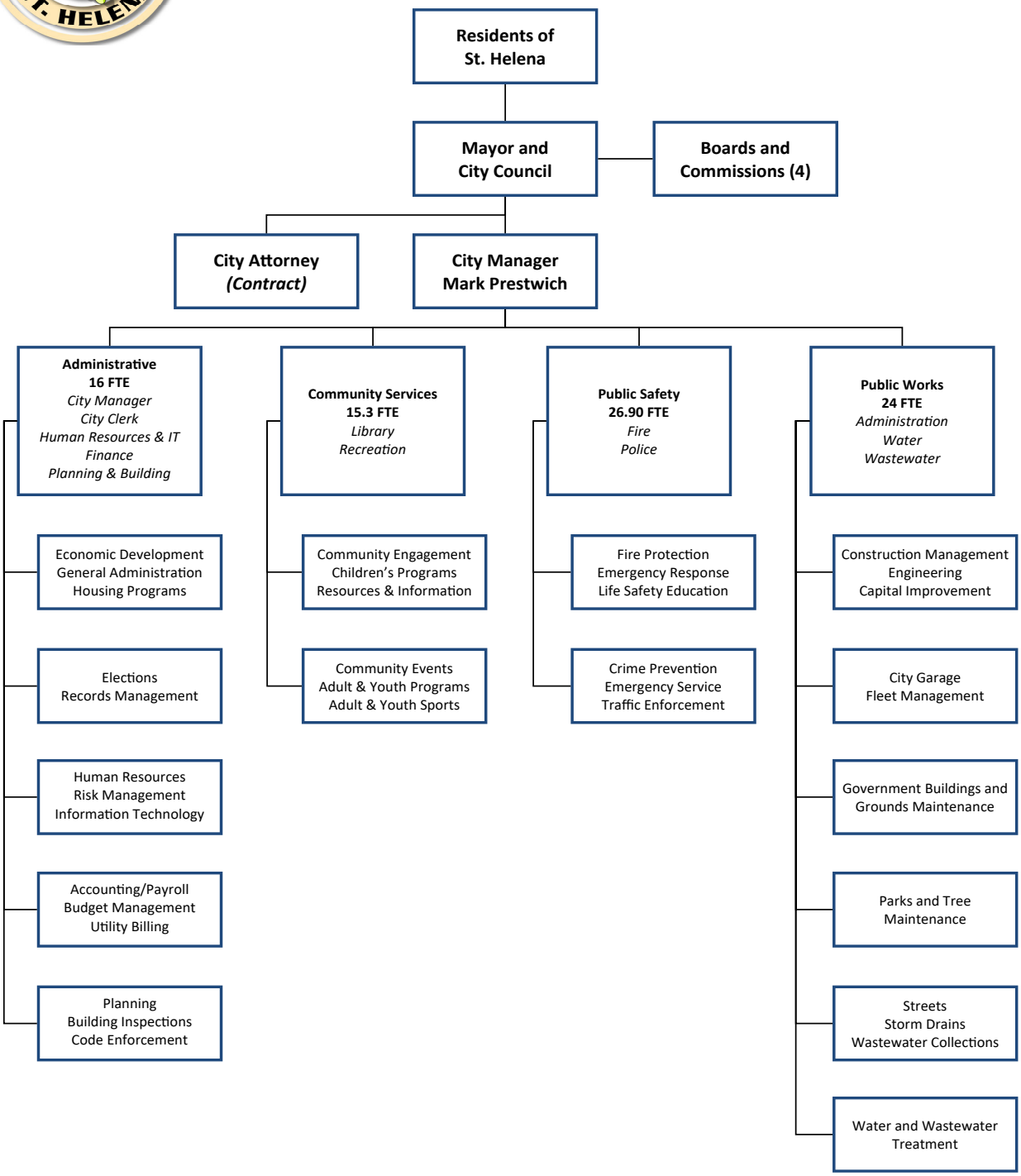
DEPARTMENTS	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	*CURRENT +/-*
CITY ADMINISTRATION	4.50	5.00	6.00	6.00	6.00	0.00
FINANCE	5.00	5.00	5.00	5.00	5.00	0.00
PLANNING/BUILDING	4.50	5.00	6.00	6.00	5.00	(1.00)
POLICE	16.75	17.75	17.75	18.75	16.75	(2.00)
FIRE	5.95	6.35	8.63	10.20	10.15	(0.05)
LIBRARY	7.99	7.95	7.95	7.95	7.95	0.00
RECREATION	6.85	7.85	7.85	7.85	7.35	(0.50)
PUBLIC WORKS-ADMINISTRATION	6.00	6.00	7.00	7.00	6.00	(1.00)
STREET/SEWER/PARKS/TREES/GOVT BLD	0.00	7.00	8.00	8.50	9.00	0.50
WATER DISTRIBUTION	4.15	4.00	3.00	3.00	3.00	0.00
WATER TREATMENT PLANT	3.15	3.00	3.00	3.00	3.00	0.00
WASTEWATER TREATMENT PLANT	3.00	3.00	3.00	3.00	3.00	0.00
BUILDING MAINTENANCE	0.25	0.00	0.00	0.00	0.00	0.00
STREET MAINTENANCE	2.10	0.00	0.00	0.00	0.00	0.00
TREE CITY USA	0.10	0.00	0.00	0.00	0.00	0.00
PARKS MAINTENANCE	3.65	0.00	0.00	0.00	0.00	0.00
CITY GARAGE	0.60	0.00	0.00	0.00	0.00	0.00
TOTAL FTE'S	**74.54**	**77.90**	**83.18**	**86.25**	**82.20**	(4.05)

Authorized positions for fiscal year 2021 are 82.20 FTE's. Part-time positions make up 14.57 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 addition of a Parks and Trees Superintendent that was approved by City Council during fiscal year 2020. A net decrease of .05 FTE in the Fire Department is due to an increase in the Fire Chief's hours approved by City Council during fiscal year 2020 and the retirement of the Fire Marshal, whose duties were assumed by the Fire Inspector. A reduction of positions in Planning, Police, Recreation, Public Works Administration, and Parks and Trees are vacant positions that have been frozen and are not funded in the fiscal year 2021 budget. These positions include (1) Senior Planner, (2) Police Officers, (1) Environmental Services Technician, and (1) Maintenance Worker. Salaries and benefits compromise of approximately 50% of the total City budget (removing transfers to internal funds and CIP project funds).

City of St. Helena

Fiscal Year 2020/21 Organizational Chart

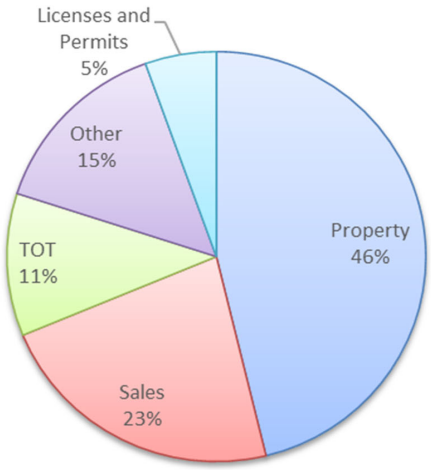


GENERAL FUND

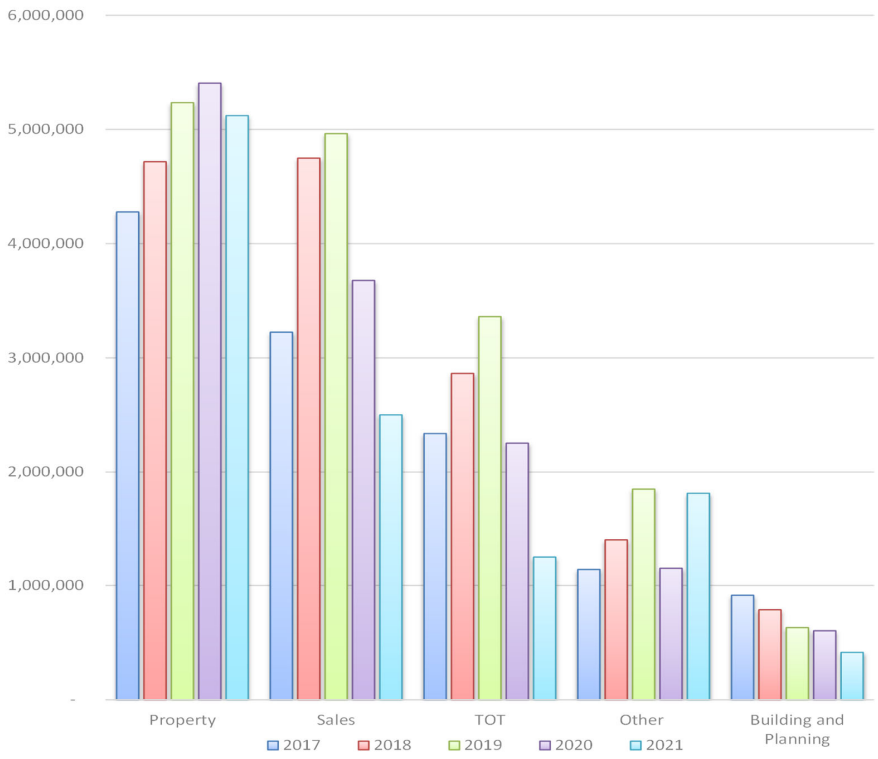
The General Fund is used to account for resources traditionally associated with government, which are not required legally or by sound financial management to be accounted for in another fund.

CITY OF ST. HELENA
GENERAL FUND REVENUES - $10,458,816

FISCAL YEAR 2020-21



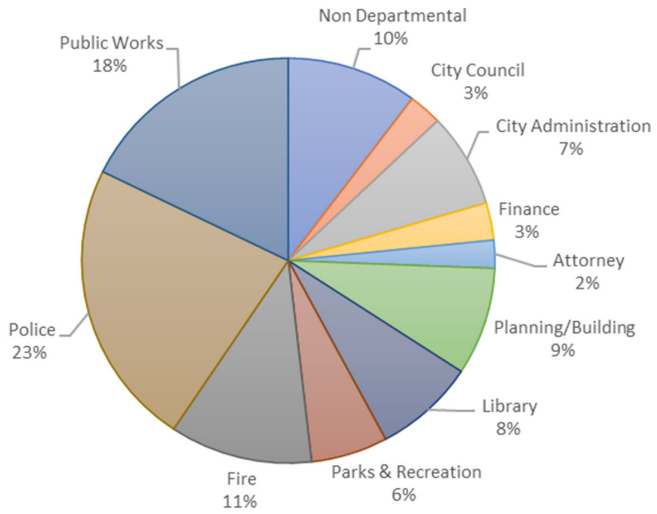
GENERAL FUND REVENUE COMPARISON



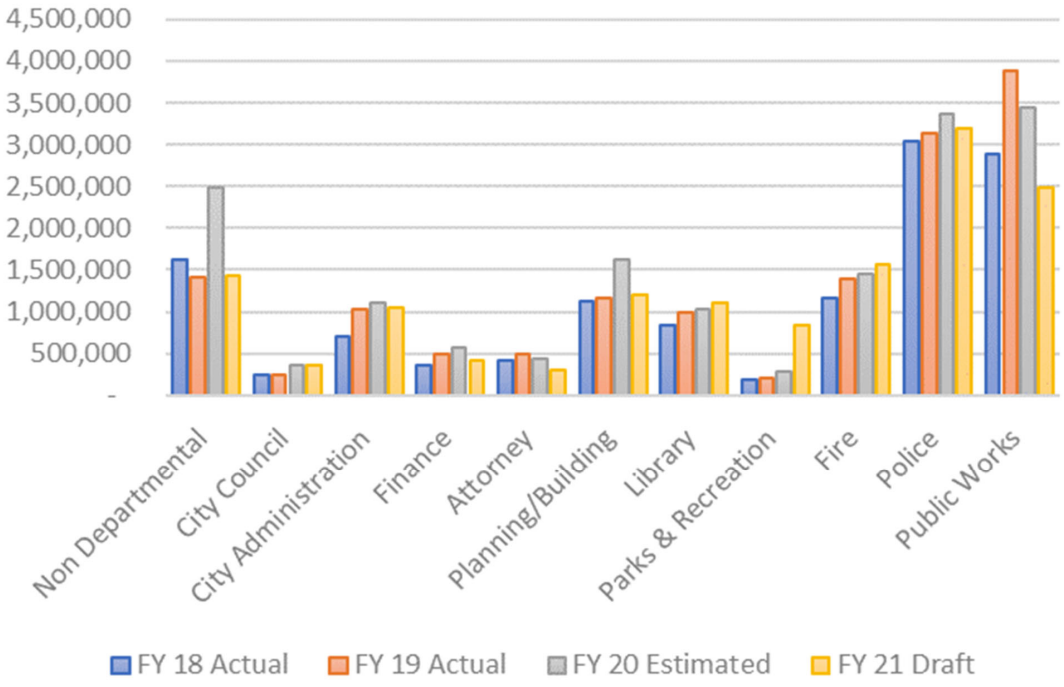
CITY OF ST. HELENA
GENERAL FUND YEAR EXPENDITURES -$14,302,257

BY DEPARTMENT

FISCAL YEAR 2020-21



GENERAL FUND YEAR OVER YEAR EXPENDITURES



Account	Description	Actual 2017	Actual 2018	Actual 2019	Adopted 2020	Adjusted 2020	Estimated 2020	Draft 2021
Property Taxes								
101-30-10-00-00	Property Tax-Secured	3,295,653	3,616,167	3,940,490	4,020,903	4,070,903	4,088,000	4,131,967
101-30-11-00-00	ERAF Shift to State	94,115	200,292	342,386	-	309,857	309,857	-
101-30-20-00-00	Property Tax-Unsecured	117,577	121,534	125,292	131,237	131,237	131,237	110,275
101-30-30-00-00	Prior Year Property Tax	3,736	1,160	1,035	600	600	964	600
101-30-90-00-00	Real Property Transfer Tax	111,591	82,829	83,805	120,611	120,611	82,200	110,000
101-32-05-00-00	In Lieu VLF	639,236	681,160	726,626	691,604	691,604	776,400	752,058
101-32-20-00-00	Homeowner Property Tax	15,533	15,352	15,555	17,057	17,057	17,057	17,057
Property Taxes		**4,277,441**	**4,718,495**	**5,235,189**	**4,982,012**	**5,341,869**	**5,405,715**	**5,121,956**
Sales Tax								
101-30-40-00-00	Retail Sales/Use Tax	2,868,566	2,950,480	3,159,579	3,220,900	3,220,900	2,243,188	1,559,500
101-30-42-00-00	Public Safety Sales Tax	60,197	71,117	61,687	59,655	59,655	59,655	60,848
101-30-43-00-00	Sales Tax In Lieu			-	-	-	-	-
101-30-44-00-00	Measure D	296,936	1,726,923	1,743,519	1,817,900	1,817,900	1,375,612	880,200
Sales Tax		**3,225,699**	**4,748,520**	**4,964,784**	**5,098,455**	**5,098,455**	**3,678,455**	**2,500,548**
Transient Occupancy Taxes								
101-30-41-00-00	Sales Tax Increment Res 91-18			-	-	-	-	-
101-30-50-00-00	Transient Occupancy Tax	2,281,834	2,841,607	3,296,741	3,341,964	3,362,928	2,241,964	1,237,500
101-30-51-00-00	Transient Tax Penalty	54,403	21,973	64,084	8,859	8,859	11,070	8,859
Transient Occupancy Taxes		**2,336,237**	**2,863,580**	**3,360,825**	**3,350,823**	**3,371,787**	**2,253,034**	**1,246,359**
Other Taxes								
101-30-60-00-00	Franchise Tax	209,478	215,346	209,872	208,755	208,755	215,480	212,930
Other Taxes		**209,478**	**215,346**	**209,872**	**208,755**	**208,755**	**215,480**	**212,930**
Charges for Service								
101-30-61-00-00	Comcast PEG Access Fees	17,809	23,133	22,698	35,000	35,000	22,400	22,500
101-30-75-00-00	Fire Inspection Fees	1,320	605	1,100	1,300	1,300	-	-
101-31-21-00-00	Building Inspection Fees	540		-	-	-	-	-
101-31-22-00-00	Building Admin Fees	135		-	-	-	-	-
101-31-23-00-00	Other Fire Revenues		8	2,850	-	-	-	-
101-33-10-00-00	Planning Fees	(4)	(5,703)	-	-	-	-	-
101-33-30-00-00	Sales Of Maps/Publications	193	163	210	165	165	60	150
101-33-50-00-00	Police Services	28,771	24,457	33,439	35,500	35,500	23,000	30,000
101-33-51-00-00	Animal Control Services			-	-	-	-	-
101-33-60-00-00	Administrative Fees	1,500	7,515	-	7,725	7,725	-	-
101-33-70-00-00	Planning Fees	62,345	16,508	(53,936)	13,638	13,638	-	-
101-33-80-00-00	Engineering Fees	7,057	7,710	1,800	2,500	2,500	450	1,800
101-33-90-00-00	Street/Sidewalk/Curb Repair		-	-	-	-	-	-
Charges for Service		**119,666**	**74,395**	**8,161**	**95,828**	**95,828**	**45,910**	**54,450**
Fines and Forfeits								
101-31-40-00-00	Vehicle Code Fines	40,727	29,160	28,136	27,583	27,583	21,000	27,583
101-31-50-00-00	Other Police Fines	24,134	40,613	36,260	28,279	28,279	28,279	28,279
101-31-55-00-00	A/R Late Penalty	4,463	4,427	3,959	4,725	4,725	200	500
101-33-63-00-00	Civil Penalties	65,400	106,778	149,264	30,000	30,000	92,700	45,000
101-34-20-00-00	Library Fines & Fees	7,585	6,032	4,087	-	-	-	-
Fines and Forfeits		**142,309**	**187,010**	**221,705**	**90,587**	**90,587**	**142,179**	**101,362**
Licenses and Permits								
101-30-70-00-00	Application & Permit Fees	3,975	10,915	5,475	8,240	8,240	4,300	5,500
101-30-80-00-00	Business License	149,779	152,551	156,715	154,896	154,896	154,896	154,896
101-30-81-00-00	Business License Penalty	219	756	1,555	1,332	1,332	780	1,332
101-31-20-00-00	Building Permits	549,240	492,301	482,404	486,160	486,160	490,000	291,696
101-33-15-00-00	Short Term Rental Permit	13,500	31,500	15,750	27,500	27,500	29,250	17,500
101-33-74-00-00	Planning App & Permit Fees	283,125	235,830	180,329	213,483	213,483	80,000	100,000
101-33-84-00-00	Public Works App & Permit Fees	39,725	38,500	39,300	37,132	37,132	37,475	37,132
101-33-86-00-00	Well Permit Fee	1,300	1,300	2,600	1,300	1,300	2,600	1,300
Licenses and Permits		**1,040,863**	**963,653**	**884,127**	**930,043**	**930,043**	**799,301**	**609,356**
Development Fees								
101-33-81-00-00	Public Works Land & Dev Fees	20,800	20,325	25,600	28,000	28,000	21,000	20,325
Development Fees		**20,800**	**20,325**	**25,600**	**28,000**	**28,000**	**21,000**	**20,325**

Account	Description	Actual 2017	Actual 2018	Actual 2019	Adopted 2020	Adjusted 2020	Estimated 2020	Draft 2021
Intergovernmental								
101-32-10-00-00	Motor Vehicle In-Lieu	4,391	(3,176)	2,937	3,039	3,039	3,039	3,130
101-32-40-00-00	Highway Maintenance			-	-	-	-	-
101-32-70-00-00	County Fire Contract	48,855	48,855	48,855	48,855	48,855	48,855	48,855
101-32-80-00-00	Emergency Relief	122,712	301,210	269,490	-	-	121,000	-
101-34-61-49-00	Contrib from Gov - Police			9,221	-	-	-	-
101-34-71-00-00	Reimb State Mandated Costs		7,965	4,538	2,040	2,040	4,538	2,040
101-34-73-00-00	Other State Revenue	19	7	18	-	-	-	-
101-34-75-00-00	Restitution	3,848	9,775	181,227	-	-	-	-
101-36-80-00-00	Library Abatement	2,903	4,842	3,877	3,672	3,672	3,878	3,709
101-38-00-80-00	Restitution Revenue			-	-	-	-	-
101-38-70-00-00	Allocation from Other Agency			1,948	-	-	-	-
Intergovernmental		**182,726**	**369,478**	**522,112**	**57,606**	**57,606**	**181,310**	**57,733**
Interest and Rents								
101-31-70-00-00	Investment Earnings	(40,336)	(41,299)	262,296	28,000	28,000	45,000	70,000
101-34-76-00-00	Cash Overage/Shortage	0	(0)	22	-	-	-	-
101-31-75-00-00	Interest Income		4,834	(93)	-	-	-	-
101-36-10-00-00	Rental Income	180,809	214,450	153,805	67,000	67,000	89,100	70,350
101-36-12-00-00	Rec Programs Facility Rental	-	-	865	-	-	-	-
101-36-11-00-00	Tennis Court Rentals	5,827	1,425	1,225	1,425	1,425	750	1,425
Interest and Rents		**146,300**	**179,410**	**418,120**	**96,425**	**96,425**	**134,850**	**141,775**
Miscellaneous								
101-33-20-00-00	Legal Cost Recovery	158,922	10,683	32,726	25,000	25,000	-	10,000
101-33-21-00-00	Storm Drain Cost Recovery			-	-	-	-	-
101-33-40-00-00	Other Filing/Certification Fee	193	163	-	165	165	200	165
101-33-85-00-00	Public Wks Violation/Repair Fe			20	-	-	-	-
101-34-21-00-00	TRB Library Revenue		20,000	5,475	-	-	-	-
101-34-22-00-00	Library Copies	3,431	3,277	2,946	3,030	3,030	1,600	3,030
101-34-23-00-00	Library Lost Material	503	313	617	404	404	500	500
101-34-24-00-00	Library Room Rental	430	110	305	354	354	150	354
101-34-31-00-00	Donations	1,000	-	-	-	-	-	-
101-34-51-00-00	Sale of Capital Assets	-	18,137	1,155	-	-	-	-
101-34-60-00-00	Contributions from non-govt	-	87,500	-	-	-	-	-
101-34-61-00-00	Contributions from Government	-		-	-	160,000	160,000	-
101-34-61-46-00	Contributions from Gov - Library	-	5,883	-	-	-	-	-
101-34-68-00-00	TID Admin Fee	-	-	-	-	-	-	-
101-34-70-00-00	Other Revenue	22,118	25,166	123,934	55,000	55,000	40,300	55,000
101-34-70-22-47	Other Revenue - Jingle	-	-	-	5,000	5,000	4,400	14,000
101-34-70-47-00	Recreation Registration	-	-	-	-	-	-	120,000
101-34-70-47-01	Recreation Contributions	-	-	-	-	-	-	20,000
101-34-74-00-00	Insurance Refund	-	-	-	-	-	-	-
101-39-98-00-00	Operating Transfers In	3,530	3,574	15,319	5,367	5,367	5,367	798,972
Miscellaneous		**190,126**	**174,805**	**182,495**	**94,320**	**254,320**	**212,517**	**1,022,021**
TOTALS		**11,891,645**	**14,515,018**	**16,032,990**	**15,032,854**	**15,573,675**	**13,089,751**	**11,088,816**

GENERAL FUND DEPARTMENT SUMMARY					
Fund	**Description**	**FY 18 Actual**	**FY 19 Actual**	**FY 20 Estimated**	**FY 21 Draft**
4000	Non Departmental	1,615,954	1,411,506	2,482,172	1,429,301
4100	City Council	254,477	240,557	363,179	366,582
4200	City Administration	697,666	1,023,880	1,108,752	1,051,738
4300	Finance	363,561	490,523	579,998	416,239
4400	Attorney	417,302	492,411	441,000	311,000
4500	Planning/Building	1,117,438	1,160,983	1,630,568	1,201,199
4600	Library	843,002	998,494	1,031,603	1,113,874
4728	Parks & Recreation	186,585	201,520	278,814	838,766
4800	Fire	1,170,284	1,385,808	1,455,978	1,559,413
4900	Police	3,036,206	3,144,218	3,374,979	3,193,102
5000	Public Works	2,889,509	3,880,975	3,441,983	2,479,043
Grand Total		**12,591,985**	**14,430,875**	**16,189,026**	**13,960,257**

GENERAL FUND ESTIMATED FUND BALANCE

Description	**In Springbrook**	**Additional Strategies to be Deployed**	**Estimated Final**	**Fund Balance**
Estimated Fund Balance 6/30/20				6,134,681
Revenues	11,088,817	290,000	11,378,817	
Expenses	(13,960,257)	841,000	(13,119,257)	
Use of Reserves				(1,740,440)
Estimated Fund Balance 6/30/21				4,394,241
Percentage Fund Balance				**33.5%**

Administrative Departments

CITY COUNCIL (4100)

City Council

Geoff Ellsworth – Mayor
Paul Dohring – Vice Mayor
Mary Koberstein – Council Member
Anna Chouteau – Council Member
David Knudsen – Council Member

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.

City Council

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	General Fund	$ 254,477.11	$ 240,557.38	$ 363,178.96	$ 366,582.00
561	Water Enterprise	$ 11,765.03	$ 14,371.70	$ 18,488.00	$ 21,685.00
571	Sewer Enterprise	$ 11,745.48	$ 14,371.40	$ 18,488.00	$ 21,685.00
733	Capital Project Planning	$ -	$ -	$ -	$ -
751	Affordable Housing	$ -	$ 10,000.00	$ 25,000.00	$ 20,000.00
763	Water Capital Project	$ -	$ -	$ -	$ -
Grand Total		**$ 277,987.62**	**$ 279,300.48**	**$ 425,154.96**	**$ 429,952.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
41	***Council***				
20	Salaries & Benefits	$ 78,279.56	$ 95,805.12	$ 123,253.00	$ 144,564.00
21	Services	$ 105,802.00	$ 27,910.74	$ 68,001.96	$ 110,900.00
22	Supplies	$ 1,301.27	$ 8,059.15	$ 4,500.00	$ 2,500.00
23	Maintenance	$ -	$ -	$ -	$ -
24	Taxes, Insurances & Contributi	$ 92,604.79	$ 147,525.47	$ 229,400.00	$ 171,988.00
99	Contra Account fixed assets	$ -	$ -	$ -	$ -
Grand Total		**$ 277,987.62**	**$ 279,300.48**	**$ 425,154.96**	**$ 429,952.00**

General Ledger
Budget Council 4100

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	**General Fund**				
41	**Council**				
101-41-00-20-20	Temp/Part Time	$ 12,656.06	$ 11,550.00	$ 12,600.00	$ 12,600.00
101-41-00-20-40	FICA/Medicare	$ 1,253.38	$ 1,060.63	$ 1,285.00	$ 1,446.00
101-41-00-20-45	Employer PERS	$ (2,169.23)	$ 88.30	$ -	$ -
101-41-00-20-47	PERS Unfunded Liability	$ 1,234.00	$ 341.00	$ -	$ -
101-41-00-20-50	Employee PERS	$ 482.44	$ 56.00	$ -	$ -
101-41-00-20-55	Health Insurance	$ 37,185.72	$ 51,328.62	$ 67,806.00	$ 80,462.00
101-41-00-20-61	Workers Comp	$ -	$ -	$ -	$ -
101-41-00-20-65	SDI	$ -	$ -	$ -	$ -
101-41-00-20-75	Deferred Comp	$ 4,126.68	$ 2,637.47	$ 4,586.00	$ 6,686.00
20	**Salaries & Benefits**	**$ 54,769.05**	**$ 67,062.02**	**$ 86,277.00**	**$ 101,194.00**
101-41-00-21-10	Communications	$ 1,480.00	$ 2,716.34	$ 2,900.00	$ 2,900.00
101-41-00-21-15	Postage	$ 23.75	$ 77.00	$ 100.00	$ 100.00
101-41-00-21-40	Professional Fees	$ 8,075.09	$ 3,015.00	$ 39,000.00	$ 89,000.00
101-41-00-21-45	Other Contract Services	$ 79,499.90	$ 3,313.49	$ 1,601.96	$ -
101-41-00-21-53	Memberships & Publications	$ 4,770.00	$ 5,293.34	$ 6,800.00	$ 6,800.00
101-41-00-21-55	Training & Conference	$ 11,953.26	$ 13,495.57	$ 17,600.00	$ 12,100.00
21	**Services**	**$ 105,802.00**	**$ 27,910.74**	**$ 68,001.96**	**$ 110,900.00**
101-41-00-22-12	Computer Equipment	$ 242.76	$ 5,769.65	$ 1,000.00	$ 1,000.00
101-41-00-22-13	Office Supplies	$ 796.82	$ 2,000.87	$ 2,500.00	$ 1,000.00
101-41-00-22-15	Special Department Supplies	$ 261.69	$ 288.63	$ 1,000.00	$ 500.00
22	**Supplies**	**$ 1,301.27**	**$ 8,059.15**	**$ 4,500.00**	**$ 2,500.00**
101-41-00-24-05	Contributions	$ 92,604.79	$ 137,525.47	$ 204,400.00	$ 151,988.00
24	**Taxes, Insurances & Contributi**	**$ 92,604.79**	**$ 137,525.47**	**$ 204,400.00**	**$ 151,988.00**
00	**Administration**	**$ 254,477.11**	**$ 240,557.38**	**$ 363,178.96**	**$ 366,582.00**
561	**Water Enterprise**				
41	**Council**				
561-41-00-20-20	Temp/Part Time	$ 2,743.60	$ 2,475.00	$ 2,700.00	$ 2,700.00
561-41-00-20-40	FICA/Medicare	$ 268.58	$ 227.14	$ 275.00	$ 310.00
561-41-00-20-45	Employer PERS	$ (468.19)	$ 18.95	$ -	$ -
561-41-00-20-47	PERS Unfunded Liability	$ 265.00	$ 73.00	$ -	$ -
561-41-00-20-50	Employee PERS	$ 103.28	$ 12.00	$ -	$ -
561-41-00-20-55	Health Insurance	$ 7,968.48	$ 11,000.56	$ 14,530.00	$ 17,242.00
561-41-00-20-75	Deferred Comp	$ 884.28	$ 565.05	$ 983.00	$ 1,433.00
20	**Salaries & Benefits**	**$ 11,765.03**	**$ 14,371.70**	**$ 18,488.00**	**$ 21,685.00**
561-41-00-21-10	Communications	$ -	$ -	$ -	$ -
21	**Services**	**$ -**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ 11,765.03**	**$ 14,371.70**	**$ 18,488.00**	**$ 21,685.00**
571	**Sewer Enterprise**				
41	**Council**				

571-41-00-20-20	Temp/Part Time	$	2,724.91	$	2,475.00	$	2,700.00	$	2,700.00
571-41-00-20-40	FICA/Medicare	$	268.32	$	227.04	$	275.00	$	310.00
571-41-00-20-45	Employer PERS	$	(468.31)	$	18.90	$	-	$	-
571-41-00-20-47	PERS Unfunded Liability	$	265.00	$	73.00	$	-	$	-
571-41-00-20-50	Employee PERS	$	103.28	$	12.00	$	-	$	-
571-41-00-20-55	Health Insurance	$	7,968.24	$	11,000.48	$	14,530.00	$	17,242.00
571-41-00-20-75	Deferred Comp	$	884.04	$	564.98	$	983.00	$	1,433.00
20	**Salaries & Benefits**	**$**	**11,745.48**	**$**	**14,371.40**	**$**	**18,488.00**	**$**	**21,685.00**
571-41-00-21-10	Communications	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**11,745.48**	**$**	**14,371.40**	**$**	**18,488.00**	**$**	**21,685.00**
733	**Capital Project Planning**								
41	**Council**								
733-41-00-23-00	Capital Projects Budget	$	-	$	-	$	-	$	-
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
751	**Affordable Housing**								
41	**Council**								
751-41-00-24-05	Contributions	$	-	$	10,000.00	$	25,000.00	$	20,000.00
24	**Taxes, Insurances & Contributi**	**$**	**-**	**$**	**10,000.00**	**$**	**25,000.00**	**$**	**20,000.00**
00	**Administration**	**$**	**-**	**$**	**10,000.00**	**$**	**25,000.00**	**$**	**20,000.00**
763	**Water Capital Project**								
41	**Council**								
763-41-00-22-15	Special Department Supplies	$	-	$	-	$	-	$	-
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
763-41-00-99-99	Contra Account fixed assets	$	-	$	-	$	-	$	-
99	**Contra Account fixed assets**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
Grand Total		**$**	**277,987.62**	**$**	**279,300.48**	**$**	**425,154.96**	**$**	**429,952.00**

CITY COUNCIL - 4100
EXPENSE DETAIL

Description	Object Code	Funding Source		Total Budgeted
Professional Fees	*2140*	*101*		
Public Engagement - Goal Setting		5,000		5,000
Public Engagement - Good Governance		5,000		5,000
Planning Commission - Governance		2,500		2,500
Youth Initiative		20,000		20,000
Business Recovery		50,000		50,000
Miscellaneous Services		6,500		6,500
TOTAL - Professional Fees	***2140***	***$ 89,000***		***$ 89,000***
Memberships & Publications	*2153*	*101*		
League of California Cities		5,500		5,500
NCLOG		300		300
Miscellaneous		1,000		1,000
TOTAL - Memberships & Publications	***2153***	***$ 6,800***		***$ 6,800***
Training and Conferences	*2155*	*101*		
NCLOG Meetings		2,100		2,100
League of California Cities		7,500		7,500
Boards, Commissions, Committees Appreciation		2,500		2,500
TOTAL - Training and Conferences	***2155***	***$ 12,100***		***$ 12,100***
Contributions	*2405*	*101*	*751*	
Community Enrichment Grants				
Friends of the Cameo		10,000		10,000
Programmatic Grants				
Boys & Girls Club - Teen Center		30,000		30,000
Collabria Care		6,000		6,000
Mentis		20,000		20,000
Napa County Bicycle Coalition		14,000		14,000
Napa Valley Community Organizations		4,900		4,900
Ole Health		1,988		1,988
Our Town St. Helena		-	20,000	-
Rianda House Senior Activity Center		30,000		30,000
St. Helena Farmers Market		5,100		5,100
UpValley Family Center		30,000		30,000
TOTAL - Contributions	***2405***	***$ 151,988***	***$ 20,000***	***$ 171,988***

ADMINISTRATION (4200)

Staffing

Administration consists of the following departments: City Manager, City Clerk, Human Resources, and Information Technology and currently has 6 FTE staff members consisting of:

City Manager (1)
City Clerk (1)
HR/IT Director (1)
Assistant to the City Manager (1)
Administrative Records Technician (1)
Human Resources Technician (1)

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, Fair Political Practices Commission (FPPC) reporting requirements, and assistance to the City Council.

The Human Resource/Information Technology Director is responsible for the recruitment of new employees, benefits, training, retirement, information technology, risk management, and phone systems.

City Manager

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	General Fund	$ 171,255.67	$ 224,477.33	$ 348,869.00	$ 336,190.00
561	Water Enterprise	$ 50,460.03	$ 69,335.71	$ 88,669.00	$ 94,612.00
571	Sewer Enterprise	$ 50,479.66	$ 42,689.78	$ 66,949.00	$ 70,959.00
592	Equipment Replacement Fund	$ -	$ -	$ -	$ -
733	Capital Project Planning	$ -	$ -	$ -	$ -
751	Affordable Housing	$ -	$ -	$ -	$ -
Grand Total		**$ 272,195.36**	**$ 336,502.82**	**$ 504,487.00**	**$ 501,761.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
42	***Administration***				
20	Salaries & Benefits	$ 246,441.57	$ 292,686.73	$ 446,637.00	$ 473,061.00
21	Services	$ 21,624.01	$ 28,840.49	$ 44,900.00	$ 24,200.00
22	Supplies	$ 4,094.78	$ 13,121.68	$ 11,500.00	$ 4,000.00
23	Maintenance	$ 35.00	$ 407.76	$ -	$ -
24	Taxes, Insurances & Contributi	$ -	$ -	$ -	$ -
26	Capital	$ -	$ 1,446.16	$ 1,450.00	$ 500.00
Grand Total		**$ 272,195.36**	**$ 336,502.82**	**$ 504,487.00**	**$ 501,761.00**

General Ledger

Budget City Manager 4200

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	**General Fund**				
42	**Administration**				
101-42-00-20-08	Post-Employment Disbursement	$ -	$ -	$ -	$ -
101-42-00-20-10	Salary-Regular	$ 99,994.21	$ 127,741.64	$ 195,879.00	$ 210,159.00
101-42-00-20-20	Temp/Part Time	$ 946.79	$ -	$ -	$ -
101-42-00-20-30	Overtime	$ -	$ -	$ -	$ -
101-42-00-20-40	FICA/Medicare	$ 7,821.06	$ 7,340.76	$ 12,563.00	$ 13,848.00
101-42-00-20-45	Employer PERS	$ 6,184.08	$ 8,474.44	$ 13,870.00	$ 15,505.00
101-42-00-20-47	PERS Unfunded Liability	$ 11,529.00	$ 13,617.00	$ 24,458.00	$ 30,333.00
101-42-00-20-50	Employee PERS	$ -	$ -	$ -	$ -
101-42-00-20-55	Health Insurance	$ 11,890.22	$ 15,806.53	$ 29,392.00	$ 21,660.00
101-42-00-20-61	Workers Comp	$ 2,702.12	$ 2,810.56	$ 4,087.00	$ 5,603.00
101-42-00-20-65	SDI	$ 971.59	$ 794.19	$ 1,451.00	$ 1,623.00
101-42-00-20-71	Unemployment	$ -	$ -	$ -	$ -
101-42-00-20-75	Deferred Comp	$ 1,371.35	$ 1,661.36	$ 3,299.00	$ 3,299.00
101-42-00-20-85	Auto Allowance	$ 3,370.71	$ 3,900.00	$ 7,020.00	$ 5,460.00
101-42-00-20-89	Chartity Event Reimbursement	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 146,781.13**	**$ 182,146.48**	**$ 292,019.00**	**$ 307,490.00**
101-42-00-21-05	Advertising	$ -	$ -	$ -	$ -
101-42-00-21-10	Communications	$ 5,018.71	$ 6,446.03	$ 3,500.00	$ 3,500.00
101-42-00-21-15	Postage	$ 205.35	$ 243.72	$ 400.00	$ 300.00
101-42-00-21-30	Professional Contracts	$ 1,500.00	$ -	$ -	$ -
101-42-00-21-45	Other Contract Services	$ 9,555.00	$ 17,660.00	$ 20,000.00	$ 15,000.00
101-42-00-21-53	Memberships & Publications	$ 1,800.00	$ 1,755.00	$ 4,100.00	$ 2,900.00
101-42-00-21-55	Training & Conference	$ 3,544.95	$ 2,735.74	$ 16,800.00	$ 2,500.00
101-42-00-21-56	Admin Recruitment	$ -	$ -	$ -	$ -
101-42-00-21-60	Other Travel	$ -	$ -	$ 100.00	$ -
21	**Services**	**$ 21,624.01**	**$ 28,840.49**	**$ 44,900.00**	**$ 24,200.00**
101-42-00-22-12	Computer Equipment	$ 2,156.90	$ 3,139.37	$ 1,000.00	$ -
101-42-00-22-13	Office Supplies	$ 337.00	$ 823.27	$ 1,000.00	$ 1,000.00
101-42-00-22-14	Election Expense	$ 320.75	$ -	$ -	$ -
101-42-00-22-15	Special Department Supplies	$ 0.88	$ 7,673.80	$ 8,500.00	$ 3,000.00
22	**Supplies**	**$ 2,815.53**	**$ 11,636.44**	**$ 10,500.00**	**$ 4,000.00**
101-42-00-23-35	Software Maintenance	$ 35.00	$ 407.76	$ -	$ -
23	**Maintenance**	**$ 35.00**	**$ 407.76**	**$ -**	**$ -**
101-42-00-24-25	Taxes & Other Charges	$ -	$ -	$ -	$ -
24	**Taxes, Insurances & Contributi**	**$ -**	**$ -**	**$ -**	**$ -**
101-42-00-26-40	Furniture & Fixtures	$ -	$ 1,446.16	$ 1,450.00	$ 500.00
101-42-00-26-60	Capital Imp Buildings	$ -	$ -	$ -	$ -
26	**Capital**	**$ -**	**$ 1,446.16**	**$ 1,450.00**	**$ 500.00**
00	**Administration**	**$ 171,255.67**	**$ 224,477.33**	**$ 348,869.00**	**$ 336,190.00**
561	**Water Enterprise**				

42	**Administration**								
561-42-00-20-08	Post-Employment Disbursement	$	-	$	-	$	-	$	-
561-42-00-20-10	Salary-Regular	$	33,983.89	$	41,473.53	$	58,821.00	$	64,664.00
561-42-00-20-20	Temp/Part Time	$	315.60	$	-	$	-	$	-
561-42-00-20-30	Overtime	$	-	$	-	$	-	$	-
561-42-00-20-40	FICA/Medicare	$	2,657.93	$	2,428.77	$	3,865.00	$	4,261.00
561-42-00-20-45	Employer PERS	$	2,094.47	$	2,734.04	$	4,268.00	$	4,771.00
561-42-00-20-47	PERS Unfunded Liability	$	3,844.00	$	13,617.00	$	7,266.00	$	9,333.00
561-42-00-20-50	Employee PERS	$	-	$	-	$	-	$	-
561-42-00-20-55	Health Insurance	$	4,094.56	$	5,330.88	$	9,077.00	$	6,665.00
561-42-00-20-61	Workers Comp	$	900.72	$	864.80	$	1,257.00	$	1,724.00
561-42-00-20-65	SDI	$	329.88	$	266.68	$	440.00	$	499.00
561-42-00-20-75	Deferred Comp	$	468.64	$	572.67	$	1,015.00	$	1,015.00
561-42-00-20-85	Auto Allowance	$	1,130.71	$	1,220.00	$	2,160.00	$	1,680.00
561-42-00-20-89	Chartity Event Reimbursement	$	-	$	-	$	-	$	-
561-42-00-20-97	Housing Allowance	$	-	$	-	$	-	$	-
20	**Salaries & Benefits**	**$**	**49,820.40**	**$**	**68,508.37**	**$**	**88,169.00**	**$**	**94,612.00**
561-42-00-21-30	Professional Contracts	$	-	$	-	$	-	$	-
561-42-00-21-45	Other Contract Services	$	-	$	-	$	-	$	-
561-42-00-21-55	Training & Conference	$	-	$	-	$	-	$	-
561-42-00-21-56	Admin Recruitment	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
561-42-00-22-12	Computer Equipment	$	639.63	$	827.34	$	500.00	$	-
561-42-00-22-15	Special Department Supplies	$	-	$	-	$	-	$	-
22	**Supplies**	**$**	**639.63**	**$**	**827.34**	**$**	**500.00**	**$**	**-**
561-42-00-23-35	Software Maintenance	$	-	$	-	$	-	$	-
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**50,460.03**	**$**	**69,335.71**	**$**	**88,669.00**	**$**	**94,612.00**
571	**Sewer Enterprise**								
42	**Administration**								
571-42-00-20-08	Post-Employment Disbursement	$	-	$	-	$	-	$	-
571-42-00-20-10	Salary-Regular	$	33,984.13	$	29,478.82	$	44,453.00	$	48,498.00
571-42-00-20-20	Temp/Part Time	$	315.59	$	-	$	-	$	-
571-42-00-20-30	Overtime	$	-	$	-	$	-	$	-
571-42-00-20-40	FICA/Medicare	$	2,657.73	$	1,694.07	$	2,899.00	$	3,196.00
571-42-00-20-45	Employer PERS	$	2,094.36	$	1,955.64	$	3,201.00	$	3,578.00
571-42-00-20-47	PERS Unfunded Liability	$	3,844.00	$	3,142.00	$	5,454.00	$	7,000.00
571-42-00-20-50	Employee PERS	$	-	$	-	$	-	$	-
571-42-00-20-55	Health Insurance	$	4,094.50	$	3,646.06	$	6,783.00	$	4,998.00
571-42-00-20-61	Workers Comp	$	920.72	$	648.60	$	943.00	$	1,293.00
571-42-00-20-65	SDI	$	329.82	$	183.34	$	335.00	$	375.00
571-42-00-20-75	Deferred Comp	$	468.48	$	383.35	$	761.00	$	761.00
571-42-00-20-85	Auto Allowance	$	1,130.71	$	900.00	$	1,620.00	$	1,260.00
571-42-00-20-89	Chartity Event Reimbursement	$	-	$	-	$	-	$	-
571-42-00-20-97	Housing Allowance	$	-	$	-	$	-	$	-
20	**Salaries & Benefits**	**$**	**49,840.04**	**$**	**42,031.88**	**$**	**66,449.00**	**$**	**70,959.00**
571-42-00-21-30	Professional Contracts	$	-	$	-	$	-	$	-
571-42-00-21-45	Other Contract Services	$	-	$	-	$	-	$	-
571-42-00-21-55	Training & Conference	$	-	$	-	$	-	$	-

571-42-00-21-56	Admin Recruitment	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
571-42-00-22-12	Computer Equipment	$	639.62	$	657.90	$	500.00	$	-
571-42-00-22-15	Special Department Supplies	$	-	$	-	$	-	$	-
22	**Supplies**	**$**	**639.62**	**$**	**657.90**	**$**	**500.00**	**$**	**-**
571-42-00-23-35	Software Maintenance	$	-	$	-	$	-	$	-
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**50,479.66**	**$**	**42,689.78**	**$**	**66,949.00**	**$**	**70,959.00**
592	**Equipment Replacement Fund**								
42	**Administration**								
592-42-00-22-12	Computer Equipment	$	-	$	-	$	-	$	-
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
733	**Capital Project Planning**								
42	**Administration**								
733-42-00-23-00	Capital Projects Budget	$	-	$	-	$	-	$	-
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
751	**Affordable Housing**								
42	**Administration**								
751-42-00-21-55	Training & Conference	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
751-42-00-26-60	Capital Imp Buildings	$	-	$	-	$	-	$	-
26	**Capital**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
Grand Total		**$**	**272,195.36**	**$**	**336,502.82**	**$**	**504,487.00**	**$**	**501,761.00**

ADMINISTRATION CITY MANAGER - 4200
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Other Contract Services	*2145*	*101*	*561*	571	
Miscellaneous Contracts		15,000	-	-	15,000
TOTAL - Other Contract Services	***2145***	***$ 15,000***	***$ -***	***$ -***	***$ 15,000***
Memberships & Publications	*2153*	*101*	*561*	571	
CCMF		400	-	-	400
ICMA		1,400	-	-	1,400
MMANC		75	-	-	75
Misc. for Assistant To CM		1,025	-	-	1,025
TOTAL - Memberships & Publications	***2153***	***$ 2,900***	***$ -***	***$ -***	***$ 2,900***
Training and Conferences	*2155*	*101*	*561*	571	
Misc. Training		2,500	-	-	2,500
TOTAL - Training and Conferences	***2155***	***$ 2,500***	***$ -***	***$ -***	***$ 2,500***

City Clerk

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	General Fund	$ 221,105.61	$ 422,192.85	$ 350,923.32	$ 341,085.00
561	Water Enterprise	$ 44,968.02	$ 56,717.44	$ 52,735.00	$ 49,843.00
571	Sewer Enterprise	$ 44,967.58	$ 37,901.34	$ 40,967.00	$ 37,969.00
Grand Total		**$ 311,041.21**	**$ 516,811.63**	**$ 444,625.32**	**$ 428,897.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
42	***Administration***				
20	Salaries & Benefits	$ 271,895.21	$ 309,824.57	$ 300,286.00	$ 316,467.00
21	Services	$ 35,627.21	$ 126,411.01	$ 89,539.32	$ 35,630.00
22	Supplies	$ 3,018.79	$ 78,571.60	$ 54,300.00	$ 76,300.00
23	Maintenance	$ -	$ 407.76	$ -	$ -
26	Capital	$ 500.00	$ 1,596.69	$ 500.00	$ 500.00
Grand Total		**$ 311,041.21**	**$ 516,811.63**	**$ 444,625.32**	**$ 428,897.00**

General Ledger

Budget City Clerk 4210

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	**General Fund**				
42	**Administration**				
101-42-10-20-08	Post-Employment Disbursement	$ -	$ -	$ -	$ -
101-42-10-20-10	Salary-Regular	$ 128,463.41	$ 150,550.85	$ 147,265.00	$ 150,219.00
101-42-10-20-20	Temp/Part Time	$ -	$ -	$ -	$ -
101-42-10-20-30	Overtime	$ -	$ -	$ -	$ -
101-42-10-20-40	FICA/Medicare	$ 10,009.43	$ 11,709.73	$ 11,445.00	$ 11,671.00
101-42-10-20-45	Employer PERS	$ 7,731.25	$ 9,579.45	$ 9,899.00	$ 11,185.00
101-42-10-20-47	PERS Unfunded Liability	$ 13,929.00	$ 14,299.00	$ 17,466.00	$ 21,883.00
101-42-10-20-55	Health Insurance	$ 28,263.28	$ 30,521.16	$ 29,310.00	$ 31,992.00
101-42-10-20-61	Workers Comp	$ 6,304.92	$ 6,485.92	$ 4,715.00	$ 6,465.00
101-42-10-20-65	SDI	$ 1,233.09	$ 1,494.63	$ 1,429.00	$ 1,475.00
101-42-10-20-75	Deferred Comp	$ 2,488.70	$ 2,659.07	$ 2,471.00	$ 2,471.00
101-42-10-20-85	Auto Allowance	$ 2,000.00	$ 1,985.00	$ 1,920.00	$ 1,920.00
20	**Salaries & Benefits**	**$ 200,423.08**	**$ 229,284.81**	**$ 225,920.00**	**$ 239,281.00**
101-42-10-21-05	Advertising	$ 4,544.54	$ 6,437.22	$ 5,800.00	$ 5,800.00
101-42-10-21-30	Professional Contracts	$ -	$ -	$ -	$ -
101-42-10-21-45	Other Contract Services	$ 8,840.48	$ 102,017.60	$ 56,041.32	$ 14,364.00
101-42-10-21-53	Memberships & Publications	$ 1,688.68	$ 1,730.67	$ 2,040.00	$ 2,340.00
101-42-10-21-55	Training & Conference	$ 2,872.58	$ 7,485.29	$ 8,322.00	$ 2,500.00
101-42-10-21-60	Other Travel	$ -	$ -	$ -	$ -
21	**Services**	**$ 17,946.28**	**$ 117,670.78**	**$ 72,203.32**	**$ 25,004.00**
101-42-10-22-12	Computer Equipment	$ 729.09	$ 4,209.58	$ 1,000.00	$ -
101-42-10-22-13	Office Supplies	$ 1,187.27	$ 793.08	$ 1,000.00	$ 1,000.00
101-42-10-22-14	Election Expense	$ 253.80	$ 68,111.18	$ 50,000.00	$ 75,000.00
101-42-10-22-15	Special Department Supplies	$ 66.09	$ 118.97	$ 300.00	$ 300.00
22	**Supplies**	**$ 2,236.25**	**$ 73,232.81**	**$ 52,300.00**	**$ 76,300.00**
101-42-10-23-35	Software Maintenance	$ -	$ 407.76	$ -	$ -
23	**Maintenance**	**$ -**	**$ 407.76**	**$ -**	**$ -**
101-42-10-26-40	Furniture & Fixtures	$ 500.00	$ 1,596.69	$ 500.00	$ 500.00
26	**Capital**	**$ 500.00**	**$ 1,596.69**	**$ 500.00**	**$ 500.00**
10	**SB2 Planning Grant**	**$ 221,105.61**	**$ 422,192.85**	**$ 350,923.32**	**$ 341,085.00**
561	**Water Enterprise**				
42	**Administration**				
561-42-10-20-08	Post-Employment Disbursement	$ -	$ -	$ -	$ -
561-42-10-20-10	Salary-Regular	$ 23,349.72	$ 25,086.68	$ 26,161.00	$ 26,687.00
561-42-10-20-20	Temp/Part Time	$ -	$ -	$ -	$ -
561-42-10-20-30	Overtime	$ -	$ -	$ -	$ -
561-42-10-20-40	FICA/Medicare	$ 1,815.03	$ 1,946.65	$ 2,056.00	$ 2,069.00
561-42-10-20-45	Employer PERS	$ 1,369.87	$ 1,563.68	$ 1,701.00	$ 1,931.00
561-42-10-20-47	PERS Unfunded Liability	$ 2,380.00	$ 14,299.00	$ 2,902.00	$ 3,777.00

561-42-10-20-55	Health Insurance	$	4,600.59	$	4,613.95	$	7,575.00	$	7,885.00
561-42-10-20-61	Workers Comp	$	1,351.04	$	1,297.20	$	943.00	$	1,293.00
561-42-10-20-65	SDI	$	224.31	$	250.01	$	256.00	$	264.00
561-42-10-20-75	Deferred Comp	$	395.72	$	380.74	$	753.00	$	383.00
561-42-10-20-85	Auto Allowance	$	250.00	$	240.00	$	720.00	$	240.00
20	**Salaries & Benefits**	**$**	**35,736.28**	**$**	**49,677.91**	**$**	**43,067.00**	**$**	**44,529.00**
561-42-10-21-45	Other Contract Services	$	8,840.47	$	3,516.32	$	7,198.00	$	5,314.00
561-42-10-21-55	Trainng & Conference	$	-	$	853.81	$	1,470.00	$	-
21	**Services**	**$**	**8,840.47**	**$**	**4,370.13**	**$**	**8,668.00**	**$**	**5,314.00**
561-42-10-22-12	Computer Equipment	$	391.27	$	2,669.40	$	1,000.00	$	-
22	**Supplies**	**$**	**391.27**	**$**	**2,669.40**	**$**	**1,000.00**	**$**	**-**
561-42-10-23-35	Software Maintenance	$	-	$	-	$	-	$	-
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
10	**SB2 Planning Grant**	**$**	**44,968.02**	**$**	**56,717.44**	**$**	**52,735.00**	**$**	**49,843.00**
571	**Sewer Enterprise**								
42	**Administration**								
571-42-10-10-40	FICA/Medicare	$	-	$	-	$	-	$	-
10	**FICA/Medicare**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
571-42-10-20-08	Post-Employment Disbursement	$	-	$	-	$	-	$	-
571-42-10-20-10	Salary-Regular	$	23,349.89	$	20,358.41	$	19,270.00	$	19,656.00
571-42-10-20-20	Temp/Part Time	$	-	$	-	$	-	$	-
571-42-10-20-30	Overtime	$	-	$	-	$	-	$	-
571-42-10-20-40	FICA/Medicare	$	1,814.71	$	1,583.75	$	1,511.00	$	1,527.00
571-42-10-20-45	Employer PERS	$	1,369.85	$	1,287.49	$	1,289.00	$	1,457.00
571-42-10-20-47	PERS Unfunded Liability	$	2,380.00	$	1,862.00	$	2,199.00	$	2,851.00
571-42-10-20-55	Health Insurance	$	4,600.38	$	4,086.27	$	5,232.00	$	5,554.00
571-42-10-20-61	Workers Comp	$	1,351.04	$	864.80	$	629.00	$	862.00
571-42-10-20-65	SDI	$	224.40	$	202.49	$	187.00	$	193.00
571-42-10-20-75	Deferred Comp	$	395.58	$	361.64	$	502.00	$	317.00
571-42-10-20-85	Auto Allowance	$	250.00	$	255.00	$	480.00	$	240.00
20	**Salaries & Benefits**	**$**	**35,735.85**	**$**	**30,861.85**	**$**	**31,299.00**	**$**	**32,657.00**
571-42-10-21-45	Other Contract Services	$	8,840.46	$	3,516.31	$	7,198.00	$	5,312.00
571-42-10-21-55	Training & Conference	$	-	$	853.79	$	1,470.00	$	-
21	**Services**	**$**	**8,840.46**	**$**	**4,370.10**	**$**	**8,668.00**	**$**	**5,312.00**
571-42-10-22-12	Computer Equipment	$	391.27	$	2,669.39	$	1,000.00	$	-
22	**Supplies**	**$**	**391.27**	**$**	**2,669.39**	**$**	**1,000.00**	**$**	**-**
571-42-10-23-35	Software Maintenance	$	-	$	-	$	-	$	-
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
10	**SB2 Planning Grant**	**$**	**44,967.58**	**$**	**37,901.34**	**$**	**40,967.00**	**$**	**37,969.00**
Grand Total		**$**	**311,041.21**	**$**	**516,811.63**	**$**	**444,625.32**	**$**	**428,897.00**

ADMINISTRATION CITY CLERK 4210
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Other Contract Services	*2145*	*101*	*561*	571	
Southtech - Form 700 Annual Renewal		525	-	-	525
Southtech - Campaign Documents		850	-	-	850
iCompass City Council/Planning Annual Renewal Web Streaming		5,088	636	636	6,360
iCompass Board Manager		515	515	515	1,545
iCompass City Council/Planning Annual Renewal Agenda Management		3,180	398	397	3,975
iCompass PRA Module Annual Renewal		504	63	63	630
ECS - Public Facing Laserfiche Link Annual Renewal		1,700	1,700	1,700	5,100
ECS - Quickfields Annual Renewal		267	267	266	800
ECS (laserfiche) Annual Renewal		1,735	1,735	1,735	5,205
TOTAL - Other Contract Services	***2145***	***$ 14,364***	***$ 5,314***	***$ 5,312***	***$ 24,990***
Memberships & Publications	*2153*	*101*	*561*	571	
IIMC		400	-	-	400
CCAC		200	-	-	200
MMANC		100	-	-	100
ARMA		200	-	-	200
County of Napa Official Records Index and Document Images (split with PW Admin and Planning)		1,440	-	-	1,440
TOTAL - Memberships & Publications	***2153***	***$ 2,340***	***$ -***	***$ -***	***$ 2,340***
Training and Conferences	*2155*	*101*	*561*	571	
Misc. Training		2,500	-	-	2,500
TOTAL - Training and Conferences	***2155***	***$ 2,500***	***$ -***	***$ -***	***$ 2,500***
Computer Equipment	*2212*	*101*	*561*	571	
Computer Programs		500	500	500	1,500
Miscellaneous		500	500	500	1,500
TOTAL - Computer Equipment	***2212***	***$ 1,000***	***$ 1,000***	***$ 1,000***	***$ 3,000***

Human Resources and IT

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	General Fund	$ 305,304.46	$ 377,210.09	$ 408,959.86	$ 374,463.00
561	Water Enterprise	$ 106,409.62	$ 112,146.98	$ 110,636.97	$ 103,660.00
571	Sewer Enterprise	$ 105,171.69	$ 80,060.53	$ 85,249.33	$ 77,795.00
Grand Total		**$ 516,885.77**	**$ 569,417.60**	**$ 604,846.16**	**$ 555,918.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
42	***Administration***				
20	Salaries & Benefits	$ 362,900.86	$ 328,519.86	$ 346,444.00	$ 367,025.00
21	Services	$ 130,674.22	$ 217,199.34	$ 183,456.57	$ 139,778.00
22	Supplies	$ 4,933.89	$ 7,966.21	$ 26,600.00	$ 4,500.00
23	Maintenance	$ 16,179.11	$ 15,030.73	$ 45,845.59	$ 44,615.00
26	Capital	$ 2,197.69	$ 701.46	$ 2,500.00	$ -
Grand Total		**$ 516,885.77**	**$ 569,417.60**	**$ 604,846.16**	**$ 555,918.00**

General Ledger

Budget Human Resources and IT 4220

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	**General Fund**				
42	**Administration**				
101-42-20-20-08	Post-Employment Disbursement	$ -	$ -	$ -	$ -
101-42-20-20-10	Salary Regular	$ 127,494.62	$ 129,816.29	$ 137,513.00	$ 146,681.00
101-42-20-20-20	Temp/Part Time	$ 11,831.06	$ -	$ 4,715.00	$ -
101-42-20-20-30	Overtime	$ 53.44	$ 65.18	$ -	$ -
101-42-20-20-37	Holiday Pay	$ -	$ -	$ -	$ -
101-42-20-20-40	FICA/Medicare	$ 10,642.17	$ 9,607.92	$ 10,122.00	$ 10,532.00
101-42-20-20-45	Employer PERS	$ 9,362.34	$ 9,965.42	$ 11,731.00	$ 13,222.00
101-42-20-20-47	PERS Unfunded Liability	$ 17,715.00	$ 16,015.00	$ 20,698.00	$ 25,867.00
101-42-20-20-55	Health Insurance	$ 27,656.24	$ 32,537.64	$ 31,755.00	$ 31,788.00
101-42-20-20-61	Workers Comp	$ 5,404.25	$ 3,653.72	$ 4,087.00	$ 5,603.00
101-42-20-20-65	SDI	$ 1,146.09	$ 1,156.60	$ 1,197.00	$ 1,251.00
101-42-20-20-71	Unemployment	$ -	$ -	$ -	$ -
101-42-20-20-75	Deferred Comp	$ 2,887.68	$ 2,051.52	$ 2,062.00	$ 2,062.00
101-42-20-20-85	Auto Allowance	$ 2,745.00	$ 1,560.00	$ 1,560.00	$ 1,560.00
20	**Salaries & Benefits**	**$ 216,937.89**	**$ 206,429.29**	**$ 225,440.00**	**$ 238,566.00**
101-42-20-21-05	Advertising	$ 1,056.40	$ 6,982.37	$ 7,000.00	$ 500.00
101-42-20-21-30	Professional Contracts	$ 64,432.54	$ 138,501.60	$ 104,525.67	$ 93,216.00
101-42-20-21-45	Other Contract Services	$ -	$ -	$ -	$ -
101-42-20-21-46	Website Support	$ 15.17	$ 359.64	$ 3,500.00	$ 3,500.00
101-42-20-21-53	Memberships & Publications	$ 2,390.63	$ 2,139.35	$ 2,200.00	$ 1,720.00
101-42-20-21-55	Training & Conference	$ 3,319.30	$ 6,076.77	$ 12,650.00	$ 2,850.00
101-42-20-21-56	Admin Recruitment	$ 4,420.13	$ 2,256.78	$ 4,500.00	$ 900.00
101-42-20-21-60	Other Travel	$ 23.78	$ -	$ 100.00	$ -
21	**Services**	**$ 75,657.95**	**$ 156,316.51**	**$ 134,475.67**	**$ 102,686.00**
101-42-20-22-12	Computer Equipment	$ 299.40	$ 3,138.40	$ 13,175.00	$ -
101-42-20-22-13	Office Supplies	$ 1,016.19	$ 881.05	$ 2,800.00	$ 1,000.00
101-42-20-22-15	Special Department Supplies	$ 2,166.63	$ 1,701.01	$ 3,000.00	$ 1,500.00
22	**Supplies**	**$ 3,482.22**	**$ 5,720.46**	**$ 18,975.00**	**$ 2,500.00**
101-42-20-23-35	Software Maintenance	$ 7,028.71	$ 8,042.37	$ 27,569.19	$ 30,711.00
23	**Maintenance**	**$ 7,028.71**	**$ 8,042.37**	**$ 27,569.19**	**$ 30,711.00**
101-42-20-26-40	Furniture & Fixtures	$ 2,197.69	$ 701.46	$ 2,500.00	$ -
26	**Capital**	**$ 2,197.69**	**$ 701.46**	**$ 2,500.00**	**$ -**
20	**Sewer Collections**	**$ 305,304.46**	**$ 377,210.09**	**$ 408,959.86**	**$ 374,463.00**
561	**Water Enterprise**				
42	**Administration**				
561-42-20-20-08	Post-Employment Disbursement	$ -	$ -	$ -	$ -
561-42-20-20-10	Salary Regular	$ 42,498.19	$ 39,943.39	$ 43,763.00	$ 45,133.00
561-42-20-20-20	Temp/Part Time	$ 4,612.61	$ -	$ -	$ -
561-42-20-20-30	Overtime	$ 17.81	$ 20.06	$ -	$ -

561-42-20-20-37	Holiday Pay	$	-	$	-	$	-	$	-
561-42-20-20-40	FICA/Medicare	$	3,547.60	$	2,956.40	$	3,114.00	$	3,241.00
561-42-20-20-45	Employer PERS	$	3,120.82	$	3,066.33	$	3,610.00	$	4,068.00
561-42-20-20-47	PERS Unfunded Liability	$	5,905.00	$	16,015.00	$	6,149.00	$	7,959.00
561-42-20-20-55	Health Insurance	$	9,218.68	$	9,925.30	$	9,771.00	$	9,781.00
561-42-20-20-61	Workers Comp	$	1,801.40	$	1,124.24	$	1,257.00	$	1,724.00
561-42-20-20-65	SDI	$	381.89	$	355.86	$	368.00	$	385.00
561-42-20-20-75	Deferred Comp	$	962.63	$	631.09	$	634.00	$	634.00
561-42-20-20-85	Auto Allowance	$	915.00	$	480.00	$	480.00	$	480.00
20	**Salaries & Benefits**	**$**	**72,981.63**	**$**	**74,517.67**	**$**	**69,146.00**	**$**	**73,405.00**
561-42-20-21-05	Advertising	$	-	$	-	$	700.00	$	500.00
561-42-20-21-30	Professional Contracts	$	26,108.67	$	30,147.69	$	19,016.76	$	18,263.00
561-42-20-21-45	Other Contract Services	$	625.00	$	-	$	-	$	-
561-42-20-21-55	Training & Conference	$	38.62	$	2,649.51	$	6,400.00	$	2,400.00
561-42-20-21-56	Admin Recruitment	$	1,336.67	$	185.30	$	1,500.00	$	300.00
561-42-20-21-60	Other Travel	$	-	$	-	$	-	$	-
21	**Services**	**$**	**28,108.96**	**$**	**32,982.50**	**$**	**27,616.76**	**$**	**21,463.00**
561-42-20-22-12	Computer Equipment	$	83.17	$	-	$	1,935.00	$	-
561-42-20-22-13	Office Supplies	$	232.23	$	167.13	$	700.00	$	250.00
561-42-20-22-15	Special Department Supplies	$	428.43	$	985.50	$	1,500.00	$	750.00
22	**Supplies**	**$**	**743.83**	**$**	**1,152.63**	**$**	**4,135.00**	**$**	**1,000.00**
561-42-20-23-35	Software Maintenance	$	4,575.20	$	3,494.18	$	9,739.21	$	7,792.00
23	**Maintenance**	**$**	**4,575.20**	**$**	**3,494.18**	**$**	**9,739.21**	**$**	**7,792.00**
561-42-20-26-40	Furniture & FIxtures	$	-	$	-	$	-	$	-
26	**Capital**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
20	**Sewer Collections**	**$**	**106,409.62**	**$**	**112,146.98**	**$**	**110,636.97**	**$**	**103,660.00**
571	**Sewer Enterprise**								
42	**Administration**								
571-42-20-20-08	Post-Employment Disbursement	$	-	$	-	$	-	$	-
571-42-20-20-10	Salary Regular	$	42,498.17	$	29,957.69	$	32,822.00	$	33,849.00
571-42-20-20-20	Temp/Part Time	$	4,612.62	$	-	$	-	$	-
571-42-20-20-30	Overtime	$	17.81	$	15.04	$	-	$	-
571-42-20-20-37	Holiday Pay	$	-	$	-	$	-	$	-
571-42-20-20-40	FICA/Medicare	$	3,547.06	$	2,217.12	$	2,336.00	$	2,431.00
571-42-20-20-45	Employer PERS	$	3,120.70	$	2,299.79	$	2,707.00	$	3,051.00
571-42-20-20-47	PERS Unfunded Liability	$	5,905.00	$	3,696.00	$	4,610.00	$	5,969.00
571-42-20-20-55	Health Insurance	$	9,218.93	$	7,443.80	$	7,328.00	$	7,336.00
571-42-20-20-61	Workers Comp	$	1,801.40	$	843.16	$	943.00	$	1,293.00
571-42-20-20-65	SDI	$	382.14	$	266.83	$	276.00	$	289.00
571-42-20-20-75	Deferred Comp	$	962.51	$	473.47	$	476.00	$	476.00
571-42-20-20-85	Auto Allowance	$	915.00	$	360.00	$	360.00	$	360.00
20	**Salaries & Benefits**	**$**	**72,981.34**	**$**	**47,572.90**	**$**	**51,858.00**	**$**	**55,054.00**
571-42-20-21-05	Advertising	$	-	$	-	$	700.00	$	500.00
571-42-20-21-30	Professional Contracts	$	26,108.65	$	25,075.67	$	12,764.14	$	12,429.00
571-42-20-21-45	Other Contract Services	$	-	$	-	$	-	$	-
571-42-20-21-55	Training & Conference	$	38.61	$	2,648.38	$	6,400.00	$	2,400.00

571-42-20-21-56	Admin Recruitment	$	760.05	$	176.28	$	1,500.00	$	300.00
571-42-20-21-60	Other Travel	$	-	$	-	$	-	$	-
21	**Services**	**$**	**26,907.31**	**$**	**27,900.33**	**$**	**21,364.14**	**$**	**15,629.00**
571-42-20-22-12	Computer Equipment	$	83.17	$	-	$	1,290.00	$	-
571-42-20-22-13	Office Supplies	$	206.71	$	107.64	$	700.00	$	250.00
571-42-20-22-15	Special Department Supplies	$	417.96	$	985.48	$	1,500.00	$	750.00
22	**Supplies**	**$**	**707.84**	**$**	**1,093.12**	**$**	**3,490.00**	**$**	**1,000.00**
571-42-20-23-35	Software Maintenance	$	4,575.20	$	3,494.18	$	8,537.19	$	6,112.00
23	**Maintenance**	**$**	**4,575.20**	**$**	**3,494.18**	**$**	**8,537.19**	**$**	**6,112.00**
571-42-20-26-40	Furniture & Fixtures	$	-	$	-	$	-	$	-
26	**Capital**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
20	**Sewer Collections**	**$**	**105,171.69**	**$**	**80,060.53**	**$**	**85,249.33**	**$**	**77,795.00**
Grand Total		**$**	**516,885.77**	**$**	**569,417.60**	**$**	**604,846.16**	**$**	**555,918.00**

ADMINISTRATION HUMAN RESOURCES & INFORMATION TECHNOLOGY 4220
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Advertising	*2105*	*101*	*561*	571	
Recruitment Advertising		500	500	500	1,500
TOTAL - Advertising	***2105***	***$ 500***	***$ 500***	***$ 500***	***$ 1,500***
Professional Contracts	*2130*	*101*	*561*	571	
Annual Support Contract - Marin IT		68,998	13,780	9,200	91,978
Annual Phone Lease		24,218	4,843	3,229	32,290
TOTAL - Professional Contracts	***2130***	***$ 93,216***	***$ 18,623***	***$ 12,429***	***$ 124,268***
Website Support	*2146*	*101*	*561*	571	
Domain and Website Hosting		3,500	-	-	3,500
TOTAL - Website Support	***2146***	***$ 3,500***	***$ -***	***$ -***	***$ 3,500***
Memberships & Publications	*2153*	*101*	*561*	571	
CalPELRA (HR)		700	-	-	700
MMANC		150	-	-	150
CalChamber		870	-	-	870
TOTAL - Memberships & Publications	***2153***	***$ 1,720***	***$ -***	***$ -***	***$ 1,720***
Training and Conferences	*2155*	*101*	*561*	571	
Labor, Continuing Education		200	100	100	400
Liebert Cassidy (HR)		300	300	300	900
CalGovHR Conference		350	-	-	350
Citywide Employee Safety Trainings		2,000	2,000	2,000	6,000
TOTAL - Training and Conferences	***2155***	***$ 2,850***	***$ 2,400***	***$ 2,400***	***$ 7,650***
Admin Recruitment	*2156*	*101*	*561*	571	
Background Checks and Physicals		900	300	300	1,500
TOTAL - Admin Recruitment	***2156***	***$ 900***	***$ 300***	***$ 300***	***$ 1,500***
Software Maintenance	*2335*	*101*	*561*	571	
Microsoft Office 365 Annual Subscription		11,250	2,250	1,500	15,000
Email SPAM/Virus Filtering		4,500	900	600	6,000
Extended Warranties: Cisco Wireless Controller - $625 Cisco Firewalls - $2,700 2 Cisco Servers - $900 Compellent SAN - $4,350		6,431	1,286	858	8,575
NeoGov Performance Evaluation Software		3,000	1,500	1,500	6,000
CalOpps Recruitment Software		2,000	750	750	3,500
Software - Firewall Subscriptions		2,505	501	334	3,340
Misc. IT Software		500	500	500	1,500
L-Fiche Server Licensing		525	105	70	700
TOTAL - Software Maintenance	***2335***	***$ 30,711***	***$ 7,792***	***$ 6,112***	***$ 44,615***

FINANCE (4300)

Staffing

The Finance Department Currently has 5 FTE staff members. Consisting of:

Finance Director (1)
Finance Manager (1)
Senior Accounting Technician (1)
Accounting Technician II (1)
Accounting Technician I (1)

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, miscellaneous receivables, and purchasing services.

Finance

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	General Fund	$ 363,561.43	$ 490,522.97	$ 579,998.00	$ 416,239.00
216	Public Safety Impact	$ -	$ 687.51	$ 7,683.01	$ -
235	Measure A	$ 15,227.38	$ 64,662.07	$ 101,933.15	$ -
561	Water Enterprise	$ 284,399.13	$ 293,360.33	$ 376,659.39	$ 335,878.00
571	Sewer Enterprise	$ 246,648.96	$ 216,511.15	$ 285,258.62	$ 249,877.00
713	Civic Impact	$ -	$ 687.51	$ 7,683.01	$ -
740	Traffic Mitigation Impact	$ -	$ 687.49	$ 7,682.99	$ -
742	Storm Drain Improvement	$ -	$ 687.49	$ 7,682.99	$ -
764	Water Impact	$ -	$ 687.50	$ 7,683.00	$ -
774	Sewer Impact	$ -	$ 687.50	$ 7,683.00	$ -
Grand Total		**$ 909,836.90**	**$ 1,069,181.52**	**$ 1,389,947.16**	**$ 1,001,994.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
43	***Finance***				
20	Salaries & Benefits	$ 621,715.32	$ 688,017.69	$ 770,017.00	$ 774,929.00
21	Services	$ 243,211.37	$ 329,994.01	$ 540,730.16	$ 168,665.00
22	Supplies	$ 13,104.27	$ 16,032.91	$ 30,850.00	$ 14,700.00
23	Maintenance	$ 26,608.23	$ 33,496.65	$ 43,600.00	$ 40,600.00
24	Taxes, Insurances & Contributi	$ 1,612.50	$ 1,640.26	$ 2,500.00	$ 2,500.00
26	Capital	$ 3,585.21	$ -	$ 2,250.00	$ 600.00
29	Transfers	$ -	$ -	$ -	$ -
Grand Total		**$ 909,836.90**	**$ 1,069,181.52**	**$ 1,389,947.16**	**$ 1,001,994.00**

General Ledger

Budget Finance 4300

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	**General Fund**				
43	**Finance**				
101-43-00-20-08	Post-Employment Disbursement	$ -	$ -	$ -	$ -
101-43-00-20-10	Salary-Regular	$ 174,272.72	$ 210,692.23	$ 216,876.00	$ 224,629.00
101-43-00-20-20	Temp/Part Time	$ 3,043.51	$ -	$ 3,000.00	$ -
101-43-00-20-30	Overtime	$ 941.20	$ 207.10	$ 3,000.00	$ 1,000.00
101-43-00-20-40	FICA/Medicare	$ 13,310.47	$ 15,636.39	$ 16,393.00	$ 16,667.00
101-43-00-20-45	Employer PERS	$ 9,988.15	$ 12,969.09	$ 16,301.00	$ 18,370.00
101-43-00-20-47	PERS Unfunded Liability	$ 18,494.00	$ 23,926.00	$ 28,761.00	$ 35,940.00
101-43-00-20-50	Employee PERS	$ -	$ -	$ -	$ -
101-43-00-20-55	Health Insurance	$ 24,614.52	$ 31,291.03	$ 37,337.00	$ 31,545.00
101-43-00-20-61	Workers Comp	$ 7,829.40	$ 8,388.44	$ 6,098.00	$ 8,362.00
101-43-00-20-65	SDI	$ 1,565.48	$ 1,930.52	$ 1,938.00	$ 1,981.00
101-43-00-20-71	Unemployment	$ -	$ -	$ -	$ -
101-43-00-20-75	Deferred Comp	$ 3,030.18	$ 3,485.72	$ 3,446.00	$ 3,410.00
101-43-00-20-85	Auto Allowance	$ 2,355.81	$ 2,760.00	$ 2,760.00	$ 2,760.00
101-43-00-20-89	Chartity Event Reimbursement	$ -	$ -	$ -	$ -
101-43-00-20-96	Education Reimbursement	$ -	$ 727.99	$ 1,000.00	$ -
20	**Salaries & Benefits**	**$ 259,445.44**	**$ 312,014.51**	**$ 336,910.00**	**$ 344,664.00**
101-43-00-21-10	Communications	$ 761.37	$ 1,491.69	$ 1,600.00	$ 1,600.00
101-43-00-21-15	Postage	$ 4,174.43	$ 5,941.18	$ 4,500.00	$ 3,000.00
101-43-00-21-30	Professional Contracts	$ 50,230.48	$ 108,780.13	$ 140,812.50	$ 10,000.00
101-43-00-21-40	Professional Fees	$ -	$ -	$ -	$ -
101-43-00-21-42	Banking Fees	$ 13,065.46	$ 16,926.00	$ 10,000.00	$ 10,000.00
101-43-00-21-45	Other Contract Services	$ 18,852.62	$ 23,298.80	$ 52,305.50	$ 25,904.00
101-43-00-21-48	Government Fees	$ 50.00	$ 150.00	$ 200.00	$ 200.00
101-43-00-21-53	Memberships & Publications	$ 697.00	$ 491.40	$ 1,217.00	$ 1,271.00
101-43-00-21-55	Training & Conference	$ 2,063.20	$ 2,272.73	$ 4,453.00	$ -
101-43-00-21-60	Other Travel	$ -	$ -	$ 200.00	$ -
101-43-00-21-62	Bank Fee Reimubursements	$ -	$ -	$ -	$ -
21	**Services**	**$ 89,894.56**	**$ 159,351.93**	**$ 215,288.00**	**$ 51,975.00**
101-43-00-22-12	Computer Equipment	$ 1,265.53	$ 1,430.07	$ 1,650.00	$ -
101-43-00-22-13	Office Supplies	$ 1,173.20	$ 1,459.81	$ 2,000.00	$ 1,000.00
101-43-00-22-15	Special Department Supplies	$ 1,798.42	$ 3,898.61	$ 9,000.00	$ 4,000.00
22	**Supplies**	**$ 4,237.15**	**$ 6,788.49**	**$ 12,650.00**	**$ 5,000.00**
101-43-00-23-11	Maint Office Equip	$ -	$ 718.50	$ 1,500.00	$ 1,500.00
101-43-00-23-35	Software Maintenance	$ 8,789.19	$ 11,646.49	$ 12,900.00	$ 12,900.00
23	**Maintenance**	**$ 8,789.19**	**$ 12,364.99**	**$ 14,400.00**	**$ 14,400.00**
101-43-00-24-25	Taxes & Other Charges	$ -	$ 3.05	$ -	$ -
24	**Taxes, Insurances & Contributi**	**$ -**	**$ 3.05**	**$ -**	**$ -**
101-43-00-26-30	Capital Equipment	$ -	$ -	$ -	$ -
101-43-00-26-35	Computer & Software	$ -	$ -	$ -	$ -
101-43-00-26-40	Furniture & Fixtures	$ 1,195.09	$ -	$ 750.00	$ 200.00
26	**Capital**	**$ 1,195.09**	**$ -**	**$ 750.00**	**$ 200.00**

00	**Administration**	**$**	**363,561.43**	**$**	**490,522.97**	**$**	**579,998.00**	**$**	**416,239.00**
216	**Public Safety Impact**								
43	**Finance**								
216-43-00-21-45	Other Contract Services	$	-	$	687.51	$	7,683.01	$	-
21	**Services**	**$**	**-**	**$**	**687.51**	**$**	**7,683.01**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**687.51**	**$**	**7,683.01**	**$**	**-**
235	**Measure A**								
43	**Finance**								
235-43-00-20-10	Salary-Regular	$	-	$	-	$	-	$	-
235-43-00-20-30	Overtime	$	-	$	-	$	-	$	-
235-43-00-20-40	FICA/Medicare	$	-	$	-	$	-	$	-
235-43-00-20-45	Employer PERS	$	-	$	-	$	-	$	-
235-43-00-20-50	Employee PERS	$	-	$	-	$	-	$	-
235-43-00-20-55	Health Insurance	$	-	$	-	$	-	$	-
235-43-00-20-65	SDI	$	-	$	-	$	-	$	-
235-43-00-20-75	Deferred Comp	$	-	$	-	$	-	$	-
235-43-00-20-85	Auto Allowance	$	-	$	-	$	-	$	-
20	**Salaries & Benefits**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
235-43-00-21-40	Professional Fees	$	-	$	-	$	-	$	-
235-43-00-21-42	Banking Fees	$	-	$	-	$	-	$	-
235-43-00-21-45	Other Contract Services	$	15,227.38	$	64,662.07	$	101,933.15	$	-
235-43-00-21-55	Training & Conference	$	-	$	-	$	-	$	-
235-43-00-21-60	Other Travel	$	-	$	-	$	-	$	-
21	**Services**	**$**	**15,227.38**	**$**	**64,662.07**	**$**	**101,933.15**	**$**	**-**
235-43-00-22-13	Office Supplies	$	-	$	-	$	-	$	-
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
235-43-00-24-25	Taxes & Other Charges	$	-	$	-	$	-	$	-
24	**Taxes, Insurances & Contributi**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**15,227.38**	**$**	**64,662.07**	**$**	**101,933.15**	**$**	**-**
561	**Water Enterprise**								
43	**Finance**								
561-43-00-20-08	Post-Employment Disbursement	$	-	$	-	$	-	$	-
561-43-00-20-10	Salary-Regular	$	127,205.66	$	150,849.19	$	166,691.00	$	167,695.00
561-43-00-20-20	Temp/Part Time	$	5,943.44	$	-	$	3,000.00	$	-
561-43-00-20-30	Overtime	$	886.88	$	206.31	$	3,000.00	$	1,000.00
561-43-00-20-40	FICA/Medicare	$	9,774.54	$	11,376.46	$	12,764.00	$	12,714.00
561-43-00-20-45	Employer PERS	$	7,256.24	$	9,290.87	$	11,570.00	$	12,939.00
561-43-00-20-47	PERS Unfunded Liability	$	13,754.00	$	15,967.00	$	19,704.00	$	25,314.00
561-43-00-20-50	Employee PERS	$	-	$	-	$	-	$	-
561-43-00-20-55	Health Insurance	$	22,912.54	$	26,311.63	$	33,208.00	$	26,492.00
561-43-00-20-61	Workers Comp	$	8,347.28	$	7,912.80	$	5,753.00	$	7,887.00
561-43-00-20-65	SDI	$	1,176.30	$	1,438.27	$	1,569.00	$	1,564.00
561-43-00-20-71	Unemployment	$	-	$	-	$	-	$	-
561-43-00-20-75	Deferred Comp	$	1,937.27	$	2,147.16	$	2,264.00	$	2,228.00
561-43-00-20-85	Auto Allowance	$	1,236.38	$	1,320.00	$	1,320.00	$	1,320.00
561-43-00-20-89	Chartity Event Reimbursement	$	-	$	-	$	-	$	-
20	**Salaries & Benefits**	**$**	**200,430.53**	**$**	**226,819.69**	**$**	**260,843.00**	**$**	**259,153.00**

561-43-00-21-10	Communications	$	(240.44)	$	1,805.75	$	1,500.00	$	1,500.00
561-43-00-21-15	Postage	$	14,642.60	$	8,896.53	$	10,000.00	$	5,000.00
561-43-00-21-27	Equipment Lease Exp	$	-	$	-	$	-	$	-
561-43-00-21-30	Professional Contracts	$	1,315.63	$	700.00	$	22,233.52	$	10,000.00
561-43-00-21-40	Professional Fees	$	-	$	-	$	-	$	-
561-43-00-21-42	Banking Fees	$	22,497.67	$	23,367.29	$	24,300.00	$	24,300.00
561-43-00-21-44	Online Transaction Fee	$	3,032.00	$	3,470.50	$	3,000.00	$	3,000.00
561-43-00-21-45	Other Contract Services	$	25,031.79	$	10,787.09	$	23,690.87	$	13,603.00
561-43-00-21-53	Memberships & Publications	$	426.50	$	462.05	$	1,119.00	$	1,172.00
561-43-00-21-55	Training & Conference	$	2,448.44	$	1,588.87	$	5,523.00	$	-
561-43-00-21-60	Other Travel	$	-	$	-	$	-	$	-
21	**Services**	**$**	**69,154.19**	**$**	**51,078.08**	**$**	**91,366.39**	**$**	**58,575.00**
561-43-00-22-07	Copies	$	-	$	-	$	-	$	-
561-43-00-22-12	Computer Equipment	$	1,458.78	$	940.65	$	1,400.00	$	-
561-43-00-22-13	Office Supplies	$	887.66	$	1,056.84	$	1,700.00	$	850.00
561-43-00-22-15	Special Department Supplies	$	2,363.39	$	2,899.24	$	6,000.00	$	4,000.00
22	**Supplies**	**$**	**4,709.83**	**$**	**4,896.73**	**$**	**9,100.00**	**$**	**4,850.00**
561-43-00-23-15	Maint Machine/Equipment	$	-	$	-	$	1,500.00	$	-
561-43-00-23-35	Software Maintenance	$	8,909.52	$	10,565.83	$	13,100.00	$	13,100.00
23	**Maintenance**	**$**	**8,909.52**	**$**	**10,565.83**	**$**	**14,600.00**	**$**	**13,100.00**
561-43-00-24-25	Taxes & Other Charges	$	-	$	-	$	-	$	-
24	**Taxes, Insurances & Contributi**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
561-43-00-26-40	Furniture & Fixtures	$	1,195.06	$	-	$	750.00	$	200.00
26	**Capital**	**$**	**1,195.06**	**$**	**-**	**$**	**750.00**	**$**	**200.00**
561-43-00-29-20	Fixed Asset Adjustments	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
561-43-00-99-99	Contra Account fixed assets	$	-	$	-	$	-	$	-
99	**Contra Account fixed assets**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**284,399.13**	**$**	**293,360.33**	**$**	**376,659.39**	**$**	**335,878.00**
571	**Sewer Enterprise**								
43	**Finance**								
571-43-00-20-08	Post-Employment Disbursement	$	-	$	-	$	-	$	-
571-43-00-20-10	Salary-Regular	$	101,916.96	$	99,115.42	$	109,278.00	$	110,665.00
571-43-00-20-20	Temp/Part Time	$	5,943.41	$	-	$	3,000.00	$	-
571-43-00-20-30	Overtime	$	891.61	$	180.54	$	3,000.00	$	1,000.00
571-43-00-20-40	FICA/Medicare	$	7,862.00	$	7,478.21	$	8,461.00	$	8,430.00
571-43-00-20-45	Employer PERS	$	5,926.35	$	5,970.07	$	7,376.00	$	8,314.00
571-43-00-20-47	PERS Unfunded Liability	$	10,663.00	$	10,243.00	$	12,564.00	$	16,266.00
571-43-00-20-50	Employee PERS	$	-	$	-	$	-	$	-
571-43-00-20-55	Health Insurance	$	18,748.27	$	17,876.52	$	21,550.00	$	18,001.00
571-43-00-20-61	Workers Comp	$	6,309.44	$	5,318.44	$	3,866.00	$	5,301.00
571-43-00-20-65	SDI	$	955.84	$	949.13	$	1,049.00	$	1,046.00
571-43-00-20-71	Unemployment	$	-	$	-	$	-	$	-
571-43-00-20-75	Deferred Comp	$	1,631.68	$	1,332.16	$	1,400.00	$	1,369.00
571-43-00-20-85	Auto Allowance	$	990.79	$	720.00	$	720.00	$	720.00
571-43-00-20-89	Chartity Event Reimbursement	$	-	$	-	$	-	$	-

20	**Salaries & Benefits**	**$**	**161,839.35**	**$**	**149,183.49**	**$**	**172,264.00**	**$**	**171,112.00**
571-43-00-21-10	Communications	$	(240.48)	$	1,805.64	$	1,200.00	$	1,200.00
571-43-00-21-15	Postage	$	14,372.50	$	8,601.79	$	10,000.00	$	5,000.00
571-43-00-21-30	Professional Contracts	$	2,065.62	$	700.00	$	19,925.53	$	10,000.00
571-43-00-21-40	Professional Fees	$	-	$	-	$	-	$	-
571-43-00-21-42	Banking Fees	$	22,497.61	$	23,367.28	$	24,300.00	$	24,300.00
571-43-00-21-44	Online Transaction Fee	$	3,032.00	$	3,470.50	$	3,000.00	$	3,000.00
571-43-00-21-45	Other Contract Services	$	25,031.76	$	11,355.80	$	23,122.09	$	13,603.00
571-43-00-21-53	Memberships & Publications	$	292.50	$	396.55	$	959.00	$	1,012.00
571-43-00-21-55	Training & Conference	$	1,883.73	$	1,079.37	$	3,538.00	$	-
571-43-00-21-60	Other Travel	$	-	$	-	$	-	$	-
21	**Services**	**$**	**68,935.24**	**$**	**50,776.93**	**$**	**86,044.62**	**$**	**58,115.00**
571-43-00-22-07	Copies	$	-	$	-	$	-	$	-
571-43-00-22-12	Computer Equipment	$	1,386.87	$	646.98	$	1,400.00	$	-
571-43-00-22-13	Office Supplies	$	887.58	$	1,056.65	$	1,700.00	$	850.00
571-43-00-22-15	Special Department Supplies	$	1,882.84	$	2,644.06	$	6,000.00	$	4,000.00
22	**Supplies**	**$**	**4,157.29**	**$**	**4,347.69**	**$**	**9,100.00**	**$**	**4,850.00**
571-43-00-23-15	Maint Machine/Equipment	$	-	$	-	$	1,500.00	$	-
571-43-00-23-35	Software Maintenance	$	8,909.52	$	10,565.83	$	13,100.00	$	13,100.00
23	**Maintenance**	**$**	**8,909.52**	**$**	**10,565.83**	**$**	**14,600.00**	**$**	**13,100.00**
571-43-00-24-25	Taxes & Other Charges	$	1,612.50	$	1,637.21	$	2,500.00	$	2,500.00
24	**Taxes, Insurances & Contributi**	**$**	**1,612.50**	**$**	**1,637.21**	**$**	**2,500.00**	**$**	**2,500.00**
571-43-00-26-40	Furniture & Fixtures	$	1,195.06	$	-	$	750.00	$	200.00
26	**Capital**	**$**	**1,195.06**	**$**	**-**	**$**	**750.00**	**$**	**200.00**
571-43-00-29-20	Fixed Asset Adjustments	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
571-43-00-99-99	Contra Account fixed assets	$	-	$	-	$	-	$	-
99	**Contra Account fixed assets**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**246,648.96**	**$**	**216,511.15**	**$**	**285,258.62**	**$**	**249,877.00**
713	**Civic Impact**								
43	**Finance**								
713-43-00-21-45	Other Contract Services	$	-	$	687.51	$	7,683.01	$	-
21	**Services**	**$**	**-**	**$**	**687.51**	**$**	**7,683.01**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**687.51**	**$**	**7,683.01**	**$**	**-**
733	**Capital Project Planning**								
43	**Finance**								
733-43-00-21-15	Postage	$	-	$	-	$	-	$	-
733-43-00-21-45	Other Contract Services	$	-	$	-	$	-	$	-
733-43-00-21-55	Training & Conference	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
733-43-00-22-12	Computer Equipment	$	-	$	-	$	-	$	-
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**

733-43-00-23-00	Capital Projects Budget	$	-	$	-	$	-	$	-
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
733-43-00-26-35	Computers & Software	$	-	$	-	$	-	$	-
26	**Capital**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
740	**Traffic Mitigation Impact**								
43	**Finance**								
740-43-00-21-45	Other Contract Services	$	-	$	687.49	$	7,682.99	$	-
21	**Services**	**$**	**-**	**$**	**687.49**	**$**	**7,682.99**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**687.49**	**$**	**7,682.99**	**$**	**-**
741	**Street Capital Improvement**								
43	**Finance**								
741-43-00-20-10	Salary-Regular	$	-	$	-	$	-	$	-
741-43-00-20-40	FICA/Medicare	$	-	$	-	$	-	$	-
741-43-00-20-45	Employer PERS	$	-	$	-	$	-	$	-
741-43-00-20-50	Employee PERS	$	-	$	-	$	-	$	-
741-43-00-20-55	Health Insurance	$	-	$	-	$	-	$	-
741-43-00-20-65	SDI	$	-	$	-	$	-	$	-
741-43-00-20-75	Deferred Comp	$	-	$	-	$	-	$	-
20	**Salaries & Benefits**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
742	**Storm Drain Improvement**								
43	**Finance**								
742-43-00-21-45	Other Contract Services	$	-	$	687.49	$	7,682.99	$	-
21	**Services**	**$**	**-**	**$**	**687.49**	**$**	**7,682.99**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**687.49**	**$**	**7,682.99**	**$**	**-**
752	**Fund**								
43	**Finance**								
752-43-00-21-30	Professional Contracts	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
764	**Water Impact**								
43	**Finance**								
764-43-00-21-45	Other Contract Services	$	-	$	687.50	$	7,683.00	$	-
21	**Services**	**$**	**-**	**$**	**687.50**	**$**	**7,683.00**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**687.50**	**$**	**7,683.00**	**$**	**-**
774	**Sewer Impact**								
43	**Finance**								
774-43-00-21-45	Other Contract Services	$	-	$	687.50	$	7,683.00	$	-
21	**Services**	**$**	**-**	**$**	**687.50**	**$**	**7,683.00**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**687.50**	**$**	**7,683.00**	**$**	**-**

Grand Total	**$ 909,836.90**	**$ 1,069,181.52**	**$ 1,389,947.16**	**$ 1,001,994.00**

FINANCE - 4300
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source				Total Budgeted
Professional Contracts	*2130*	*101*	*561*	*571*	*752*	
Professional Support (CPA)		10,000	10,000	10,000		30,000
Nexus Study - Inclusionary and Workforce Housing		-			60,000	60,000
TOTAL - Professional Contracts	***2130***	***$ 10,000***	***$ 10,000***	***$ 10,000***	***$ 60,000***	***$ 90,000***
Other Contract Services	*2145*	*101*	*561*	*571*	*752*	
Annual Audit Services		10,754	10,753	10,753		32,260
PERS Reports		5,000	1,700	1,700		8,400
California Municipal Statistic (CAFR Stats)		150	150	150		450
AK&Co (Reimbursement Claims)		1,000	1,000	1,000		3,000
Muniservices (Sales Tax Audit and Reports)		9,000	-	-		9,000
TOTAL - Other Contract Services	***2145***	***$ 25,904***	***$ 13,603***	***$ 13,603***	***$ -***	***$ 53,110***
Memberships & Publications	*2153*	*101*	*561*	*571*	*752*	
GFOA (5)		245	287	167		$ 698
GFOA Award		154	153	153		$ 460
CSMFO (2)		116	73	60		$ 249
MMANC (2)		70	44	36		$ 149
ICMA (2)		186	116	96		$ 398
Misc. Memberships & Publications		500	500	500		$ 1,500
TOTAL - Memberships & Publications	***2153***	***$ 1,271***	***$ 1,172***	***$ 1,012***	***$ -***	***$ 3,454***
Special Department Supplies	*2215*	*101*	*561*	*571*	*752*	
Forms		2,800	2,800	2,800		8,400
Print Budget		1,200	1,200	1,200		3,600
TOTAL - Special Department Supplies	***2215***	***$ 4,000***	***$ 4,000***	***$ 4,000***	***$ -***	***$ 12,000***
Software Maintenance	*2335*	*101*	*561*	*571*	*752*	
Springbrook - Accounts Receivable		450	450	450		1,350
Springbrook - Finance Suite		3,000	3,000	3,000		9,000
Springbrook - Utility Billing			3,000	3,000		6,000
Springbrook - Fixed Assets		700	700	700		2,100
Springbrook - Human Resources Mgmt.		1,100	1,100	1,100		3,300
Springbrook - Licenses and Permits		1,850	-	-		1,850
Springbrook - Payroll		1,100	1,100	1,100		3,300
Springbrook - Project Management		700	700	700		2,100
Springbrook - Purchase Orders		500	500	500		1,500
Springbrook - CivicPay Online		-	800	800		1,600
Online Transparency Portal		3,500	1,750	1,750		7,000
TOTAL - Software Maintenance	***2335***	***$ 12,900***	***$ 13,100***	***$ 13,100***	***$ -***	***$ 39,100***
Furniture & Fixtures	*2640*	*101*	*561*	*571*	*752*	
Finance Misc.		200	200	200		600
TOTAL - Furniture & Fixtures	***2640***	***$ 200***	***$ 200***	***$ 200***	***$ -***	***$ 600***

CITY ATTORNEY (4400)

Purpose

The City of St. Helena contracts with the law firm of Best Best & Krieger LLP for its City Attorney services. Kara Ueda 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.

City Attorney

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	General Fund	$ 417,302.39	$ 492,410.84	$ 441,000.00	$ 311,000.00
561	Water Enterprise	$ 189,224.27	$ 183,318.19	$ 140,000.00	$ 130,000.00
571	Sewer Enterprise	$ 22,674.70	$ 126,894.69	$ 35,000.00	$ 25,000.00
751	Affordable Housing	$ 19,753.88	$ 20,472.40	$ 25,000.00	$ 25,000.00
763	Water Capital Project	$ 78,400.00	$ -	$ -	$ -
Grand Total		**$ 727,355.24**	**$ 823,096.12**	**$ 641,000.00**	**$ 491,000.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
44	***Attorney***				
21	Services	$ 727,355.24	$ 823,096.12	$ 641,000.00	$ 491,000.00
24	Taxes, Insurances & Contributi	$ -	$ -	$ -	$ -
99	Contra Account fixed assets	$ -	$ -	$ -	$ -
Grand Total		**$ 727,355.24**	**$ 823,096.12**	**$ 641,000.00**	**$ 491,000.00**

General Ledger

Budget Attorney 4400

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	**General Fund**				
101-44-00-21-30	Professional Contracts	$ 399,973.33	$ 432,732.37	$ 245,000.00	$ 200,000.00
101-44-00-21-32	Litigation Cost	$ 1,964.76	$ 52,156.08	$ 160,000.00	$ 75,000.00
101-44-00-21-33	Contract Billable Services	$ 15,364.30	$ 7,522.39	$ 36,000.00	$ 36,000.00
101-44-00-21-45	Other Contract Services	$ -	$ -	$ -	$ -
21	**Services**	**$ 417,302.39**	**$ 492,410.84**	**$ 441,000.00**	**$ 311,000.00**
00	**Administration**	**$ 417,302.39**	**$ 492,410.84**	**$ 441,000.00**	**$ 311,000.00**
44	**Attorney**	**$ 417,302.39**	**$ 492,410.84**	**$ 441,000.00**	**$ 311,000.00**
380	**Friends and Foundation**				
380-44-00-21-30	Professional Contracts	$ -	$ -	$ -	$ -
21	**Services**	**$ -**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ -**	**$ -**	**$ -**	**$ -**
44	**Attorney**	**$ -**	**$ -**	**$ -**	**$ -**
384	**Tweed Trust**				
384-44-00-21-30	Professional Contracts	$ -	$ -	$ -	$ -
21	**Services**	**$ -**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ -**	**$ -**	**$ -**	**$ -**
44	**Attorney**	**$ -**	**$ -**	**$ -**	**$ -**
561	**Water Enterprise**				
561-44-00-21-30	Professional Contracts	$ 114,238.27	$ 172,894.79	$ 19,000.00	$ 30,000.00
561-44-00-21-32	Litigation Cost	$ 74,986.00	$ 10,423.40	$ 121,000.00	$ 100,000.00
561-44-00-21-40	Professional Fees	$ -	$ -	$ -	$ -
561-44-00-21-45	Other Contract Services	$ -	$ -	$ -	$ -
21	**Services**	**$ 189,224.27**	**$ 183,318.19**	**$ 140,000.00**	**$ 130,000.00**
00	**Administration**	**$ 189,224.27**	**$ 183,318.19**	**$ 140,000.00**	**$ 130,000.00**
44	**Attorney**	**$ 189,224.27**	**$ 183,318.19**	**$ 140,000.00**	**$ 130,000.00**
571	**Sewer Enterprise**				
571-44-00-21-30	Professional Contracts	$ 20,575.98	$ 126,894.69	$ 20,000.00	$ 10,000.00
571-44-00-21-32	Litigation Cost	$ 2,098.72	$ -	$ 15,000.00	$ 15,000.00
571-44-00-21-45	Other Contract Services	$ -	$ -	$ -	$ -
21	**Services**	**$ 22,674.70**	**$ 126,894.69**	**$ 35,000.00**	**$ 25,000.00**
00	**Administration**	**$ 22,674.70**	**$ 126,894.69**	**$ 35,000.00**	**$ 25,000.00**
44	**Attorney**	**$ 22,674.70**	**$ 126,894.69**	**$ 35,000.00**	**$ 25,000.00**
733	**Capital Project Planning**				
733-44-00-21-30	Professional Contracts	$ -	$ -	$ -	$ -
733-44-00-21-33	Contract Billable Services	$ -	$ -	$ -	$ -
21	**Services**	**$ -**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ -**	**$ -**	**$ -**	**$ -**

44	**Attorney**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
745	**Parking In-Lieu**								
745-44-00-21-45	Other Contract Services	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
44	**Attorney**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
751	**Affordable Housing**								
751-44-00-21-30	Professional Contracts	$	19,753.88	$	20,472.40	$	25,000.00	$	25,000.00
21	**Services**	**$**	**19,753.88**	**$**	**20,472.40**	**$**	**25,000.00**	**$**	**25,000.00**
751-44-00-24-10	Turley Flats Contribution	$	-	$	-	$	-	$	-
751-44-00-24-12	963 Pope Street OTSH	$	-	$	-	$	-	$	-
24	**Taxes, Insurances & Contributi**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**19,753.88**	**$**	**20,472.40**	**$**	**25,000.00**	**$**	**25,000.00**
44	**Attorney**	**$**	**19,753.88**	**$**	**20,472.40**	**$**	**25,000.00**	**$**	**25,000.00**
763	**Water Capital Project**								
763-44-00-21-15	Postage	$	-	$	-	$	-	$	-
763-44-00-21-30	Professional Contracts	$	78,400.00	$	-	$	-	$	-
763-44-00-21-40	Professional Fees	$	-	$	-	$	-	$	-
763-44-00-21-45	Other Contract Services	$	-	$	-	$	-	$	-
21	**Services**	**$**	**78,400.00**	**$**	**-**	**$**	**-**	**$**	**-**
763-44-00-99-99	Contra Account fixed assets	$	-	$	-	$	-	$	-
99	**Contra Account fixed assets**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**78,400.00**	**$**	**-**	**$**	**-**	**$**	**-**
44	**Attorney**	**$**	**78,400.00**	**$**	**-**	**$**	**-**	**$**	**-**
773	**Sewer Capital**								
773-44-00-21-30	Professional Contracts	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
44	**Attorney**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
Grand Total		**$**	**727,355.24**	**$**	**823,096.12**	**$**	**641,000.00**	**$**	**491,000.00**

PLANNING & BUILDING (4500)

Purpose

The core services provided by the Planning & Building Department 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 reviews project plans for consistency with local, state, and federal laws as well as actions taken by the City Council and Planning Commission. The department provides planning and development review services, environmental review to ensure compliance with the California Environmental Quality Act, serves as the City's Housing Administrator, building permit plan check and field inspection, and Code Enforcement, including Short Term Rental enforcement.

Staffing

Planning & Building currently has 5* full-time staff members and contracts with an outside firm for services related to Housing Authority, current and long-range planning, Short Term Rental enforcement, and Building Permit plan check as needed.

Planning & Building Director (1)
Building Official (1)
Senior Planner (1)*
Permit Technician (2)

**Total FTE was reduced from 6 to 5 due to (1) vacant Planner position that were frozen and are not funded in the FY 20/21 budget reducing.*

Planning & Building

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	General Fund	$ 1,117,438.25	$ 1,160,982.93	$ 1,470,567.52	$ 1,201,199.00
209	HOME Grant	$ 5,863.47	$ 34,251.22	$ -	$ -
291	SB-1186 State Fees	$ 300.00	$ 1,006.85	$ 5,000.00	$ 5,000.00
713	Civic Impact	$ 28,953.67	$ 9,467.91	$ 656.42	$ -
745	Parking In-Lieu	$ -	$ -	$ 30,000.00	$ 30,000.00
Grand Total		**$ 1,152,555.39**	**$ 1,205,708.91**	**$ 1,506,223.94**	**$ 1,236,199.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
45	***Planning/Building***				
20	Salaries & Benefits	$ 744,062.61	$ 825,897.42	$ 1,001,851.00	$ 863,818.00
21	Services	$ 366,902.96	$ 329,007.84	$ 454,506.94	$ 332,940.00
22	Supplies	$ 12,270.82	$ 18,825.11	$ 11,800.00	$ 4,300.00
23	Maintenance	$ 25,123.29	$ 26,014.26	$ 27,966.00	$ 28,191.00
24	Taxes, Insurances & Contributi	$ -	$ -	$ -	$ -
26	Capital	$ 4,195.71	$ 5,964.28	$ 10,100.00	$ 6,950.00
29	Transfers	$ -	$ -	$ -	$ -
Grand Total		**$ 1,152,555.39**	**$ 1,205,708.91**	**$ 1,506,223.94**	**$ 1,236,199.00**

General Ledger

Budget Planning 4500

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	**General Fund**				
45	**Planning/Building**				
101-45-00-20-08	Post-Employment Disbursement	$ -	$ -	$ -	$ -
101-45-00-20-10	Salary-Regular	$ 477,095.44	$ 533,540.59	$ 630,135.00	$ 562,843.00
101-45-00-20-20	Temp/Part Time	$ 17,966.38	$ 22,697.23	$ 16,000.00	$ 6,000.00
101-45-00-20-30	Overtime	$ 142.68	$ 443.03	$ 1,000.00	$ 1,000.00
101-45-00-20-40	FICA/Medicare	$ 37,034.73	$ 41,251.22	$ 48,397.00	$ 42,090.00
101-45-00-20-45	Employer PERS	$ 27,266.64	$ 31,198.91	$ 42,575.00	$ 39,094.00
101-45-00-20-47	PERS Unfunded Liability	$ 47,896.00	$ 52,952.00	$ 75,120.00	$ 62,191.00
101-45-00-20-50	Employee PERS	$ -	$ -	$ -	$ -
101-45-00-20-55	Health Insurance	$ 93,601.49	$ 97,417.01	$ 141,238.00	$ 102,186.00
101-45-00-20-61	Workers Comp	$ 22,517.64	$ 23,781.64	$ 18,861.00	$ 25,861.00
101-45-00-20-65	SDI	$ 4,270.15	$ 4,969.21	$ 6,061.00	$ 4,999.00
101-45-00-20-71	Unemployment	$ -	$ -	$ -	$ -
101-45-00-20-75	Deferred Comp	$ 8,377.40	$ 8,640.58	$ 11,364.00	$ 8,854.00
101-45-00-20-85	Auto Allowance	$ 7,214.29	$ 7,100.00	$ 9,600.00	$ 7,200.00
101-45-00-20-89	Chartity Event Reimbursement	$ (125.00)	$ -	$ -	$ -
101-45-00-20-96	Education Reimbursement	$ 804.77	$ 1,906.00	$ 1,500.00	$ 1,500.00
20	**Salaries & Benefits**	**$ 744,062.61**	**$ 825,897.42**	**$ 1,001,851.00**	**$ 863,818.00**
101-45-00-21-05	Advertising	$ 5,160.39	$ 5,664.77	$ 5,000.00	$ 5,000.00
101-45-00-21-10	Communications	$ 2,014.64	$ 3,259.24	$ 2,200.00	$ 2,200.00
101-45-00-21-15	Postage	$ 2,420.42	$ 1,573.57	$ 1,200.00	$ 1,200.00
101-45-00-21-30	Professional Contracts	$ 140,139.58	$ 180,731.58	$ 238,010.52	$ 12,000.00
101-45-00-21-33	Contract Billable Services	$ -	$ -	$ -	$ -
101-45-00-21-39	Other Contract Services - CE	$ -	$ -	$ 68,000.00	$ 18,000.00
101-45-00-21-40	Professional Fees	$ -	$ -	$ -	$ -
101-45-00-21-45	Other Contract Services	$ 145,647.94	$ 38,398.48	$ 50,000.00	$ 205,000.00
101-45-00-21-47	Other Contract Services - Bldg	$ 20,663.25	$ 33,781.25	$ 25,000.00	$ 25,000.00
101-45-00-21-48	Government Fees	$ -	$ -	$ -	$ -
101-45-00-21-52	Facility Rental	$ -	$ -	$ -	$ -
101-45-00-21-53	Memberships & Publications	$ 2,922.66	$ 3,716.13	$ 7,840.00	$ 8,140.00
101-45-00-21-55	Training & Conference	$ 12,816.94	$ 17,156.84	$ 21,600.00	$ 21,400.00
21	**Services**	**$ 331,785.82**	**$ 284,281.86**	**$ 418,850.52**	**$ 297,940.00**
101-45-00-22-12	Computer Equipment	$ 5,949.41	$ 11,054.57	$ 3,000.00	$ -
101-45-00-22-13	Office Supplies	$ 2,042.29	$ 2,419.44	$ 3,000.00	$ 1,500.00
101-45-00-22-15	Special Department Supplies	$ 4,279.12	$ 5,351.10	$ 5,800.00	$ 2,800.00
22	**Supplies**	**$ 12,270.82**	**$ 18,825.11**	**$ 11,800.00**	**$ 4,300.00**
101-45-00-23-11	Maint Office Equip	$ -	$ -	$ 500.00	$ 500.00
101-45-00-23-35	Software Maintenance	$ 19,964.00	$ 20,259.00	$ 21,630.00	$ 21,630.00
101-45-00-23-50	Vehicle Alloc Expense	$ 5,159.29	$ 5,755.26	$ 5,836.00	$ 6,061.00
23	**Maintenance**	**$ 25,123.29**	**$ 26,014.26**	**$ 27,966.00**	**$ 28,191.00**
101-45-00-24-25	Taxes & Other Charges	$ -	$ -	$ -	$ -
24	**Taxes, Insurances & Contributi**	**$ -**	**$ -**	**$ -**	**$ -**
101-45-00-26-30	Capital Equipment	$ 2,896.76	$ 5,964.28	$ 6,500.00	$ 5,950.00
101-45-00-26-40	Furniture & Fixtures	$ 1,298.95	$ -	$ 3,600.00	$ 1,000.00

26	**Capital**	**$**	**4,195.71**	**$**	**5,964.28**	**$**	**10,100.00**	**$**	**6,950.00**
101-45-00-29-11	Economic Vitality Program	$	-	$	-	$	-	$	-
101-45-00-29-12	Code Enforcement	$	-	$	-	$	-	$	-
101-45-00-29-13	Reinvigorate Planning Function	$	-	$	-	$	-	$	-
101-45-00-29-14	Housing Program	$	-	$	-	$	-	$	-
101-45-00-29-15	Public Art	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**1,117,438.25**	**$**	**1,160,982.93**	**$**	**1,470,567.52**	**$**	**1,201,199.00**
209	**HOME Grant**								
45	**Planning/Building**								
209-45-00-21-20	Lien Fees	$	-	$	-	$	-	$	-
209-45-00-21-21	Construction Fees	$	-	$	-	$	-	$	-
209-45-00-21-22	Administrative Fees	$	5,863.47	$	34,251.22	$	-	$	-
21	**Services**	**$**	**5,863.47**	**$**	**34,251.22**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**5,863.47**	**$**	**34,251.22**	**$**	**-**	**$**	**-**
291	**SB-1186 State Fees**								
45	**Planning/Building**								
291-45-00-21-55	CASp Certification & Training	$	300.00	$	1,006.85	$	5,000.00	$	5,000.00
21	**Services**	**$**	**300.00**	**$**	**1,006.85**	**$**	**5,000.00**	**$**	**5,000.00**
00	**Administration**	**$**	**300.00**	**$**	**1,006.85**	**$**	**5,000.00**	**$**	**5,000.00**
713	**Civic Impact**								
45	**Planning/Building**								
713-45-00-21-30	Professional Contracts	$	28,953.67	$	9,467.91	$	656.42	$	-
21	**Services**	**$**	**28,953.67**	**$**	**9,467.91**	**$**	**656.42**	**$**	**-**
00	**Administration**	**$**	**28,953.67**	**$**	**9,467.91**	**$**	**656.42**	**$**	**-**
733	**Capital Project Planning**								
45	**Planning/Building**								
733-45-00-20-10	Salary-Regular	$	-	$	-	$	-	$	-
733-45-00-20-20	Temp/Part Time	$	-	$	-	$	-	$	-
733-45-00-20-30	Overtime	$	-	$	-	$	-	$	-
733-45-00-20-40	FICA/Medicare	$	-	$	-	$	-	$	-
733-45-00-20-45	Employer PERS	$	-	$	-	$	-	$	-
733-45-00-20-50	Employee PERS	$	-	$	-	$	-	$	-
733-45-00-20-55	Health Insurance	$	-	$	-	$	-	$	-
733-45-00-20-65	SDI	$	-	$	-	$	-	$	-
733-45-00-20-75	Deferred Comp	$	-	$	-	$	-	$	-
733-45-00-20-85	Auto Allowance	$	-	$	-	$	-	$	-
20	**Salaries & Benefits**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
733-45-00-21-05	Advertising	$	-	$	-	$	-	$	-
733-45-00-21-10	Communications	$	-	$	-	$	-	$	-
733-45-00-21-15	Postage	$	-	$	-	$	-	$	-
733-45-00-21-27	Equipment Lease Exp	$	-	$	-	$	-	$	-
733-45-00-21-40	Professional Fees	$	-	$	-	$	-	$	-
733-45-00-21-45	Other Contract Services	$	-	$	-	$	-	$	-
733-45-00-21-52	Facility Rental	$	-	$	-	$	-	$	-
733-45-00-21-53	Memberships & Publications	$	-	$	-	$	-	$	-
733-45-00-21-55	Training & Conference	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**

733-45-00-22-07	Copies	$ -	$ -	$ -	$ -
733-45-00-22-12	Computer Equipment	$ -	$ -	$ -	$ -
733-45-00-22-13	Office Supplies	$ -	$ -	$ -	$ -
733-45-00-22-15	Special Department Supplies	$ -	$ -	$ -	$ -
22	**Supplies**	**$ -**	**$ -**	**$ -**	**$ -**
733-45-00-23-00	Capital Projects Budget	$ -	$ -	$ -	$ -
23	**Maintenance**	**$ -**	**$ -**	**$ -**	**$ -**
733-45-00-26-60	Capital Imp Buildings	$ -	$ -	$ -	$ -
26	**Capital**	**$ -**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ -**	**$ -**	**$ -**	**$ -**
745	**Parking In-Lieu**				
45	**Planning/Building**				
745-45-00-21-40	Professional Fees	$ -	$ -	$ -	$ -
745-45-00-21-45	Other Contract Services	$ -	$ -	$ 30,000.00	$ 30,000.00
21	**Services**	**$ -**	**$ -**	**$ 30,000.00**	**$ 30,000.00**
00	**Administration**	**$ -**	**$ -**	**$ 30,000.00**	**$ 30,000.00**
Grand Total		**$ 1,152,555.39**	**$ 1,205,708.91**	**$ 1,506,223.94**	**$ 1,236,199.00**

PLANNING AND BUILDING - 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		5,000	5,000
TOTAL - Advertising	***2105***	***$ 5,000***	***$ 5,000***
Professional Contracts	*2130*	*101*	
Investigator STR Enforcement		12,000	12,000
TOTAL - Professional Contracts	***2130***	***$ 12,000***	***$ 12,000***
Other Contract Services- Code Enforcement	*2139*	*101*	
Building Plan Check and Building Inspections*		18,000	18,000
TOTAL - Other Contract Services	***2139***	***$ 18,000***	***$ 18,000***
Other Contract Services - Planning	*2145*	*101*	
Planning Services*		50,000	50,000
Design Guidelines		90,000	90,000
Housing Element Update (Consultant Fee)		65,000	65,000
TOTAL - Other Contract Services	***2145***	***$ 205,000***	***$ 205,000***
Other Contract Services- Building	*2147*	*101*	
Building Plan Check and Building Inspections*		25,000	25,000
TOTAL - Other Contract Services	***2147***	***$ 25,000***	***$ 25,000***
Memberships & Publications	*2153*	*101*	
APA and AICP Dues		1,200	1,200
Updated Codes		2,000	2,000
Membership/Subscriptions (ICC, ENR, NFPA, Building Codes, Planning & Building Codes)		3,000	3,000
Supplementary Code/Guide Books		500	500
County of Napa Official Records Index and Document Images (split with CM, Planning, and Public Works)		1,440	1,440
TOTAL - Memberships & Publications	***2153***	***$ 8,140***	***$ 8,140***

PLANNING AND BUILDING - 4500 EXPENSE DETAIL			
Description	**Object Code**	**Funding Source**	**Total Budgeted**
Training and Conferences	*2155*	*101*	
Planning Commissioners and Staff		10,000	10,000
APA California Conference (Senior Planner and Planning Director)		6,100	6,100
Miscellaneous Staff Training		3,000	3,000
Plan Check/Inspection Training and Materials		2,300	2,300
TOTAL - Training and Conferences	***2155***	***$ 21,400***	***$ 21,400***
Software Maintenance	*2335*	*101*	
CRW		21,630	21,630
TOTAL - Software Maintenance	***2335***	***$ 21,630***	***$ 21,630***
SB-1186 State Fees - 291			
Training and Conferences	*2155*	*291*	
CASP Certification and Training		5,000	5,000
TOTAL - Training and Conferences	***2155***	***$ 5,000***	***$ 5,000***

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.

Non Department

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	General Fund	$ 1,379,678.61	$ 1,269,122.05	$ 2,339,788.25	$ 1,293,991.00
211	EPA Grant	$ -	$ 32,543.30	$ -	$ -
224	Public Safety (COPS)	$ -	$ 151,867.98	$ -	$ -
225	State Gas Tax 2105	$ 61,000.00	$ 134,333.00	$ 54,000.00	$ -
226	State Gas Tax 2106	$ -	$ 91,174.00	$ 48,000.00	$ -
227	State Gas Tax 2107	$ -	$ 143,095.54	$ 90,000.00	$ -
229	State Gas Tax 2103	$ 65,000.00	$ 16,000.00	$ -	$ -
230	RMRA	$ -	$ 128,409.00	$ -	$ -
240	Measure T	$ -	$ 257,941.86	$ -	$ -
280	Teen Center Recreation Dept	$ -	$ 5,425.79	$ -	$ -
290	Tourism Improvement District	$ 447,581.65	$ 509,642.42	$ 536,661.00	$ 197,169.00
561	Water Enterprise	$ 604,651.24	$ 342,264.41	$ 295,716.50	$ 323,646.00
571	Sewer Enterprise	$ 1,101,048.56	$ 78,431.24	$ 267,854.50	$ 240,977.00
581	Insurance Benefit Fund	$ 160,287.47	$ (16,071.65)	$ -	$ -
582	Internal Service Garage Fund	$ 8,642.00	$ -	$ -	$ -
592	Equipment Replacement Fund	$ -	$ -	$ -	$ 100,000.00
593	Fire Equipment Replacement	$ -	$ 52,903.90	$ -	$ -
700	Flood Control Capital	$ -	$ 37,802.86	$ -	$ -
713	Civic Impact	$ -	$ 95,576.18	$ 28,775.46	$ -
733	Capital Project Planning	$ -	$ 42,596.23	$ -	$ 530,000.00
734	Park Impact	$ -	$ 52,598.00	$ -	$ -
741	Street Capital Improvement	$ 38,835.42	$ -	$ -	$ -
744	Housing Impact	$ 26,288.22	$ 53.61	$ -	$ -
751	Affordable Housing	$ 2,500.00	$ 40,438.00	$ 606,798.00	$ -
752	Measure E	$ -	$ -	$ 160,000.00	$ -
890	General Fixed Assets	$ 19,372.07	$ 20,379.51	$ -	$ -
Grand Total		**$ 3,914,885.24**	**$ 3,486,527.23**	**$ 4,427,593.71**	**$ 2,685,783.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
40	***Non Departmental***				
20	Salaries & Benefits	$ 528,129.26	$ 158,321.59	$ 340,874.00	$ 205,463.00
21	Services	$ 522,428.98	$ 637,760.03	$ 982,370.71	$ 403,203.00
22	Supplies	$ 28,294.34	$ 39,405.50	$ 165,950.00	$ 31,850.00
23	Maintenance	$ 1,265.91	$ -	$ 3,979.00	$ 3,979.00
24	Taxes, Insurances & Contributi	$ 699,845.53	$ 796,284.36	$ 1,610,324.00	$ 1,051,946.00
26	Capital	$ -	$ 32,278.98	$ 137,600.00	$ 30,000.00
28	Transfers to Capital	$ -	$ -	$ 250,000.00	$ -
29	Transfers	$ 2,101,930.79	$ 1,784,743.22	$ 871,496.00	$ 889,342.00
61	PEG access costs	$ 32,990.43	$ 37,733.55	$ 55,000.00	$ 70,000.00
80	Restitution Account	$ -	$ -	$ 10,000.00	$ -
Grand Total		**$ 3,914,885.24**	**$ 3,486,527.23**	**$ 4,427,593.71**	**$ 2,685,783.00**

General Ledger

Budget Non Department 4000

Account Number	Description	FY 18 Actual	FY 19 Acutal	FY 20 Estimated	FY 21 Draft
101	**General Fund**				
40	**Non Departmental**				
101-40-00-20-08	Post-Employment Disbursement	$ -	$ -	$ 25,000.00	$ 25,000.00
101-40-00-20-20	Temp/Part Time	$ -	$ -	$ -	$ -
101-40-00-20-40	FICA/Medicare	$ -	$ 0.03	$ -	$ -
101-40-00-20-47	PERS Unfunded Liability	$ -	$ -	$ 162,640.00	$ 121,213.00
101-40-00-20-55	Health Insurance	$ -	$ -	$ -	$ -
101-40-00-20-61	Workers Comp	$ -	$ -	$ -	$ -
101-40-00-20-65	SDI	$ -	$ -	$ -	$ -
101-40-00-20-89	Charity Event Reimbursement	$ 2,368.79	$ 3,525.00	$ 5,650.00	$ 9,250.00
20	**Salaries & Benefits**	**$ 2,368.79**	**$ 3,525.03**	**$ 193,290.00**	**$ 155,463.00**
101-40-00-21-10	Communications	$ 1,881.71	$ 1,015.72	$ 6,000.00	$ 6,000.00
101-40-00-21-15	Postage	$ 450.61	$ 931.70	$ 1,000.00	$ 1,000.00
101-40-00-21-27	Equipment Lease Exp	$ 11,647.51	$ 9,440.75	$ 11,499.50	$ 11,500.00
101-40-00-21-30	Professional Contracts	$ -	$ 53,684.25	$ 284,296.75	$ 15,000.00
101-40-00-21-31	Litigation Settlement	$ -	$ -	$ -	$ -
101-40-00-21-34	Muni Code Update	$ 3,492.65	$ 4,713.55	$ 4,500.00	$ 4,500.00
101-40-00-21-40	Professional Fees	$ 13,536.00	$ 13,550.00	$ 14,000.00	$ 14,000.00
101-40-00-21-43	Penalties And Fines	$ 7.09	$ 97.89	$ 4,000.00	$ 4,000.00
101-40-00-21-45	Other Contract Services	$ 10,999.25	$ 13,853.33	$ 53,746.00	$ 108,746.00
101-40-00-21-46	Website Design	$ -	$ -	$ -	$ -
101-40-00-21-52	Facility Rental	$ 13,555.00	$ 11,400.00	$ 15,000.00	$ 15,000.00
101-40-00-21-53	Memberships & Publications	$ 384.00	$ 2,460.00	$ 2,600.00	$ 2,600.00
101-40-00-21-55	Training & Conference	$ -	$ -	$ -	$ -
101-40-00-21-60	Other Travel	$ -	$ -	$ -	$ -
21	**Services**	**$ 55,953.82**	**$ 111,147.19**	**$ 396,642.25**	**$ 182,346.00**
101-40-00-22-07	Copies	$ 8,536.26	$ 6,123.57	$ 8,500.00	$ 6,500.00
101-40-00-22-09	Safety Committee Supplies	$ -	$ -	$ -	$ -
101-40-00-22-12	Computer Equipment	$ 1,471.93	$ -	$ 2,000.00	$ -
101-40-00-22-13	Office Supplies	$ 1,778.79	$ 2,536.32	$ 2,900.00	$ 2,900.00
101-40-00-22-15	Special Department Supplies	$ 1,203.90	$ 13,216.83	$ 86,400.00	$ 750.00
101-40-00-22-16	Special Department Supplies	$ -	$ -	$ -	$ -
101-40-00-22-18	Employee Appreciation	$ -	$ -	$ 5,000.00	$ 5,000.00
22	**Supplies**	**$ 12,990.88**	**$ 21,876.72**	**$ 104,800.00**	**$ 15,150.00**
101-40-00-23-11	Maint Office Equip	$ (1,492.83)	$ -	$ 1,500.00	$ 1,500.00
101-40-00-23-35	Software Maintenance	$ 1,269.77	$ -	$ -	$ -
23	**Maintenance**	**$ (223.06)**	**$ -**	**$ 1,500.00**	**$ 1,500.00**
101-40-00-24-05	Contributions	$ 199,048.89	$ 185,046.73	$ 161,267.00	$ 176,208.00
101-40-00-24-07	Chamber of Commerce	$ 210,000.00	$ 210,000.00	$ 210,000.00	$ 210,000.00
101-40-00-24-08	Leak Adjustment Contribution	$ -	$ -	$ 9,000.00	$ 9,000.00
101-40-00-24-24	Uncollectable Debt	$ (4,948.39)	$ (1,426.49)	$ -	$ -
101-40-00-24-25	Taxes & Other Charges	$ 2,167.60	$ 25.20	$ 6,000.00	$ 6,000.00
101-40-00-24-45	REMIF/Block Party Insurance	$ 144,424.65	$ 166,714.44	$ 216,560.00	$ 290,524.00
24	**Taxes, Insurances & Contributi**	**$ 550,692.75**	**$ 560,359.88**	**$ 602,827.00**	**$ 691,732.00**
101-40-00-26-30	Capital Equipment	$ -	$ 10,759.68	$ 51,600.00	$ -

26	**Capital**	**$**	**-**	**$**	**10,759.68**	**$**	**51,600.00**	**$**	**-**
101-40-00-28-99	Transfers to Capital	$	-	$	-	$	250,000.00	$	-
28	**Transfers to Capital**	**$**	**-**	**$**	**-**	**$**	**250,000.00**	**$**	**-**
101-40-00-29-10	Contingencies	$	-	$	-	$	-	$	-
101-40-00-29-99	Transfer to other Funds	$	724,905.00	$	523,720.00	$	674,129.00	$	177,800.00
29	**Transfers**	**$**	**724,905.00**	**$**	**523,720.00**	**$**	**674,129.00**	**$**	**177,800.00**
101-40-00-61-00	PEG access costs	$	32,990.43	$	37,733.55	$	55,000.00	$	70,000.00
61	**PEG access costs**	**$**	**32,990.43**	**$**	**37,733.55**	**$**	**55,000.00**	**$**	**70,000.00**
101-40-00-80-00	Restitution Account	$	-	$	-	$	10,000.00	$	-
80	**Restitution Account**	**$**	**-**	**$**	**-**	**$**	**10,000.00**	**$**	**-**
00	**Administration**	**$**	**1,379,678.61**	**$**	**1,269,122.05**	**$**	**2,339,788.25**	**$**	**1,293,991.00**
101-40-45-21-40	Professional Fees	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
101-40-45-25-05	Retire Principal	$	223,722.48	$	135,399.89	$	138,416.00	$	127,400.00
101-40-45-25-15	Interest Expense	$	12,552.52	$	6,983.65	$	3,968.00	$	7,910.00
25	**Debt**	**$**	**236,275.00**	**$**	**142,383.54**	**$**	**142,384.00**	**$**	**135,310.00**
45	**Debt**	**$**	**236,275.00**	**$**	**142,383.54**	**$**	**142,384.00**	**$**	**135,310.00**
211	**EPA Grant**								
40	**Non Departmental**								
211-40-00-29-99	Transfer to Other Funds	$	-	$	32,543.30	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**32,543.30**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**32,543.30**	**$**	**-**	**$**	**-**
216	**Public Safety Impact**								
40	**Non Departmental**								
216-40-00-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
219	**CLSA State Library Grant**								
40	**Non Departmental**								
219-40-00-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
222	**Park Bond Act**								
40	**Non Departmental**								
222-40-00-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
223	**Skate Park Lighting Fund**								

40	**Non Departmental**								
223-40-00-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
224	**Public Safety (COPS)**								
40	**Non Departmental**								
224-40-00-29-99	Transfer to other Funds	$	-	$	151,867.98	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**151,867.98**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**151,867.98**	**$**	**-**	**$**	**-**
225	**State Gas Tax 2105**								
40	**Non Departmental**								
225-40-00-29-99	Transfer to other Funds	$	61,000.00	$	134,333.00	$	54,000.00	$	-
29	**Transfers**	**$**	**61,000.00**	**$**	**134,333.00**	**$**	**54,000.00**	**$**	**-**
00	**Administration**	**$**	**61,000.00**	**$**	**134,333.00**	**$**	**54,000.00**	**$**	**-**
226	**State Gas Tax 2106**								
40	**Non Departmental**								
226-40-00-29-99	Transfer to other Funds	$	-	$	91,174.00	$	48,000.00	$	-
29	**Transfers**	**$**	**-**	**$**	**91,174.00**	**$**	**48,000.00**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**91,174.00**	**$**	**48,000.00**	**$**	**-**
227	**State Gas Tax 2107**								
40	**Non Departmental**								
227-40-00-29-99	Transfer to other Funds	$	-	$	143,095.54	$	90,000.00	$	-
29	**Transfers**	**$**	**-**	**$**	**143,095.54**	**$**	**90,000.00**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**143,095.54**	**$**	**90,000.00**	**$**	**-**
228	**State Gas Tax 21075**								
40	**Non Departmental**								
228-40-00-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
229	**State Gas Tax 2103**								
40	**Non Departmental**								
229-40-00-29-99	Transfer to other Funds	$	65,000.00	$	16,000.00	$	-	$	-
29	**Transfers**	**$**	**65,000.00**	**$**	**16,000.00**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**65,000.00**	**$**	**16,000.00**	**$**	**-**	**$**	**-**
230	**RMRA**								
40	**Non Departmental**								
230-40-00-29-99	Transfer to Other Funds	$	-	$	128,409.00	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**128,409.00**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**128,409.00**	**$**	**-**	**$**	**-**

235	**Measure A**								
40	**Non Departmental**								
235-40-00-24-99	Contributions	$	-	$	-	$	-	$	-
24	**Taxes, Insurances & Contributi**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
235-40-00-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
235-40-45-21-40	Professional Fees	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
235-40-45-25-05	Retire Principal	$	396,323.76	$	4,999,280.89	$	41,099.00	$	-
235-40-45-25-15	Interest Expense	$	130,480.88	$	120,969.11	$	986.00	$	-
25	**Debt**	**$**	**526,804.64**	**$**	**5,120,250.00**	**$**	**42,085.00**	**$**	**-**
45	**Debt**	**$**	**526,804.64**	**$**	**5,120,250.00**	**$**	**42,085.00**	**$**	**-**
237	**Emergency Flood Relief**								
40	**Non Departmental**								
237-40-00-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
240	**Measure T**								
40	**Non Departmental**								
240-40-00-29-99	Transfer to Other Funds	$	-	$	257,941.86	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**257,941.86**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**257,941.86**	**$**	**-**	**$**	**-**
280	**Teen Center Recreation Dept**								
40	**Non Departmental**								
280-40-00-29-99	Transfer to other Funds	$	-	$	5,425.79	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**5,425.79**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**5,425.79**	**$**	**-**	**$**	**-**
286	**Bocce Ball**								
40	**Non Departmental**								
286-40-00-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
289	**Recreation Program**								
40	**Non Departmental**								
289-40-00-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
290	**Tourism Improvement District**								

40	**Non Departmental**								
290-40-00-21-41	County Share of TID	$	331,937.34	$	376,806.29	$	397,129.00	$	145,905.00
290-40-00-21-45	Other Contract Services	$	-	$	-	$	-	$	-
290-40-00-21-49	Local Share of TID	$	112,114.31	$	127,469.13	$	134,165.00	$	49,292.00
290-40-00-21-53	Memberships & Publications	$	-	$	-	$	-	$	-
21	**Services**	**$**	**444,051.65**	**$**	**504,275.42**	**$**	**531,294.00**	**$**	**195,197.00**
290-40-00-22-15	Special Department Supplies	$	-	$	-	$	-	$	-
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
290-40-00-29-99	Transfer to other Funds	$	3,530.00	$	5,367.00	$	5,367.00	$	1,972.00
29	**Transfers**	**$**	**3,530.00**	**$**	**5,367.00**	**$**	**5,367.00**	**$**	**1,972.00**
00	**Administration**	**$**	**447,581.65**	**$**	**509,642.42**	**$**	**536,661.00**	**$**	**197,169.00**
295	**N.O.A.A.**								
40	**Non Departmental**								
295-40-00-21-47	Stream Surveys- Contracted Ser	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
380	**Friends and Foundation**								
40	**Non Departmental**								
380-40-00-24-08	Agreements	$	-	$	-	$	-	$	-
24	**Taxes, Insurances & Contributi**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
381	**Ryan Library Trust**								
40	**Non Departmental**								
381-40-00-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
384	**Tweed Trust**								
40	**Non Departmental**								
384-40-00-24-08	Agreements	$	-	$	-	$	-	$	-
24	**Taxes, Insurances & Contributi**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
384-40-00-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
420	**1996 GO Bonds**								
40	**Non Departmental**								
420-40-45-21-30	Professional Contracts	$	-	$	-	$	-	$	-
420-40-45-21-40	Other contract services	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
420-40-45-25-05	Retire Principal	$	-	$	-	$	-	$	-
420-40-45-25-15	Interest Expense	$	(844.55)	$	-	$	-	$	-
25	**Debt**	**$**	**(844.55)**	**$**	**-**	**$**	**-**	**$**	**-**

45	**Debt**	**$**	**(844.55)**	**$**	**-**	**$**	**-**	**$**	**-**
561	**Water Enterprise**								
40	**Non Departmental**								
561-40-00-20-08	Post Employement Disbursement	$	-	$	-	$	25,000.00	$	25,000.00
561-40-00-20-45	Pension Expense	$	195,345.00	$	213,070.03	$	-	$	-
561-40-00-20-47	PERS Unfunded Liability	$	-	$	-	$	55,948.00	$	-
20	**Salaries & Benefits**	**$**	**195,345.00**	**$**	**213,070.03**	**$**	**80,948.00**	**$**	**25,000.00**
561-40-00-21-10	Communications	$	1,932.86	$	747.29	$	2,000.00	$	2,000.00
561-40-00-21-15	Postage	$	-	$	56.29	$	100.00	$	100.00
561-40-00-21-27	Equipment Lease Exp	$	8,939.09	$	6,502.59	$	8,399.50	$	8,400.00
561-40-00-21-30	Professional Contracts	$	-	$	(26.00)	$	-	$	-
561-40-00-21-40	Professional Fees	$	-	$	-	$	-	$	-
561-40-00-21-45	Other Contract Services	$	326.40	$	353.33	$	2,280.00	$	2,280.00
561-40-00-21-46	Website Design	$	-	$	-	$	-	$	-
561-40-00-21-47	Stream Surveys- Contracted Ser	$	-	$	-	$	-	$	-
561-40-00-21-55	Training & Conference	$	-	$	-	$	-	$	-
21	**Services**	**$**	**11,198.35**	**$**	**7,633.50**	**$**	**12,779.50**	**$**	**12,780.00**
561-40-00-22-07	Copies	$	5,633.06	$	3,773.68	$	5,500.00	$	3,500.00
561-40-00-22-09	Safety Committee Supplies	$	-	$	-	$	-	$	-
561-40-00-22-12	Computer Equipment	$	3.96	$	-	$	1,000.00	$	-
561-40-00-22-13	Office Supplies	$	1,725.52	$	2,323.14	$	5,700.00	$	5,700.00
561-40-00-22-15	Special Department Supplies	$	270.89	$	2,666.15	$	24,200.00	$	750.00
561-40-00-22-18	Remote Meter Readers	$	-	$	-	$	1,000.00	$	-
22	**Supplies**	**$**	**7,633.43**	**$**	**8,762.97**	**$**	**37,400.00**	**$**	**9,950.00**
561-40-00-23-35	Software Maintenance	$	744.49	$	-	$	1,239.00	$	1,239.00
23	**Maintenance**	**$**	**744.49**	**$**	**-**	**$**	**1,239.00**	**$**	**1,239.00**
561-40-00-24-24	Uncollectable Debt	$	(6,356.10)	$	11,777.83	$	-	$	-
561-40-00-24-25	Taxes & Other Charges	$	-	$	-	$	-	$	-
561-40-00-24-45	REMIF/Block Party Insurance	$	78,436.56	$	90,260.43	$	120,350.00	$	180,107.00
24	**Taxes, Insurances & Contributi**	**$**	**72,080.46**	**$**	**102,038.26**	**$**	**120,350.00**	**$**	**180,107.00**
561-40-00-26-30	Capital Equipment	$	-	$	10,759.65	$	43,000.00	$	15,000.00
561-40-00-26-40	Furniture & Fixtures	$	-	$	-	$	-	$	-
26	**Capital**	**$**	**-**	**$**	**10,759.65**	**$**	**43,000.00**	**$**	**15,000.00**
561-40-00-29-20	Fixed Asset Adjustments	$	2,649.51	$	-	$	-	$	-
561-40-00-29-99	Transfer to other Funds	$	315,000.00	$	-	$	-	$	79,570.00
29	**Transfers**	**$**	**317,649.51**	**$**	**-**	**$**	**-**	**$**	**79,570.00**
00	**Administration**	**$**	**604,651.24**	**$**	**342,264.41**	**$**	**295,716.50**	**$**	**323,646.00**
561-40-10-29-40	Depreciation Expense	$	769,999.35	$	723,636.10	$	-	$	-
29	**Transfers**	**$**	**769,999.35**	**$**	**723,636.10**	**$**	**-**	**$**	**-**
10	**SB2 Planning Grant**	**$**	**769,999.35**	**$**	**723,636.10**	**$**	**-**	**$**	**-**
561-40-45-21-30	Professional Contracts	$	-	$	-	$	-	$	-
561-40-45-21-40	Professional Fees	$	8,731.23	$	6,814.68	$	10,000.00	$	10,000.00
561-40-45-21-41	Cost of Issuance	$	-	$	102,238.57	$	-	$	-

21	**Services**	**$**	**8,731.23**	**$**	**109,053.25**	**$**	**10,000.00**	**$**	**10,000.00**
561-40-45-25-05	Retire Principal	$	-	$	-	$	605,701.00	$	640,700.00
561-40-45-25-15	Interest Expense	$	489,882.73	$	428,164.28	$	332,982.00	$	298,000.00
25	**Debt**	**$**	**489,882.73**	**$**	**428,164.28**	**$**	**938,683.00**	**$**	**938,700.00**
45	**Debt**	**$**	**498,613.96**	**$**	**537,217.53**	**$**	**948,683.00**	**$**	**948,700.00**
571	**Sewer Enterprise**								
40	**Non Departmental**								
571-40-00-20-08	Post-Employment Disbursement	$	-	$	-	$	25,000.00	$	25,000.00
571-40-00-20-45	Pension Expense	$	170,128.00	$	(42,201.82)	$	-	$	-
571-40-00-20-47	PERS Unfunded Liability	$	-	$	-	$	41,636.00	$	-
20	**Salaries & Benefits**	**$**	**170,128.00**	**$**	**(42,201.82)**	**$**	**66,636.00**	**$**	**25,000.00**
571-40-00-21-10	Communication	$	1,932.84	$	747.25	$	2,000.00	$	2,000.00
571-40-00-21-15	Postage	$	-	$	56.29	$	200.00	$	200.00
571-40-00-21-27	Equipment Lease Exp	$	8,965.92	$	6,502.51	$	8,399.50	$	8,400.00
571-40-00-21-30	Professional Contracts	$	-	$	-	$	-	$	-
571-40-00-21-40	Professional Fees	$	-	$	-	$	-	$	-
571-40-00-21-45	Other Contract Services	$	326.40	$	353.33	$	2,280.00	$	2,280.00
571-40-00-21-46	Website Support	$	-	$	-	$	-	$	-
571-40-00-21-55	Training & Conference	$	-	$	-	$	-	$	-
21	**Services**	**$**	**11,225.16**	**$**	**7,659.38**	**$**	**12,879.50**	**$**	**12,880.00**
571-40-00-22-07	Copies	$	5,666.50	$	3,773.62	$	5,500.00	$	3,500.00
571-40-00-22-09	Safety Committee Supplies	$	-	$	-	$	-	$	-
571-40-00-22-12	Computer Equipment	$	4.08	$	-	$	1,000.00	$	-
571-40-00-22-13	Office Supplies	$	1,728.59	$	2,323.07	$	2,500.00	$	2,500.00
571-40-00-22-15	Special Department Supplies	$	270.86	$	2,669.12	$	14,750.00	$	750.00
22	**Supplies**	**$**	**7,670.03**	**$**	**8,765.81**	**$**	**23,750.00**	**$**	**6,750.00**
571-40-00-23-35	Software Maintenance	$	744.48	$	-	$	1,240.00	$	1,240.00
23	**Maintenance**	**$**	**744.48**	**$**	**-**	**$**	**1,240.00**	**$**	**1,240.00**
571-40-00-24-24	Uncollectable Debt	$	(3,864.20)	$	(115.85)	$	-	$	-
571-40-00-24-25	Taxes & Other Charges	$	-	$	-	$	-	$	-
571-40-00-24-45	REMIF/Block Party Insurance	$	78,436.52	$	93,564.07	$	120,349.00	$	180,107.00
24	**Taxes, Insurances & Contributi**	**$**	**74,572.32**	**$**	**93,448.22**	**$**	**120,349.00**	**$**	**180,107.00**
571-40-00-26-30	Capital Equipment	$	-	$	10,759.65	$	43,000.00	$	15,000.00
571-40-00-26-40	Furniture & Fixtures	$	-	$	-	$	-	$	-
26	**Capital**	**$**	**-**	**$**	**10,759.65**	**$**	**43,000.00**	**$**	**15,000.00**
571-40-00-29-20	Fixed Asset Adjustments	$	302.57	$	-	$	-	$	-
571-40-00-29-99	Transfer to other Funds	$	836,406.00	$	-	$	-	$	-
29	**Transfers**	**$**	**836,708.57**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**1,101,048.56**	**$**	**78,431.24**	**$**	**267,854.50**	**$**	**240,977.00**
571-40-10-29-40	Depreciation Expense	$	530,488.72	$	507,606.40	$	-	$	-
29	**Transfers**	**$**	**530,488.72**	**$**	**507,606.40**	**$**	**-**	**$**	**-**
10	**SB2 Planning Grant**	**$**	**530,488.72**	**$**	**507,606.40**	**$**	**-**	**$**	**-**

571-40-45-21-30	Professional Contracts	$	-	$	-	$	-	$	-
571-40-45-21-40	Professional Fees	$	5,554.48	$	5,057.35	$	5,000.00	$	5,000.00
21	**Services**	**$**	**5,554.48**	**$**	**5,057.35**	**$**	**5,000.00**	**$**	**5,000.00**
571-40-45-25-05	Retire Principal	$	-	$	-	$	152,100.00	$	159,000.00
571-40-45-25-15	Interest Expense	$	106,035.24	$	102,921.50	$	106,843.00	$	95,500.00
25	**Debt**	**$**	**106,035.24**	**$**	**102,921.50**	**$**	**258,943.00**	**$**	**254,500.00**
45	**Debt**	**$**	**111,589.72**	**$**	**107,978.85**	**$**	**263,943.00**	**$**	**259,500.00**
572	**Wastewater Bond**								
40	**Non Departmental**								
572-40-00-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
581	**Insurance Benefit Fund**								
40	**Non Departmental**								
581-40-00-20-55	Health Insurance	$	160,287.47	$	(16,071.65)	$	-	$	-
20	**Salaries & Benefits**	**$**	**160,287.47**	**$**	**(16,071.65)**	**$**	**-**	**$**	**-**
581-40-00-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**160,287.47**	**$**	**(16,071.65)**	**$**	**-**	**$**	**-**
582	**Internal Service Garage Fund**								
40	**Non Departmental**								
582-40-00-29-20	Fixed Asset Adjustments	$	-	$	-	$	-	$	-
582-40-00-29-99	Transfer to Other Funds	$	8,642.00	$	-	$	-	$	-
29	**Transfers**	**$**	**8,642.00**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**8,642.00**	**$**	**-**	**$**	**-**	**$**	**-**
582-40-10-29-40	Depreciation Expense	$	121,954.82	$	139,029.75	$	-	$	-
29	**Transfers**	**$**	**121,954.82**	**$**	**139,029.75**	**$**	**-**	**$**	**-**
10	**SB2 Planning Grant**	**$**	**121,954.82**	**$**	**139,029.75**	**$**	**-**	**$**	**-**
592	**Equipment Replacement Fund**								
40	**Non Departmental**								
592-40-00-22-12	Computer Equipment	$	-	$	-	$	-	$	-
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
592-40-00-23-00	Capital Projects Budget	$	-	$	-	$	-	$	-
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
592-40-00-29-99	Transfer to other Funds	$	-	$	-	$	-	$	100,000.00
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**100,000.00**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**100,000.00**
593	**Fire Equipment Replacement**								
40	**Non Departmental**								

593-40-00-29-99	Transfer to other Funds	$	-	$	52,903.90	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**52,903.90**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**52,903.90**	**$**	**-**	**$**	**-**
700	**Flood Control Capital**								
40	**Non Departmental**								
700-40-00-29-99	Transfer to other Funds	$	-	$	37,802.86	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**37,802.86**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**37,802.86**	**$**	**-**	**$**	**-**
713	**Civic Impact**								
40	**Non Departmental**								
713-40-00-21-30	Professional Contracts	$	-	$	7,044.54	$	28,775.46	$	-
21	**Services**	**$**	**-**	**$**	**7,044.54**	**$**	**28,775.46**	**$**	**-**
713-40-00-29-99	Transfer to other Funds	$	-	$	88,531.64	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**88,531.64**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**95,576.18**	**$**	**28,775.46**	**$**	**-**
733	**Capital Project Planning**								
40	**Non Departmental**								
733-40-00-21-30	Professional Contracts	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
733-40-00-28-80	Transfers to Capital	$	-	$	-	$	-	$	-
28	**Transfers to Capital**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
733-40-00-29-99	Transfer to other Funds	$	-	$	42,596.23	$	-	$	530,000.00
29	**Transfers**	**$**	**-**	**$**	**42,596.23**	**$**	**-**	**$**	**530,000.00**
00	**Administration**	**$**	**-**	**$**	**42,596.23**	**$**	**-**	**$**	**530,000.00**
734	**Park Impact**								
40	**Non Departmental**								
734-40-00-29-99	Transfer to other Funds	$	-	$	52,598.00	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**52,598.00**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**52,598.00**	**$**	**-**	**$**	**-**
740	**Traffic Mitigation Impact**								
40	**Non Departmental**								
740-40-00-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
741	**Street Capital Improvement**								
40	**Non Departmental**								
741-40-00-29-99	Transfer to other Funds	$	38,835.42	$	-	$	-	$	-
29	**Transfers**	**$**	**38,835.42**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**38,835.42**	**$**	**-**	**$**	**-**	**$**	**-**

742	**Storm Drain Improvement**								
40	**Non Departmental**								
742-40-00-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
744	**Housing Impact**								
40	**Non Departmental**								
744-40-00-29-99	Transfer to other Funds	$	26,288.22	$	53.61	$	-	$	-
29	**Transfers**	**$**	**26,288.22**	**$**	**53.61**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**26,288.22**	**$**	**53.61**	**$**	**-**	**$**	**-**
751	**Affordable Housing**								
40	**Non Departmental**								
751-40-00-21-22	Utilities	$	-	$	-	$	-	$	-
751-40-00-21-31	Litigation Settlement	$	-	$	-	$	-	$	-
751-40-00-21-45	Other Contract Servcies	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
751-40-00-22-15	Special Department Supplies	$	-	$	-	$	-	$	-
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
751-40-00-24-05	Contributions	$	-	$	-	$	-	$	-
751-40-00-24-10	Turley Flats Contribution	$	(438.00)	$	438.00	$	-	$	-
751-40-00-24-11	Brenkle Court	$	2,938.00	$	40,000.00	$	316,798.00	$	-
751-40-00-24-12	963 Pope Street OTSH	$	-	$	-	$	290,000.00	$	-
751-40-00-24-25	Taxes & Other Charges	$	-	$	-	$	-	$	-
24	**Taxes, Insurances & Contributi**	**$**	**2,500.00**	**$**	**40,438.00**	**$**	**606,798.00**	**$**	**-**
751-40-00-26-50	Capital impr Land	$	-	$	-	$	-	$	-
751-40-00-26-55	Capital Land	$	-	$	-	$	-	$	-
26	**Capital**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
751-40-00-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**2,500.00**	**$**	**40,438.00**	**$**	**606,798.00**	**$**	**-**
752	**Fund**								
40	**Non Departmental**								
752-40-00-24-12	963 Pope Street OTSH	$	-	$	-	$	160,000.00	$	-
24	**Taxes, Insurances & Contributi**	**$**	**-**	**$**	**-**	**$**	**160,000.00**	**$**	**-**
752-40-00-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**160,000.00**	**$**	**-**
763	**Water Capital Project**								
40	**Non Departmental**								
763-40-00-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**

00	**Administration**	**$ -**	**$ -**	**$ -**	**$ -**
764	**Water Impact**				
40	**Non Departmental**				
764-40-00-29-99	Transfer to other Funds	$ -	$ -	$ -	$ -
29	**Transfers**	**$ -**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ -**	**$ -**	**$ -**	**$ -**
773	**Sewer Capital**				
40	**Non Departmental**				
773-40-00-29-99	Transfer to other Funds	$ -	$ -	$ -	$ -
29	**Transfers**	**$ -**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ -**	**$ -**	**$ -**	**$ -**
774	**Sewer Impact**				
40	**Non Departmental**				
774-40-00-29-99	Transfer to other Funds	$ -	$ -	$ -	$ -
29	**Transfers**	**$ -**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ -**	**$ -**	**$ -**	**$ -**
890	**General Fixed Assets**				
40	**Non Departmental**				
890-40-00-29-20	Fixed Asset Adjustments	$ 19,372.07	$ 20,379.51	$ -	$ -
29	**Transfers**	**$ 19,372.07**	**$ 20,379.51**	**$ -**	**$ -**
00	**Administration**	**$ 19,372.07**	**$ 20,379.51**	**$ -**	**$ -**
890-40-10-29-40	Depreciation Expense	$ 1,213,315.03	$ 1,197,332.76	$ -	$ -
29	**Transfers**	**$ 1,213,315.03**	**$ 1,197,332.76**	**$ -**	**$ -**
10	**SB2 Planning Grant**	**$ 1,213,315.03**	**$ 1,197,332.76**	**$ -**	**$ -**
Grand Total		**$ 7,923,081.93**	**$ 11,961,962.16**	**$ 5,824,688.71**	**$ 4,029,293.00**

NON-DEPARTMENTAL - 4000
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
PERS Unfunded Liability	*2047*	*101*	*561*	571	
Additional Payment		121,213	-	-	121,213
TOTAL - PERS Unfunded Liability	***2047***	***$ 121,213***	***$ -***	***$ -***	***$ 121,213***
Equipment Lease	*2127*	*101*	*561*	571	
Copiers		11,500	8,400	8,400	28,300
TOTAL - Equipment Lease	***2127***	***$ 11,500***	***$ 8,400***	***$ 8,400***	***$ 28,300***
Professional Contracts	*2130*	*101*	*561*	571	
Climate Action Plan Update		15,000			15,000
TOTAL - Professional Contracts	***2130***	***$ 15,000***	***$ -***	***$ -***	***$ 15,000***
Professional Fees	*2140*	*101*	*561*	571	
Fingerprinting - reimbursed		14,000	-	-	14,000
TOTAL - Professional Fees	***2140***	***$ 14,000***	***$ -***	***$ -***	***$ 14,000***
Other Contract Services	*2145*	*101*	*561*	571	
Napa County ITS (GIS)		1,700	1,700	1,700	5,100
Animal Control		7,000			7,000
NVTA - JPA Membership		9,966			9,966
Fair Housing Napa Valley		13,000			13,000
Fair Housing Napa Valley - Annual Presentation		1,500			1,500
Maintenance Wide Format Multi-Function Unit		580	580	580	1,740
Subregional Housing Allocation Analysis		-			-
TOTAL - Other Contract Services	***2145***	***$ 33,746***	***$ 2,280***	***$ 2,280***	***$ 38,306***
Memberships & Publications	*2153*	*101*	*561*	571	
BMI		600	-	-	600
ABAG		2,000	-	-	2,000
TOTAL - Memberships & Publications	***2153***	***$ 2,600***	***$ -***	***$ -***	***$ 2,600***
Copies	*2207*	*101*	*561*	571	
Administration (includes large format)		6,500	3,500	3,500	13,500
TOTAL - Copies	***2207***	***$ 6,500***	***$ 3,500***	***$ 3,500***	***$ 13,500***

NON-DEPARTMENTAL - 4000
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Special Department Supplies	*2215*	*101*	*561*	571	
Misc. Supplies		750	750	750	2,250
TOTAL - Special Department Supplies	***2215***	***$ 750***	***$ 750***	***$ 750***	***$ 2,250***
Contributions	*2405*	*101*	*561*	571	
Housing Authority (Housing Services)		45,000	-	-	45,000
NVTA (Fare Box Match)		35,000	-	-	35,000
LAFCO		15,208	-	-	15,208
Leadership Napa Valley		1,000	-	-	1,000
CARES & Leak Adjustment Programs		75,000			75,000
Upper Valley Waste Management		5,000	-	-	5,000
TOTAL - Contributions	***2405***	***$ 176,208***	***$ -***	***$ -***	***$ 176,208***
REMIF/Block Party Insurance	*2445*	*101* *44%*	*561* *28%*	571 28%	
General Liability Insurance		110,501	70,319	70,319	251,139
Property		44,147	28,094	28,094	100,335
Auto		8,111	5,162	5,162	18,434
Pollution		2,834	1,804	1,804	6,442
Safety		4,278	2,722	2,722	9,723
Cyber		1,070	681	681	2,431
Contract Fire Services Surcharge		1,337	-	-	1,337
Difference In Condition (Earthquake and Flood)		34,421	21,276	21,276	75,986
Difference In Condition (OSIP)		5,324	2,760	2,760	9,857
High Flood Zone Deductible		2,392	894	894	3,194
DOT Random Drug and Alcohol Testing		321	204	204	729
Boiler, Fire, Fraud		10,161	6,466	6,466	23,093
Workers Comp Deductible		1,979	1,259	1,259	4,497
Liability Deductibles		16,043	10,209	10,209	36,462
Employee Assistance Plan (EAP)		3,538	-	-	3,538
WC Assessment		22,440	14,280	14,280	50,257
Liability Assessment		10,518	6,693	6,693	23,905
Self-Insurance Assessment		10,518	6,693	6,694	17,191
Flood Insurance (Wright)		590	590	590	1,770
TOTAL - REMIF/Block Party Insurance	***2445***	***$ 290,524***	***$ 180,107***	***$ 180,107***	***$ 640,319***

NON-DEPARTMENTAL - 4000
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Transfer to Other Funds	*2999*	*101*	*561*	571	
Streets Fund 741 - Measure T Class 1 Trails 6.67%		31,000	-	-	31,000
Harvest Festival - Fund 287		11,200	-	-	11,200
Fourth of July - Fund 288		35,600	-	-	35,600
Transfer to Insurance Benefit Fund - Fund 581 -Partially Fund Retiree Medical (current liability)		-	79,570	-	79,570
Transfer to Equipment Replacement		50,000	-	-	50,000
Transfer to Flood Control Reserve		50,000	-	-	50,000
TOTAL - Transfers to Other Funds	***2999***	***$ 177,800***	***$ 79,570***	***$ -***	***$ 257,370***
PEG Access Costs	*6100*	*101*	*561*	571	
PEG Pass Through from Comcast		40,000	-	-	$ 40,000
City Council/Planning Commission Regular Meetings		30,000	-	-	$ 30,000
TOTAL - PEG Access Costs		***$ 70,000***	***$ -***	***$ -***	***$ 70,000***
101 - General Fund Debt Service (4045)					
Retire Principal (4045)	2505	101			
Adams Street		70,400	-	-	70,400
Street Sweeper		57,000			57,000
TOTAL - Retire Principal	***2505***	**$ 127,400**	**$ -**	**$ -**	***$ 127,400***
Interest Expense (4045)	2515	101			
Adams Street		810	-	-	810
Street Sweeper		7,100			7,100
TOTAL - Interest Expense	***2515***	**$ 7,910**	**$ -**	**$ -**	***$ 7,910***
561 - Water Debt Service (4045)					
Professional Fees (4045)	2140		561		
		-	10,000	-	10,000
TOTAL - Professional Fees	***2140***	**$ -**	**$ 10,000**	**$ -**	***$ 10,000***
Retire Principal (4045)	2505		561		
Chase - Water 2006A Refunding		-	393,700	-	393,700
Water/Wastewater Bond 2012B		-	247,000	-	247,000
TOTAL - Retire Principal	***2505***	**$ -**	**$ 640,700**	**$ -**	***$ 640,700***
Interest Expense (4045)	2515		561		
Chase - Water 2006A Refunding		-	138,000	-	138,000
Water/Wastewater Bond 2012B		-	160,000	-	160,000
TOTAL - Interest Expense	***2515***	**$ -**	**$ 298,000**	**$ -**	***$ 298,000***

NON-DEPARTMENTAL - 4000
EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
571 - Waste Water Debt Service (4045)					
Professional Fees (4045)	2140			571	
		-	-	5,000	5,000
TOTAL - Professional Fees	***2140***	**$ -**	**$ -**	**$ 5,000**	***$ 5,000***
Retire Principal (4045)	2505			571	
Wastewater Revenue Bond 2005B		-	-	90,000	90,000
Water/Wastewater Bond 2012B		-	-	69,000	69,000
TOTAL - Retire Principal	***2505***	**$ -**	**$ -**	**$ 159,000**	***$ 159,000***
Interest Expense (4045)	2515			571	
Wastewater Revenue Bond 2005B		-	-	51,000	51,000
Water/Wastewater Bond 2012B		-	-	44,500	44,500
TOTAL - Interest Expense	***2515***	**$ -**	**$ -**	**$ 95,500**	***$ 95,500***

Community Services

LIBRARY (4600)

Staffing

The Library Department currently has 6 full-time staff and several part-time members. Consisting of:

Library Director (1)
Librarian (1)
Senior Librarian (1)
Senior Library Assistant (2)
Library Assistant (1)
Part-time staff (8)
Volunteers (20 +/-)

Purpose

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.

Library

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	General Fund	$ 843,001.86	$ 998,494.32	$ 1,031,603.00	$ 1,113,874.00
218	Public Library Foundation	$ 2,000.00	$ -	$ -	$ 1,288.00
219	CLSA State Library Grant	$ 6,664.00	$ 6,773.00	$ -	$ 1,350.00
380	Friends and Foundation	$ 132,323.00	$ 133,778.72	$ 135,000.00	$ 135,000.00
381	Ryan Library Trust	$ -	$ -	$ -	$ -
382	Martin Estate Trust	$ -	$ 452.00	$ -	$ 700.00
384	Tweed Trust	$ 46,216.12	$ 20,109.87	$ 50,000.00	$ 50,000.00
Grand Total		**$ 1,030,204.98**	**$ 1,159,607.91**	**$ 1,216,603.00**	**$ 1,302,212.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
46	***Library***				
20	Salaries & Benefits	$ 705,996.55	$ 806,338.85	$ 883,942.00	$ 969,824.00
21	Services	$ 148,481.95	$ 162,753.17	$ 174,920.00	$ 180,550.00
22	Supplies	$ 150,201.95	$ 144,389.03	$ 137,144.00	$ 130,850.00
23	Maintenance	$ 6,696.00	$ 13,625.20	$ 9,100.00	$ 8,200.00
24	Taxes, Insurances & Contributi	$ 10,970.51	$ 11,519.46	$ 11,497.00	$ 11,500.00
26	Capital	$ 7,858.02	$ 20,982.20	$ -	$ 1,288.00
29	Transfers	$ -	$ -	$ -	$ -
Grand Total		**$ 1,030,204.98**	**$ 1,159,607.91**	**$ 1,216,603.00**	**$ 1,302,212.00**

General Ledger

Budget Library 4600

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	**General Fund**				
46	**Library**				
101-46-00-20-08	Post-Employment Disbursement	$ -	$ -	$ -	$ -
101-46-00-20-10	Salary-Regular	$ 380,802.94	$ 448,673.56	$ 476,090.00	$ 508,130.00
101-46-00-20-20	Temp/Part Time	$ 23,844.04	$ 27,958.26	$ 36,933.00	$ 37,248.00
101-46-00-20-30	Overtime	$ -	$ -	$ -	$ -
101-46-00-20-37	Holiday Pay	$ -	$ 746.79	$ 1,774.00	$ 1,895.00
101-46-00-20-40	FICA/Medicare	$ 31,419.34	$ 36,069.45	$ 39,000.00	$ 41,261.00
101-46-00-20-45	Employer PERS	$ 29,821.54	$ 33,067.02	$ 37,983.00	$ 45,166.00
101-46-00-20-47	PERS Unfunded Liability	$ 49,661.00	$ 55,783.00	$ 67,016.00	$ 88,365.00
101-46-00-20-50	Employee PERS	$ -	$ -	$ -	$ -
101-46-00-20-55	Health Insurance	$ 108,855.86	$ 122,367.05	$ 122,720.00	$ 133,880.00
101-46-00-20-61	Workers Comp	$ 5,548.16	$ 5,173.44	$ 24,889.00	$ 34,265.00
101-46-00-20-65	SDI	$ 3,613.06	$ 4,435.92	$ 4,477.00	$ 4,793.00
101-46-00-20-71	Unemployment	$ -	$ -	$ -	$ -
101-46-00-20-75	Deferred Comp	$ 4,778.52	$ 5,164.36	$ 7,371.00	$ 10,421.00
101-46-00-20-85	Auto Allowance	$ 2,457.14	$ 2,400.00	$ 2,400.00	$ 2,400.00
101-46-00-20-89	Chartity Event Reimbursement	$ -	$ -	$ -	$ -
101-46-00-20-96	Education Reimbursement	$ -	$ -	$ 500.00	$ 500.00
20	**Salaries & Benefits**	**$ 640,801.60**	**$ 741,838.85**	**$ 821,153.00**	**$ 908,324.00**
101-46-00-21-10	Communications	$ 4,670.27	$ 9,736.71	$ 11,300.00	$ 14,500.00
101-46-00-21-15	Postage	$ 452.75	$ 488.60	$ 500.00	$ 500.00
101-46-00-21-22	Utilities	$ 45,598.60	$ 43,890.52	$ 45,000.00	$ 50,000.00
101-46-00-21-27	Equipment Lease Exp	$ 8,505.10	$ 9,010.16	$ 10,000.00	$ 10,000.00
101-46-00-21-30	Professional Contracts	$ -	$ -	$ -	$ -
101-46-00-21-43	Penalties And Fines	$ -	$ -	$ -	$ -
101-46-00-21-45	Other Contract Services	$ 82,481.64	$ 98,167.27	$ 101,620.00	$ 104,550.00
101-46-00-21-55	Training & Conference	$ 4,773.59	$ 4,691.91	$ 6,500.00	$ 1,000.00
21	**Services**	**$ 146,481.95**	**$ 165,985.17**	**$ 174,920.00**	**$ 180,550.00**
101-46-00-22-07	Copies	$ 2,154.37	$ 2,268.94	$ 3,000.00	$ 3,000.00
101-46-00-22-12	Computer Equipment	$ 27,870.85	$ 44,555.77	$ 8,933.00	$ 500.00
101-46-00-22-13	Office Supplies	$ 1,513.55	$ 1,878.80	$ 2,000.00	$ 1,500.00
101-46-00-22-15	Special Department Supplies	$ 965.56	$ (669.22)	$ 1,000.00	$ 1,000.00
101-46-00-22-16	Library Materials	$ 4,385.45	$ 3,282.15	$ -	$ -
22	**Supplies**	**$ 36,889.78**	**$ 51,316.44**	**$ 14,933.00**	**$ 6,000.00**
101-46-00-23-11	Maint Office Equip	$ -	$ -	$ -	$ -
101-46-00-23-35	Software Maintenance	$ -	$ 6,852.20	$ 9,100.00	$ 7,500.00
23	**Maintenance**	**$ -**	**$ 6,852.20**	**$ 9,100.00**	**$ 7,500.00**
101-46-00-24-25	Taxes & Other Charges	$ 10,970.51	$ 11,519.46	$ 11,497.00	$ 11,500.00
24	**Taxes, Insurances & Contributi**	**$ 10,970.51**	**$ 11,519.46**	**$ 11,497.00**	**$ 11,500.00**
101-46-00-26-40	Furniture & Fixtures	$ 7,858.02	$ 20,982.20	$ -	$ -
26	**Capital**	**$ 7,858.02**	**$ 20,982.20**	**$ -**	**$ -**
00	**Administration**	**$ 843,001.86**	**$ 998,494.32**	**$ 1,031,603.00**	**$ 1,113,874.00**

218	**Public Library Foundation**								
46	**Library**								
218-46-00-21-05	Advertising	$	-	$	-	$	-	$	-
218-46-00-21-45	Other Contract Services	$	2,000.00	$	-	$	-	$	-
218-46-00-21-55	Training & Conference	$	-	$	-	$	-	$	-
21	**Services**	**$**	**2,000.00**	**$**	**-**	**$**	**-**	**$**	**-**
218-46-00-22-15	Special Department Supplies	$	-	$	-	$	-	$	-
218-46-00-22-16	Library Materials	$	-	$	-	$	-	$	-
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
218-46-00-26-40	Furniture & Fixtures	$	-	$	-	$	-	$	1,288.00
26	**Capital**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**1,288.00**
00	**Administration**	**$**	**2,000.00**	**$**	**-**	**$**	**-**	**$**	**1,288.00**
219	**CLSA State Library Grant**								
46	**Library**								
219-46-00-21-05	Advertising	$	-	$	-	$	-	$	-
219-46-00-21-10	Communications	$	-	$	-	$	-	$	-
219-46-00-21-15	Postage	$	-	$	-	$	-	$	-
219-46-00-21-27	Equipment Lease Exp	$	-	$	-	$	-	$	-
219-46-00-21-30	Professional Contracts	$	-	$	-	$	-	$	-
219-46-00-21-45	Other Contract Services	$	-	$	-	$	-	$	-
219-46-00-21-52	Facility Rental	$	-	$	-	$	-	$	-
219-46-00-21-53	Memberships & Publications	$	-	$	-	$	-	$	-
219-46-00-21-55	Training & Conference	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
219-46-00-22-07	Copies	$	-	$	-	$	-	$	-
219-46-00-22-12	Computer Equipment	$	-	$	-	$	-	$	1,350.00
219-46-00-22-13	Office Supplies	$	-	$	-	$	-	$	-
219-46-00-22-15	Special Department Supplies	$	-	$	-	$	-	$	-
219-46-00-22-16	Library Materials	$	(32.00)	$	-	$	-	$	-
22	**Supplies**	**$**	**(32.00)**	**$**	**-**	**$**	**-**	**$**	**1,350.00**
219-46-00-23-11	Maint Office Equip	$	-	$	-	$	-	$	-
219-46-00-23-30	Maint Buildings/Grounds	$	-	$	-	$	-	$	-
219-46-00-23-35	Software Maintenance	$	6,696.00	$	6,773.00	$	-	$	-
23	**Maintenance**	**$**	**6,696.00**	**$**	**6,773.00**	**$**	**-**	**$**	**-**
219-46-00-24-25	Taxes & Other Charges	$	-	$	-	$	-	$	-
24	**Taxes, Insurances & Contributi**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
219-46-00-26-30	Capital Equipment	$	-	$	-	$	-	$	-
219-46-00-26-40	Furniture & Fixtures	$	-	$	-	$	-	$	-
26	**Capital**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
219-46-00-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**6,664.00**	**$**	**6,773.00**	**$**	**-**	**$**	**1,350.00**
380	**Friends and Foundation**								
46	**Library**								

380-46-00-20-10	Salary-Regular	$	-	$	-	$	-	$	-
380-46-00-20-20	Temp/Part Time	$	57,581.00	$	56,711.68	$	55,654.00	$	54,406.00
380-46-00-20-30	Overtime	$	-	$	-	$	-	$	-
380-46-00-20-37	Holiday Pay	$	3,124.95	$	2,448.06	$	2,673.00	$	2,724.00
380-46-00-20-40	FICA/Medicare	$	4,489.00	$	5,340.26	$	4,462.00	$	4,370.00
380-46-00-20-45	Employer PERS	$	-	$	-	$	-	$	-
380-46-00-20-55	Health Insurance	$	-	$	-	$	-	$	-
380-46-00-20-75	Deferred Comp	$	-	$	-	$	-	$	-
20	**Salaries & Benefits**	**$**	**65,194.95**	**$**	**64,500.00**	**$**	**62,789.00**	**$**	**61,500.00**
380-46-00-21-30	Professional Contracts	$	-	$	-	$	-	$	-
380-46-00-21-45	Other Contract Services	$	-	$	-	$	-	$	-
380-46-00-21-53	Memberships & Publications	$	-	$	-	$	-	$	-
380-46-00-21-55	Training & Conference	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
380-46-00-22-15	Special Department Supplies	$	-	$	-	$	-	$	-
380-46-00-22-16	Library Materials	$	56,095.13	$	57,364.84	$	57,711.00	$	58,000.00
380-46-00-22-40	Programming	$	10,975.67	$	11,793.17	$	14,000.00	$	15,000.00
380-46-00-22-41	Youth Programs	$	-	$	-	$	-	$	-
380-46-00-22-42	Spanish Language Programs	$	-	$	-	$	-	$	-
380-46-00-22-43	Adult Programs	$	-	$	-	$	-	$	-
380-46-00-22-44	Elsie, the Library Cat	$	57.25	$	120.71	$	500.00	$	500.00
22	**Supplies**	**$**	**67,128.05**	**$**	**69,278.72**	**$**	**72,211.00**	**$**	**73,500.00**
380-46-00-24-08	Agreements	$	-	$	-	$	-	$	-
380-46-00-24-25	Taxes & Other Charges	$	-	$	-	$	-	$	-
24	**Taxes, Insurances & Contributi**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
380-46-00-26-40	Furniture & Fixtures	$	-	$	-	$	-	$	-
26	**Capital**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**132,323.00**	**$**	**133,778.72**	**$**	**135,000.00**	**$**	**135,000.00**
381	**Ryan Library Trust**								
46	**Library**								
381-46-00-22-12	Computer Equipment	$	-	$	-	$	-	$	-
381-46-00-22-16	Library Materials	$	-	$	-	$	-	$	-
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
381-46-00-23-35	Software Maintenance	$	-	$	-	$	-	$	-
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
382	**Martin Estate Trust**								
46	**Library**								
382-46-00-21-45	Other Contract Services	$	-	$	-	$	-	$	-
382-46-00-21-53	Memberships & Publications	$	-	$	-	$	-	$	-
382-46-00-21-55	Training & Conference	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
382-46-00-22-16	Library Materials	$	-	$	452.00	$	-	$	-
22	**Supplies**	**$**	**-**	**$**	**452.00**	**$**	**-**	**$**	**-**

382-46-00-23-35	Software Maintenance	$	-	$	-	$	-	$	700.00
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**700.00**
00	**Administration**	**$**	**-**	**$**	**452.00**	**$**	**-**	**$**	**700.00**
384	**Tweed Trust**								
46	**Library**								
384-46-00-20-10	Salary-Regular	$	-	$	-	$	-	$	-
384-46-00-20-20	Temp/Part Time	$	-	$	-	$	-	$	-
384-46-00-20-30	Overtime	$	-	$	-	$	-	$	-
384-46-00-20-37	Holiday Pay	$	-	$	-	$	-	$	-
384-46-00-20-40	FICA/Medicare	$	-	$	-	$	-	$	-
384-46-00-20-45	Employer PERS	$	-	$	-	$	-	$	-
384-46-00-20-50	Employee PERS	$	-	$	-	$	-	$	-
384-46-00-20-55	Health Insurance	$	-	$	-	$	-	$	-
384-46-00-20-61	Workers Comp	$	-	$	-	$	-	$	-
384-46-00-20-65	SDI	$	-	$	-	$	-	$	-
384-46-00-20-75	Deferred Comp	$	-	$	-	$	-	$	-
384-46-00-20-85	Auto Allowance	$	-	$	-	$	-	$	-
20	**Salaries & Benefits**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
384-46-00-21-15	Postage	$	-	$	-	$	-	$	-
384-46-00-21-30	Professional Contracts	$	-	$	-	$	-	$	-
384-46-00-21-45	Other Contract Services	$	-	$	(3,232.00)	$	-	$	-
384-46-00-21-53	Memberships & Publications	$	-	$	-	$	-	$	-
384-46-00-21-55	Training & Conference	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**(3,232.00)**	**$**	**-**	**$**	**-**
384-46-00-22-12	Computer Equipment	$	20,000.00	$	-	$	-	$	-
384-46-00-22-15	Special Department Supplies	$	1,462.29	$	3,527.24	$	5,000.00	$	5,000.00
384-46-00-22-16	Library Materials	$	24,753.83	$	19,814.63	$	45,000.00	$	45,000.00
22	**Supplies**	**$**	**46,216.12**	**$**	**23,341.87**	**$**	**50,000.00**	**$**	**50,000.00**
384-46-00-23-35	Software Maintenance	$	-	$	-	$	-	$	-
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
384-46-00-24-08	Agreements	$	-	$	-	$	-	$	-
384-46-00-24-25	Taxes & Other Charges	$	-	$	-	$	-	$	-
24	**Taxes, Insurances & Contributi**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
384-46-00-26-40	Furniture & Fixtures	$	-	$	-	$	-	$	-
26	**Capital**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
384-46-00-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**46,216.12**	**$**	**20,109.87**	**$**	**50,000.00**	**$**	**50,000.00**
592	**Equipment Replacement Fund**								
46	**Library**								
592-46-00-22-12	Computer Equipment	$	-	$	-	$	-	$	-
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**

733	**Capital Project Planning**				
46	**Library**				
733-46-00-21-05	Advertising	$ -	$ -	$ -	$ -
733-46-00-21-30	Professional Contracts	$ -	$ -	$ -	$ -
733-46-00-21-55	Training & Conference	$ -	$ -	$ -	$ -
21	**Services**	**$ -**	**$ -**	**$ -**	**$ -**
733-46-00-22-12	Computer Equipment	$ -	$ -	$ -	$ -
733-46-00-22-13	Office Supplies	$ -	$ -	$ -	$ -
733-46-00-22-15	Special Department Supplies	$ -	$ -	$ -	$ -
22	**Supplies**	**$ -**	**$ -**	**$ -**	**$ -**
733-46-00-23-00	Capital Projects Budget	$ -	$ -	$ -	$ -
23	**Maintenance**	**$ -**	**$ -**	**$ -**	**$ -**
733-46-00-26-30	Capital Equipment	$ -	$ -	$ -	$ -
733-46-00-26-40	Furniture & Fixtures	$ -	$ -	$ -	$ -
733-46-00-26-60	Capital Imp Buildings	$ -	$ -	$ -	$ -
26	**Capital**	**$ -**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ -**	**$ -**	**$ -**	**$ -**
Grand Total		**$ 1,030,204.98**	**$ 1,159,607.91**	**$ 1,216,603.00**	**$ 1,302,212.00**

LIBRARY - 4600
EXPENSE DETAIL

Description	Object Code	Funding Source		Total Budgeted
Communications	*2110*	*101*	*380*	
Telephones		*1,500*	-	1,500
Broadband Fees		*10,500*	-	10,500
Internet Equipment Service Agreement		*2,500*	-	2,500
TOTAL - Communications	***2110***	***$ 14,500***	***$ -***	***$ 14,500***
Copies	*2207*	*101*	*380*	
Copies made with leased copiers		*3,000*	-	3,000
TOTAL - Copies	***2207***	***$ 3,000***	***$ -***	***$ 3,000***
Equipment Lease	*2127*	*101*	*380*	
Copiers		*10,000*	-	10,000
TOTAL - Equipment Lease	***2127***	***$ 10,000***	***$ -***	***$ 10,000***
Other Contract Services	*2145*	*101*	*380*	
SPLASH (Automation/Databases)		*76,000*	-	76,000
NorthNet Consortium		*14,000*	-	14,000
OCLC On-Line cataloging		*2,700*	-	2,700
Library Security System		*2,500*	-	2,500
STACKS Website		*5,350*	-	5,350
Self-Charge Licensing		*2,700*	-	2,700
LibraryAware (NextReads/Emails)		*1,300*	-	1,300
TOTAL - Other Contract Services	***2145***	***$ 104,550***	***$ -***	***$ 104,550***
Training & Conference	*2155*	*101*	*380*	
Memberships		*1,000*	-	1,000
TOTAL - Training & Conference	***2155***	***$ 1,000***	***$ -***	***$ 1,000***
Computer Equipment	*2212*	*101*	*380*	
Marin IT/Spam Filter		*500*	-	500
TOTAL - Computer Equipment	***2212***	***$ 500***	***$ -***	***$ 500***

LIBRARY - 4600
EXPENSE DETAIL

Description	Object Code	Funding Source		Total Budgeted
Special Department Supplies	*2215*	*101*	*384*	
Supplies for Processing Material (Labels, cases, barcodes, etc.)		-	*5,000*	5,000
Library Cards		*1,000*	-	1,000
TOTAL - Special Department Supplies	***2215***	***$ 1,000***	***$ 5,000***	***$ 6,000***
Library Materials	*2216*	*380*	*384*	
Print, Audiovisual, Digital Content		*40,000*	*45,000*	85,000
Streaming Services (Kanopy, HOOPLA)		*18,000*	-	18,000
TOTAL - Library Materials	***2216***	***$ 58,000***	***$ 45,000***	***$ 103,000***
Software Maintenance	*2335*	*101*	*382*	
Brainfuse/Online Homework Help		*5,500*	-	5,500
Mango Languages		*1,500*	-	1,500
AtoZ Database		*500*	-	500
St. Helena Star Digital		-	*700*	700
TOTAL - Software Maintenance	***2335***	***$ 7,500***	***$ 700***	***$ 8,200***

PARKS & RECREATION (4728)

Staffing

The Parks & Recreation Department currently has 3 full-time staff, one part-time, and additional seasonal staff. Consisting of:

Parks & Recreation Director (1)
Recreation Supervisor (2)
Seasonal (30 +/-)
Volunteers (65 +/-)

Purpose

The Parks & Recreation Department provides leisure and community services to the residents of the City and enrichment programs for all ages. Its mission statement is “Harvesting Community Experiences that Celebrate St Helena” and its visions statement is “To be the destination for leisure and community experiences that preserves St Helena’s small town lifestyle.” Programs include adult and youth sports such as bocce, softball, basketball & soccer, arts, crafts, drama and music, as well as vocational skills, educational classes, and summer camps & childcare. The Parks & Recreation Director serves as staff member to the Parks & Recreation Commission.

Parks & Recreation

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	General Fund	$ 186,585.44	$ 201,519.72	$ 278,814.00	$ 838,766.00
280	Teen Center Recreation Dept	$ 104,546.63	$ 26,300.00	$ -	$ -
286	Bocce Ball	$ 44,988.83	$ 41,340.98	$ 68,290.00	$ 21,679.00
287	Harvest Festival	$ 7,879.15	$ 11,246.34	$ 15,100.00	$ 15,100.00
288	Fourth of July	$ 43,756.92	$ 43,319.39	$ 56,800.00	$ 35,100.00
289	Recreation Program	$ 270,459.10	$ 442,701.03	$ 574,254.55	$ 56,000.00
Grand Total		**$ 658,216.07**	**$ 766,427.46**	**$ 993,258.55**	**$ 966,645.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
47	***Parks & Recreation***				
20	Salaries & Benefits	$ 452,948.11	$ 498,779.73	$ 615,573.00	$ 232,697.00
21	Services	$ 110,316.65	$ 157,696.14	$ 213,540.00	$ 41,390.00
22	Supplies	$ 82,310.49	$ 71,279.99	$ 141,473.55	$ 51,500.00
23	Maintenance	$ 11,838.72	$ 11,921.60	$ 21,672.00	$ 5,500.00
24	Taxes, Insurances & Contributi	$ -	$ -	$ -	$ -
26	Capital	$ 802.10	$ 450.00	$ 1,000.00	$ -
29	Transfers	$ -	$ 26,300.00	$ -	$ 56,000.00
20	Salaries & Benefits	$ -	$ -	$ -	$ 362,236.00
21	Services	$ -	$ -	$ -	$ 138,800.00
22	Supplies	$ -	$ -	$ -	$ 64,900.00
23	Maintenance	$ -	$ -	$ -	$ 13,622.00
Grand Total		**$ 658,216.07**	**$ 766,427.46**	**$ 993,258.55**	**$ 966,645.00**

General Ledger

Budget Parks and Recreation 4728

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	**General Fund**				
47	**Parks & Recreation**				
101-47-28-20-08	Post-Employment Disbursement	$ -	$ -	$ -	$ -
101-47-28-20-10	Salary-Regular	$ 111,380.15	$ 122,397.30	$ 135,592.00	$ 138,304.00
101-47-28-20-20	Temp/Part Time	$ -	$ -	$ -	$ -
101-47-28-20-30	Overtime	$ -	$ -	$ -	$ -
101-47-28-20-40	FICA/Medicare	$ 8,530.73	$ 9,360.09	$ 9,413.00	$ 9,720.00
101-47-28-20-45	Employer PERS	$ 6,830.63	$ 8,119.94	$ 9,601.00	$ 10,779.00
101-47-28-20-47	PERS Unfunded Liability	$ 14,583.00	$ 13,092.00	$ 16,940.00	$ 21,089.00
101-47-28-20-50	Employee PERS	$ -	$ -	$ -	$ -
101-47-28-20-55	Health Insurance	$ 24,264.83	$ 25,689.45	$ 26,003.00	$ 29,005.00
101-47-28-20-61	Workers Comp	$ 4,053.16	$ 3,891.56	$ 2,829.00	$ 3,879.00
101-47-28-20-65	SDI	$ 1,062.26	$ 1,108.80	$ 1,035.00	$ 1,106.00
101-47-28-20-71	Unemployment	$ -	$ -	$ -	$ -
101-47-28-20-75	Deferred Comp	$ 221.07	$ 93.57	$ 2,366.00	$ 2,366.00
101-47-28-20-85	Auto Allowance	$ 2,111.04	$ 2,160.00	$ 2,160.00	$ 2,160.00
101-47-28-20-89	Chartity Event Reimbursement	$ -	$ -	$ -	$ -
101-47-28-20-96	Education Reimbursement	$ -	$ 400.23	$ -	$ -
20	**Salaries & Benefits**	**$ 173,036.87**	**$ 186,312.94**	**$ 205,939.00**	**$ 218,408.00**
101-47-28-21-05	Advertising	$ 670.02	$ 16.20	$ 300.00	$ 300.00
101-47-28-21-10	Communications	$ 3,334.49	$ 3,578.98	$ 3,500.00	$ 3,500.00
101-47-28-21-15	Postage	$ 39.25	$ 22.95	$ 100.00	$ 100.00
101-47-28-21-30	Professional Contracts	$ 100.00	$ 2,862.75	$ 7,700.00	$ 4,500.00
101-47-28-21-40	Professional Fees	$ -	$ -	$ -	$ -
101-47-28-21-42	Banking Fees	$ 527.43	$ 581.58	$ 660.00	$ 660.00
101-47-28-21-44	Online Transaction Fee	$ 47.04	$ 38.76	$ 50.00	$ 50.00
101-47-28-21-45	Other Contract Services	$ -	$ -	$ -	$ -
101-47-28-21-53	Memberships & Publications	$ 330.00	$ 1,035.00	$ 490.00	$ 490.00
101-47-28-21-55	Training & Conference	$ 3,532.77	$ 3,092.18	$ 7,100.00	$ -
101-47-28-21-60	Other Travel	$ 52.75	$ 92.67	$ 100.00	$ 100.00
21	**Services**	**$ 8,633.75**	**$ 11,321.07**	**$ 20,000.00**	**$ 9,700.00**
101-47-28-22-12	Computer Equipment	$ 1,364.60	$ 1,803.04	$ 1,775.00	$ -
101-47-28-22-13	Office Supplies	$ 972.78	$ 300.65	$ 500.00	$ 500.00
101-47-28-22-15	Special Department Supplies	$ 1,775.34	$ 1,332.02	$ 1,100.00	$ 1,100.00
101-47-28-22-44	Swimming Program	$ -	$ -	$ -	$ -
101-47-28-22-46	Home for the Holidays	$ -	$ -	$ 1,500.00	$ 500.00
101-47-28-22-47	Jingle All the Way	$ -	$ -	$ 40,000.00	$ 25,000.00
22	**Supplies**	**$ 4,112.72**	**$ 3,435.71**	**$ 44,875.00**	**$ 27,100.00**
101-47-28-23-11	Maint Office Equip	$ -	$ -	$ -	$ -
101-47-28-23-20	Tennis Court Maintenance	$ -	$ -	$ 7,000.00	$ 4,000.00
101-47-28-23-35	Software Maintenance	$ -	$ -	$ -	$ -
23	**Maintenance**	**$ -**	**$ -**	**$ 7,000.00**	**$ 4,000.00**
101-47-28-24-25	Taxes & Other Charges	$ -	$ -	$ -	$ -
24	**Taxes, Insurances & Contributi**	**$ -**	**$ -**	**$ -**	**$ -**

101-47-28-26-40	Furniture & Fixtures	$	802.10	$	450.00	$	1,000.00	$	-
26	**Capital**	**$**	**802.10**	**$**	**450.00**	**$**	**1,000.00**	**$**	**-**
101-47-28-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
28	**Recreation**	**$**	**186,585.44**	**$**	**201,519.72**	**$**	**278,814.00**	**$**	**259,208.00**
101-47-30-20-10	Salary-Regular	$	-	$	-	$	-	$	-
101-47-30-20-20	Temp/Part Time	$	-	$	-	$	-	$	-
101-47-30-20-30	Overtime	$	-	$	-	$	-	$	-
101-47-30-20-37	Holiday Pay	$	-	$	-	$	-	$	-
101-47-30-20-40	FICA/Medicare	$	-	$	-	$	-	$	-
101-47-30-20-45	Employer PERS	$	-	$	-	$	-	$	-
101-47-30-20-47	PERS Unfunded Liability	$	-	$	-	$	-	$	-
101-47-30-20-55	Health Insurance	$	-	$	-	$	-	$	-
101-47-30-20-61	Workers Comp	$	-	$	-	$	-	$	-
101-47-30-20-65	SDI	$	-	$	-	$	-	$	-
101-47-30-20-71	Unemployment	$	-	$	-	$	-	$	-
101-47-30-20-75	Deferred Comp	$	-	$	-	$	-	$	-
101-47-30-20-85	Auto Allowance	$	-	$	-	$	-	$	-
20	**Salaries & Benefits**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
30	**Water Capital**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
101-47-40-20-10	Salary-Regular	$	-	$	-	$	-	$	179,468.00
101-47-40-20-20	Temp/Part Time	$	-	$	-	$	-	$	60,200.00
101-47-40-20-30	Overtime	$	-	$	-	$	-	$	1,600.00
101-47-40-20-37	Holiday Pay	$	-	$	-	$	-	$	744.00
101-47-40-20-40	FICA/Medicare	$	-	$	-	$	-	$	18,588.00
101-47-40-20-45	Employer PERS	$	-	$	-	$	-	$	12,163.00
101-47-40-20-47	PERS Unfunded Liability	$	-	$	-	$	-	$	23,797.00
101-47-40-20-55	Health Insurance	$	-	$	-	$	-	$	44,882.00
101-47-40-20-61	Workers Comp	$	-	$	-	$	-	$	17,089.00
101-47-40-20-65	SDI	$	-	$	-	$	-	$	1,795.00
101-47-40-20-71	Unemployment	$	-	$	-	$	-	$	-
101-47-40-20-75	Deferred Comp	$	-	$	-	$	-	$	1,790.00
101-47-40-20-85	Auto Allowance	$	-	$	-	$	-	$	120.00
20	**Salaries & Benefits**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**362,236.00**
101-47-40-21-05	Advertising	$	-	$	-	$	-	$	500.00
101-47-40-21-10	Communications	$	-	$	-	$	-	$	1,800.00
101-47-40-21-15	Postage	$	-	$	-	$	-	$	100.00
101-47-40-21-22	Utilities	$	-	$	-	$	-	$	450.00
101-47-40-21-40	Professional Fees	$	-	$	-	$	-	$	600.00
101-47-40-21-42	Banking Fees	$	-	$	-	$	-	$	3,400.00
101-47-40-21-44	Online Transaction Fee	$	-	$	-	$	-	$	1,000.00
101-47-40-21-45	Other Contract Services	$	-	$	-	$	-	$	105,000.00
101-47-40-21-52	Facility Rental	$	-	$	-	$	-	$	24,000.00
101-47-40-21-55	Training & Conference	$	-	$	-	$	-	$	1,200.00
101-47-40-21-60	Other Travel	$	-	$	-	$	-	$	750.00
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**138,800.00**
101-47-40-22-11	Fingerprinting	$	-	$	-	$	-	$	300.00
101-47-40-22-12	Computer Equipment	$	-	$	-	$	-	$	-

101-47-40-22-13	Office Supplies	$	-	$	-	$	-	$	500.00
101-47-40-22-15	Special Department Supplies	$	-	$	-	$	-	$	19,500.00
101-47-40-22-41	Supplies - Summer	$	-	$	-	$	-	$	1,500.00
101-47-40-22-42	Supplies for sports programs	$	-	$	-	$	-	$	12,600.00
101-47-40-22-43	Fieldtrips	$	-	$	-	$	-	$	500.00
101-47-40-22-45	Afterschool Enrichment Program	$	-	$	-	$	-	$	30,000.00
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**64,900.00**
101-47-40-23-35	Software Maintenance	$	-	$	-	$	-	$	1,500.00
101-47-40-23-50	Vehicle Alloc Expense	$	-	$	-	$	-	$	12,122.00
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**13,622.00**
40	**Vehicle Alloc Expense**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**579,558.00**
280	**Teen Center Recreation Dept**								
47	**Parks & Recreation**								
280-47-28-20-10	Salary-Regular	$	48,053.13	$	-	$	-	$	-
280-47-28-20-20	Temp/Part Time	$	19,721.57	$	-	$	-	$	-
280-47-28-20-30	Overtime	$	252.70	$	-	$	-	$	-
280-47-28-20-37	Holiday Pay	$	-	$	-	$	-	$	-
280-47-28-20-40	FICA/Medicare	$	5,116.00	$	-	$	-	$	-
280-47-28-20-45	Employer PERS	$	2,690.80	$	-	$	-	$	-
280-47-28-20-47	PERS Unfunded Liability	$	4,532.00	$	-	$	-	$	-
280-47-28-20-50	Employee PERS	$	-	$	-	$	-	$	-
280-47-28-20-55	Health Insurance	$	18,404.57	$	-	$	-	$	-
280-47-28-20-61	Workers Comp	$	2,195.46	$	-	$	-	$	-
280-47-28-20-65	SDI	$	460.08	$	-	$	-	$	-
280-47-28-20-71	Unemployment	$	-	$	-	$	-	$	-
280-47-28-20-75	Deferred Comp	$	42.84	$	-	$	-	$	-
280-47-28-20-85	Auto Allowance	$	117.28	$	-	$	-	$	-
20	**Salaries & Benefits**	**$**	**101,586.43**	**$**	**-**	**$**	**-**	**$**	**-**
280-47-28-21-05	Advertising	$	100.00	$	-	$	-	$	-
280-47-28-21-10	Communications	$	2,310.35	$	-	$	-	$	-
280-47-28-21-15	Postage	$	-	$	-	$	-	$	-
280-47-28-21-25	Equipment Rental	$	-	$	-	$	-	$	-
280-47-28-21-40	Professional Fees	$	-	$	-	$	-	$	-
280-47-28-21-45	Other Contract Services	$	-	$	-	$	-	$	-
280-47-28-21-53	Memberships & Publications	$	-	$	-	$	-	$	-
280-47-28-21-55	Training & Conference	$	40.00	$	-	$	-	$	-
280-47-28-21-60	Other Travel	$	-	$	-	$	-	$	-
21	**Services**	**$**	**2,450.35**	**$**	**-**	**$**	**-**	**$**	**-**
280-47-28-22-13	Office Supplies	$	-	$	-	$	-	$	-
280-47-28-22-15	Special Department Supplies	$	509.85	$	-	$	-	$	-
22	**Supplies**	**$**	**509.85**	**$**	**-**	**$**	**-**	**$**	**-**
280-47-28-23-00	Capital Projects Budget	$	-	$	-	$	-	$	-
280-47-28-23-30	Maint Buildings/Grounds	$	-	$	-	$	-	$	-
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
280-47-28-24-25	Taxes & Other Charges	$	-	$	-	$	-	$	-
24	**Taxes, Insurances & Contributi**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
280-47-28-26-60	Capital Imp Buildings	$	-	$	-	$	-	$	-

26	**Capital**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
280-47-28-29-99	Transfer to Other Funds	$	-	$	26,300.00	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**26,300.00**	**$**	**-**	**$**	**-**
28	**Recreation**	**$**	**104,546.63**	**$**	**26,300.00**	**$**	**-**	**$**	**-**
286	**Bocce Ball**								
47	**Parks & Recreation**								
286-47-28-20-10	Salary-Regular	$	6,187.80	$	6,799.78	$	33,980.00	$	7,684.00
286-47-28-20-20	Temp/Part Time	$	18,494.69	$	16,799.58	$	-	$	-
286-47-28-20-37	Holiday Pay	$	-	$	-	$	-	$	-
286-47-28-20-40	FICA/Medicare	$	1,888.85	$	1,804.99	$	2,546.00	$	540.00
286-47-28-20-45	Employer PERS	$	379.48	$	451.07	$	2,116.00	$	599.00
286-47-28-20-47	PERS Unfunded Liability	$	810.00	$	727.00	$	3,734.00	$	1,172.00
286-47-28-20-55	Health Insurance	$	1,348.24	$	1,427.29	$	15,891.00	$	1,611.00
286-47-28-20-61	Workers Comp	$	225.16	$	1,980.08	$	1,729.00	$	2,371.00
286-47-28-20-65	SDI	$	59.01	$	61.64	$	322.00	$	61.00
286-47-28-20-71	Unemployment	$	8,599.00	$	2,990.08	$	-	$	-
286-47-28-20-75	Deferred Comp	$	12.21	$	5.36	$	462.00	$	131.00
286-47-28-20-85	Auto Allowance	$	117.28	$	120.00	$	120.00	$	120.00
20	**Salaries & Benefits**	**$**	**38,121.72**	**$**	**33,166.87**	**$**	**60,900.00**	**$**	**14,289.00**
286-47-28-21-05	Advertising	$	-	$	-	$	150.00	$	150.00
286-47-28-21-10	Communications	$	-	$	-	$	-	$	-
286-47-28-21-15	Postage	$	-	$	-	$	-	$	-
286-47-28-21-42	Banking Fees	$	1,091.52	$	1,061.18	$	1,000.00	$	1,000.00
286-47-28-21-44	Online Transaction Fee	$	242.75	$	295.53	$	140.00	$	140.00
286-47-28-21-45	Other Contract Services	$	-	$	-	$	200.00	$	200.00
21	**Services**	**$**	**1,334.27**	**$**	**1,356.71**	**$**	**1,490.00**	**$**	**1,490.00**
286-47-28-22-13	Office Supplies	$	-	$	6.48	$	400.00	$	400.00
286-47-28-22-15	Special Department Supplies	$	4,012.69	$	6,399.84	$	4,000.00	$	4,000.00
22	**Supplies**	**$**	**4,012.69**	**$**	**6,406.32**	**$**	**4,400.00**	**$**	**4,400.00**
286-47-28-23-30	Maint Building/Grounds	$	1,520.15	$	411.08	$	1,500.00	$	1,500.00
286-47-28-23-35	Software Maintenance	$	-	$	-	$	-	$	-
23	**Maintenance**	**$**	**1,520.15**	**$**	**411.08**	**$**	**1,500.00**	**$**	**1,500.00**
286-47-28-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
28	**Recreation**	**$**	**44,988.83**	**$**	**41,340.98**	**$**	**68,290.00**	**$**	**21,679.00**
287	**Harvest Festival**								
47	**Parks & Recreation**								
287-47-28-21-42	Banking Fees	$	50.74	$	111.66	$	100.00	$	100.00
287-47-28-21-44	Online Transaction Fee	$	32.25	$	-	$	-	$	-
21	**Services**	**$**	**82.99**	**$**	**111.66**	**$**	**100.00**	**$**	**100.00**
287-47-28-22-15	Special Department Supplies	$	7,796.16	$	11,134.68	$	15,000.00	$	15,000.00
22	**Supplies**	**$**	**7,796.16**	**$**	**11,134.68**	**$**	**15,000.00**	**$**	**15,000.00**
28	**Recreation**	**$**	**7,879.15**	**$**	**11,246.34**	**$**	**15,100.00**	**$**	**15,100.00**

288	**Fourth of July**								
47	**Parks & Recreation**								
288-47-28-21-42	Banking Fees	$	51.63	$	29.49	$	6,600.00	$	100.00
288-47-28-21-45	Other Contract Services	$	40,000.00	$	41,528.18	$	40,000.00	$	30,000.00
21	**Services**	**$**	**40,051.63**	**$**	**41,557.67**	**$**	**46,600.00**	**$**	**30,100.00**
288-47-28-22-15	Special Department Supplies	$	3,705.29	$	1,761.72	$	10,200.00	$	5,000.00
22	**Supplies**	**$**	**3,705.29**	**$**	**1,761.72**	**$**	**10,200.00**	**$**	**5,000.00**
28	**Recreation**	**$**	**43,756.92**	**$**	**43,319.39**	**$**	**56,800.00**	**$**	**35,100.00**
289	**Recreation Program**								
47	**Parks & Recreation**								
289-47-28-20-10	Salary-Regular	$	70,815.08	$	148,681.61	$	174,884.00	$	-
289-47-28-20-20	Temp/Part Time	$	19,683.96	$	32,815.51	$	65,309.00	$	-
289-47-28-20-30	Overtime	$	294.82	$	1,589.82	$	3,160.00	$	-
289-47-28-20-37	Holiday Pay	$	-	$	47.71	$	744.00	$	-
289-47-28-20-40	FICA/Medicare	$	6,281.21	$	14,080.84	$	18,715.00	$	-
289-47-28-20-45	Employer PERS	$	3,914.89	$	8,739.72	$	10,549.00	$	-
289-47-28-20-47	PERS Unfunded Liability	$	11,043.00	$	13,769.00	$	18,613.00	$	-
289-47-28-20-50	Employee PERS	$	-	$	-	$	-	$	-
289-47-28-20-55	Health Insurance	$	18,124.38	$	39,760.08	$	40,257.00	$	-
289-47-28-20-61	Workers Comp	$	7,036.74	$	17,487.52	$	12,826.00	$	-
289-47-28-20-65	SDI	$	690.34	$	1,501.28	$	1,767.00	$	-
289-47-28-20-71	Unemployment	$	1,811.00	$	-	$	-	$	-
289-47-28-20-75	Deferred Comp	$	507.67	$	706.83	$	1,790.00	$	-
289-47-28-20-85	Auto Allowance	$	-	$	120.00	$	120.00	$	-
20	**Salaries & Benefits**	**$**	**140,203.09**	**$**	**279,299.92**	**$**	**348,734.00**	**$**	**-**
289-47-28-21-05	Advertising	$	376.11	$	87.59	$	1,500.00	$	-
289-47-28-21-10	Communications	$	679.55	$	1,666.43	$	2,300.00	$	-
289-47-28-21-15	Postage	$	-	$	-	$	100.00	$	-
289-47-28-21-22	Utilities	$	349.49	$	521.20	$	450.00	$	-
289-47-28-21-25	Equipment Rental	$	-	$	-	$	-	$	-
289-47-28-21-40	Professional Fees	$	-	$	175.00	$	600.00	$	-
289-47-28-21-42	Banking Fees	$	4,642.52	$	5,000.91	$	5,400.00	$	-
289-47-28-21-44	Online Transaction Fee	$	2,016.73	$	2,645.56	$	3,000.00	$	-
289-47-28-21-45	Other Contract Services	$	49,177.20	$	83,174.79	$	105,000.00	$	-
289-47-28-21-52	Facility Rental	$	150.00	$	8,612.45	$	24,000.00	$	-
289-47-28-21-55	Training & Conference	$	-	$	935.00	$	1,200.00	$	-
289-47-28-21-60	Other Travel	$	372.06	$	530.10	$	1,800.00	$	-
21	**Services**	**$**	**57,763.66**	**$**	**103,349.03**	**$**	**145,350.00**	**$**	**-**
289-47-28-22-11	Fingerprinting	$	-	$	25.00	$	300.00	$	-
289-47-28-22-12	Computer Equipment	$	-	$	-	$	-	$	-
289-47-28-22-13	Office Supplies	$	-	$	-	$	1,300.00	$	-
289-47-28-22-15	Special Department Supplies	$	33,936.76	$	19,105.60	$	27,998.55	$	-
289-47-28-22-41	Supplies - Summer	$	1,594.17	$	2,640.18	$	1,500.00	$	-
289-47-28-22-42	Supplies for sports programs	$	14,822.41	$	11,972.13	$	12,600.00	$	-
289-47-28-22-43	Fieldtrips	$	809.94	$	319.00	$	1,300.00	$	-
289-47-28-22-44	Swimming Program	$	-	$	-	$	-	$	-
289-47-28-22-45	Afterschool Enrichment Program	$	11,010.50	$	14,479.65	$	22,000.00	$	-
22	**Supplies**	**$**	**62,173.78**	**$**	**48,541.56**	**$**	**66,998.55**	**$**	**-**
289-47-28-23-35	Software Maintenance	$	-	$	-	$	1,500.00	$	-

289-47-28-23-50	Vehicle Alloc Expense	$	10,318.57	$	11,510.52	$	11,672.00	$	-
23	**Maintenance**	**$**	**10,318.57**	**$**	**11,510.52**	**$**	**13,172.00**	**$**	**-**
289-47-28-24-25	Taxes & Other Charges	$	-	$	-	$	-	$	-
24	**Taxes, Insurances & Contributi**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
289-47-28-29-99	Transfer to other Funds	$	-	$	-	$	-	$	56,000.00
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**56,000.00**
28	**Recreation**	**$**	**270,459.10**	**$**	**442,701.03**	**$**	**574,254.55**	**$**	**56,000.00**
733	**Capital Project Planning**								
47	**Parks & Recreation**								
733-47-28-22-15	Special Department Supplies	$	-	$	-	$	-	$	-
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
733-47-28-26-30	Capital Equipment	$	-	$	-	$	-	$	-
26	**Capital**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
28	**Recreation**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
Grand Total		**$**	**658,216.07**	**$**	**766,427.46**	**$**	**993,258.55**	**$**	**966,645.00**

PARKS & RECREATION - 4728
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Professional Contracts	*2130*	*101*	
Marketing		4,500	4,500
TOTAL - Professional Contracts	***2130***	***$ 4,500***	***$ 4,500***
Memberships & Publications	*2153*	*101*	
CPRS (2 employees)		400	400
USTA		90	90
TOTAL - Memberships & Publications	***2153***	***$ 490***	***$ 490***
Special Department Supplies	*2215*	*101*	
Newsletter, Miscellaneous Supplies		1,100	1,100
TOTAL - Special Department Supplies	***2215***	***$ 1,100***	***$ 1,100***
BOCCE BALL - 286			
Special Department Supplies	*2215*	*286*	
Bocce Balls, Equipment		4,000	4,000
TOTAL - Special Department Supplies	***2215***	***$ 4,000***	***$ 4,000***
HARVEST FESTIVAL - 287			
Special Department Supplies	*2215*	*287*	
Bathrooms		1,000	1,000
Security		1,000	1,000
Trash		1,000	1,000
Banners		1,500	1,500
Supplies		500	500
Advertising		2,000	2,000
Bands		2,000	2,000
Miscellaneous		5,000	5,000
T-Shirt		1,000	1,000
TOTAL - Special Department Supplies	***2215***	***$ 15,000***	***$ 15,000***
4TH OF JULY - 288			
Other Contract Services	*2145*	*288*	
Fireworks		30,000	30,000
TOTAL - Other Contract Services	***2145***	***$ 30,000***	***$ 30,000***
Special Department Supplies	*2215*	*288*	
Security		1,500	1,500
Banners		1,500	1,500
Advertising		1,000	1,000
Bathrooms		1,000	1,000
TOTAL - Special Department Supplies	***2215***	***$ 5,000***	***$ 5,000***

PARKS & RECREATION - 4728
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
RECREATION PROGRAM - 4740			
Professional Fees	*2140*	*101*	
CPR		600	600
TOTAL - Professional Fees	***2140***	***$ 600***	***$ 600***
Other Contract Services	*2145*	*101*	
Instructors		36,000	36,000
Camps		69,000	69,000
TOTAL - Other Contract Services	***2145***	***$ 105,000***	***$ 105,000***
Facility Rental	*2152*	*101*	
School District - Gym, Fields, etc.		24,000	24,000
TOTAL - Facility Rental	***2152***	***$ 24,000***	***$ 24,000***
Training and Conferences	*2155*	*101*	
CPRS - Summer Staff		1,200	1,200
TOTAL - Training and Conferences	***2155***	***$ 1,200***	***$ 1,200***
Other Travel	*2160*	*101*	
Fuel		750	750
TOTAL - Other Travel	***2160***	***$ 750***	***$ 750***
Special Department Supplies	*2215*	*101*	
Jersey's		9,000	9,000
Equipment		9,000	9,000
Miscellaneous Supplies, Food, Events		1,500	1,500
TOTAL - Special Department Supplies	***2215***	***$ 19,500***	***$ 19,500***
Software Maintenance	*2335*	*101*	
Recreation Registration		1,500	1,500
TOTAL - Software Maintenance	***2335***	***$ 1,500***	***$ 1,500***

Public Safety

FIRE
(4800)

Staffing

The Fire Department currently has 4.15 FTE staff members and 29 part-time staff consisting of:

Fire Chief (0.75)
Administrative Assistant/Fire Inspector (1)
Full-time Firefighters (2)
Part-time Firefighters (19) – this includes Firefighters paid on an hourly, per-call basis and seasonal Firefighters.

Purpose

It is the mission of the members of the St. Helena Fire Department to provide efficient and cost-effective services, including: fire protection both prevention and suppression; public life safety education; emergency medical and rescue services; respond to natural and man-made disasters; and respond to incidents involving hazardous materials. This service should, at all times, provide for the safety of the members of the Fire Department and serve the interest of the residents of the City of St. Helena and the surrounding area.

Fire

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	General Fund	$ 1,170,284.26	$ 1,385,808.43	$ 1,455,978.14	$ 1,559,413.00
420	1996 GO Bonds	$ -	$ 135,736.28	$ -	$ -
592	Equipment Replacement Fund	$ -	$ -	$ -	$ -
593	Fire Equipment Replacement	$ -	$ -	$ 40,000.00	$ 40,000.00
Grand Total		**$ 1,170,284.26**	**$ 1,521,544.71**	**$ 1,495,978.14**	**$ 1,599,413.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
48	***Fire***				
20	Salaries & Benefits	$ 881,865.38	$ 995,333.92	$ 1,058,704.00	$ 1,176,101.00
21	Services	$ 159,660.65	$ 312,026.85	$ 187,960.00	$ 184,500.00
22	Supplies	$ 95,194.70	$ 164,174.32	$ 184,343.36	$ 176,110.00
23	Maintenance	$ 32,059.37	$ 49,782.32	$ 61,970.78	$ 62,702.00
24	Taxes, Insurances & Contributi	$ -	$ -	$ -	$ -
26	Capital	$ 1,504.16	$ 227.30	$ 3,000.00	$ -
Grand Total		**$ 1,170,284.26**	**$ 1,521,544.71**	**$ 1,495,978.14**	**$ 1,599,413.00**

General Ledger
Budget Fire 4800

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	**General Fund**				
48	**Fire**				
101-48-02-07-1	Unemployment	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ -**	**$ -**	**$ -**	**$ -**
0	**Unemployment**	**$ -**	**$ -**	**$ -**	**$ -**
101-48-00-20-08	Post-Employment Disbursement	$ -	$ -	$ -	$ -
101-48-00-20-10	Salary-Regular	$ 79,798.36	$ 213,496.40	$ 315,773.00	$ 358,987.00
101-48-00-20-20	Temp/Part Time	$ 449,223.49	$ 381,098.46	$ 410,270.00	$ 453,832.00
101-48-00-20-24	Strike Team Salary	$ -	$ 5,041.34	$ -	$ -
101-48-00-20-25	Standby	$ 3,885.00	$ 3,045.00	$ 58,325.00	$ 58,325.00
101-48-00-20-30	Overtime	$ 161,511.73	$ 149,309.19	$ -	$ 16,749.00
101-48-00-20-37	Holiday Pay	$ -	$ 16,116.97	$ 19,974.00	$ 27,847.00
101-48-00-20-40	FICA/Medicare	$ 52,377.18	$ 57,852.72	$ 58,851.00	$ 69,645.00
101-48-00-20-45	Employer PERS	$ 15,143.50	$ 21,318.36	$ 37,473.00	$ 58,607.00
101-48-00-20-47	PERS Unfunded Liability	$ 23,685.00	$ 47,125.00	$ 57,164.00	$ 13,440.00
101-48-00-20-50	Employee PERS	$ 6,100.44	$ 6,493.76	$ 9,133.00	$ 2,785.00
101-48-00-20-55	Health Insurance	$ 16,891.83	$ 55,446.08	$ 56,516.00	$ 61,013.00
101-48-00-20-61	Workers Comp	$ 72,056.44	$ 35,585.88	$ 28,974.00	$ 45,832.00
101-48-00-20-65	SDI	$ 486.32	$ 2,542.33	$ 2,955.00	$ 3,493.00
101-48-00-20-71	Unemployment	$ -	$ -	$ -	$ -
101-48-00-20-75	Deferred Comp	$ 448.95	$ 862.43	$ 3,296.00	$ 3,296.00
101-48-00-20-85	Auto Allowance	$ 257.14	$ -	$ -	$ -
101-48-00-20-89	Chartity Event Reimbursement	$ -	$ -	$ -	$ -
101-48-00-20-95	Police Dept Unifo	$ -	$ -	$ -	$ 2,250.00
20	**Salaries & Benefits**	**$ 881,865.38**	**$ 995,333.92**	**$ 1,058,704.00**	**$ 1,176,101.00**
101-48-00-21-05	Advertising	$ -	$ -	$ -	$ -
101-48-00-21-10	Communications	$ 22,538.04	$ 70,014.65	$ 35,000.00	$ 35,000.00
101-48-00-21-15	Postage	$ 69.42	$ 199.92	$ 500.00	$ 500.00
101-48-00-21-22	Utilities	$ 29,186.21	$ 28,748.11	$ 40,000.00	$ 40,000.00
101-48-00-21-25	Equipment Rental	$ -	$ -	$ -	$ -
101-48-00-21-27	Equipment Lease Exp	$ -	$ -	$ -	$ -
101-48-00-21-30	Professional Contracts	$ 10,994.14	$ 14,912.97	$ 15,000.00	$ 15,000.00
101-48-00-21-40	Professional Fees	$ -	$ -	$ -	$ -
101-48-00-21-45	Other Contract Services	$ 21,700.00	$ 473.86	$ 9,500.00	$ 9,500.00
101-48-00-21-52	Facility Rental	$ 18,000.00	$ 18,000.00	$ 22,000.00	$ 22,000.00
101-48-00-21-53	Memberships & Publications	$ 2,269.63	$ 356.65	$ 2,500.00	$ 2,500.00
101-48-00-21-54	CAL Fire Dispatch Contract	$ 28,325.60	$ 17,350.40	$ 51,100.00	$ 30,000.00
101-48-00-21-55	Training & Conference	$ 23,402.86	$ 22,603.38	$ 5,000.00	$ 25,000.00
101-48-00-21-70	Fire Prevention Education	$ 3,174.75	$ 3,630.63	$ 7,360.00	$ 5,000.00
101-48-00-21-75	Fire Inspection Prof Fees	$ -	$ -	$ -	$ -
101-48-00-21-80	Strike Team Charges	$ -	$ -	$ -	$ -
21	**Services**	**$ 159,660.65**	**$ 176,290.57**	**$ 187,960.00**	**$ 184,500.00**
101-48-00-22-07	Copies	$ -	$ -	$ -	$ -
101-48-00-22-10	Issuance Costs	$ -	$ -	$ -	$ -
101-48-00-22-12	Computer Equipment	$ -	$ 3,638.87	$ -	$ -
101-48-00-22-13	Office Supplies	$ 3,106.33	$ 2,640.82	$ 2,000.00	$ 2,000.00

101-48-00-22-15	Special Department Supplies	$	45,334.77	$	69,000.65	$	72,443.36	$	63,110.00
101-48-00-22-17	Field Supplies	$	6,701.31	$	2,560.48	$	7,500.00	$	7,500.00
101-48-00-22-25	Fuel/Oil	$	9,192.19	$	10,052.03	$	10,000.00	$	10,000.00
101-48-00-22-26	Outside Vehicle Maint	$	24,629.72	$	69,046.35	$	48,900.00	$	50,000.00
101-48-00-22-28	Vehicle Parts	$	6,230.38	$	7,235.12	$	3,500.00	$	3,500.00
22	**Supplies**	**$**	**95,194.70**	**$**	**164,174.32**	**$**	**144,343.36**	**$**	**136,110.00**
101-48-00-23-11	Maint Office Equip	$	-	$	-	$	-	$	-
101-48-00-23-12	Maintenance Supplies	$	-	$	-	$	-	$	-
101-48-00-23-15	Maint Machine/Equipment	$	9,084.01	$	9,668.90	$	29,374.78	$	28,000.00
101-48-00-23-30	Maint Buildings/Grounds	$	18,041.37	$	22,117.56	$	23,000.00	$	23,000.00
101-48-00-23-35	Software Maintenance	$	4,933.99	$	17,995.86	$	9,596.00	$	11,702.00
23	**Maintenance**	**$**	**32,059.37**	**$**	**49,782.32**	**$**	**61,970.78**	**$**	**62,702.00**
101-48-00-24-25	Taxes & Other Charges	$	-	$	-	$	-	$	-
24	**Taxes, Insurances & Contributi**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
101-48-00-26-30	Capital Equipment	$	-	$	-	$	-	$	-
101-48-00-26-40	Furniture & Fixtures	$	1,504.16	$	227.30	$	3,000.00	$	-
26	**Capital**	**$**	**1,504.16**	**$**	**227.30**	**$**	**3,000.00**	**$**	**-**
00	**Administration**	**$**	**1,170,284.26**	**$**	**1,385,808.43**	**$**	**1,455,978.14**	**$**	**1,559,413.00**
101-48-45-21-40	Professional Fees	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
101-48-45-25-05	Retire Principal	$	-	$	-	$	-	$	-
101-48-45-25-15	Interest Expense	$	-	$	-	$	-	$	-
25	**Debt**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
45	**Debt**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
420	**1996 GO Bonds**								
48	**Fire**								
420-48-00-21-45	Other Contract Services	$	-	$	135,736.28	$	-	$	-
21	**Services**	**$**	**-**	**$**	**135,736.28**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**135,736.28**	**$**	**-**	**$**	**-**
592	**Equipment Replacement Fund**								
48	**Fire**								
592-48-00-22-12	Computer Equipment	$	-	$	-	$	-	$	-
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
592-48-00-26-30	Captial Equipment	$	-	$	-	$	-	$	-
26	**Capital**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
593	**Fire Equipment Replacement**								
48	**Fire**								
593-48-00-21-30	Professional Contracts	$	-	$	-	$	-	$	-
593-48-00-21-45	Other Contract Services	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**

593-48-00-22-15	Special Department Supplies	$	-	$	-	$	40,000.00	$	40,000.00
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**40,000.00**	**$**	**40,000.00**
593-48-00-26-30	Capital Equipment	$	-	$	-	$	-	$	-
26	**Capital**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**40,000.00**	**$**	**40,000.00**
733	**Capital Project Planning**								
48	**Fire**								
733-48-00-21-60	Other Travel	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
733-48-00-22-15	Special Department Supplies	$	-	$	-	$	-	$	-
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
733-48-00-23-00	Capital Projects Budget	$	-	$	-	$	-	$	-
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
733-48-00-26-30	Capital Equipment	$	-	$	-	$	-	$	-
26	**Capital**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
Grand Total		**$**	**1,170,284.26**	**$**	**1,521,544.71**	**$**	**1,495,978.14**	**$**	**1,599,413.00**

FIRE - 4800
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Communications	*2110*	*101*	
Cell, Satellite Phones, Comcast, EOC Lines		20,000	20,000
Pagers		5,000	5,000
Radio Replacement		10,000	10,000
TOTAL - Communications	***2110***	***$ 35,000***	***$ 35,000***
Professional Contracts	*2130*	*101*	
Physicals		*11,200*	11,200
Medical Cache Annual Fee		*500*	500
Training Ground Annual Fee		*500*	500
EMS Region Fee		*500*	500
Operations Consultant		*2,000*	2,000
Fire Safety House Annual Fee		*300*	300
TOTAL - Professional Contracts	***2130***	***$ 15,000***	***$ 15,000***
Other Contract Services	*2145*	*101*	
Adapt Management		9,500	9,500
TOTAL - Other Contract Services	***2145***	***$ 9,500***	**$ 9,500**
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*	
Target Solutions (Online Training)		4,400	4,400
Skills Training		4,000	4,000
Misc. Education & Training		7,000	7,000
Rental of WWTP for Training		9,600	9,600
TOTAL - Training and Conferences	***2155***	***$ 25,000***	***$ 25,000***
Fire Prevention Education	*2170*	*101*	
Weed Abatement (Outreach)		500	500
Open House (Supplies & Outreach)		4,000	4,000
Kiddie Tours (Supplies)		500	500
TOTAL - Fire Prevention Education	***2170***	***$ 5,000***	***$ 5,000***
Special Department Supplies	*2215*	*101*	
Annual Supplies		17,610	17,610
SCBA		16,000	16,000
Replacement Nozzles		8,500	8,500
Replacement Hose		20,000	20,000
Class "A" Foam		1,000	1,000
TOTAL - Special Department Supplies	***2215***	***$ 63,110***	**$ 63,110**

FIRE - 4800
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Field Supplies	*2217*	*101*	
Disposable Medical Supplies		5,500	5,500
AED (Automated External Defibrillator)		2,000	2,000
TOTAL - Field Supplies	***2217***	***$ 7,500***	**$ 7,500**
Machinery & Equipment Maintenance	*2315*	*101*	
SCBA Testing & Maintenance		7,000	7,000
Truck Maintenance		5,000	5,000
Replacement Tires		5,000	5,000
Ladder Testing		3,000	3,000
Extrication Tool Annual Maintenance		4,000	4,000
Refrigerator/Stove Service		4,000	4,000
TOTAL - Machine & Equipment Maintenance	***2315***	***$ 28,000***	**$ 28,000**
Software Maintenance	*2335*	*101*	
Fire Inspection Software		4,200	4,200
Zoll Data Systems		2,230	2,230
Active 911		300	300
Miscellaneous		3,172	3,172
Incident Management Software Maint.		1,800	1,800
TOTAL - Software Maintenance	***2335***	***$ 11,702***	**$ 11,702**
EQUIPMENT REPLACEMENT FUND FIRE - 593			
Special Department Supplies	*2215*	*593*	
Personal Protective Equipment (PPE)		20,000	20,000
Tools		15,000	15,000
Radio Repair/Replacement		5,000	5,000
TOTAL - Special Department Supplies	***2215***	***$ 40,000***	**$ 40,000**

POLICE
(4900)

Staffing

The Police Department currently has 16.75* full-time staff and 1 part-time staff consisting of:

Police Chief (1)
Lieutenant (1)
Sergeants (2)
Officers (7)*
Dispatchers (5)
Community Services Officer (.75)
Volunteers (7)

**Total FTE was reduced from 18.75 to 16.75 due to (2) vacant Police Officer positions that were frozen and are not funded in the FY 20/21 budget reducing.*

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.

Police

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	General Fund	$ 3,036,205.93	$ 3,144,217.68	$ 3,374,978.58	$ 3,193,102.00
212	Department of Homeland Secur	$ -	$ -	$ -	$ -
213	GVS Grant	$ -	$ -	$ -	$ -
224	Public Safety (COPS)	$ 118,103.18	$ 121,891.40	$ 136,670.42	$ 133,400.00
238	Training Development Fund	$ 5,300.35	$ 5,850.57	$ 8,000.00	$ 8,000.00
277	Prop 56 Grant	$ -	$ 23,294.32	$ -	$ -
278	BSCC Grant	$ -	$ 11,216.00	$ -	$ -
279	Asset Forfeit	$ 8,269.60	$ 473.81	$ 6,500.00	$ 6,500.00
375	Murray Ex Trust	$ -	$ -	$ 45,000.00	$ 2,280.00
733	Capital Project Planning	$ -	$ -	$ -	$ -
Grand Total		**$ 3,167,879.06**	**$ 3,306,943.78**	**$ 3,571,149.00**	**$ 3,343,282.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
49	***Police***				
20	Salaries & Benefits	$ 2,888,442.63	$ 2,963,376.23	$ 3,182,035.00	$ 2,992,293.00
21	Services	$ 167,928.22	$ 192,728.01	$ 207,735.58	$ 209,900.00
22	Supplies	$ 54,915.35	$ 29,402.05	$ 114,570.42	$ 68,580.00
23	Maintenance	$ 51,592.86	$ 57,552.62	$ 59,358.00	$ 61,608.00
24	Taxes, Insurances & Contributi	$ -	$ -	$ -	$ -
26	Capital	$ 5,000.00	$ 63,884.87	$ 7,450.00	$ 10,901.00
Grand Total		**$ 3,167,879.06**	**$ 3,306,943.78**	**$ 3,571,149.00**	**$ 3,343,282.00**

General Ledger
Budget Police 4900

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	**General Fund**				
49	**Police**				
101-49-00-20-08	Post-Employment Disbursement	$ -	$ -	$ -	$ -
101-49-00-20-10	Salary-Regular	$ 1,470,134.58	$ 1,564,549.94	$ 1,660,341.00	$ 1,533,624.00
101-49-00-20-20	Temp/Part Time	$ 6,975.23	$ 7,149.01	$ 23,198.00	$ -
101-49-00-20-21	Temp/Part Time	$ -	$ -	$ -	$ -
101-49-00-20-30	Overtime	$ 175,546.43	$ 231,859.19	$ 198,800.00	$ 198,800.00
101-49-00-20-37	Holiday Pay	$ 48,988.37	$ 52,203.77	$ 59,886.00	$ 54,274.00
101-49-00-20-40	FICA/Medicare	$ 128,487.24	$ 138,211.67	$ 146,485.00	$ 134,193.00
101-49-00-20-45	Employer PERS	$ 218,088.42	$ 245,287.40	$ 296,202.00	$ 258,732.00
101-49-00-20-47	PERS Unfunded Liability	$ 367,402.00	$ 214,522.00	$ 275,902.00	$ 304,593.00
101-49-00-20-50	Employee PERS	$ -	$ -	$ -	$ -
101-49-00-20-55	Health Insurance	$ 346,770.86	$ 362,724.96	$ 409,518.00	$ 370,432.00
101-49-00-20-61	Workers Comp	$ 88,832.00	$ 85,001.09	$ 68,282.00	$ 95,538.00
101-49-00-20-65	SDI	$ 15,633.78	$ 17,576.35	$ 18,530.00	$ 17,259.00
101-49-00-20-71	Unemployment	$ -	$ -	$ -	$ -
101-49-00-20-75	Deferred Comp	$ 5,920.99	$ 5,284.03	$ 5,991.00	$ 5,948.00
101-49-00-20-85	Auto Allowance	$ 2,357.14	$ 2,400.00	$ 2,400.00	$ 2,400.00
101-49-00-20-89	Chartity Event Reimbursement	$ -	$ -	$ -	$ -
101-49-00-20-95	Police Dept Unifo	$ 13,305.59	$ 13,312.50	$ 13,500.00	$ 13,500.00
101-49-00-20-96	Education Reimbursement	$ -	$ -	$ 3,000.00	$ 3,000.00
101-49-00-20-97	Housing Allowance	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 2,888,442.63**	**$ 2,940,081.91**	**$ 3,182,035.00**	**$ 2,992,293.00**
101-49-00-21-05	Advertising	$ -	$ -	$ -	$ -
101-49-00-21-10	Communications	$ 21,404.24	$ 15,294.76	$ 23,000.00	$ 23,000.00
101-49-00-21-15	Postage	$ 1,662.11	$ 1,481.31	$ 1,500.00	$ 1,500.00
101-49-00-21-27	Equipment Lease Exp	$ 3,081.14	$ 3,110.19	$ 3,500.00	$ 3,500.00
101-49-00-21-30	Professional Contracts	$ 25,000.00	$ 26,148.25	$ 25,000.00	$ 30,000.00
101-49-00-21-40	Professional Fees	$ 9,361.83	$ 9,560.58	$ 10,000.00	$ 10,000.00
101-49-00-21-45	Other Contract Services	$ 21,040.36	$ 50,822.54	$ 41,935.58	$ 40,600.00
101-49-00-21-53	Memberships & Publications	$ 4,124.19	$ 519.50	$ 3,400.00	$ 3,400.00
101-49-00-21-55	Training & Conference	$ (1,361.69)	$ 3,918.15	$ 3,000.00	$ 1,500.00
101-49-00-21-60	Other Travel	$ -	$ 157.34	$ -	$ -
21	**Services**	**$ 84,312.18**	**$ 111,012.62**	**$ 111,335.58**	**$ 113,500.00**
101-49-00-22-07	Copies	$ 1,999.55	$ 2,173.49	$ 2,300.00	$ 2,300.00
101-49-00-22-08	Police Dept Youth Activity	$ 1,000.00	$ 521.42	$ 2,000.00	$ 2,000.00
101-49-00-22-12	Computer Equipment	$ 1,000.00	$ 24.87	$ 2,000.00	$ 2,000.00
101-49-00-22-13	Office Supplies	$ 3,012.63	$ 2,102.80	$ 3,000.00	$ 3,000.00
101-49-00-22-15	Special Department Supplies	$ 4,846.08	$ 6,407.80	$ 5,500.00	$ 5,500.00
101-49-00-22-17	Field Supplies	$ -	$ -	$ -	$ -
22	**Supplies**	**$ 11,858.26**	**$ 11,230.38**	**$ 14,800.00**	**$ 14,800.00**
101-49-00-23-11	Maint Office Equip	$ -	$ -	$ -	$ -
101-49-00-23-15	Maint Machine/Equipment	$ -	$ -	$ -	$ -
101-49-00-23-30	Maint Buildings/Grounds	$ -	$ -	$ -	$ -
101-49-00-23-35	Software Maintenance	$ -	$ -	$ 1,000.00	$ 1,000.00
101-49-00-23-50	Vehicle Alloc Expense	$ 51,592.86	$ 57,552.62	$ 58,358.00	$ 60,608.00
23	**Maintenance**	**$ 51,592.86**	**$ 57,552.62**	**$ 59,358.00**	**$ 61,608.00**

101-49-00-24-25	Taxes & Other Charges	$	-	$	-	$	-	$	-
24	**Taxes, Insurances & Contributi**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
101-49-00-26-30	Capital Equipment	$	-	$	24,340.15	$	7,200.00	$	10,651.00
101-49-00-26-40	Furniture & Fixtures	$	-	$	-	$	250.00	$	250.00
26	**Capital**	**$**	**-**	**$**	**24,340.15**	**$**	**7,450.00**	**$**	**10,901.00**
00	**Administration**	**$**	**3,036,205.93**	**$**	**3,144,217.68**	**$**	**3,374,978.58**	**$**	**3,193,102.00**
212	**Department of Homeland Secur**								
49	**Police**								
212-49-00-22-15	Special Department Supplies	$	-	$	-	$	-	$	-
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
213	**GVS Grant**								
49	**Police**								
213-49-00-22-15	Special Department Supplies	$	-	$	-	$	-	$	-
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
224	**Public Safety (COPS)**								
49	**Police**								
224-49-00-20-30	Overtime	$	-	$	-	$	-	$	-
20	**Salaries & Benefits**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
224-49-00-21-10	Communications	$	-	$	-	$	-	$	-
224-49-00-21-30	Professional Contracts	$	60,531.70	$	66,245.92	$	73,400.00	$	73,400.00
224-49-00-21-45	Other Contract Services	$	-	$	1,000.00	$	5,000.00	$	5,000.00
224-49-00-21-55	Training & Conference	$	9,514.39	$	8,618.90	$	10,000.00	$	10,000.00
21	**Services**	**$**	**70,046.09**	**$**	**75,864.82**	**$**	**88,400.00**	**$**	**88,400.00**
224-49-00-22-12	Computer Equipment	$	5,000.17	$	2,927.46	$	5,000.00	$	5,000.00
224-49-00-22-15	Special Department Supplies	$	14,923.32	$	5,821.32	$	11,506.36	$	10,000.00
224-49-00-22-17	Field Supplies	$	23,133.60	$	8,949.08	$	31,764.06	$	30,000.00
22	**Supplies**	**$**	**43,057.09**	**$**	**17,697.86**	**$**	**48,270.42**	**$**	**45,000.00**
224-49-00-26-30	Capital Equipment	$	-	$	28,328.72	$	-	$	-
224-49-00-26-40	Furniture & Fixtures	$	5,000.00	$	-	$	-	$	-
26	**Capital**	**$**	**5,000.00**	**$**	**28,328.72**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**118,103.18**	**$**	**121,891.40**	**$**	**136,670.42**	**$**	**133,400.00**
238	**Training Development Fund**								
49	**Police**								
238-49-00-21-55	Training & Conference	$	5,300.35	$	5,850.57	$	8,000.00	$	8,000.00
21	**Services**	**$**	**5,300.35**	**$**	**5,850.57**	**$**	**8,000.00**	**$**	**8,000.00**
238-49-00-22-15	Special Department Supplies	$	-	$	-	$	-	$	-
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**5,300.35**	**$**	**5,850.57**	**$**	**8,000.00**	**$**	**8,000.00**

277	**Prop 56 Grant**								
49	**Police**								
277-49-00-20-10	Salary-Regular	$	-	$	18,333.28	$	-	$	-
277-49-00-20-30	Overtime	$	-	$	891.00	$	-	$	-
277-49-00-20-40	FICA/Medicare	$	-	$	1,470.66	$	-	$	-
277-49-00-20-55	Health Insurance	$	-	$	2,206.50	$	-	$	-
277-49-00-20-65	SDI	$	-	$	192.24	$	-	$	-
277-49-00-20-75	Deferred Comp	$	-	$	13.14	$	-	$	-
277-49-00-20-95	Police Dept Uniform	$	-	$	187.50	$	-	$	-
20	**Salaries & Benefits**	**$**	**-**	**$**	**23,294.32**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**23,294.32**	**$**	**-**	**$**	**-**
278	**BSCC Grant**								
49	**Police**								
278-49-00-20-95	Police Dept Unifo	$	-	$	-	$	-	$	-
20	**Salaries & Benefits**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
278-49-00-21-10	Communications	$	-	$	-	$	-	$	-
278-49-00-21-30	Professional Contracts	$	-	$	-	$	-	$	-
278-49-00-21-45	Other Contract Services	$	-	$	-	$	-	$	-
278-49-00-21-55	Training & Conference	$	-	$	-	$	-	$	-
278-49-00-21-60	Other Travel	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
278-49-00-26-30	Capital Equipment	$	-	$	11,216.00	$	-	$	-
26	**Capital**	**$**	**-**	**$**	**11,216.00**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**11,216.00**	**$**	**-**	**$**	**-**
279	**Asset Forfeit**								
49	**Police**								
279-49-00-21-10	Communications	$	-	$	-	$	-	$	-
279-49-00-21-45	Other Contract Services	$	8,269.60	$	-	$	-	$	-
21	**Services**	**$**	**8,269.60**	**$**	**-**	**$**	**-**	**$**	**-**
279-49-00-22-15	Special Department Supplies	$	-	$	473.81	$	6,500.00	$	6,500.00
22	**Supplies**	**$**	**-**	**$**	**473.81**	**$**	**6,500.00**	**$**	**6,500.00**
00	**Administration**	**$**	**8,269.60**	**$**	**473.81**	**$**	**6,500.00**	**$**	**6,500.00**
375	**Murray Ex Trust**								
49	**Police**								
375-49-00-22-15	Special Department Supplies	$	-	$	-	$	45,000.00	$	2,280.00
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**45,000.00**	**$**	**2,280.00**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**45,000.00**	**$**	**2,280.00**
733	**Capital Project Planning**								
49	**Police**								
733-49-00-20-30	Overtime	$	-	$	-	$	-	$	-
733-49-00-20-40	FICA/Medicare	$	-	$	-	$	-	$	-
733-49-00-20-55	Health Insurance	$	-	$	-	$	-	$	-
733-49-00-20-65	SDI	$	-	$	-	$	-	$	-

733-49-00-20-75	Deferred Comp	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ -**	**$ -**	**$ -**	**$ -**
733-49-00-21-10	Communications	$ -	$ -	$ -	$ -
733-49-00-21-40	Professional Fees	$ -	$ -	$ -	$ -
733-49-00-21-55	Training & Conference	$ -	$ -	$ -	$ -
21	**Services**	**$ -**	**$ -**	**$ -**	**$ -**
733-49-00-22-12	Computer Equipment	$ -	$ -	$ -	$ -
22	**Supplies**	**$ -**	**$ -**	**$ -**	**$ -**
733-49-00-23-00	Capital Projects Budget	$ -	$ -	$ -	$ -
23	**Maintenance**	**$ -**	**$ -**	**$ -**	**$ -**
733-49-00-26-30	Capital Equipment	$ -	$ -	$ -	$ -
733-49-00-26-35	Computers and Software	$ -	$ -	$ -	$ -
26	**Capital**	**$ -**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ -**	**$ -**	**$ -**	**$ -**
Grand Total		**$ 3,167,879.06**	**$ 3,306,943.78**	**$ 3,571,149.00**	**$ 3,343,282.00**

POLICE - 4900 EXPENSE DETAIL					
Description	**Object Code**		**Funding Source**		**Total Budgeted**
Professional Contract Services	*2130*		*101*		
Up Valley Family Center			*30,000*		30,000
TOTAL - Professional Contract Services	***2130***	***$***	***30,000***	***$***	***30,000***
Professional Fees	*2140*		*101*		
Pre-Employment Psychological, Medical, and Other Related Services			*5,000*		5,000
Third Party Investigations			*5,000*		5,000
TOTAL - Professional Fees	***2140***	***$***	***10,000***	***$***	***10,000***
Other Contract Services	*2145*		*101*		
Nixle			*2,500*		2,500
WCAL			*2,500*		2,500
SANE/SART			*2,500*		2,500
St. Helena Car Wash			*1,200*		1,200
AVTEC			*5,000*		5,000
RIMS			*19,200*		19,200
Body Camera Program			*7,400*		7,400
Fast Track			*300*		300
TOTAL - Other Contract Services	***2145***	***$***	***40,600***	***$***	***40,600***
Memberships & Publications	*2153*		*101*		
Cal Chiefs			1,200		1,200
IACP			300		300
CPOA			500		500
CAPE			100		100
NAFBI			300		300
Swat/Firearm			200		200
Subscriptions			200		200
CAL PELRA			600		600
TOTAL - Memberships & Publications	***2153***	***$***	***3,400***	***$***	**3,400**
Training & Conference	*2155*		*101*		
CAL PELRA			*1,500*		1,500
TOTAL - Training & Conference	***2155***	***$***	***1,500***	***$***	***1,500***
Special Department Supplies	*2215*		*101*		
Senior Volunteer Program Supplies			*3,000*		3,000
Miscellaneous			*2,500*		2,500
TOTAL - Special Department Supplies	***2215***	***$***	***5,500***	***$***	***5,500***

POLICE - 4900 EXPENSE DETAIL					
Description	**Object Code**		**Funding Source**		**Total Budgeted**
Software Maintenance	*2335*		*101*		
Anti-Virus			*1,000*		1,000
TOTAL - Software Maintenance	***2335***	***$***	***1,000***	***$***	***1,000***
Capital Equipment	*2630*		*101*		
Upgrade Communications Repeater			*10,651*		10,651
TOTAL - Capital Equipment	***2630***	***$***	***10,651***	***$***	***10,651***
PUBLIC SAFETY (COPS) - 224					
Professional Contract Services	*2130*		*224*		
NSIB Contract			*45,000*		45,000
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
CJ's K9 Training Contract			*6,000*		6,000
Animal Medical Service			*3,000*		3,000
Booking Fees			*1,500*		1,500
CLETS Access			*3,100*		3,100
Critical Reach			*300*		300
TOTAL - Professional Contract Services	***2130***	***$***	***73,400***	***$***	***73,400***
Other Contract Services	*2145*		*224*		
RIMS Dispatch Updates			*2,500*		2,500
Interview Software Maintenance Contract			*2,500*		2,500
TOTAL - Other Contract Services	***2145***	***$***	***5,000***	***$***	***5,000***
Training and Conferences	*2155*		*224*		
POST Training			2,500		2,500
Domain Specific Conferences			5,000		5,000
Miscellaneous Conferences			2,500		2,500
TOTAL - Training and Conferences	***2155***	***$***	***10,000***	***$***	***10,000***
Computer Equipment	*2212*		*224*		
Cameras			*5,000*		5,000
TOTAL - Other Contract Services	***2212***	***$***	***5,000***	***$***	***5,000***

POLICE - 4900 EXPENSE DETAIL					
Description	**Object Code**		**Funding Source**		**Total Budgeted**
Special Department Supplies	*2215*		*224*		
Reporting Writing License/Software Upgrades			3,000		3,000
Radar Units			5,000		5,000
Defibulator Maintenance			2,000		1,800
TOTAL - Special Department Supplies	***2215***	***$***	***10,000***	**$**	**10,000**
Field Supplies	*2217*		*224*		
Notebooks, Recording Devices			1,500		1,500
Narcotic Kits, PAZ Devices, Flashlights, & Chargers			2,500		2,500
Ticket Books			3,000		3,000
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
Simunitions			3,000		3,000
Bullet Proof Vest Replacement			4,000		4,000
TOTAL - Field Supplies	***2217***	***$***	***30,000***	**$**	**30,000**
TRAINING DEVELOPMENT FUND - 238					
POST Reimbursable Training	*2155*		*238*		
Training			8,000		8,000
TOTAL - Post Reimburseable Training	***2155***	***$***	***8,000***	***$***	***8,000***
ASSET FORFEITURE FUND - 279					
Special Department Supplies	*2215*		*279*		
Tasers and Cartridges			5,000		5,000
Drug Education Prevention Supplies			1,500		1,500
TOTAL - Special Department Supplies	***2215***	***$***	***6,500***	**$**	**6,500**

PUBLIC WORKS

PUBLIC WORKS

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 24 full-time staff members. Consisting of:

Public Works Director (1)
Operations Manager (1)
Assistant Operations Manager (1)
Management Analyst (1)
Assistant Engineer (1)
Administrative Assistant (1)
Environmental Services Technician (0)*
Superintendent (3)
Maintenance Worker (9)*
Wastewater Chief Plant Operator (1)
Wastewater Plant Operator (2)
Water Chief Plant Operator (1)
Water Plant Operator (2)

**Total FTE was reduced from 26 to 24 due to (2) vacant positions that were frozen and are not funded in the FY 20/21 budget reducing.*

PUBLIC WORKS

Purpose

Administration (5000) - Department of Public Works (DPW) Administration manages the operating divisions of Public Works and provides the services of the City Engineer, Property Officer, Floodplain Administrator, City Surveyor, Stormwater Program Coordinator, and Water Use Efficiency Office.
Government Buildings (5006) - The Government Buildings/ Grounds Division of the Department of Public Works is funded by the General Fund and its 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, utilities, janitorial costs, air conditioning/ heating repairs and maintenance services.
Storm Drains (5013) - The purpose of the storm water division is to operate, maintain and improve drainage and flood control facilities.
Streets (5015) - 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.
Trees (5026) - 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.
Parks (5027) - 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.
City Garage (5037) - 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.

Public Works Administration

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	General Fund	$ 1,352,828.06	$ 1,259,028.10	$ 638,311.59	$ 483,178.00
211	EPA Grant	$ -	$ -	$ -	$ -
561	Water Enterprise	$ 1,151,669.82	$ 800,516.13	$ 1,221,373.00	$ 1,116,981.00
571	Sewer Enterprise	$ 388,527.95	$ 749,319.48	$ 1,039,549.00	$ 902,718.00
713	Civic Impact	$ -	$ 4,951.40	$ 2,000.00	$ 2,000.00
733	Capital Project Planning	$ -	$ 616.16	$ -	$ -
741	Street Capital Improvement	$ -	$ -	$ -	$ -
763	Water Capital Project	$ -	$ -	$ -	$ -
773	Sewer Capital	$ -	$ -	$ -	$ -
Grand Total		**$ 2,893,025.83**	**$ 2,814,431.27**	**$ 2,901,233.59**	**$ 2,504,877.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
50	***Public Works***				
20	Salaries & Benefits	$ 925,725.74	$ 992,126.47	$ 1,080,289.00	$ 944,218.00
21	Services	$ 278,743.85	$ 323,921.40	$ 525,617.40	$ 426,915.00
22	Supplies	$ 7,580.49	$ 13,989.43	$ 18,600.00	$ 8,750.00
23	Maintenance	$ 15,681.22	$ 17,265.79	$ 19,118.00	$ 19,794.00
24	Taxes, Insurances & Contributi	$ 32,643.00	$ 38,828.00	$ 46,700.00	$ 38,000.00
26	Capital	$ 4,531.53	$ 3,935.10	$ 21,876.19	$ 7,200.00
29	Transfers	$ 1,628,120.00	$ 1,424,365.08	$ 1,189,033.00	$ 1,060,000.00
99	Contra Account fixed assets	$ -	$ -	$ -	$ -
Grand Total		**$ 2,893,025.83**	**$ 2,814,431.27**	**$ 2,901,233.59**	**$ 2,504,877.00**

General Ledger

Budget Public Works Admin 5000

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	**General Fund**				
50	**Public Works**				
101-50-00-20-08	Post-Employment Disbursement	$ -	$ -	$ -	$ -
101-50-00-20-10	Salary-Regular	$ 166,527.99	$ 200,886.81	$ 224,813.00	$ 207,579.00
101-50-00-20-20	Temp/Part Time	$ -	$ 5,772.39	$ -	$ -
101-50-00-20-30	Overtime	$ 199.51	$ -	$ 750.00	$ 750.00
101-50-00-20-37	Holiday Pay	$ -	$ -	$ -	$ -
101-50-00-20-40	FICA/Medicare	$ 12,480.53	$ 14,660.61	$ 16,235.00	$ 15,132.00
101-50-00-20-45	Employer PERS	$ 10,974.22	$ 12,522.11	$ 15,352.00	$ 15,029.00
101-50-00-20-47	PERS Unfunded Liability	$ 18,526.00	$ 22,682.00	$ 27,087.00	$ 29,403.00
101-50-00-20-50	Employee PERS	$ -	$ -	$ -	$ -
101-50-00-20-55	Health Insurance	$ 32,379.53	$ 37,144.02	$ 38,847.00	$ 28,642.00
101-50-00-20-61	Workers Comp	$ 9,007.04	$ 9,080.28	$ 6,601.00	$ 10,948.00
101-50-00-20-65	SDI	$ 1,484.19	$ 1,834.15	$ 1,992.00	$ 1,874.00
101-50-00-20-71	Unemployment	$ -	$ -	$ -	$ -
101-50-00-20-75	Deferred Comp	$ 2,967.30	$ 3,181.87	$ 3,224.00	$ 3,206.00
101-50-00-20-85	Auto Allowance	$ 1,760.00	$ 1,200.00	$ 1,680.00	$ 1,680.00
101-50-00-20-89	Chartity Event Reimbursement	$ -	$ -	$ -	$ -
101-50-00-20-96	Education Reimbursement	$ 306.29	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 256,612.60**	**$ 308,964.24**	**$ 336,581.00**	**$ 314,243.00**
101-50-00-21-05	Advertising	$ -	$ 936.57	$ 2,000.00	$ 500.00
101-50-00-21-10	Communications	$ 2,307.89	$ 3,256.92	$ 2,800.00	$ 2,800.00
101-50-00-21-15	Postage	$ 438.82	$ 489.90	$ 600.00	$ 600.00
101-50-00-21-27	Equipment Lease Exp	$ -	$ 2,343.03	$ 1,800.00	$ 1,800.00
101-50-00-21-30	Professional Contracts	$ 66,362.95	$ 85,602.71	$ 192,045.40	$ 130,000.00
101-50-00-21-40	Professional Fees	$ 558.00	$ 538.00	$ 700.00	$ -
101-50-00-21-45	Other Contract Services	$ 76,790.88	$ 24,009.96	$ 6,425.00	$ 5,900.00
101-50-00-21-48	Government Fees	$ -	$ -	$ -	$ -
101-50-00-21-53	Memberships & Publications	$ 1,752.32	$ 1,884.25	$ 1,915.00	$ 1,915.00
101-50-00-21-55	Training & Conference	$ 2,439.34	$ 3,038.19	$ 3,225.00	$ 1,000.00
21	**Services**	**$ 150,650.20**	**$ 122,099.53**	**$ 211,510.40**	**$ 144,515.00**
101-50-00-22-07	Copies	$ 3.00	$ 1,029.36	$ 1,700.00	$ 1,700.00
101-50-00-22-12	Computer Equipment	$ 1,578.61	$ 5,899.83	$ 1,825.00	$ -
101-50-00-22-13	Office Supplies	$ 1,317.13	$ 1,304.51	$ 1,400.00	$ 1,000.00
101-50-00-22-15	Special Department Supplies	$ 386.26	$ 654.82	$ 1,875.00	$ 600.00
101-50-00-22-20	Small Tools	$ -	$ -	$ -	$ -
22	**Supplies**	**$ 3,285.00**	**$ 8,888.52**	**$ 6,800.00**	**$ 3,300.00**
101-50-00-23-11	Maint Office Equip	$ -	$ -	$ -	$ -
101-50-00-23-12	Maintenance Supplies	$ -	$ -	$ -	$ -
101-50-00-23-35	Software Maintenance	$ 67.79	$ -	$ 537.00	$ 537.00
101-50-00-23-50	Vehicle Alloc Expense	$ 15,477.86	$ 17,265.79	$ 17,507.00	$ 18,183.00
23	**Maintenance**	**$ 15,545.65**	**$ 17,265.79**	**$ 18,044.00**	**$ 18,720.00**
101-50-00-24-25	Taxes & Other Charges	$ 146.00	$ 434.00	$ 3,700.00	$ -
24	**Taxes, Insurances & Contributi**	**$ 146.00**	**$ 434.00**	**$ 3,700.00**	**$ -**
101-50-00-26-30	Capital Equipment	$ -	$ 1,301.04	$ 2,400.00	$ 2,400.00

101-50-00-26-40	Furniture & Fixtures	$ 1,588.61	$ 74.98	$ 9,276.19	$ -
26	**Capital**	**$ 1,588.61**	**$ 1,376.02**	**$ 11,676.19**	**$ 2,400.00**
101-50-00-29-99	Transfer to other Funds	$ 925,000.00	$ 800,000.00	$ 50,000.00	$ -
29	**Transfers**	**$ 925,000.00**	**$ 800,000.00**	**$ 50,000.00**	**$ -**
00	**Administration**	**$ 1,352,828.06**	**$ 1,259,028.10**	**$ 638,311.59**	**$ 483,178.00**
211	**EPA Grant**				
50	**Public Works**				
211-50-00-21-45	Other Contract Services	$ -	$ -	$ -	$ -
21	**Services**	**$ -**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ -**	**$ -**	**$ -**	**$ -**
561	**Water Enterprise**				
50	**Public Works**				
561-50-00-20-08	Post-Employment Disbursement	$ -	$ -	$ -	$ -
561-50-00-20-10	Salary-Regular	$ 222,006.24	$ 249,966.83	$ 277,251.00	$ 218,914.00
561-50-00-20-20	Temp/Part Time	$ -	$ 3,463.42	$ -	$ -
561-50-00-20-30	Overtime	$ 254.43	$ -	$ 450.00	$ 450.00
561-50-00-20-37	Holiday Pay	$ -	$ -	$ -	$ -
561-50-00-20-40	FICA/Medicare	$ 16,948.45	$ 18,723.46	$ 20,610.00	$ 15,991.00
561-50-00-20-45	Employer PERS	$ 14,132.29	$ 15,875.52	$ 19,316.00	$ 16,501.00
561-50-00-20-47	PERS Unfunded Liability	$ 23,803.00	$ 27,796.00	$ 32,890.00	$ 32,282.00
561-50-00-20-50	Employee PERS	$ -	$ -	$ -	$ -
561-50-00-20-55	Health Insurance	$ 46,978.17	$ 49,248.36	$ 50,616.00	$ 33,286.00
561-50-00-20-61	Workers Comp	$ 10,358.12	$ 11,674.64	$ 8,487.00	$ 9,180.00
561-50-00-20-65	SDI	$ 2,062.21	$ 2,386.13	$ 2,575.00	$ 1,979.00
561-50-00-20-71	Unemployment	$ -	$ -	$ -	$ -
561-50-00-20-75	Deferred Comp	$ 4,283.85	$ 4,192.61	$ 4,209.00	$ 3,736.00
561-50-00-20-85	Auto Allowance	$ 3,160.00	$ 1,680.00	$ 3,360.00	$ 2,400.00
561-50-00-20-89	Chartity Event Reimbursement	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 343,986.76**	**$ 385,006.97**	**$ 419,764.00**	**$ 334,719.00**
561-50-00-21-05	Advertising	$ -	$ -	$ 500.00	$ 500.00
561-50-00-21-10	Communications	$ 2,102.28	$ 3,140.87	$ 3,000.00	$ 3,000.00
561-50-00-21-15	Postage	$ 425.95	$ 478.20	$ 600.00	$ 600.00
561-50-00-21-27	Equipment Lease Exp	$ -	$ 2,342.97	$ 1,700.00	$ 1,700.00
561-50-00-21-30	Professional Contracts	$ 26,825.20	$ 51,286.53	$ 155,043.00	$ 145,000.00
561-50-00-21-40	Professional Fees	$ 805.00	$ 649.00	$ -	$ -
561-50-00-21-43	Penalties and Fines	$ 25,550.00	$ 25,445.00	$ 30,000.00	$ 30,000.00
561-50-00-21-45	Other Contract Services	$ -	$ 18,615.90	$ 5,525.00	$ 5,000.00
561-50-00-21-50	Water Use Efficiency Program	$ 10,553.73	$ 7,466.82	$ 15,000.00	$ 10,000.00
561-50-00-21-53	Memberships & Publications	$ 1,397.17	$ 1,311.16	$ 1,875.00	$ 1,875.00
561-50-00-21-55	Training & Conference	$ 1,565.38	$ 1,285.08	$ 4,050.00	$ 1,000.00
21	**Services**	**$ 69,224.71**	**$ 112,021.53**	**$ 217,293.00**	**$ 198,675.00**
561-50-00-22-07	Copies	$ -	$ 1,028.62	$ 1,700.00	$ 1,700.00
561-50-00-22-12	Computer Equipment	$ 1,473.83	$ 1,320.01	$ 1,825.00	$ -
561-50-00-22-13	Office Supplies	$ 196.53	$ 28.21	$ 500.00	$ 350.00
561-50-00-22-15	Special Department Supplies	$ 131.74	$ 268.69	$ 1,875.00	$ 600.00
561-50-00-22-20	Small Tools	$ -	$ -	$ -	$ -
22	**Supplies**	**$ 1,802.10**	**$ 2,645.53**	**$ 5,900.00**	**$ 2,650.00**

561-50-00-23-35	Software Maintenance	$	67.79	$	-	$	537.00	$	537.00
23	**Maintenance**	**$**	**67.79**	**$**	**-**	**$**	**537.00**	**$**	**537.00**
561-50-00-24-25	Taxes & Other Charges	$	31,997.00	$	38,394.00	$	38,000.00	$	38,000.00
24	**Taxes, Insurances & Contributi**	**$**	**31,997.00**	**$**	**38,394.00**	**$**	**38,000.00**	**$**	**38,000.00**
561-50-00-26-30	Capital Equipment	$	-	$	1,301.04	$	2,400.00	$	2,400.00
561-50-00-26-40	Furniture & Fixtures	$	1,471.46	$	(21.50)	$	2,700.00	$	-
26	**Capital**	**$**	**1,471.46**	**$**	**1,279.54**	**$**	**5,100.00**	**$**	**2,400.00**
561-50-00-29-20	Fixed Asset Adjustments	$	-	$	-	$	-	$	-
561-50-00-29-21	Fixed Asset Adjustments	$	-	$	-	$	-	$	-
561-50-00-29-30	Amortization Expense	$	-	$	-	$	-	$	-
561-50-00-29-99	Transfer to Other Funds	$	703,120.00	$	261,168.56	$	534,779.00	$	540,000.00
29	**Transfers**	**$**	**703,120.00**	**$**	**261,168.56**	**$**	**534,779.00**	**$**	**540,000.00**
561-50-00-99-99	Contra Account fixed assets	$	-	$	-	$	-	$	-
99	**Contra Account fixed assets**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**1,151,669.82**	**$**	**800,516.13**	**$**	**1,221,373.00**	**$**	**1,116,981.00**
571	**Sewer Enterprise**								
50	**Public Works**								
571-50-00-20-08	Post-Employment Disbursement	$	-	$	-	$	-	$	-
571-50-00-20-10	Salary-Regular	$	212,541.50	$	194,054.27	$	213,164.00	$	193,415.00
571-50-00-20-20	Temp/Part Time	$	-	$	2,308.96	$	-	$	-
571-50-00-20-30	Overtime	$	113.47	$	-	$	300.00	$	300.00
571-50-00-20-37	Holiday Pay	$	-	$	-	$	-	$	-
571-50-00-20-40	FICA/Medicare	$	16,215.59	$	14,383.65	$	15,631.00	$	14,043.00
571-50-00-20-45	Employer PERS	$	13,564.89	$	12,513.81	$	15,253.00	$	14,832.00
571-50-00-20-47	PERS Unfunded Liability	$	18,902.00	$	21,904.00	$	25,972.00	$	29,019.00
571-50-00-20-50	Employee PERS	$	-	$	-	$	-	$	-
571-50-00-20-55	Health Insurance	$	46,650.64	$	38,445.04	$	39,527.00	$	28,942.00
571-50-00-20-61	Workers Comp	$	7,656.00	$	8,215.48	$	5,973.00	$	7,887.00
571-50-00-20-65	SDI	$	1,968.70	$	1,818.89	$	1,934.00	$	1,731.00
571-50-00-20-71	Unemployment	$	-	$	-	$	-	$	-
571-50-00-20-75	Deferred Comp	$	4,262.16	$	3,311.16	$	3,310.00	$	3,167.00
571-50-00-20-85	Auto Allowance	$	3,251.43	$	1,200.00	$	2,880.00	$	1,920.00
571-50-00-20-89	Chartity Event Reimbursement	$	-	$	-	$	-	$	-
20	**Salaries & Benefits**	**$**	**325,126.38**	**$**	**298,155.26**	**$**	**323,944.00**	**$**	**295,256.00**
571-50-00-21-05	Advertising	$	-	$	-	$	-	$	-
571-50-00-21-10	Communications	$	2,051.81	$	3,140.81	$	3,000.00	$	3,000.00
571-50-00-21-15	Postage	$	425.93	$	471.04	$	600.00	$	600.00
571-50-00-21-27	Equipment Lease Exp	$	-	$	2,342.91	$	1,700.00	$	1,700.00
571-50-00-21-30	Professional Contracts	$	52,866.40	$	60,912.28	$	79,514.00	$	70,000.00
571-50-00-21-40	Professional Fees	$	757.00	$	574.00	$	-	$	-
571-50-00-21-45	Other Contract Services	$	-	$	14,267.92	$	4,325.00	$	3,800.00
571-50-00-21-53	Memberships & Publications	$	1,396.17	$	1,490.18	$	1,625.00	$	1,625.00
571-50-00-21-55	Training & Conference	$	1,371.63	$	1,033.64	$	4,050.00	$	1,000.00
21	**Services**	**$**	**58,868.94**	**$**	**84,232.78**	**$**	**94,814.00**	**$**	**81,725.00**
571-50-00-22-07	Copies	$	-	$	1,028.57	$	1,700.00	$	1,700.00
571-50-00-22-12	Computer Equipment	$	1,473.83	$	1,241.26	$	1,825.00	$	-
571-50-00-22-13	Office Supplies	$	297.07	$	22.27	$	500.00	$	500.00

571-50-00-22-15	Special Department Supplies	$	722.49	$	163.28	$	1,875.00	$	600.00
571-50-00-22-20	Small Tools	$	-	$	-	$	-	$	-
22	**Supplies**	**$**	**2,493.39**	**$**	**2,455.38**	**$**	**5,900.00**	**$**	**2,800.00**
571-50-00-23-35	Software Maintenance	$	67.78	$	-	$	537.00	$	537.00
23	**Maintenance**	**$**	**67.78**	**$**	**-**	**$**	**537.00**	**$**	**537.00**
571-50-00-24-25	Taxes & Other Charges	$	500.00	$	-	$	5,000.00	$	-
24	**Taxes, Insurances & Contributi**	**$**	**500.00**	**$**	**-**	**$**	**5,000.00**	**$**	**-**
571-50-00-26-30	Capital Equipment	$	-	$	1,301.03	$	2,400.00	$	2,400.00
571-50-00-26-40	Furniture & Fixtures	$	1,471.46	$	(21.49)	$	2,700.00	$	-
571-50-00-26-70	Capital Imp Equipment	$	-	$	-	$	-	$	-
26	**Capital**	**$**	**1,471.46**	**$**	**1,279.54**	**$**	**5,100.00**	**$**	**2,400.00**
571-50-00-29-20	Fixed Asset Adjustments	$	-	$	4,850.52	$	-	$	-
571-50-00-29-99	Transfer to Other Funds	$	-	$	358,346.00	$	604,254.00	$	520,000.00
29	**Transfers**	**$**	**-**	**$**	**363,196.52**	**$**	**604,254.00**	**$**	**520,000.00**
571-50-00-99-99	Contra Account fixed assets	$	-	$	-	$	-	$	-
99	**Contra Account fixed assets**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**388,527.95**	**$**	**749,319.48**	**$**	**1,039,549.00**	**$**	**902,718.00**
713	**Civic Impact**								
50	**Public Works**								
713-50-00-21-45	Other Contract Services	$	-	$	4,951.40	$	2,000.00	$	2,000.00
21	**Services**	**$**	**-**	**$**	**4,951.40**	**$**	**2,000.00**	**$**	**2,000.00**
00	**Administration**	**$**	**-**	**$**	**4,951.40**	**$**	**2,000.00**	**$**	**2,000.00**
733	**Capital Project Planning**								
50	**Public Works**								
733-50-00-20-10	Salary-Regular	$	-	$	-	$	-	$	-
733-50-00-20-20	Temp/Part Time	$	-	$	-	$	-	$	-
733-50-00-20-40	FICA/Medicare	$	-	$	-	$	-	$	-
733-50-00-20-45	Employer PERS	$	-	$	-	$	-	$	-
733-50-00-20-50	Employee PERS	$	-	$	-	$	-	$	-
733-50-00-20-55	Health Insurance	$	-	$	-	$	-	$	-
733-50-00-20-65	SDI	$	-	$	-	$	-	$	-
733-50-00-20-75	Deferred Comp	$	-	$	-	$	-	$	-
20	**Salaries & Benefits**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
733-50-00-21-30	Professional Contracts	$	-	$	616.16	$	-	$	-
733-50-00-21-45	Other Contract Services	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**616.16**	**$**	**-**	**$**	**-**
733-50-00-22-15	Special Department Supplies	$	-	$	-	$	-	$	-
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
733-50-00-23-00	Capital Projects Budget	$	-	$	-	$	-	$	-
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
733-50-00-26-30	Capital Equipment	$	-	$	-	$	-	$	-
733-50-00-26-60	Capital Imp Buildings	$	-	$	-	$	-	$	-

26	**Capital**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**616.16**	**$**	**-**	**$**	**-**
741	**Street Capital Improvement**								
50	**Public Works**								
741-50-00-20-10	Salary-Regular	$	-	$	-	$	-	$	-
741-50-00-20-20	Temp/Part Time	$	-	$	-	$	-	$	-
741-50-00-20-30	Overtime	$	-	$	-	$	-	$	-
741-50-00-20-40	FICA/Medicare	$	-	$	-	$	-	$	-
741-50-00-20-45	Employer PERS	$	-	$	-	$	-	$	-
741-50-00-20-50	Employee PERS	$	-	$	-	$	-	$	-
741-50-00-20-55	Health Insurance	$	-	$	-	$	-	$	-
741-50-00-20-65	SDI	$	-	$	-	$	-	$	-
741-50-00-20-75	Deferred Comp	$	-	$	-	$	-	$	-
20	**Salaries & Benefits**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
741-50-00-21-40	Professional Fees	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
741-50-00-26-30	Capital Equipment	$	-	$	-	$	-	$	-
26	**Capital**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
763	**Water Capital Project**								
50	**Public Works**								
763-50-00-20-10	Salary-Regular	$	-	$	-	$	-	$	-
763-50-00-20-20	Temp/Part Time	$	-	$	-	$	-	$	-
763-50-00-20-30	Overtime	$	-	$	-	$	-	$	-
763-50-00-20-37	Holiday Pay	$	-	$	-	$	-	$	-
763-50-00-20-40	FICA/Medicare	$	-	$	-	$	-	$	-
763-50-00-20-45	Employer PERS	$	-	$	-	$	-	$	-
763-50-00-20-50	Employee PERS	$	-	$	-	$	-	$	-
763-50-00-20-55	Health Insurance	$	-	$	-	$	-	$	-
763-50-00-20-65	SDI	$	-	$	-	$	-	$	-
763-50-00-20-75	Deferred Comp	$	-	$	-	$	-	$	-
763-50-00-20-85	Auto Allowance	$	-	$	-	$	-	$	-
20	**Salaries & Benefits**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
763-50-00-21-05	Advertising	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
763-50-00-22-15	Special Department Supplies	$	-	$	-	$	-	$	-
22	**Supplies**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
763-50-00-26-30	Capital Equipment	$	-	$	-	$	-	$	-
26	**Capital**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
763-50-00-99-99	Contra Account fixed assets	$	-	$	-	$	-	$	-
99	**Contra Account fixed assets**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
00	**Administration**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
773	**Sewer Capital**								

50	**Public Works**				
773-50-00-20-10	Salary-Regular	$ -	$ -	$ -	$ -
773-50-00-20-20	Temp/Part Time	$ -	$ -	$ -	$ -
773-50-00-20-30	Overtime	$ -	$ -	$ -	$ -
773-50-00-20-37	Holiday Pay	$ -	$ -	$ -	$ -
773-50-00-20-40	FICA/Medicare	$ -	$ -	$ -	$ -
773-50-00-20-45	Employer PERS	$ -	$ -	$ -	$ -
773-50-00-20-50	Employee PERS	$ -	$ -	$ -	$ -
773-50-00-20-55	Health Insurance	$ -	$ -	$ -	$ -
773-50-00-20-65	SDI	$ -	$ -	$ -	$ -
773-50-00-20-75	Deferred Comp	$ -	$ -	$ -	$ -
773-50-00-20-85	Auto Allowance	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ -**	**$ -**	**$ -**	**$ -**
773-50-00-21-15	Postage	$ -	$ -	$ -	$ -
21	**Services**	**$ -**	**$ -**	**$ -**	**$ -**
773-50-00-22-15	Special Department Supplies	$ -	$ -	$ -	$ -
22	**Supplies**	**$ -**	**$ -**	**$ -**	**$ -**
773-50-00-23-00	Capital Projects Budget	$ -	$ -	$ -	$ -
23	**Maintenance**	**$ -**	**$ -**	**$ -**	**$ -**
773-50-00-26-30	Capital Equipment	$ -	$ -	$ -	$ -
773-50-00-26-60	Capital Imp Buildings	$ -	$ -	$ -	$ -
26	**Capital**	**$ -**	**$ -**	**$ -**	**$ -**
773-50-00-99-99	Contra Account fixed assets	$ -	$ -	$ -	$ -
99	**Contra Account fixed assets**	**$ -**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ -**	**$ -**	**$ -**	**$ -**
Grand Total		**$ 2,893,025.83**	**$ 2,814,431.27**	**$ 2,901,233.59**	**$ 2,504,877.00**

PUBLIC WORKS ADMIN - 5000
EXPENSE SUMMARY

Description	Object Code	Funding Source				Total Budgeted
Equipment Lease	*2127*	*101*	*561*	571		
Copiers		1,800	1,700	1,700		$ **5,200**
TOTAL - Equipment Lease	***2127***	***$ 1,800***	***$ 1,700***	***$ 1,700***		***$ 5,200***
Professional Contracts	*2130*	*101*	*561*	*571*		
Plan Check/Design Review/Map Check		100,000	25,000	25,000	-	150,000
Traffic Engineering Support		10,000	-	-	-	10,000
Wastewater Permit Reporting		-	-	25,000	-	25,000
Computerized Asset Management (Annual Fee)		20,000	20,000	20,000	-	60,000
Emergency Response Plan (ERP)			100,000			100,000
TOTAL - Professional Contracts	***2130***	***$ 130,000***	***$ 145,000***	***$ 70,000***	***$ -***	***$ 345,000***
Other Contract Services	*2145*	*101*	*561*	*571*	*713*	
Corporation Yard Trailer Rental		*5,900*	*5,000*	*3,800*	*2,000*	16,700
TOTAL - Other Contract Services	***2145***	***$ 5,900***	***$ 5,000***	***$ 3,800***	***$ 2,000***	***$ 16,700***
Water Use Efficiency Program	*2150*	*101*	*561*	*571*		
Implement water saving programs		-	*10,000*	-	-	10,000
TOTAL - Water Use Efficiency Program	***2150***	***$ -***	***$ 10,000***	***$ -***	***$ -***	***$ 10,000***
Memberships & Publications	*2153*	*101*	*561*	*571*		
MMANC (5)		125	125	125	-	375
APWA Membership (4)		275	275	275	-	825
BACWA Membership (agency)		-	1,200	1,200	-	2,400
License Renewals		75	275	25	-	375
County of Napa Official Records Index and Document Images (split with CM, Planning, and Public Works)		1,440	-	-	-	1,440
TOTAL - Memberships & Publications	***2153***	***$ 1,915***	***$ 1,875***	***$ 1,625***	***$ -***	***$ 5,415***
Training and Conferences	*2155*	*101*	*561*	*571*		
Miscellaneous Training		1,000	1,000	1,000	-	3,000
TOTAL - Training and Conferences	***2155***	***$ 1,000***	***$ 1,000***	***$ 1,000***	***$ -***	***$ 3,000***
Taxes & Other Charges	*2425*	*101*	*561*	*571*		
Bell Canyon, St. Helena Lower Dam Fees		-	*38,000*	-	-	38,000
TOTAL - Taxes and Other Charges	***2425***	***$ -***	***$ 38,000***	***$ -***	***$ -***	***$ 38,000***
Capital Equipment	*2630*	*101*	*561*	*571*		
Vehicle Lease - Public Works Vehicle #1 Lease began FY 19		*2,400*	*2,400*	*2,400*	-	7,200
TOTAL - Capital Equipment	***2630***	***$ 2,400***	***$ 2,400***	***$ 2,400***	***$ -***	***$ 7,200***
Transfer to Other Funds	*2999*	*101*	*561*	571		
Water Fund 763 - CIP		-	540,000	-	-	540,000
Sewer Fund 773 - CIP		-	-	520,000	-	520,000
TOTAL - Transfers to Other Funds	***2999***	***$ -***	***$ 540,000***	***$ 520,000***	***$ -***	***$ 1,060,000***

Government Buildings

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	General Fund	$ 356,869.49	$ 603,955.09	$ 894,672.02	$ 478,875.00
216	Public Safety Impact	$ 2,375.85	$ -	$ -	$ -
561	Water Enterprise	$ -	$ -	$ 18,000.00	$ 9,000.00
571	Sewer Enterprise	$ -	$ -	$ 21,150.00	$ 9,000.00
774	Sewer Impact	$ -	$ -	$ 2,850.00	$ -
Grand Total		**$ 359,245.34**	**$ 603,955.09**	**$ 936,672.02**	**$ 496,875.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
50	***Public Works***				
20	Salaries & Benefits	$ 3,147.88	$ 35,977.73	$ 38,388.00	$ 117,155.00
21	Services	$ 330,593.98	$ 330,223.12	$ 346,758.94	$ 350,320.00
22	Supplies	$ 24,115.36	$ 25,449.98	$ 30,525.08	$ 15,400.00
23	Maintenance	$ 945.12	$ 8,537.91	$ 37,000.00	$ 13,000.00
24	Taxes, Insurances & Contributi	$ 443.00	$ 766.35	$ 1,000.00	$ 1,000.00
26	Capital	$ -	$ -	$ -	$ -
29	Transfers	$ -	$ 203,000.00	$ 483,000.00	$ -
Grand Total		**$ 359,245.34**	**$ 603,955.09**	**$ 936,672.02**	**$ 496,875.00**

General Ledger

Budget Govt Buildings 5006

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	**General Fund**				
50	**Public Works**				
101-50-06-20-10	Salary-Regular	$ -	$ 21,759.84	$ 23,082.00	$ 72,998.00
101-50-06-20-25	Standby	$ -	$ -	$ -	$ -
101-50-06-20-30	Overtime	$ -	$ -	$ -	$ -
101-50-06-20-40	FICA/Medicare	$ -	$ 1,701.25	$ 1,803.00	$ 5,672.00
101-50-06-20-45	Employer PERS	$ -	$ 1,829.76	$ 2,128.00	$ 6,102.00
101-50-06-20-47	PERS Unfunded Liability	$ 2,022.00	$ 2,910.00	$ 3,755.00	$ 11,939.00
101-50-06-20-50	Employee PERS	$ -	$ -	$ -	$ -
101-50-06-20-55	Health Insurance	$ -	$ 5,708.95	$ 5,778.00	$ 14,534.00
101-50-06-20-61	Workers Comp	$ 1,125.88	$ 864.80	$ 629.00	$ 3,017.00
101-50-06-20-65	SDI	$ -	$ 222.35	$ 231.00	$ 730.00
101-50-06-20-75	Deferred Comp	$ -	$ 500.78	$ 502.00	$ 1,203.00
101-50-06-20-85	Auto Allowance	$ -	$ 480.00	$ 480.00	$ 960.00
20	**Salaries & Benefits**	**$ 3,147.88**	**$ 35,977.73**	**$ 38,388.00**	**$ 117,155.00**
101-50-06-21-10	Communications	$ 24,192.64	$ 26,546.63	$ 25,550.00	$ 25,550.00
101-50-06-21-22	Utilities	$ 110,930.69	$ 126,792.42	$ 105,570.00	$ 105,570.00
101-50-06-21-25	Equipment Rental	$ -	$ -	$ -	$ -
101-50-06-21-30	Professional Contracts	$ 11,026.16	$ -	$ -	$ -
101-50-06-21-40	Professional Fees	$ -	$ -	$ -	$ -
101-50-06-21-45	Other Contract Services	$ 182,087.20	$ 176,884.07	$ 205,638.94	$ 209,200.00
101-50-06-21-55	Training & Conference	$ (18.56)	$ -	$ -	$ -
101-50-06-21-60	Other Travel	$ -	$ -	$ -	$ -
21	**Services**	**$ 328,218.13**	**$ 330,223.12**	**$ 336,758.94**	**$ 340,320.00**
101-50-06-22-07	Copies	$ -	$ -	$ -	$ -
101-50-06-22-12	Computer Equipment	$ -	$ -	$ 1,500.00	$ -
101-50-06-22-13	Office Supplies	$ -	$ -	$ -	$ -
101-50-06-22-15	Special Department Supplies	$ 22,692.07	$ 24,551.11	$ 28,625.08	$ 15,000.00
101-50-06-22-20	Small Tools	$ 513.55	$ 898.87	$ 400.00	$ 400.00
101-50-06-22-25	Fuel/Oil	$ 909.74	$ -	$ -	$ -
22	**Supplies**	**$ 24,115.36**	**$ 25,449.98**	**$ 30,525.08**	**$ 15,400.00**
101-50-06-23-11	Maint Office Equip	$ -	$ -	$ -	$ -
101-50-06-23-12	Maintenance Supplies	$ -	$ 39.71	$ -	$ -
101-50-06-23-15	Maint Machine/Equipment	$ -	$ -	$ -	$ -
101-50-06-23-30	Maint Buildings/Grounds	$ 945.12	$ 8,498.20	$ 5,000.00	$ 5,000.00
101-50-06-23-50	Vehicle Alloc Expense	$ -	$ -	$ -	$ -
23	**Maintenance**	**$ 945.12**	**$ 8,537.91**	**$ 5,000.00**	**$ 5,000.00**
101-50-06-24-25	Taxes & Other Charges	$ 443.00	$ 766.35	$ 1,000.00	$ 1,000.00
24	**Taxes, Insurances & Contributi**	**$ 443.00**	**$ 766.35**	**$ 1,000.00**	**$ 1,000.00**
101-50-06-26-30	Capital Equipment	$ -	$ -	$ -	$ -
101-50-06-26-40	Furniture & Fixtures	$ -	$ -	$ -	$ -
26	**Capital**	**$ -**	**$ -**	**$ -**	**$ -**
101-50-06-29-99	Transfer to Other Funds Bldgs	$ -	$ 203,000.00	$ 483,000.00	$ -

29	**Transfers**	**$**	**-**	**$**	**203,000.00**	**$**	**483,000.00**	**$**	**-**
06	**Public Buildings**	**$**	**356,869.49**	**$**	**603,955.09**	**$**	**894,672.02**	**$**	**478,875.00**
216	**Public Safety Impact**								
50	**Public Works**								
216-50-06-21-45	Other Contract Services	$	2,375.85	$	-	$	-	$	-
21	**Services**	**$**	**2,375.85**	**$**	**-**	**$**	**-**	**$**	**-**
06	**Public Buildings**	**$**	**2,375.85**	**$**	**-**	**$**	**-**	**$**	**-**
561	**Water Enterprise**								
50	**Public Works**								
561-50-06-21-45	Other Contract Services	$	-	$	-	$	5,000.00	$	5,000.00
21	**Services**	**$**	**-**	**$**	**-**	**$**	**5,000.00**	**$**	**5,000.00**
561-50-06-23-30	Maint Buildings/Grounds	$	-	$	-	$	13,000.00	$	4,000.00
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**13,000.00**	**$**	**4,000.00**
06	**Public Buildings**	**$**	**-**	**$**	**-**	**$**	**18,000.00**	**$**	**9,000.00**
571	**Sewer Enterprise**								
50	**Public Works**								
571-50-06-21-45	Other Contract Services	$	-	$	-	$	5,000.00	$	5,000.00
21	**Services**	**$**	**-**	**$**	**-**	**$**	**5,000.00**	**$**	**5,000.00**
571-50-06-23-30	Maint Buildings/Grounds	$	-	$	-	$	16,150.00	$	4,000.00
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**16,150.00**	**$**	**4,000.00**
06	**Public Buildings**	**$**	**-**	**$**	**-**	**$**	**21,150.00**	**$**	**9,000.00**
733	**Capital Project Planning**								
50	**Public Works**								
733-50-06-23-00	Capital Projects Budget	$	-	$	-	$	-	$	-
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
06	**Public Buildings**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
773	**Sewer Capital**								
50	**Public Works**								
773-50-06-23-30	Maint. Buildings/Grounds	$	-	$	-	$	-	$	-
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
06	**Public Buildings**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
774	**Sewer Impact**								
50	**Public Works**								
774-50-06-23-30	Maint. Buildings/Grounds	$	-	$	-	$	2,850.00	$	-
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**2,850.00**	**$**	**-**
06	**Public Buildings**	**$**	**-**	**$**	**-**	**$**	**2,850.00**	**$**	**-**
Grand Total		**$**	**359,245.34**	**$**	**603,955.09**	**$**	**936,672.02**	**$**	**496,875.00**

GOVERNMENT BUILDINGS - 5006
EXPENSE SUMMARY

Description	Object Code	Funding Source	Funding Source	Funding Source	Total Budgeted
Other Contract Services	*2145*	*101*	*561*	*571*	
Custodial		75,000			75,000
Carpet Cleaning		5,300			5,300
Pest Control		1,400			1,400
Elevator Service - Carnegie		3,000			3,000
Elevator Service - Library		2,000			2,000
Napa Fire Equipment					
Service		6,500			6,500
Replace Fire Extinguishers					
Alarm Services		6,000			6,000
Library HVAC Pump Maintenance		5,000			5,000
HVAC Maintenance		30,000	5,000	5,000	40,000
Miscelleneous Maintenance		15,000			15,000
Miscelleneous Repairs to Buildings		60,000			60,000
TOTAL - Other Contract Services	***2145***	***$ 209,200***	***$ 5,000***	***$ 5,000***	***$ 219,200***
Special Department Supplies	*2215*	*101*	*561*	*571*	
Paper Goods		3,000			3,000
Paint & Hardware		2,500			2,500
First Aid Supplies		1,500			1,500
Lighting Retrofit to LED Fixtures		6,000			6,000
Other Miscellaneous Supplies		2,000			2,000
TOTAL - Special Department Supplies	***2215***	***$ 15,000***	***$ -***	***$ -***	**$ 15,000**

Storm Drains

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	General Fund	$ 156,561.24	$ 189,162.73	$ 288,117.72	$ 234,964.00
700	Flood Control Capital	$ -	$ -	$ -	$ 30,000.00
Grand Total		**$ 156,561.24**	**$ 189,162.73**	**$ 288,117.72**	**$ 264,964.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
50	***Public Works***				
20	Salaries & Benefits	$ 87,040.53	$ 107,074.52	$ 110,843.00	$ 87,864.00
21	Services	$ 60,830.91	$ 71,279.85	$ 121,674.72	$ 126,500.00
22	Supplies	$ 8,689.80	$ 10,808.36	$ 26,000.00	$ 46,000.00
24	Taxes, Insurances & Contributi	$ -	$ -	$ 4,600.00	$ 4,600.00
26	Capital	$ -	$ -	$ 25,000.00	$ -
Grand Total		**$ 156,561.24**	**$ 189,162.73**	**$ 288,117.72**	**$ 264,964.00**

General Ledger

Budget Storm Drains 5013

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	**General Fund**				
50	**Public Works**				
101-50-13-20-10	Salary-Regular	$ 45,497.27	$ 55,701.06	$ 62,780.00	$ 47,064.00
101-50-13-20-25	Standby	$ 846.79	$ 1,365.00	$ 3,857.00	$ 3,857.00
101-50-13-20-30	Overtime	$ 12,594.36	$ 13,714.61	$ 8,500.00	$ 8,500.00
101-50-13-20-40	FICA/Medicare	$ 4,535.26	$ 5,447.58	$ 5,787.00	$ 4,573.00
101-50-13-20-45	Employer PERS	$ 3,127.22	$ 3,695.18	$ 4,407.00	$ 3,863.00
101-50-13-20-47	PERS Unfunded Liability	$ 5,154.00	$ 6,310.00	$ 7,775.00	$ 7,558.00
101-50-13-20-50	Employee PERS	$ -	$ -	$ -	$ -
101-50-13-20-55	Health Insurance	$ 11,182.84	$ 15,633.99	$ 13,751.00	$ 8,872.00
101-50-13-20-61	Workers Comp	$ 3,152.48	$ 4,025.72	$ 2,672.00	$ 2,586.00
101-50-13-20-65	SDI	$ 562.54	$ 703.42	$ 751.00	$ 594.00
101-50-13-20-75	Deferred Comp	$ 387.77	$ 477.96	$ 563.00	$ 397.00
101-50-13-20-95		$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 87,040.53**	**$ 107,074.52**	**$ 110,843.00**	**$ 87,864.00**
101-50-13-21-25	Equipment Rental	$ 1,064.94	$ 22,629.27	$ 16,999.63	$ 14,500.00
101-50-13-21-38	Conservation Maintenance	$ 18,958.43	$ 2,890.14	$ 6,942.21	$ -
101-50-13-21-45	Other Contract Services	$ 35,115.54	$ 40,068.44	$ 85,732.88	$ 70,000.00
101-50-13-21-48	Government Fees	$ 5,692.00	$ 5,692.00	$ 12,000.00	$ 12,000.00
21	**Services**	**$ 60,830.91**	**$ 71,279.85**	**$ 121,674.72**	**$ 96,500.00**
101-50-13-22-15	Special Department Supplies	$ 8,689.80	$ 10,808.36	$ 26,000.00	$ 46,000.00
22	**Supplies**	**$ 8,689.80**	**$ 10,808.36**	**$ 26,000.00**	**$ 46,000.00**
101-50-13-24-25	Taxes & Other Charges	$ -	$ -	$ 4,600.00	$ 4,600.00
24	**Taxes, Insurances & Contributi**	**$ -**	**$ -**	**$ 4,600.00**	**$ 4,600.00**
101-50-13-26-30	Capital Equipment	$ -	$ -	$ 25,000.00	$ -
26	**Capital**	**$ -**	**$ -**	**$ 25,000.00**	**$ -**
13	**Stormwater**	**$ 156,561.24**	**$ 189,162.73**	**$ 288,117.72**	**$ 234,964.00**
700	**Flood Control Capital**				
50	**Public Works**				
700-50-13-21-38	Conservation Maintenance	$ -	$ -	$ -	$ 30,000.00
21	**Services**	**$ -**	**$ -**	**$ -**	**$ 30,000.00**
13	**Stormwater**	**$ -**	**$ -**	**$ -**	**$ 30,000.00**
Grand Total		**$ 156,561.24**	**$ 189,162.73**	**$ 288,117.72**	**$ 264,964.00**

STORM DRAINS - 5013
EXPENSE SUMMARY

Description	Object Code	Funding	Total Budgeted
Equipment Rental	*2125*	*101*	
Clearing Valleyview Bridget Culverts		2,000	2,000
Sediment Removal		10,000	10,000
Duck Pond - Mitchell/North		2,500	2,500
TOTAL - Equipment Rental	***2125***	***$ 14,500***	***$ 14,500***
Conservation Maintenance	*2138*	*700*	
Contract Services		20,000	20,000
Equipment Rental		10,000	10,000
TOTAL - Conservation Maintenance	***2138***	***$ 30,000***	***$ 30,000***
Other Contract Services	*2145*	*101*	
Stormwater JPA		40,000	40,000
Stormwater Inspection		15,000	15,000
Stormwater Phase II Trash Assessment		15,000	15,000
TOTAL - Other Contract Services	***2145***	***$ 70,000***	***$ 70,000***
Government Fees	*2148*	*101*	
SWRCB MS4 Permit		7,000	7,000
CDFW Permit/Annual Maintenance Fee		5,000	5,000
TOTAL - Government Fees	***2148***	***$ 12,000***	***$ 12,000***
Special Department Supplies	*2215*	*101*	
Flow Monitor/Data Collection		11,000	11,000
Misc. Stormwater Supplies (sweeper, brooms, trench debris, grubbing, hauling, D.I. inlets, rims and covers)		5,000	5,000
Repair/Maintenance Supplies		30,000	30,000
TOTAL - Special Department Supplies	***2215***	***$ 46,000***	***$ 46,000***

Streets

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	General Fund	$ 531,897.89	$ 1,290,806.88	$ 986,949.98	$ 455,024.00
241	Measure T - Class I Trails	$ -	$ -	$ -	$ -
561	Water Enterprise	$ -	$ -	$ 33,400.00	$ 33,400.00
571	Sewer Enterprise	$ -	$ -	$ 33,400.00	$ 33,400.00
741	Street Capital Improvement	$ -	$ -	$ -	$ -
Grand Total		**$ 531,897.89**	**$ 1,290,806.88**	**$ 1,053,749.98**	**$ 521,824.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
50	***Public Works***				
20	Salaries & Benefits	$ 82,375.58	$ 181,151.27	$ 200,331.00	$ 154,526.00
21	Services	$ 83,497.90	$ 112,378.27	$ 104,100.00	$ 143,700.00
22	Supplies	$ 33,959.10	$ 51,518.76	$ 58,957.98	$ 32,350.00
23	Maintenance	$ 82,026.31	$ 109,956.77	$ 169,722.00	$ 171,748.00
24	Taxes, Insurances & Contributi	$ 39.00	$ 310.62	$ 300.00	$ 300.00
26	Capital	$ -	$ 2,102.19	$ 56,150.00	$ 19,200.00
29	Transfers	$ 250,000.00	$ 833,389.00	$ 464,189.00	$ -
Grand Total		**$ 531,897.89**	**$ 1,290,806.88**	**$ 1,053,749.98**	**$ 521,824.00**

General Ledger
Budget Streets 5015

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	**General Fund**				
50	**Public Works**				
101-50-15-20-10	Salary-Regular	$ 51,208.80	$ 106,014.31	$ 119,131.00	$ 84,566.00
101-50-15-20-25	Standby	$ 1,012.86	$ 2,280.00	$ 3,857.00	$ 3,857.00
101-50-15-20-30	Overtime	$ 2,430.35	$ 7,578.64	$ 8,500.00	$ 8,500.00
101-50-15-20-40	FICA/Medicare	$ 4,210.80	$ 8,901.06	$ 10,174.00	$ 7,506.00
101-50-15-20-45	Employer PERS	$ 3,437.49	$ 6,620.39	$ 7,387.00	$ 6,388.00
101-50-15-20-47	PERS Unfunded Liability	$ 5,660.00	$ 10,562.00	$ 13,034.00	$ 12,498.00
101-50-15-20-50	Employee PERS	$ -	$ -	$ -	$ -
101-50-15-20-55	Health Insurance	$ 9,855.87	$ 29,890.64	$ 29,824.00	$ 21,647.00
101-50-15-20-61	Workers Comp	$ 3,602.84	$ 7,566.88	$ 5,501.00	$ 7,327.00
101-50-15-20-65	SDI	$ 521.87	$ 1,157.48	$ 1,315.00	$ 969.00
101-50-15-20-75	Deferred Comp	$ 434.70	$ 579.87	$ 1,608.00	$ 1,268.00
101-50-15-20-95	Uniform Allowance	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 82,375.58**	**$ 181,151.27**	**$ 200,331.00**	**$ 154,526.00**
101-50-15-21-05	Advertising	$ -	$ -	$ -	$ -
101-50-15-21-10	Communications	$ 1,623.63	$ 2,313.42	$ 2,500.00	$ 2,500.00
101-50-15-21-15	Postage	$ -	$ 42.22	$ 300.00	$ -
101-50-15-21-22	Utilities	$ 81,618.77	$ 77,838.82	$ 81,000.00	$ 81,000.00
101-50-15-21-25	Equipment Rental	$ -	$ -	$ 2,700.00	$ 2,700.00
101-50-15-21-27	Equipment Lease Exp	$ -	$ -	$ -	$ -
101-50-15-21-30	Professional Contracts	$ 213.00	$ -	$ -	$ -
101-50-15-21-40	Professional Fees	$ -	$ -	$ -	$ -
101-50-15-21-45	Other Contract Services	$ -	$ 32,183.81	$ 15,000.00	$ 55,000.00
101-50-15-21-53	Memberships & Publications	$ -	$ -	$ 1,000.00	$ 1,000.00
101-50-15-21-55	Training & Conference	$ 37.50	$ -	$ 1,500.00	$ 1,500.00
101-50-15-21-60	Other Travel	$ 5.00	$ -	$ 100.00	$ -
21	**Services**	**$ 83,497.90**	**$ 112,378.27**	**$ 104,100.00**	**$ 143,700.00**
101-50-15-22-07	Copies	$ -	$ -	$ -	$ -
101-50-15-22-12	Computer Equipment	$ -	$ 768.07	$ 500.00	$ -
101-50-15-22-13	Office Supplies	$ 38.62	$ 22.70	$ 500.00	$ 250.00
101-50-15-22-15	Special Department Supplies	$ 31,093.61	$ 50,031.60	$ 54,957.98	$ 29,100.00
101-50-15-22-20	Small Tools	$ 2,826.87	$ 696.39	$ 3,000.00	$ 3,000.00
101-50-15-22-26	Vehicle Maint	$ -	$ -	$ -	$ -
22	**Supplies**	**$ 33,959.10**	**$ 51,518.76**	**$ 58,957.98**	**$ 32,350.00**
101-50-15-23-11	Maintenance Office Equipment	$ -	$ -	$ -	$ -
101-50-15-23-12	Maintenance Supplies	$ 24,773.97	$ 19,828.62	$ 29,000.00	$ 29,000.00
101-50-15-23-15	Maint Machine/Equipment	$ 4,648.34	$ 36,653.65	$ 21,400.00	$ 21,400.00
101-50-15-23-30	Maint Buildings/Grounds	$ 6,170.43	$ 1,677.14	$ -	$ -
101-50-15-23-50	Vehicle Alloc Expense	$ 46,433.57	$ 51,797.36	$ 52,522.00	$ 54,548.00
23	**Maintenance**	**$ 82,026.31**	**$ 109,956.77**	**$ 102,922.00**	**$ 104,948.00**
101-50-15-24-05	Contributions	$ -	$ -	$ -	$ -
101-50-15-24-25	Taxes & Other Charges	$ 39.00	$ 310.62	$ 300.00	$ 300.00
24	**Taxes, Insurances & Contributi**	**$ 39.00**	**$ 310.62**	**$ 300.00**	**$ 300.00**

101-50-15-26-30	Capital Equipment	$	-	$	2,102.19	$	56,150.00	$	19,200.00
26	**Capital**	**$**	**-**	**$**	**2,102.19**	**$**	**56,150.00**	**$**	**19,200.00**
101-50-15-29-99	Transfer to other Funds	$	250,000.00	$	833,389.00	$	464,189.00	$	-
29	**Transfers**	**$**	**250,000.00**	**$**	**833,389.00**	**$**	**464,189.00**	**$**	**-**
15	**Street Maintenance**	**$**	**531,897.89**	**$**	**1,290,806.88**	**$**	**986,949.98**	**$**	**455,024.00**
241	**Measure T - Class I Trails**								
50	**Public Works**								
241-50-15-29-99	Transfer to other Funds	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
15	**Street Maintenance**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
561	**Water Enterprise**								
50	**Public Works**								
561-50-15-23-12	Maintenance Supplies	$	-	$	-	$	25,000.00	$	25,000.00
561-50-15-23-15	Maint Machine Equip	$	-	$	-	$	8,400.00	$	8,400.00
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**33,400.00**	**$**	**33,400.00**
15	**Street Maintenance**	**$**	**-**	**$**	**-**	**$**	**33,400.00**	**$**	**33,400.00**
571	**Sewer Enterprise**								
50	**Public Works**								
571-50-15-23-12	Maintenance Supplies	$	-	$	-	$	25,000.00	$	25,000.00
571-50-15-23-15	Maint Machine Equip	$	-	$	-	$	8,400.00	$	8,400.00
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**33,400.00**	**$**	**33,400.00**
15	**Street Maintenance**	**$**	**-**	**$**	**-**	**$**	**33,400.00**	**$**	**33,400.00**
741	**Street Capital Improvement**								
50	**Public Works**								
741-50-15-23-00	Capital Projects Budget	$	-	$	-	$	-	$	-
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
15	**Street Maintenance**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
Grand Total		**$**	**531,897.89**	**$**	**1,290,806.88**	**$**	**1,053,749.98**	**$**	**521,824.00**

STREETS - 5015
EXPENSE SUMMARY

Description	Object Code	Funding Source			Total Budgeted
Equipment Rental	*2125*	*101*	*561*	*571*	
Miscellaneous Rentals		2,700			2,700
TOTAL - Equipment Rental	***2125***	***$ 2,700***	***$ -***	***$ -***	***$ 2,700***
Other Contract Services	*2145*	*101*	*561*	*571*	
Incidents and Accidents		43,000			43,000
Sidewalk Grinding		12,000			12,000
TOTAL - Other Contract Services	***2145***	***$ 55,000***	***$ -***	***$ -***	***$ 55,000***
Memberships & Publications	*2153*	*101*	*561*	*571*	
Books & Membership Fees to PAPA		255			255
Misc. Memberships		745			745
TOTAL - Memberships & Publications	***2153***	***$ 1,000***	***$ -***	***$ -***	***$ 1,000***
Training & Conference	*2155*	*101*	*561*	*571*	
CEU		1,500			1,500
TOTAL - Training & Conference	***2155***	***$ 1,500***	***$ -***	***$ -***	***$ 1,500***
Special Department Supplies	*2215*	*101*	*561*	*571*	
Signs		8,000			8,000
Uniforms/Boots		12,000			12,000
Cones		500			500
Miscellaneous Supplies		2,000			2,000
Guideposts		600			600
Retrofit Radar Signs		4,000			4,000
Barricades		1,200			1,200
Raingear		800			800
TOTAL - Special Department Supplies	***2215***	***$ 29,100***	***$ -***	***$ -***	***$ 29,100***
Maintenance Supplies	*2312*	*101*	*561*	*571*	
Asphalt		16,000	25,000	25,000	66,000
Sand and Sand Bags		4,000			4,000
Paint		4,000			4,000
Other Maintenance Supplies		1,000			1,000
Shale		2,000			2,000
Cold Mix		2,000			2,000
TOTAL - Maintenance Supplies	***2312***	***$ 29,000***	***$ 25,000***	***$ 25,000***	***$ 79,000***
Maintenance Machinery & Equipment	*2315*	*101*	*561*	*571*	
Gutter Brooms, Curtains, Saw Blades, etc.		6,000			6,000
Large Equip. Repair and Maintenance		8,400	8,400	8,400	25,200
TOTAL - Machine Maintenance & Equipment	***2315***	***$ 14,400***	***$ 8,400***	***$ 8,400***	***$ 31,200***
Capital Equipment	*2630*	*101*	*561*	*571*	
Lease - Vehicle 208, costs split with WW Collection - $150,000 for 5 years @ 5%		19,200			19,200
TOTAL - Capital Equipment	***2630***	***$ 19,200***			***$ 19,200***

Tree City

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	General Fund	$ -	$ -	$ -	$ 93,145.00
283	Tree City USA	$ 59,683.69	$ 44,244.45	$ 190,379.80	$ 111,000.00
Grand Total		**$ 59,683.69**	**$ 44,244.45**	**$ 190,379.80**	**$ 204,145.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
50	***Public Works***				
20	Salaries & Benefits	$ 1,387.36	$ 17,988.76	$ 19,193.00	$ 20,445.00
21	Services	$ 45,526.88	$ 13,012.64	$ 148,812.80	$ 53,100.00
22	Supplies	$ 51.87	$ 440.81	$ 800.00	$ 800.00
23	Maintenance	$ 12,717.58	$ 12,802.24	$ 21,574.00	$ 18,800.00
26	Capital	$ -	$ -	$ -	$ -
29	Transfers	$ -	$ -	$ -	$ 111,000.00
Grand Total		**$ 59,683.69**	**$ 44,244.45**	**$ 190,379.80**	**$ 204,145.00**

General Ledger

Budget Tree City 5026

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	**General Fund**				
50	**Public Works**				
101-50-26-20-10	Salary-Regular	$ -	$ -	$ -	$ 11,772.00
101-50-26-20-40	FICA/Medicare	$ -	$ -	$ -	$ 919.00
101-50-26-20-45	Employer PERS	$ -	$ -	$ -	$ 1,181.00
101-50-26-20-47	PERS Unfunded Liability	$ -	$ -	$ -	$ 2,310.00
101-50-26-20-55	Health Insurance	$ -	$ -	$ -	$ 3,223.00
101-50-26-20-61	Workers Comp	$ -	$ -	$ -	$ 431.00
101-50-26-20-65	SDI	$ -	$ -	$ -	$ 118.00
101-50-26-20-75	Deferred Comp	$ -	$ -	$ -	$ 251.00
101-50-26-20-85	Auto Allowance	$ -	$ -	$ -	$ 240.00
20	**Salaries & Benefits**	**$ -**	**$ -**	**$ -**	**$ 20,445.00**
101-50-26-21-35	Main Street Trees	$ -	$ -	$ -	$ -
101-50-26-21-36	Tree City USA	$ -	$ -	$ -	$ 6,500.00
101-50-26-21-37	Heritage Trees	$ -	$ -	$ -	$ 3,200.00
101-50-26-21-45	Other Contract Services	$ -	$ -	$ -	$ 37,000.00
101-50-26-21-53	Memberships & Publications	$ -	$ -	$ -	$ 600.00
101-50-26-21-55	Training & Conference	$ -	$ -	$ -	$ 4,800.00
101-50-26-21-57	Certifications	$ -	$ -	$ -	$ 1,000.00
21	**Services**	**$ -**	**$ -**	**$ -**	**$ 53,100.00**
101-50-26-22-15	Special Department Supplies	$ -	$ -	$ -	$ 400.00
101-50-26-22-20	Small Tools	$ -	$ -	$ -	$ 400.00
22	**Supplies**	**$ -**	**$ -**	**$ -**	**$ 800.00**
101-50-26-23-30	Maint Buildings/Grounds	$ -	$ -	$ -	$ 18,800.00
23	**Maintenance**	**$ -**	**$ -**	**$ -**	**$ 18,800.00**
26	**Tree City USA**	**$ -**	**$ -**	**$ -**	**$ 93,145.00**
283	**Tree City USA**				
50	**Public Works**				
283-50-26-20-10	Salary-Regular	$ -	$ 10,879.83	$ 11,541.00	$ -
283-50-26-20-40	FICA/Medicare	$ -	$ 850.73	$ 901.00	$ -
283-50-26-20-45	Employer PERS	$ -	$ 914.84	$ 1,064.00	$ -
283-50-26-20-47	PERS Unfunded Liability	$ 937.00	$ 1,455.00	$ 1,878.00	$ -
283-50-26-20-50	Employee PERS	$ -	$ -	$ -	$ -
283-50-26-20-55	Health Insurance	$ -	$ 2,854.32	$ 2,889.00	$ -
283-50-26-20-61	Workers Comp	$ 450.36	$ 432.40	$ 314.00	$ -
283-50-26-20-65	SDI	$ -	$ 111.22	$ 115.00	$ -
283-50-26-20-75	Deferred Comp	$ -	$ 250.42	$ 251.00	$ -
283-50-26-20-85	Auto Allowance	$ -	$ 240.00	$ 240.00	$ -
20	**Salaries & Benefits**	**$ 1,387.36**	**$ 17,988.76**	**$ 19,193.00**	**$ -**
283-50-26-21-25	Equipment Rental	$ -	$ -	$ -	$ -
283-50-26-21-35	Main Street Trees	$ 112.88	$ 2,020.00	$ 17,000.00	$ -

283-50-26-21-36	Tree City USA	$	564.00	$	3,915.59	$	5,000.00	$	-
283-50-26-21-37	Heritage Trees	$	465.00	$	-	$	3,200.00	$	-
283-50-26-21-45	Other Contract Services	$	44,325.00	$	6,367.20	$	120,812.80	$	-
283-50-26-21-53	Memberships & Publications	$	60.00	$	440.00	$	200.00	$	-
283-50-26-21-55	Training & Conference	$	-	$	269.85	$	1,600.00	$	-
283-50-26-21-57	Certifications	$	-	$	-	$	1,000.00	$	-
21	**Services**	**$**	**45,526.88**	**$**	**13,012.64**	**$**	**148,812.80**	**$**	**-**
283-50-26-22-07	Copies	$	-	$	-	$	-	$	-
283-50-26-22-13	Office Supplies	$	-	$	-	$	-	$	-
283-50-26-22-15	Special Department Supplies	$	20.07	$	347.03	$	400.00	$	-
283-50-26-22-20	Small Tools	$	31.80	$	93.78	$	400.00	$	-
22	**Supplies**	**$**	**51.87**	**$**	**440.81**	**$**	**800.00**	**$**	**-**
283-50-26-23-15	Maint Machine/Equipment	$	-	$	-	$	-	$	-
283-50-26-23-30	Maint Buildings/Grounds	$	12,717.58	$	12,802.24	$	21,574.00	$	-
23	**Maintenance**	**$**	**12,717.58**	**$**	**12,802.24**	**$**	**21,574.00**	**$**	**-**
283-50-26-26-50	Capital Imp Land	$	-	$	-	$	-	$	-
26	**Capital**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
283-50-26-29-99	Transfer to other Funds	$	-	$	-	$	-	$	111,000.00
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**111,000.00**
26	**Tree City USA**	**$**	**59,683.69**	**$**	**44,244.45**	**$**	**190,379.80**	**$**	**111,000.00**
286	**Bocce Ball**								
50	**Public Works**								
286-50-26-21-57	Certifications	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
26	**Tree City USA**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
733	**Capital Project Planning**								
50	**Public Works**								
733-50-26-21-45	Other Contract Services	$	-	$	-	$	-	$	-
21	**Services**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
733-50-26-23-00	Capital Projects Budget	$	-	$	-	$	-	$	-
23	**Maintenance**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
26	**Tree City USA**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
Grand Total		**$**	**59,683.69**	**$**	**44,244.45**	**$**	**190,379.80**	**$**	**204,145.00**

TREES - 5026
EXPENSE SUMMARY

Description	Object Code	Funding Source	Total Budgeted
Tree City USA	*2136*	*101*	
Trees and Materials for Off Main		1,800	1,800
Emergency Tree Work		4,700	4,700
TOTAL - Tree City USA	***2136***	***$ 6,500***	***$ 6,500***
Heritage Trees	*2137*	*101*	
Emergency Tree Work on Heritage Trees		3,200	3,200
TOTAL - Heritage Trees	***2137***	***$ 3,200***	***$ 3,200***
Other Contract Services	*2145*	*101*	
Big Oak		12,000	12,000
Crane Park (Phase I)		25,000	25,000
TOTAL - Other Contract Services	***2145***	***$ 37,000***	***$ 37,000***
Memberships & Publications	*2153*	*101*	
ISA		450	450
WC ISA		150	150
TOTAL - Memberships & Publications	***2153***	***$ 600***	***$ 600***
Training & Conferences	*2155*	*101*	
Arborist CEUs		1,500	1,500
Arborist Prep Course		2,250	2,250
Arborist Certificate Test		1,050	1,050
TOTAL - Training & Conferences	***2155***	***$ 4,800***	***$ 4,800***
Certifications	*2157*	*101*	
Miscellaneous Certifications		1,000	1,000
TOTAL - Certifications	***2157***	***$ 1,000***	***$ 1,000***
Special Department Supplies	*2215*	*101*	
Soils, Fertilizers, Pesticides		400	400
TOTAL - Special Department Supplies	***2215***	***$ 400***	***$ 400***
Maintenance Buildings/Grounds	*2330*	*101*	
Tunnel of Trees		18,000	18,000
Lyman Park		800	800
TOTAL - Maintenance Buildings/Grounds	***2330***	***$ 18,800***	***$ 18,800***

Parks

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	General Fund	$ 491,352.18	$ 538,022.40	$ 633,931.63	$ 733,857.00
733	Capital Project Planning	$ -	$ -	$ -	$ -
734	Park Impact	$ -	$ -	$ -	$ 75,000.00
Grand Total		**$ 491,352.18**	**$ 538,022.40**	**$ 633,931.63**	**$ 808,857.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
50	***Public Works***				
20	Salaries & Benefits	$ 275,456.82	$ 300,728.23	$ 361,928.00	$ 460,353.00
21	Services	$ 142,018.47	$ 136,608.55	$ 152,200.00	$ 223,300.00
22	Supplies	$ 22,688.37	$ 31,237.78	$ 49,424.63	$ 49,700.00
23	Maintenance	$ 51,169.02	$ 69,081.26	$ 70,179.00	$ 45,304.00
24	Taxes, Insurances & Contributi	$ 19.50	$ 366.58	$ 200.00	$ 200.00
26	Capital	$ -	$ -	$ -	$ 30,000.00
29	Transfers	$ -	$ -	$ -	$ -
Grand Total		**$ 491,352.18**	**$ 538,022.40**	**$ 633,931.63**	**$ 808,857.00**

General Ledger
Budget Parks 5027

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
101	**General Fund**				
50	**Public Works**				
101-50-27-20-10	Salary-Regular	$ 164,423.36	$ 179,819.64	$ 211,686.00	$ 279,805.00
101-50-27-20-20	Temp/Part Time	$ -	$ -	$ -	$ -
101-50-27-20-25	Standby	$ 1,564.29	$ 1,860.00	$ 3,857.00	$ 3,857.00
101-50-27-20-30	Overtime	$ 6,806.22	$ 6,794.93	$ 3,158.00	$ 3,158.00
101-50-27-20-40	FICA/Medicare	$ 13,299.89	$ 14,501.89	$ 16,873.00	$ 22,125.00
101-50-27-20-45	Employer PERS	$ 12,454.37	$ 14,285.39	$ 17,517.00	$ 21,935.00
101-50-27-20-47	PERS Unfunded Liability	$ 19,982.00	$ 22,987.00	$ 30,907.00	$ 42,915.00
101-50-27-20-50	Employee PERS	$ -	$ -	$ -	$ -
101-50-27-20-55	Health Insurance	$ 42,919.01	$ 45,603.75	$ 60,803.00	$ 61,648.00
101-50-27-20-61	Workers Comp	$ 10,808.48	$ 11,404.67	$ 12,888.00	$ 19,395.00
101-50-27-20-65	SDI	$ 1,657.48	$ 1,895.72	$ 2,187.00	$ 2,868.00
101-50-27-20-71	Unemployment	$ -	$ -	$ -	$ -
101-50-27-20-75	Deferred Comp	$ 1,541.72	$ 1,575.24	$ 2,052.00	$ 2,647.00
101-50-27-20-95	Uniform Allowance	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 275,456.82**	**$ 300,728.23**	**$ 361,928.00**	**$ 460,353.00**
101-50-27-21-05	Advertising	$ -	$ -	$ -	$ -
101-50-27-21-10	Communications	$ 634.74	$ 1,343.65	$ 1,700.00	$ 3,500.00
101-50-27-21-15	Postage	$ -	$ -	$ -	$ -
101-50-27-21-22	Utilities	$ 138,648.08	$ 132,250.05	$ 130,500.00	$ 130,500.00
101-50-27-21-25	Equipment Rental	$ 7.02	$ 533.15	$ 1,000.00	$ 1,000.00
101-50-27-21-27	Equipment Lease Exp	$ -	$ -	$ -	$ -
101-50-27-21-30	Professional Contracts	$ -	$ -	$ -	$ -
101-50-27-21-45	Other Contract Services	$ -	$ 305.00	$ 15,000.00	$ 5,000.00
101-50-27-21-53	Memberships & Publications	$ -	$ 370.00	$ 700.00	$ 1,000.00
101-50-27-21-55	Training & Conference	$ 2,728.63	$ 1,781.01	$ 3,000.00	$ 7,000.00
101-50-27-21-60	Other Travel	$ -	$ 25.69	$ 300.00	$ 300.00
21	**Services**	**$ 142,018.47**	**$ 136,608.55**	**$ 152,200.00**	**$ 148,300.00**
101-50-27-22-07	Copies	$ -	$ -	$ -	$ -
101-50-27-22-12	Computer Equipment	$ -	$ 545.60	$ -	$ -
101-50-27-22-13	Office Supplies	$ 9.25	$ -	$ 1,750.00	$ 750.00
101-50-27-22-15	Special Department Supplies	$ 21,514.25	$ 29,883.32	$ 45,674.63	$ 47,750.00
101-50-27-22-20	Small Tools	$ 1,164.87	$ 801.29	$ 2,000.00	$ 1,200.00
101-50-27-22-25	Fuel/Oil	$ -	$ 7.57	$ -	$ -
22	**Supplies**	**$ 22,688.37**	**$ 31,237.78**	**$ 49,424.63**	**$ 49,700.00**
101-50-27-23-12	Maintenance Supplies	$ -	$ 49.07	$ -	$ -
101-50-27-23-15	Maint Machine/Equipment	$ 5,777.01	$ 9,011.31	$ 9,500.00	$ 15,000.00
101-50-27-23-30	Maint Buildings/Grounds	$ 19,595.58	$ 31,244.57	$ 31,500.00	$ -
101-50-27-23-50	Vehicle Alloc Expense	$ 25,796.43	$ 28,776.31	$ 29,179.00	$ 30,304.00
23	**Maintenance**	**$ 51,169.02**	**$ 69,081.26**	**$ 70,179.00**	**$ 45,304.00**
101-50-27-24-25	Taxes & Other Charges	$ 19.50	$ 366.58	$ 200.00	$ 200.00
24	**Taxes, Insurances & Contributi**	**$ 19.50**	**$ 366.58**	**$ 200.00**	**$ 200.00**
101-50-27-26-50	Capital Imp Land	$ -	$ -	$ -	$ -

101-50-27-26-70	Capital Imp Equipment	$ -	$ -	$ -	$ 30,000.00
26	**Capital**	**$ -**	**$ -**	**$ -**	**$ 30,000.00**
101-50-27-29-99	Transfer to other Funds	$ -	$ -	$ -	$ -
29	**Transfers**	**$ -**	**$ -**	**$ -**	**$ -**
27	**Parks Maintenance**	**$ 491,352.18**	**$ 538,022.40**	**$ 633,931.63**	**$ 733,857.00**
733	**Capital Project Planning**				
50	**Public Works**				
733-50-27-23-00	Capital Projects Budget	$ -	$ -	$ -	$ -
23	**Maintenance**	**$ -**	**$ -**	**$ -**	**$ -**
27	**Parks Maintenance**	**$ -**	**$ -**	**$ -**	**$ -**
734	**Park Impact**				
50	**Public Works**				
734-50-27-21-30	Professional Contracts	$ -	$ -	$ -	$ 75,000.00
21	**Services**	**$ -**	**$ -**	**$ -**	**$ 75,000.00**
734-50-27-23-30	Maint Buildings/Grounds	$ -	$ -	$ -	$ -
23	**Maintenance**	**$ -**	**$ -**	**$ -**	**$ -**
27	**Parks Maintenance**	**$ -**	**$ -**	**$ -**	**$ 75,000.00**
Grand Total		**$ 491,352.18**	**$ 538,022.40**	**$ 633,931.63**	**$ 808,857.00**

PARKS - 5027
EXPENSE SUMMARY

Description	Object Code	Funding Source	Total Budgeted
Equipment Rentals	*2125*	*101*	
Misc. Rentals for Equipment (not owned by the City)		1,000	1,000
TOTAL - Equipment Rentals	***2125***	***$ 1,000***	***$ 1,000***
Other Contract Services	*2145*	*101*	
Unplanned Repairs to Park Facilities		5,000	5,000
TOTAL - Other Contract Services	***2145***	***$ 5,000***	***$ 5,000***
Memberships & Publications	*2153*	*101*	
PAPA Membership		560	560
DPR Certificates		240	240
NRPA		200	200
TOTAL - Memberships & Publications	***2153***	***$ 1,000***	***$ 1,000***
Training & Conferences	*2155*	*101*	
CPSI Course & Exam (hotel/travel)		3,955	3,955
PAPA CEUs		1,000	1,000
DPR Test Prep and Exam		1,365	1,365
Misc. Training and Seminars		680	680
TOTAL - Training & Conferences	***2155***	***$ 7,000***	***$ 7,000***
Special Department Supplies	*2215*	*101*	
Standard Supplies (toilet paper, towels, cleaners, etc.)		13,000	13,000
Misc. Supplies (fertilizer, irrigation parts, etc.)		12,100	12,100
Uniforms and Boots		22,650	22,650
TOTAL - Special Department Supplies	***2215***	***$ 47,750***	***$ 47,750***
Maintenance Machine & Equipment	*2315*	*101*	
Repairs to Major Equipment		15,000	15,000
TOTAL - Maintenance Machine & Equip.	***2315***	***$ 15,000***	***$ 15,000***

PARKS - 5027
EXPENSE SUMMARY

Description	Object Code	Funding Source	Total Budgeted
Buildings and Grounds Maintenance	*2330*	*734*	
Repair Arbor at Lewis Station		6,000	6,000
Mulch		25,000	25,000
Fibar for Playgrounds		10,000	10,000
Park Sign Replacement		3,500	3,500
Skate Park Maintenance		3,000	3,000
Wood Replacement for Tables/Benches		3,000	3,000
Fence Repairs and Replacement		18,500	18,500
Misc. Irrigation Repairs		6,000	6,000
TOTAL - Buildings and Grounds Maintenance	***2330***	***$ 75,000***	***$ 75,000***

Garage

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
582	Internal Service Garage Fund	$ 317,647.38	$ 372,706.43	$ 252,604.00	$ 254,555.00
Grand Total		**$ 317,647.38**	**$ 372,706.43**	**$ 252,604.00**	**$ 254,555.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
40	***Non Departmental***				
29	Transfers	$ 8,642.00	$ -	$ -	$ -
29	Transfers	$ 121,954.82	$ 139,029.75	$ -	$ -
50	***Public Works***				
20	Salaries & Benefits	$ 73,537.54	$ 94,236.14	$ 100,404.00	$ 119,355.00
21	Services	$ -	$ 22.00	$ 2,700.00	$ 4,000.00
22	Supplies	$ 113,513.02	$ 139,418.54	$ 149,400.00	$ 131,100.00
23	Maintenance	$ -	$ -	$ -	$ -
24	Taxes, Insurances & Contributi	$ -	$ -	$ 100.00	$ 100.00
26	Capital	$ -	$ -	$ -	$ -
Grand Total		**$ 317,647.38**	**$ 372,706.43**	**$ 252,604.00**	**$ 254,555.00**

General Ledger
Budget Garage 5037

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
582	**Internal Service Garage Fund**				
40	**Non Departmental**				
582-40-00-29-20	Fixed Asset Adjustments	$ -	$ -	$ -	$ -
582-40-00-29-99	Transfer to Other Funds	$ 8,642.00	$ -	$ -	$ -
29	**Transfers**	**$ 8,642.00**	**$ -**	**$ -**	**$ -**
00	**Administration**	**$ 8,642.00**	**$ -**	**$ -**	**$ -**
582-40-10-29-40	Depreciation Expense	$ 121,954.82	$ 139,029.75	$ -	$ -
29	**Transfers**	**$ 121,954.82**	**$ 139,029.75**	**$ -**	**$ -**
10	**SB2 Planning Grant**	**$ 121,954.82**	**$ 139,029.75**	**$ -**	**$ -**
50	**Public Works**				
582-50-37-20-10	Salary-Regular	$ 45,497.26	$ 55,700.68	$ 60,084.00	$ 70,296.00
582-50-37-20-25	Standby	$ 846.79	$ 1,365.00	$ 3,857.00	$ 3,857.00
582-50-37-20-30	Overtime	$ 2,171.39	$ 4,235.35	$ 2,000.00	$ 2,000.00
582-50-37-20-40	FICA/Medicare	$ 3,737.50	$ 4,721.85	$ 5,083.00	$ 5,867.00
582-50-37-20-45	Employer PERS	$ 3,127.12	$ 3,695.23	$ 4,245.00	$ 5,765.00
582-50-37-20-47	PERS Unfunded Liability	$ 5,154.00	$ 6,310.00	$ 7,490.00	$ 11,279.00
582-50-37-20-50	Employee PERS	$ -	$ -	$ -	$ -
582-50-37-20-55	Health Insurance	$ 9,006.36	$ 13,448.26	$ 13,751.00	$ 17,640.00
582-50-37-20-61	Workers Comp	$ 3,152.48	$ 3,675.36	$ 2,672.00	$ 1,293.00
582-50-37-20-65	SDI	$ 462.89	$ 611.25	$ 659.00	$ 762.00
582-50-37-20-71	Unemployment	$ -	$ -	$ -	$ -
582-50-37-20-75	Deferred Comp	$ 381.75	$ 473.16	$ 563.00	$ 596.00
20	**Salaries & Benefits**	**$ 73,537.54**	**$ 94,236.14**	**$ 100,404.00**	**$ 119,355.00**
582-50-37-21-10	Communications	$ -	$ -	$ -	$ -
582-50-37-21-15	Postage	$ -	$ -	$ 200.00	$ -
582-50-37-21-43	Penalties & Fines	$ -	$ -	$ -	$ -
582-50-37-21-45	Other Contract Services	$ -	$ 22.00	$ 2,500.00	$ 4,000.00
21	**Services**	**$ -**	**$ 22.00**	**$ 2,700.00**	**$ 4,000.00**
582-50-37-22-13	Office Supplies	$ -	$ -	$ 100.00	$ 100.00
582-50-37-22-15	Special Department Supplies	$ 5,262.51	$ 1,715.46	$ 3,700.00	$ 2,500.00
582-50-37-22-20	Small Tools	$ 1,568.52	$ 1,329.10	$ 1,600.00	$ 1,500.00
582-50-37-22-25	Fuel/Oil	$ 65,228.08	$ 85,354.28	$ 87,500.00	$ 85,000.00
582-50-37-22-26	Outside Vehicle Maint	$ 29,187.94	$ 46,205.45	$ 35,000.00	$ 35,000.00
582-50-37-22-28	Vehicle Parts	$ 12,265.97	$ 4,814.25	$ 21,500.00	$ 7,000.00
22	**Supplies**	**$ 113,513.02**	**$ 139,418.54**	**$ 149,400.00**	**$ 131,100.00**
582-50-37-23-12	Maintenance Supplies	$ -	$ -	$ -	$ -
582-50-37-23-15	Maint Machine/Equipment	$ -	$ -	$ -	$ -
23	**Maintenance**	**$ -**	**$ -**	**$ -**	**$ -**
582-50-37-24-25	Taxes and Other Charges	$ -	$ -	$ 100.00	$ 100.00
24	**Taxes, Insurances & Contributi**	**$ -**	**$ -**	**$ 100.00**	**$ 100.00**

582-50-37-26-30	Capital Equipment	$ -	$ -	$ -	$ -
26	**Capital**	**$ -**	**$ -**	**$ -**	**$ -**
37	**City Garage**	**$ 187,050.56**	**$ 233,676.68**	**$ 252,604.00**	**$ 254,555.00**
Grand Total		**$ 317,647.38**	**$ 372,706.43**	**$ 252,604.00**	**$ 254,555.00**

CITY GARAGE - 5037
EXPENSE SUMMARY

Description	Object Code	Funding Source	Total Budgeted
Other Contract Services	*2145*	*582*	
Enterprise Fleet Management		4,000	4,000
TOTAL - Other Contract Services	***2145***	***$ 4,000***	***$ 4,000***
Special Department Supplies	*2215*	*582*	
Restock garage supplies and essentials for ongoing fleet service. Set up of new vehicle and equipment added into fleet		3,700	3,700
TOTAL - Special Department Supplies	***2215***	***$ 3,700***	***$ 3,700***
Small Tools	*2220*	*582*	
Welding Gas/Supplies		300	300
Auto Part Specialty Tools		900	900
Misc. Specialty Tools		300	300
Misc. Auto Parts		100	100
TOTAL - Small Tools	***2220***	***$ 1,600***	***$ 1,600***
Vehicle Maintenance - Outside	*2226*	*582*	
Misc. Auto Repairs		27,200	27,200
Alignment, Wheel Balancing, Installs		4,400	4,400
General Equipment Repair		1,000	1,000
Smog/Emission Checks		2,400	2,400
TOTAL - Vehicle Maintenance - Outside	***2226***	***$ 35,000***	***$ 35,000***
Vehicles Parts & Supplies	*2228*	*582*	
Tires		2,000	2,000
Misc. Auto Parts		1,500	1,500
Batteries		1,000	1,000
Chemicals		500	500
Police Department Tires		2,000	2,000
Outfit Vehicles		-	-
TOTAL - Vehicles Parts & Supplies	***2228***	***$ 7,000***	***$ 7,000***
Taxes and Other Charges	*2425*	*582*	
DMV Renewal Fees		100	100
TOTAL - Taxes and Other Charges	***2425***	***$ 100***	***$ 100***

CITY OF ST. HELENA

G A R A G E C O S T A L L O C A T I O N

Fiscal Year 2020/2021

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 44 vehicles and trucks.

DEPARTMENT NUMBER	DEPARTMENT TITLE	# OF VEHICLES	FUNDING %	ANNUAL ALLOCATION
101-47-40-23-50	Recreation	2	4.76%	12,122
101-45-00-23-50	Building Inspector	1	2.38%	6,061
101-49-00-23-50	Police	10	23.81%	60,608
101-50-00-23-50	P/W Admin	3	7.14%	18,183
101-50-15-23-50	P/W-Streets O&M	9	21.43%	54,548
101-50-27-23-50	Parks	5	11.90%	30,304
561-50-31-23-50	P/W-Water Distribution	5	11.90%	30,304
561-50-34-23-50	P/W-Water Plant	3	7.14%	18,183
571-50-20-23-50	P/W-Wastewater O&M	1	2.38%	6,061
571-50-29-23-50	P/W-Wastewater Plant	3	7.14%	18,183
TOTALS**		42	100.00%	$ 254,555
582-50-37-23-50	P/W-City Garage*	2	4.76%	0

*Cost of the 2 City Garage vehicles are allocated to the departments outside of City Garage that hold the other 42 vehicles.

WATER ENTERPRISE FUND

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private enterprises where the intent of the City is that the costs of 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

Purpose

Water Distribution (5031) - 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.

Stonebridge Wells (5032) - 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. The FY 2019-20 budget moved all costs associated with the Stonebridge Wells into Water Distribution.

Water Treatment (5034) - 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.

Water Fund Estimated Revenues FY 2020-21

Account Number	Description	2017	2018	2019	2020	2020	2021
Water Enterprise		**Actual**	**Actual**	**Actual**	**Budget**	**Estimated**	**Draft**
561-31-70-00-00	Investment Earnings	$25,000.00	$80,722.72	$126,363.93	$50,000	$50,000	$50,000
561-33-80-00-00	Engineering Fees	$1,000.00	$1,000.00	$0.00	$1,000	$1,000	$1,000
561-33-82-00-00	Fire Service Agreement Fees	$0.00	$0.00	$0.00	$0	$0	$0
561-33-83-00-00	Raw Water Permit Fees	$800.00	$950.00	$1,400.00	$800	$800	$1,000
561-33-85-00-00	Water Conservation Fines	$0.00	$0.00	$0.00	$0	$0	$0
561-33-87-00-00	Backflow Testing & Insp Fees	$150.00	$0.00	$0.00	$150	$150	$150
561-34-51-00-00	Sale Of Capital Asset	$0.00	$0.00	$408.00	$0	$0	$0
561-34-70-00-00	Other Revenue	$8,500.00	$10,096.54	$13,233.52	$8,500	$8,500	$8,500
561-34-77-00-00	Insurance Receipts	$0.00	$0.00	$0.00	$0	$0	$0
561-38-10-00-00	Water Revenue	$5,500.00	-$1,474.24	-$196.38	-$15,000	-$15,000	$1,500
561-38-10-00-01	Residential-Inside CL	$1,461,195.00	$2,519,077.28	$2,606,022.95	$2,650,271	$2,865,835	$3,023,455
561-38-10-00-42	Stonebridge Well	$0.00	$0.00	$0.00	$0	$0	$0
561-38-10-00-50	Residential-Outside CL	$286,935.00	$468,081.40	$509,974.59	$493,015	$538,422	$568,035
561-38-10-00-60	Commercial Car Wash	$0.00	$0.00	$0.00	$0	$0	$0
561-38-10-01-00	Multi-Dwelling-Inside CL	$338,190.00	$572,449.54	$605,273.98	$574,519	$682,075	$719,590
561-38-10-01-50	Multi Dwelling-Outside CL	$7,300.00	$9,673.89	$12,648.75	$10,238	$19,411	$20,478
561-38-10-02-00	Mobile Home Park-Inside CL	$0.00	$0.00	$0.00	$0	$0	$0
561-38-10-02-50	Mobile Home Park-Outside CL	$0.00	$0.00	$0.00	$0	$0	$0
561-38-10-03-00	Laundromat	$0.00	$0.00	$0.00	$0	$0	$0
561-38-10-10-00	General Commercial-Inside CL	$1,495,120.00	$1,961,983.02	$1,973,268.76	$2,127,795	$2,033,528	$2,145,372
561-38-10-11-00	Restaurants	$0.00	$0.00	$0.00	$0	$0	$0
561-38-10-12-00	Service Station	$0.00	$0.00	$0.00	$0	$0	$0
561-38-10-13-00	Banks	$0.00	$0.00	$0.00	$0	$0	$0
561-38-10-14-00	Motels	$0.00	$0.00	$0.00	$0	$0	$0
561-38-10-16-00	Retail Store	$0.00	$0.00	$0.00	$0	$0	$0
561-38-10-17-00	Landscape Meter	$45,000.00	$90,355.89	$122,621.07	$94,269	$198,407	$209,320
561-38-10-20-00	Industrial-Inside CL	$0.00	$0.00	$0.00	$0	$0	$0
561-38-10-25-00	Industrial-Outside CL	$0.00	$0.00	$0.00	$0	$0	$0
561-38-10-30-00	Schools & Libraries	$0.00	$0.00	$0.00	$0	$0	$0
561-38-10-40-00	Churches	$0.00	$0.00	$0.00	$0	$0	$0
561-38-10-53-00	Surcharge-Meadowood	$30,223.00	$0.00	$0.00	$0	$0	$0
561-38-10-53-20	Pumping Charge	$18,420.00	$0.00	-$103.27	$0	$0	$0
561-38-10-90-00	City Buildings	$0.00	$0.00	$0.00	$0	$0	$0
561-38-10-99-10	Fire Service-Inside CL	$4,440.00	$18,775.99	$21,545.74	$18,288	$23,945	$25,262
561-38-10-99-20	Fire Service-Outside CL	$2,635.00	$21,574.38	$28,274.36	$10,944	$12,291	$12,967
561-38-10-99-50	Finance Charges	$36,000.00	$59,239.83	$37,256.46	$30,057	$33,078	$25,000
561-38-25-00-00	Sale of Remote Meters	$1,500.00	$419.92	$0.00	$0	$0	$0
561-38-30-00-00	Hydrant Rental	$0.00	$0.00	$0.00	$0	$0	$0
561-38-40-00-00	Property Rentals	$8,400.00	$8,400.00	$8,400.00	$8,400	$8,400	$8,400
561-38-60-00-00	Water Meter Install Fee	$8,000.00	$7,750.20	$10,544.60	$5,500	$5,500	$5,500
561-37-70-00-00	CARE Subsidy	$5,505.07	-$6.51	$1,706.04	$22,700	$22,700	$22,700
561-39-98-00-00	Operating Transfers In	$0.00	$0.00	$0.00	$0	$0	$0
		$3,789,813	**$5,829,070**	**$6,078,643**	**$6,091,446**	**$6,489,041**	**$6,848,229**

General Ledger

Budget Expenses Water

WATER FUND - BUDGET ITEMS PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS					
Dept	**Description**	**FY 18 Actual**	**FY 19 Actual**	**FY 20 Estimated**	**FY 21 Draft**
4000	Non Departmental	$ 1,873,264.55	$ 1,603,118.04	$ 1,244,399.50	$ 1,272,346.00
4100	Council	$ 11,765.03	$ 14,371.70	$ 18,488.00	$ 21,685.00
4200	Administration	$ 201,837.67	$ 238,200.13	$ 252,040.97	$ 248,115.00
4300	Finance	$ 284,399.13	$ 293,360.33	$ 376,659.39	$ 335,878.00
4400	Attorney	$ 189,224.27	$ 183,318.19	$ 140,000.00	$ 130,000.00
5000	Public Works Admin	$ 1,151,669.82	$ 800,516.13	$ 1,221,373.00	$ 1,116,981.00
5006	Government Buildings	$ -	$ -	$ 18,000.00	$ 9,000.00
5015	Streets	$ -	$ -	$ 33,400.00	$ 33,400.00
Grand Total		**$ 3,712,160.47**	**$ 3,132,884.52**	**$ 3,304,360.86**	**$ 3,167,405.00**

WATER FUND - DISTRIBUTION, STONEBRIDGE WELLS*, AND TREATMENT					
Dept	**Description**	**FY 18 Actual**	**FY 19 Actual**	**FY 20 Estimated**	**FY 21 Draft**
5031	Distribution	$ 609,836.02	$ 641,990.78	$ 845,172.00	$ 763,201.00
5032	Stonebridge Wells	$ 68,416.63	$ 60,149.11	$ 2,745.25	$ -
5034	Treatment	$ 2,086,210.45	$ 2,196,498.48	$ 2,570,834.85	$ 2,829,647.00
Grand Total		**$ 2,764,463.10**	**$ 2,898,638.37**	**$ 3,418,752.10**	**$ 3,592,848.00**

**Stonebridge Wells combined with Water distribution in FY 2020-21*

WATER FUND ESTIMATED FUND BALANCE	561 ONLY
Estimated Ending Fund Balance @ 06/30/2020	**3,457,416**
Estimated Revenue @ 06/30/2021	6,848,229
Estimated Expenses @ 06/30/2021	6,220,253
Transfers Out to Capital	540,000
Revenue less Expenses	87,976
Use of Water Cash	-
Estimated Net Position	**3,545,392**
Percent of Expenses	**52%**

Water Distribution

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
561	Water Enterprise	$ 609,836.02	$ 641,990.78	$ 845,172.00	$ 763,201.00
Grand Total		**$ 609,836.02**	**$ 641,990.78**	**$ 845,172.00**	**$ 763,201.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
50	***Public Works***				
20	Salaries & Benefits	$ 431,392.14	$ 406,367.12	$ 441,193.00	$ 380,747.00
21	Services	$ 64,633.24	$ 61,188.33	$ 158,450.00	$ 152,800.00
22	Supplies	$ 21,455.87	$ 35,344.95	$ 59,600.00	$ 46,100.00
23	Maintenance	$ 67,490.97	$ 85,735.10	$ 90,029.00	$ 138,654.00
24	Taxes, Insurances & Cor	$ -	$ 191.68	$ 5,500.00	$ 500.00
26	Capital	$ 24,863.80	$ 53,163.60	$ 90,400.00	$ 44,400.00
29	Transfers	$ -	$ -	$ -	$ -
99	Contra Account fixed as:	$ -	$ -	$ -	$ -
Grand Total		**$ 609,836.02**	**$ 641,990.78**	**$ 845,172.00**	**$ 763,201.00**

General Ledger
Budget Water Distribution 5031

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
561	**Water Enterprise**				
50	**Public Works**				
561-50-31-20-10	Salary-Regular	$ 265,792.79	$ 256,064.43	$ 281,223.00	$ 225,014.00
561-50-31-20-20	Temp/Part Time	$ -	$ -	$ -	$ -
561-50-31-20-25	Standby	$ 4,653.21	$ 3,220.00	$ 3,857.00	$ 3,857.00
561-50-31-20-30	Overtime	$ 9,827.94	$ 11,433.38	$ 11,650.00	$ 11,650.00
561-50-31-20-40	FICA/Medicare	$ 20,237.53	$ 19,441.10	$ 22,872.00	$ 18,556.00
561-50-31-20-45	Employer PERS	$ 13,486.70	$ 13,698.87	$ 16,994.00	$ 15,148.00
561-50-31-20-47	PERS Unfunded Liability	$ 22,673.00	$ 21,478.00	$ 28,938.00	$ 29,636.00
561-50-31-20-50	Employee PERS	$ -	$ -	$ -	$ -
561-50-31-20-55	Health Insurance	$ 70,832.83	$ 58,655.64	$ 59,224.00	$ 59,325.00
561-50-31-20-61	Workers Comp	$ 18,914.80	$ 15,481.14	$ 11,002.00	$ 12,930.00
561-50-31-20-65	SDI	$ 2,521.87	$ 2,540.00	$ 2,967.00	$ 2,405.00
561-50-31-20-71	Unemployment	$ 1,479.00	$ 3,449.91	$ -	$ -
561-50-31-20-75	Deferred Comp	$ 972.47	$ 904.65	$ 2,466.00	$ 2,226.00
561-50-31-20-85	Auto Allowance	$ -	$ -	$ -	$ -
561-50-31-20-95	Uniform Allowance	$ -	$ -	$ -	$ -
561-50-31-20-96	Education Reimbursement	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 431,392.14**	**$ 406,367.12**	**$ 441,193.00**	**$ 380,747.00**
561-50-31-21-10	Communications	$ 2,241.15	$ 4,394.78	$ 5,050.00	$ 4,600.00
561-50-31-21-15	Postage	$ -	$ -	$ 200.00	$ -
561-50-31-21-22	Utilities	$ 45,149.55	$ 37,346.28	$ 100,500.00	$ 100,500.00
561-50-31-21-25	Equipment Rental	$ -	$ 1,180.03	$ 8,000.00	$ 23,000.00
561-50-31-21-27	Equipment Lease Exp	$ -	$ -	$ -	$ -
561-50-31-21-30	Professional Contracts	$ -	$ -	$ -	$ -
561-50-31-21-45	Other Contract Services	$ 11,775.46	$ 12,910.34	$ 26,200.00	$ 16,200.00
561-50-31-21-53	Memberships & Publications	$ 160.00	$ 313.95	$ 1,500.00	$ 500.00
561-50-31-21-55	Training & Conference	$ 5,307.08	$ 4,909.48	$ 10,000.00	$ 6,500.00
561-50-31-21-57	Certifications	$ -	$ -	$ 2,000.00	$ 1,000.00
561-50-31-21-60	Other Travel	$ -	$ 133.47	$ 5,000.00	$ 500.00
21	**Services**	**$ 64,633.24**	**$ 61,188.33**	**$ 158,450.00**	**$ 152,800.00**
561-50-31-22-07	Copies	$ -	$ -	$ 500.00	$ -
561-50-31-22-12	Computer Equipment	$ 958.44	$ 1,443.62	$ 2,000.00	$ -
561-50-31-22-13	Office Supplies	$ 282.35	$ 496.05	$ 4,000.00	$ 500.00
561-50-31-22-15	Special Department Supplies	$ 10,204.55	$ 13,989.08	$ 16,200.00	$ 16,200.00
561-50-31-22-19	Meters/Hydrants	$ 8,210.99	$ 14,510.06	$ 20,000.00	$ 15,000.00
561-50-31-22-20	Small Tools	$ 1,799.54	$ 4,906.14	$ 5,000.00	$ 2,500.00
561-50-31-22-25	Fuel/Oil	$ -	$ -	$ -	$ -
561-50-31-22-35	Process Chemicals	$ -	$ -	$ 10,150.00	$ 10,150.00
561-50-31-22-37	Lab Supplies	$ -	$ -	$ 1,750.00	$ 1,750.00
22	**Supplies**	**$ 21,455.87**	**$ 35,344.95**	**$ 59,600.00**	**$ 46,100.00**
561-50-31-23-12	Maintenance Supplies	$ 39,119.26	$ 47,691.72	$ 45,350.00	$ 40,350.00
561-50-31-23-15	Maint Machine/Equipment	$ 1,179.73	$ 7,780.14	$ 13,000.00	$ 68,000.00
561-50-31-23-30	Maint Buildings/Grounds	$ 1,395.55	$ 1,486.93	$ 1,500.00	$ -
561-50-31-23-35	Software	$ -	$ -	$ 1,000.00	$ -
561-50-31-23-50	Vehicle Alloc Expense	$ 25,796.43	$ 28,776.31	$ 29,179.00	$ 30,304.00

23	**Maintenance**	**$**	**67,490.97**	**$**	**85,735.10**	**$**	**90,029.00**	**$**	**138,654.00**
561-50-31-24-25	Taxes & Other Charges	$	-	$	191.68	$	5,500.00	$	500.00
24	**Taxes, Insurances & Contributi**	**$**	**-**	**$**	**191.68**	**$**	**5,500.00**	**$**	**500.00**
561-50-31-26-30	Capital Equipment	$	24,863.80	$	53,163.60	$	90,400.00	$	44,400.00
26	**Capital**	**$**	**24,863.80**	**$**	**53,163.60**	**$**	**90,400.00**	**$**	**44,400.00**
561-50-31-29-20	Fixed Asset Adjustments	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
561-50-31-99-99	Contra Account fixed assets	$	-	$	-	$	-	$	-
99	**Contra Account fixed assets**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
31	**Water Distribution**	**$**	**609,836.02**	**$**	**641,990.78**	**$**	**845,172.00**	**$**	**763,201.00**
Grand Total		**$**	**609,836.02**	**$**	**641,990.78**	**$**	**845,172.00**	**$**	**763,201.00**

WATER DISTRIBUTION - 5031
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Other Contract Services	*2145*	*561*	
MVP Repair Services		*6,800*	6,800
Meters to be Repaired and Tested		*2,000*	2,000
National Meter Automation Service		*800*	800
Corepro inspect Tank# Cathodic Protection		*700*	700
Miscellaneous		*400*	400
Annual Water Tests		*3,500*	3,500
PLC Water Pressure Trending		*2,000*	2,000
TOTAL - Other Contract Services	***2145***	***$ 16,200***	***$ 16,200***
Membership and Publications	*2153*	*561*	
Miscellaneous Memberships & Publications		500	500
TOTAL - Membership & Publications	***2153***	***$ 500***	***$ 500***
Training and Conferences	*2155*	*561*	
Pump Class and Misc. Training		1,500	1,500
BackFlow Class and Misc. Training		2,700	2,700
Supervisor Seminar and Misc. Training		300	300
Basic Electricity Class		2,000	2,000
TOTAL - Training and Conferences	***2155***	***$ 6,500***	***$ 6,500***
Certifications	*2157*	*561*	
Miscellaneous Certifications		1,000	1,000
TOTAL - Certifications	***2157***	***$ 1,000***	***$ 1,000***
Special Department Supplies	*2215*	*561*	
Uniforms		6,000	6,000
Rain Gear		1,000	1,000
Boots		1,375	1,375
Safety Gear		625	625
Temporary Construction Signs		3,000	3,000
Data Loggers/Ground Water Monitoring		4,200	4,200
TOTAL - Special Department Supplies	***2215***	***$ 16,200***	***$ 16,200***
Water Meter/Hydrants	*2219*	*561*	
Fire Hydrants and Water Meters (as needed)		15,000	15,000
TOTAL - Equipment Rental	***2219***	***$ 15,000***	***$ 15,000***

WATER DISTRIBUTION - 5031
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Small Tools	*2220*	*561*	
Large Shop Vac		700	700
Cutting Blades for Weed Wacker		200	200
Misc. Operation Tools		500	500
Roto Hammer		600	600
Fall Protection Harnesses		500	500
TOTAL - Small Tools	***2220***	***$ 2,500***	***$ 2,500***
Maintenance Supplies	*2312*	*561*	
Service Repair Parts		16,000	16,000
Road Surface Materials		5,000	5,000
Machined Parts		2,000	2,000
Misc. Supplies		4,850	4,850
Cones/Signs/Barricades		2,000	2,000
Land Fill Fees		1,000	1,000
Oxygen and Acetylane Gas		1,500	1,500
Bacteria Lab Tests		1,500	1,500
Emergency Repair Supplies		3,000	3,000
De-Chlorination Tabs		1,500	1,500
Water Diffuser Supplies		2,000	2,000
TOTAL - Maintenance Supplies	***2312***	***$ 40,350***	***$ 40,350***
Machinery & Equipment Maintenance	*2315*	*561*	
Maintenance		16,000	16,000
Video Bore Blast Well #2		50,000	50,000
ERS Annual Filter Inspection		2,000	2,000
TOTAL - Machinery & Equipment Maintenance	***2315***	***$ 68,000***	***$ 68,000***
Capital Equipment	*2630*	*561*	
Purchase Service Truck #104 - lease over 5 years. $140,000 @5% interest		32,400	32,400
Lease Vehicle #105 - Lease began FY 19		12,000	12,000
TOTAL - Capital Equipment	***2630***	***$ 44,400***	***$ 44,400***

Stonebridge

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
561	Water Enterprise	$ 68,416.63	$ 60,149.11	$ 2,745.25	$ -
Grand Total		**$ 68,416.63**	**$ 60,149.11**	**$ 2,745.25**	**$ -**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
50	Public Works				
21	Services	$ 60,672.43	$ 54,124.35	$ -	$ -
22	Supplies	$ 3,891.11	$ 5,664.96	$ 726.39	$ -
23	Maintenance	$ 209.76	$ 359.80	$ 2,018.86	$ -
26	Capital	$ 3,643.33	$ -	$ -	$ -
29	Transfers	$ -	$ -	$ -	$ -
Grand Total		**$ 68,416.63**	**$ 60,149.11**	**$ 2,745.25**	**$ -**

**FY 2020-21 Budget Stonebridge Wells expenses were combined with Water Distribution*

General Ledger

Budget Stonebridge 5032*

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
561	**Water Enterprise**				
50	**Public Works**				
561-50-32-21-10	Communications	$ 607.63	$ -	$ -	$ -
561-50-32-21-22	Utilities	$ 56,228.80	$ 52,984.35	$ -	$ -
561-50-32-21-45	Other Contract Services	$ 3,836.00	$ 1,140.00	$ -	$ -
21	**Services**	**$ 60,672.43**	**$ 54,124.35**	**$ -**	**$ -**
561-50-32-22-07	Copies	$ -	$ -	$ -	$ -
561-50-32-22-13	Office Supplies	$ -	$ -	$ -	$ -
561-50-32-22-15	Special Department Supplies	$ 362.64	$ 9.71	$ -	$ -
561-50-32-22-35	Process Chemicals	$ 3,038.89	$ 5,067.73	$ -	$ -
561-50-32-22-37	Lab Supplies	$ 489.58	$ 587.52	$ 726.39	$ -
22	**Supplies**	**$ 3,891.11**	**$ 5,664.96**	**$ 726.39**	**$ -**
561-50-32-23-12	Maintenance & Supplies	$ -	$ -	$ -	$ -
561-50-32-23-15	Maint Machine/Equipment	$ 209.76	$ 359.80	$ 2,018.86	$ -
561-50-32-23-30	Maint Buildings/Grounds	$ -	$ -	$ -	$ -
23	**Maintenance**	**$ 209.76**	**$ 359.80**	**$ 2,018.86**	**$ -**
561-50-32-26-70	Capital Imp Equipment	$ 3,643.33	$ -	$ -	$ -
26	**Capital**	**$ 3,643.33**	**$ -**	**$ -**	**$ -**
561-50-32-29-20	Fixed Asset Adjustments	$ -	$ -	$ -	$ -
29	**Transfers**	**$ -**	**$ -**	**$ -**	**$ -**
32	**Stone Bridge Wells**	**$ 68,416.63**	**$ 60,149.11**	**$ 2,745.25**	**$ -**
Grand Total		**$ 68,416.63**	**$ 60,149.11**	**$ 2,745.25**	**$ -**

**FY 2020-21 Budget Combined with Water Distribution*

Water Treatment

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
561	Water Enterprise	$ 2,086,210.45	$ 2,196,498.48	$ 2,570,834.85	$ 2,829,647.00
Grand Total		**$ 2,086,210.45**	**$ 2,196,498.48**	**$ 2,570,834.85**	**$ 2,829,647.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
50	***Public Works***				
20	Salaries & Benefits	$ 430,589.58	$ 454,070.49	$ 498,532.00	$ 520,380.00
21	Services	$ 97,452.53	$ 98,300.42	$ 161,761.80	$ 162,850.00
22	Supplies	$ 1,495,511.63	$ 1,587,199.91	$ 1,707,449.99	$ 1,717,134.00
23	Maintenance	$ 36,439.07	$ 33,951.94	$ 133,491.06	$ 85,183.00
24	Taxes, Insurances & Cor	$ 13,835.77	$ 16,582.01	$ 20,000.00	$ 20,000.00
26	Capital	$ 12,381.87	$ 6,393.71	$ 49,600.00	$ 324,100.00
29	Transfers	$ -	$ -	$ -	$ -
99	Contra Account fixed as:	$ -	$ -	$ -	$ -
Grand Total		**$ 2,086,210.45**	**$ 2,196,498.48**	**$ 2,570,834.85**	**$ 2,829,647.00**

General Ledger

Budget Water Treatment 5034

Account Number	Description	FY 18 Actuals	FY 19 Actuals	FY 20 Estimated	FY 21 Draft
561	**Water Enterprise**				
50	**Public Works**				
561-50-34-20-10	Salary-Regular	$ 251,890.81	$ 267,486.16	$ 291,291.00	$ 303,845.00
561-50-34-20-20	Temp/Part Time	$ -	$ -	$ -	$ -
561-50-34-20-25	Standby	$ 11,024.64	$ 14,320.00	$ 8,330.00	$ 8,330.00
561-50-34-20-30	Overtime	$ 19,608.62	$ 19,301.00	$ 16,445.00	$ 16,445.00
561-50-34-20-40	FICA/Medicare	$ 21,704.02	$ 23,135.87	$ 24,328.00	$ 25,291.00
561-50-34-20-45	Employer PERS	$ 18,400.94	$ 20,241.10	$ 24,008.00	$ 25,198.00
561-50-34-20-47	PERS Unfunded Liability	$ 30,800.00	$ 34,225.00	$ 40,885.00	$ 33,960.00
561-50-34-20-50	Employee PERS	$ -	$ -	$ -	$ -
561-50-34-20-55	Health Insurance	$ 54,209.02	$ 56,825.64	$ 77,717.00	$ 87,618.00
561-50-34-20-61	Workers Comp	$ 18,914.80	$ 14,052.80	$ 10,216.00	$ 14,223.00
561-50-34-20-65	SDI	$ 2,676.03	$ 2,993.34	$ 3,161.00	$ 3,286.00
561-50-34-20-75	Deferred Comp	$ 1,360.97	$ 1,489.58	$ 2,151.00	$ 2,184.00
561-50-34-20-95	Uniform Allowance	$ (0.27)	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 430,589.58**	**$ 454,070.49**	**$ 498,532.00**	**$ 520,380.00**
561-50-34-21-05	Advertising	$ -	$ -	$ -	$ -
561-50-34-21-10	Communications	$ 7,079.19	$ 6,350.44	$ 6,950.00	$ 6,950.00
561-50-34-21-15	Postage	$ 180.98	$ 3.50	$ 2,000.00	$ -
561-50-34-21-22	Utilities	$ 62,054.10	$ 67,151.27	$ 84,625.00	$ 85,000.00
561-50-34-21-25	Equipment Rental	$ -	$ -	$ 2,000.00	$ 2,000.00
561-50-34-21-30	Professional Contracts	$ -	$ -	$ -	$ -
561-50-34-21-40	Professional Fees	$ -	$ -	$ -	$ -
561-50-34-21-43	Penalties and Fines	$ -	$ -	$ -	$ -
561-50-34-21-45	Other Contract Services	$ 26,647.82	$ 21,741.97	$ 55,686.80	$ 65,000.00
561-50-34-21-53	Memberships & Publications	$ 794.00	$ 1,296.50	$ 2,000.00	$ 1,500.00
561-50-34-21-55	Training & Conference	$ 696.44	$ 1,756.74	$ 5,500.00	$ 900.00
561-50-34-21-57	Certifications	$ -	$ -	$ 3,000.00	$ 1,500.00
561-50-34-21-60	Other Travel	$ -	$ -	$ -	$ -
21	**Services**	**$ 97,452.53**	**$ 98,300.42**	**$ 161,761.80**	**$ 162,850.00**
561-50-34-22-07	Copies	$ -	$ -	$ 500.00	$ -
561-50-34-22-12	Computer Equipment	$ 2,235.63	$ 70.25	$ 2,000.00	$ -
561-50-34-22-13	Office Supplies	$ 662.93	$ 10.98	$ 500.00	$ 500.00
561-50-34-22-15	Special Department Supplies	$ 1,525.10	$ 1,486.44	$ 8,600.00	$ 2,500.00
561-50-34-22-20	Small Tools	$ 30.91	$ -	$ 500.00	$ 100.00
561-50-34-22-25	Fuel/Oil	$ 1,252.37	$ 1,646.13	$ 6,000.00	$ 5,000.00
561-50-34-22-32	Purchase Water	$ 1,424,312.19	$ 1,467,342.96	$ 1,503,285.00	$ 1,548,384.00
561-50-34-22-35	Process Chemicals	$ 56,253.37	$ 109,011.71	$ 167,342.20	$ 143,350.00
561-50-34-22-37	Lab Supplies	$ 9,239.13	$ 7,631.44	$ 18,722.79	$ 17,300.00
22	**Supplies**	**$ 1,495,511.63**	**$ 1,587,199.91**	**$ 1,707,449.99**	**$ 1,717,134.00**
561-50-34-23-11	Maint Office Equip	$ -	$ -	$ 250.00	$ -
561-50-34-23-12	Maintenance Supplies	$ -	$ 1,694.37	$ 150.00	$ 2,000.00
561-50-34-23-15	Maint Machine/Equipment	$ 5,941.82	$ 8,107.57	$ 100,584.06	$ 50,000.00
561-50-34-23-30	Maint Buildings/Grounds	$ 15,019.39	$ 6,884.21	$ 15,000.00	$ 15,000.00
561-50-34-23-50	Vehicle Alloc Expense	$ 15,477.86	$ 17,265.79	$ 17,507.00	$ 18,183.00
23	**Maintenance**	**$ 36,439.07**	**$ 33,951.94**	**$ 133,491.06**	**$ 85,183.00**

561-50-34-24-25	Taxes & Other Charges	$	13,835.77	$	16,582.01	$	20,000.00	$	20,000.00
24	**Taxes, Insurances & Contributi**	**$**	**13,835.77**	**$**	**16,582.01**	**$**	**20,000.00**	**$**	**20,000.00**
561-50-34-26-30	Capital Equipment	$	12,381.87	$	6,393.71	$	39,600.00	$	6,600.00
561-50-34-26-70	Capital Imp Equipment	$	-	$	-	$	10,000.00	$	317,500.00
26	**Capital**	**$**	**12,381.87**	**$**	**6,393.71**	**$**	**49,600.00**	**$**	**324,100.00**
561-50-34-29-20	Fixed Asset Adjustments	$	-	$	-	$	-	$	-
29	**Transfers**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
561-50-34-99-99	Contra Account fixed assets	$	-	$	-	$	-	$	-
99	**Contra Account fixed assets**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
34	**Water Treatment**	**$**	**2,086,210.45**	**$**	**2,196,498.48**	**$**	**2,570,834.85**	**$**	**2,829,647.00**
Grand Total		**$**	**2,086,210.45**	**$**	**2,196,498.48**	**$**	**2,570,834.85**	**$**	**2,829,647.00**

WATER TREATMENT - 5034
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Equipment Rental	*2125*	*561*	
Various Tools (Hand tools, Hilti)		2,000	2,000
TOTAL - Equipment Rental	***2125***	***$ 2,000***	***$ 2,000***
Other Contract Services	*2145*	*561*	
Water Testing		*17,900*	17,900
Contract Crews for Spillway and Dam Maintenance		*20,000*	20,000
Upper Valley Disposal Sludge Removal		*12,000*	12,000
Clean Harbors, Dispose of Waste		*2,000*	2,000
ERS Filter Surveillance		*10,000*	10,000
PLC Water Pressure Trending		*2,100*	2,100
Generator Maintenance		*1,000*	1,000
TOTAL - Other Contract Services	***2145***	***$ 65,000***	***$ 65,000***
Memberships & Publications	*2153*	*561*	
Operator Certification		1,500	1,500
TOTAL - Memberships & Publications	***2153***	***$ 1,500***	***$ 1,500***
Training and Conferences	*2155*	*561*	
Miscellaneous Training		900	900
TOTAL - Training and Conferences	***2155***	***$ 900***	***$ 900***
Certifications	*2157*	*561*	
Miscellaneous Certifications		1,500	1,500
TOTAL - Certifications	***2157***	***$ 1,500***	***$ 1,500***
Special Department Supplies	*2215*	*561*	
Uniforms		1,000	1,000
Safety Equipment, Boots, Other		600	600
Data Loggers/Ground Water Monitoring		900	900
TOTAL - Special Department Supplies	***2215***	***$ 2,500***	***$ 2,500***

WATER TREATMENT - 5034
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Process Chemicals	*2235*	*561*	
Alum		17,000	17,000
Copper Sulfate		17,000	17,000
NaOH		11,000	11,000
NaOCl		11,000	11,000
Non-Ionic Polymer		2,500	2,500
Ascorbic Acid		1,500	1,500
NaMNO4		12,000	12,000
PO4		6,500	6,500
Activated Carbon		59,000	59,000
Sodium Sulfite		1,500	1,500
Stonebridge Wells		4,350	4,350
TOTAL - Process Chemicals	***2235***	***$ 143,350***	***$ 143,350***
Machinery & Equipment Maintenance	*2315*	*561*	
Annual Maintenance & Machine Service		50,000	50,000
TOTAL - Machinery & Equipment Maintenance	***2315***	***$ 50,000***	***$ 50,000***
Taxes and Other Charges	*2425*	*561*	
CDPH System Fees		19,000	19,000
BAAQMD Generator Permit Fee		1,000	1,000
TOTAL - Taxes and Other Charges	***2524***	***$ 20,000***	***$ 20,000***
Capital Equipment	*2630*	*561*	
Vehicle Lease - entered into in FY 19		6,600	6,600
TOTAL - Capital Equipment	***2630***	***$ 6,600***	***$ 6,600***
Capital Improvement Equipment	*2670*	*561*	
Flocculator Gear Drive		62,500	62,500
Computer System Upgrade for SCADA		25,000	25,000
PLC Upgrades		200,000	200,000
Tank 1 Inspections/Clear Well		30,000	30,000
TOTAL - Capital Improvement Equipment	***2670***	***$ 317,500***	***$ 317,500***

WASTEWATER 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

Purpose

Wastewater Collection (5020) - 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.

Wastewater Treatment (5029) - 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.

Wastewater Fund Estimated Revenues FY 2020-21

Account Number	Description	2017	2018	2019	2020	2020	2021
Sewer Enterprise		**Actual**	**Actual**	**Actual**	**2020 Budget**	**2020 Estimate**	**Draft 2021**
571-31-70-00-00	Investment Earnings	$4,615.00	$20,362.73	$36,101.26	$18,000	$18,000	$20,000
571-33-81-00-00	Sewer Inpsection/Review Fees	$0.00	$0.00	$0.00	$0	$0	$0
571-34-70-00-00	Other Revenue	$0.00	$9,691.06	$14,016.09	$9,600	$9,600	$9,600
571-34-77-00-00	Claims Loss Recovery	$0.00	$0.00	$0.00	$0	$0	$0
571-34-80-00-00	Annexation Fees	$0.00	$10,787.90	$4,000.00	$2,600	$2,600	$2,600
571-35-00-00-00	Residential	$1,269,370.00	$1,271,383.16	$1,434,218.52	$1,511,200	$1,422,295	$1,472,369
571-35-00-01-00	Multiple Dwelling	$212,245.00	$358,965.16	$250,849.76	$271,049	$239,505	$216,912
571-35-00-03-00	Laundromat	$7,625.00	$11,186.26	$12,589.76	$12,698	$12,634	$14,531
571-35-00-10-00	General Commercial	$384,300.00	$910,394.32	$1,097,697.58	$1,148,641	$1,145,998	$1,251,227
571-35-00-11-00	Restaurants	$94,195.00	$163,571.34	$114,377.16	$115,161	$102,395	$130,036
571-35-00-12-00	Service Station	$1,870.00	-$1,671.24	$2,287.32	$1,877	$2,813	$3,213
571-35-00-14-00	Motels-No Food Service	$77,755.00	$162,738.11	$124,031.56	$123,353	$108,893	$135,765
571-35-00-15-00	Supermarkets	$6,860.00	$19,153.13	$14,256.13	$14,452	$14,597	$17,935
571-35-00-17-00	Mortuaries	$0.00	$0.00	$0.00	$0	$0	$0
571-35-00-18-00	Mixed Retial-Plus Food Service	$3,065.00	$21,052.25	$21,893.09	$24,975	$16,524	$19,463
571-35-00-20-00	Industrial	$18,670.00	$37,740.68	$26,731.38	$25,738	$18,181	$20,523
571-35-00-30-00	Libraries & Schools	$28,175.00	$50,678.53	$34,138.76	$32,453	$34,775	$37,773
571-35-00-40-00	Churches	$0.00	$0.00	$0.00	$0	$0	$0
571-35-00-60-60	Car Wash	$1,002.00	$2,699.76	$2,161.77	$1,650	$1,878	$2,123
571-35-00-90-00	City Buildings	$0.00	$0.00	$0.00	$0	$0	$0
571-38-10-99-50	Finance Charges	$0.00	$13,921.54	$18,455.09	$21,754	$12,162	$18,500
571-38-65-00-00	Sewer Connection Fee	$900.00	$4,700.00	$2,600.00	$1,300	$1,300	$1,300
571-38-70-00-00	CARE Subsidy	$5,160.37	-$20.26	$1,309.77	$20,100	$20,100	$2,500
571-39-98-00-00	Operating Transfers In	$0.00	$0.00	$0.00	$0	$0	$0
		$2,115,807	**$3,067,334**	**$3,211,715**	**$3,356,601**	**$3,184,249**	**$3,376,372**

General Ledger

Budget Expenses WW

WASTEWATER FUND - BUDGET ITEMS PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS					
Dept	**Description**	**FY 18 Actual**	**FY 19 Actual**	**FY 20 Estimated**	**FY 21 Draft**
4000	Non Departmental	$ 1,743,127.00	$ 694,016.49	$ 531,797.50	$ 500,477.00
4100	Council	$ 11,745.48	$ 14,371.40	$ 18,488.00	$ 21,685.00
4200	Administration	$ 200,618.93	$ 160,651.65	$ 193,165.33	$ 186,723.00
4300	Finance	$ 246,648.96	$ 216,511.15	$ 285,258.62	$ 249,877.00
4400	Attorney	$ 22,674.70	$ 126,894.69	$ 35,000.00	$ 25,000.00
5000	Public Works Admin	$ 388,527.95	$ 749,319.48	$ 1,039,549.00	$ 902,718.00
5006	Government Buildings	$ -	$ -	$ 21,150.00	$ 9,000.00
5015	Streets	$ -	$ -	$ 33,400.00	$ 33,400.00
Grand Total		**$ 2,613,343.02**	**$ 1,961,764.86**	**$ 2,157,808.45**	**$ 1,928,880.00**

WASTEWATER FUND - COLLECTION AND TREATMENT					
Dept	**Description**	**FY 18 Actual**	**FY 19 Actual**	**FY 20 Estimated**	**FY 21 Draft**
5020	Collection	$ 146,238.49	$ 172,366.83	$ 283,684.00	$ 327,533.00
5029	Treatment	$ 680,010.74	$ 808,612.39	$ 1,187,530.30	$ 1,038,536.00
Grand Total		**$ 826,249.23**	**$ 980,979.22**	**$ 1,471,214.30**	**$ 1,366,069.00**

WASTEWATER FUND ESTIMATED FUND BALANCE	571 ONLY
Estimated Ending Fund Balance @ 06/30/2020	**2,510,214**
Estimated Revenue @ 06/30/2021	3,376,372
Estimated Expenses @ 06/30/2021	2,774,949
Transfers Out to Capital	520,000
Revenue less Expenses	81,423
Use of Wastewater Cash	-
Estimated Net Position	**2,591,637**
Percent of Expenses	**79%**

Wastewater Collection

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
571	Sewer Enterprise	$ 146,238.49	$ 172,366.83	$ 283,684.00	$ 327,533.00
Grand Total		**$ 146,238.49**	**$ 172,366.83**	**$ 283,684.00**	**$ 327,533.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
50	***Public Works***				
20	Salaries & Benefits	$ 105,889.46	$ 136,026.81	$ 139,948.00	$ 189,722.00
21	Services	$ 3,487.61	$ 9,331.34	$ 22,700.00	$ 32,400.00
22	Supplies	$ 15,261.00	$ 12,876.91	$ 15,700.00	$ 29,650.00
23	Maintenance	$ 21,600.42	$ 11,991.11	$ 43,636.00	$ 49,061.00
24	Taxes, Insurances & Cor	$ -	$ 38.48	$ -	$ -
26	Capital	$ -	$ 2,102.18	$ 61,700.00	$ 26,700.00
29	Transfers	$ -	$ -	$ -	$ -
Grand Total		**$ 146,238.49**	**$ 172,366.83**	**$ 283,684.00**	**$ 327,533.00**

General Ledger

Budget Wastewater Collection 5020

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
571	**Sewer Enterprise**				
50	**Public Works**				
571-50-20-20-10	Salary-Regular	$ 65,390.02	$ 79,785.39	$ 84,223.00	$ 112,507.00
571-50-20-20-25	Standby	$ 1,187.14	$ 1,890.00	$ 3,857.00	$ 3,857.00
571-50-20-20-30	Overtime	$ 3,127.53	$ 6,074.80	$ 3,000.00	$ 3,000.00
571-50-20-20-40	FICA/Medicare	$ 5,370.41	$ 6,759.68	$ 7,023.00	$ 9,232.00
571-50-20-20-45	Employer PERS	$ 4,535.83	$ 5,324.37	$ 6,015.00	$ 7,574.00
571-50-20-20-47	PERS Unfunded Liability	$ 7,478.00	$ 9,108.00	$ 10,242.00	$ 14,818.00
571-50-20-20-50	Employee PERS	$ -	$ -	$ -	$ -
571-50-20-20-55	Health Insurance	$ 13,085.13	$ 19,658.60	$ 20,111.00	$ 29,662.00
571-50-20-20-61	Workers Comp	$ 4,503.52	$ 5,875.53	$ 3,772.00	$ 6,465.00
571-50-20-20-65	SDI	$ 665.15	$ 874.24	$ 911.00	$ 1,194.00
571-50-20-20-75	Deferred Comp	$ 546.73	$ 676.20	$ 794.00	$ 1,413.00
571-50-20-20-95	Uniform Allowance	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 105,889.46**	**$ 136,026.81**	**$ 139,948.00**	**$ 189,722.00**
571-50-20-21-10	Communications	$ 229.87	$ 146.84	$ 400.00	$ 400.00
571-50-20-21-22	Utilities	$ 2,433.74	$ 3,058.89	$ 5,000.00	$ 5,000.00
571-50-20-21-25	Equipment Rental	$ -	$ 2,107.32	$ 10,000.00	$ 17,500.00
571-50-20-21-45	Other Contract Services	$ -	$ -	$ -	$ -
571-50-20-21-53	Memberships & Publications	$ 530.00	$ 2,501.68	$ 3,500.00	$ 3,500.00
571-50-20-21-55	Training & Conference	$ 294.00	$ 1,510.61	$ 1,300.00	$ 4,500.00
571-50-20-21-57	Certifications	$ -	$ -	$ 1,500.00	$ 1,500.00
571-50-20-21-60	Other Travel	$ -	$ 6.00	$ 1,000.00	$ -
21	**Services**	**$ 3,487.61**	**$ 9,331.34**	**$ 22,700.00**	**$ 32,400.00**
571-50-20-22-07	Copies	$ -	$ -	$ 500.00	$ -
571-50-20-22-13	Office Supplies	$ -	$ -	$ -	$ 100.00
571-50-20-22-15	Special Department Supplies	$ 15,261.00	$ 12,876.91	$ 15,000.00	$ 26,750.00
571-50-20-22-20	Small Tools	$ -	$ -	$ 200.00	$ 2,800.00
22	**Supplies**	**$ 15,261.00**	**$ 12,876.91**	**$ 15,700.00**	**$ 29,650.00**
571-50-20-23-12	Maintenance Supplies	$ -	$ 1,194.28	$ 25,000.00	$ 25,000.00
571-50-20-23-15	Maint Machine/Equipment	$ 16,441.13	$ 4,906.49	$ 12,800.00	$ 18,000.00
571-50-20-23-30	Maint Buildings/Grounds	$ -	$ 135.08	$ -	$ -
571-50-20-23-50	Vehicle Alloc Expense	$ 5,159.29	$ 5,755.26	$ 5,836.00	$ 6,061.00
23	**Maintenance**	**$ 21,600.42**	**$ 11,991.11**	**$ 43,636.00**	**$ 49,061.00**
571-50-20-24-25	Taxes & Other Charges	$ -	$ 38.48	$ -	$ -
24	**Taxes, Insurances & Contributi**	**$ -**	**$ 38.48**	**$ -**	**$ -**
571-50-20-26-30	Capital Equipment	$ -	$ 2,102.18	$ 61,700.00	$ 26,700.00
571-50-20-26-50	Capital Imp Land	$ -	$ -	$ -	$ -
26	**Capital**	**$ -**	**$ 2,102.18**	**$ 61,700.00**	**$ 26,700.00**
571-50-20-29-99	Transfer to other Funds	$ -	$ -	$ -	$ -
29	**Transfers**	**$ -**	**$ -**	**$ -**	**$ -**
20	**Sewer Collections**	**$ 146,238.49**	**$ 172,366.83**	**$ 283,684.00**	**$ 327,533.00**
Grand Total		**$ 146,238.49**	**$ 172,366.83**	**$ 283,684.00**	**$ 327,533.00**

WASTEWATER COLLECTION - 5020
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Memberships & Publications	*2153*	*571*	
Books		300	300
CWEA Exam and 1 year membership		2,500	2,500
CWEA Membership, E-8, E-11, E-6		700	700
TOTAL - Memberships & Publications	***2153***	***$ 3,500***	***$ 3,500***
Training & Conference	*2155*	*571*	
Vactor Operator Training		2,000	2,000
Certification CEU's		2,500	2,500
TOTAL - Training & Conference	***2155***	***$ 4,500***	***$ 4,500***
Certifications	*2157*	*571*	
Miscellaneous Certifications		1,500	1,500
TOTAL - Certifications	***2157***	***$ 1,500***	***$ 1,500***
Special Department Supplies	*2215*	*571*	
Misc. Supplies		1,700	1,700
Nozzles & Hooks		1,000	1,000
Uniforms		11,500	11,500
Trench Restore		500	500
Drill Bits		500	500
Signs		300	300
Boots		1,250	1,250
Vehicle Supplies (lights, strobes, radios)		2,500	2,500
Sewer Repair Supplies		7,500	7,500
TOTAL - Special Department Supplies	***2215***	***$ 26,750***	***$ 26,750***
Maintenance Supplies	*2312*	*571*	
Pipe, Gravel, Fittings, etc.		25,000	25,000
TOTAL - Maintenance Supplies	***2312***	***$ 25,000***	***$ 25,000***
Machinery & Equipment Maintenance	*2315*	*571*	
Maintenance as Needed		14,200	14,200
Video Camera		2,000	2,000
Gas Detector Sensors		800	800
Large Rodder - Towable Rod, Bits, and Maintenance		1,000	1,000
TOTAL - Machinery & Equipment Maintenance	***2315***	***$ 18,000***	***$ 18,000***
Capital Equipment	*2630*	*571*	
Annual Lease Vehicle 202 Replaced FY 19		7,500	7,500
Lease - Vehicle 208, costs split with Streets - $150,000 for 5 years @ 5%		19,200	19,200
TOTAL - Capital Equipment	***2630***	***$ 26,700***	***$ 26,700***

Wastewater Treatment

Expenses by Fund

Fund	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
571	Sewer Enterprise	$ 680,010.74	$ 808,612.39	$ 1,187,530.30	$ 1,038,536.00
Grand Total		**$ 680,010.74**	**$ 808,612.39**	**$ 1,187,530.30**	**$ 1,038,536.00**

Object Code	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
50	***Public Works***				
20	Salaries & Benefits	$ 362,786.34	$ 339,061.97	$ 436,123.00	$ 475,358.00
21	Services	$ 169,796.87	$ 166,815.60	$ 247,345.00	$ 221,995.00
22	Supplies	$ 51,690.20	$ 172,204.14	$ 213,732.96	$ 178,000.00
23	Maintenance	$ 48,209.97	$ 46,198.32	$ 114,367.33	$ 108,183.00
24	Taxes, Insurances & Cor	$ 10,004.00	$ 18,954.00	$ 22,000.00	$ 22,000.00
26	Capital	$ 37,523.36	$ 65,378.36	$ 153,962.01	$ 33,000.00
99	Contra Account fixed as	$ -	$ -	$ -	$ -
Grand Total		**$ 680,010.74**	**$ 808,612.39**	**$ 1,187,530.30**	**$ 1,038,536.00**

General Ledger

Budget Wastewater Treatment 5029

Account Number	Description	FY 18 Actual	FY 19 Actual	FY 20 Estimated	FY 21 Draft
571	**Sewer Enterprise**				
50	**Public Works**				
571-50-29-20-10	Salary-Regular	$ 182,001.79	$ 153,595.49	$ 247,147.00	$ 269,937.00
571-50-29-20-20	Temp/Part Time	$ 1,273.76	$ -	$ -	$ -
571-50-29-20-25	Standby	$ 2,978.57	$ 2,600.00	$ 8,330.00	$ 8,330.00
571-50-29-20-30	Overtime	$ 9,582.36	$ 12,732.09	$ 13,500.00	$ 13,500.00
571-50-29-20-37	Holiday Pay	$ -	$ -	$ -	$ -
571-50-29-20-40	FICA/Medicare	$ 14,763.04	$ 13,398.72	$ 20,714.00	$ 22,472.00
571-50-29-20-45	Employer PERS	$ 11,116.48	$ 9,763.85	$ 20,288.00	$ 18,530.00
571-50-29-20-47	PERS Unfunded Liability	$ 33,442.00	$ 28,366.00	$ 34,546.00	$ 36,252.00
571-50-29-20-50	Employee PERS	$ -	$ -	$ -	$ -
571-50-29-20-55	Health Insurance	$ 63,930.58	$ 52,259.72	$ 77,492.00	$ 87,012.00
571-50-29-20-61	Workers Comp	$ 40,502.58	$ 63,451.84	$ 9,430.00	$ 14,223.00
571-50-29-20-65	SDI	$ 1,817.45	$ 1,750.24	$ 2,690.00	$ 2,918.00
571-50-29-20-71	Unemployment	$ -	$ -	$ -	$ -
571-50-29-20-75	Deferred Comp	$ 1,379.95	$ 1,144.02	$ 1,986.00	$ 2,184.00
571-50-29-20-95	Uniform Allowance	$ (2.22)	$ -	$ -	$ -
571-50-29-20-96	Education Reimbursement	$ -	$ -	$ -	$ -
20	**Salaries & Benefits**	**$ 362,786.34**	**$ 339,061.97**	**$ 436,123.00**	**$ 475,358.00**
571-50-29-21-10	Communications	$ 1,962.81	$ 1,710.27	$ 3,200.00	$ 4,000.00
571-50-29-21-15	Postage	$ -	$ 19.49	$ 200.00	$ 50.00
571-50-29-21-22	Utilities	$ 88,830.71	$ 102,626.54	$ 95,645.00	$ 95,645.00
571-50-29-21-25	Equipment Rental	$ 668.00	$ 1,632.55	$ 3,000.00	$ 1,000.00
571-50-29-21-27	Equipment Lease Exp	$ -	$ -	$ -	$ -
571-50-29-21-30	Professional Contracts	$ -	$ -	$ -	$ -
571-50-29-21-40	Professional Fees	$ -	$ -	$ -	$ -
571-50-29-21-43	Fines & Penalties	$ -	$ 21,000.00	$ 64,000.00	$ 12,000.00
571-50-29-21-45	Other Contract Services	$ 75,970.35	$ 38,384.20	$ 75,800.00	$ 105,800.00
571-50-29-21-53	Memberships & Publications	$ 590.00	$ 584.00	$ 1,500.00	$ 1,500.00
571-50-29-21-55	Training & Conference	$ 1,775.00	$ 858.55	$ 2,500.00	$ 500.00
571-50-29-21-57	Certifications	$ -	$ -	$ 1,500.00	$ 1,500.00
571-50-29-21-60	Other Travel	$ -	$ -	$ -	$ -
21	**Services**	**$ 169,796.87**	**$ 166,815.60**	**$ 247,345.00**	**$ 221,995.00**
571-50-29-22-07	Copies	$ -	$ -	$ -	$ -
571-50-29-22-12	Computer Equipment	$ 1,348.49	$ -	$ 6,200.00	$ -
571-50-29-22-13	Office Supplies	$ 418.85	$ 254.57	$ 500.00	$ 500.00
571-50-29-22-15	Special Department Supplies	$ 7,464.49	$ 9,425.38	$ 13,950.00	$ 10,000.00
571-50-29-22-20	Small Tools	$ 570.88	$ 2,206.48	$ 5,500.00	$ 2,500.00
571-50-29-22-25	Fuel/Oil	$ 3,395.54	$ 3,213.31	$ 8,500.00	$ 5,000.00
571-50-29-22-35	Process Chemicals	$ 34,344.90	$ 155,086.38	$ 172,082.96	$ 150,000.00
571-50-29-22-37	Lab Supplies	$ 4,147.05	$ 2,018.02	$ 7,000.00	$ 10,000.00
22	**Supplies**	**$ 51,690.20**	**$ 172,204.14**	**$ 213,732.96**	**$ 178,000.00**
571-50-29-23-12	Maintenance Supplies	$ 45.54	$ 15.29	$ 10,237.00	$ 75,000.00
571-50-29-23-15	Maint Machine/Equipment	$ 20,445.37	$ 27,220.76	$ 86,623.33	$ 10,000.00
571-50-29-23-30	Maint Buildings/Grounds	$ 12,226.60	$ 1,696.48	$ -	$ 5,000.00
571-50-29-23-50	Vehicle Alloc Expense	$ 15,492.46	$ 17,265.79	$ 17,507.00	$ 18,183.00
23	**Maintenance**	**$ 48,209.97**	**$ 46,198.32**	**$ 114,367.33**	**$ 108,183.00**

571-50-29-24-25	Taxes & Other Charges	$	10,004.00	$	18,954.00	$	22,000.00	$	22,000.00
24	**Taxes, Insurances & Contributi**	**$**	**10,004.00**	**$**	**18,954.00**	**$**	**22,000.00**	**$**	**22,000.00**
571-50-29-26-30	Capital Equipment	$	37,523.36	$	65,378.36	$	153,962.01	$	33,000.00
571-50-29-26-50	Capital Imp Land	$	-	$	-	$	-	$	-
26	**Capital**	**$**	**37,523.36**	**$**	**65,378.36**	**$**	**153,962.01**	**$**	**33,000.00**
571-50-29-99-99	Contra Account fixed assets	$	-	$	-	$	-	$	-
99	**Contra Account fixed assets**	**$**	**-**	**$**	**-**	**$**	**-**	**$**	**-**
29	**Sewer Maintenance Operations**	**$**	**680,010.74**	**$**	**808,612.39**	**$**	**1,187,530.30**	**$**	**1,038,536.00**
Grand Total		**$**	**680,010.74**	**$**	**808,612.39**	**$**	**1,187,530.30**	**$**	**1,038,536.00**

WASTEWATER TREATMENT- 5029
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Equipment Rental	*2125*	*571*	
Crane, Boom Truck		*1,000*	1,000
TOTAL - Equipment Rental	***2125***	***$ 1,000***	***$ 1,000***
Other Contract Services	*2145*	*571*	
Influent/Effluent Lab Analysis		*71,500*	71,500
Generator Bi-annual Service		*3,000*	3,000
Mosquito Abatement (weed/mosquito)		*500*	500
Road/Levee Maintenance and Repairs		*25,000*	25,000
Weed Abatement		*5,000*	5,000
TOTAL - Other Contract Services	***2145***	***$ 105,000***	***$ 105,000***
Memberships & Publications	*2153*	*571*	
SWRCB Exams		1,500	1,500
TOTAL - Memberships & Publications	***2153***	***$ 1,500***	***$ 1,500***
Training and Conferences	*2155*	*571*	
Miscellaneous Training		500	500
TOTAL - Training and Conferences	***2155***	***$ 500***	***$ 500***
Certifications	*2157*	*571*	
Wastewater Certifications		1,500	1,500
TOTAL - Certifications	***2157***	***$ 1,500***	***$ 1,500***
Special Department Supplies	*2215*	*571*	
Miscellaneous Department Supplies & Safety Equipment - gas monitor, load testing cert., potable water, drinking water		8,000	8,000
Uniform Service		2,000	2,000
TOTAL - Special Department Supplies	***2215***	***$ 10,000***	***$ 10,000***
Small Tools	*2220*	*571*	
Miscellaneous Tools - wrenches, pliers, consumables such as drill bits, saw blades, and grinding wheels		2,500	2,500
TOTAL - Small Tools	***2220***	***$ 2,500***	***$ 2,500***

WASTEWATER TREATMENT- 5029
EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Process Chemicals	*2235*	*571*	
Various Chemicals to Treat Waste		150,000	150,000
TOTAL - Process Chemicals	***2235***	***$ 150,000***	***$ 150,000***
Lab Supplies	*2237*	*571*	
General Equipment and Supplies		7,000	7,000
Sample/Monitoring Ground Water		3,000	3,000
TOTAL - Lab Supplies	***2237***	***$ 10,000***	***$ 10,000***
Maintenance Supplies	*2312*	*571*	
Other General Maintenance & Repairs		75,000	75,000
TOTAL - Maintenance Supplies	***2312***	***$ 75,000***	***$ 75,000***
Machinery & Equipment Maintenance	*2315*	*571*	
Influent Pump No. 2 Scheduled Maintenance		10,000	10,000
TOTAL - Machinery & Equipment Maintenance	***2315***	***$ 10,000***	***$ 10,000***
Capital Equipment	*2630*	*571*	
Replace Truck (lease - annual costs)		8,000	8,000
Air Operator Discharge Valve		25,000	25,000
TOTAL - Capital Equipment	***2630***	***$ 33,000***	***$ 33,000***

Cindy Tzafopoulos

From: Mark Smithers <msmithers@tfewines.com>
Sent: Saturday, June 6, 2020 8:32 PM
To: Paul Dohring; Geoff Ellsworth; Anna Chouteau; Cindy Tzafopoulos; David Knudsen; Mark Prestwich; Mary Koberstein
Subject: [External] Reopening NV and our revenue projections

To our mayor, council persons, and city manager;

I have spoken earlier on my impression that the preliminary TOT revenue projections are too conservative as they are based on Visit Napa Valley projections that were based on a national poll which in my opinion is not representative of our visitor and tourist situation. Specifically 65% of guests to the NV drive here. 10 million people live within a two hour drive of the NV. Given that most folks (per the national polling) are concerned about flying, more people will stay close to home for there vacation plans.

As it is now confirmed, tasting rooms and hotels in the NV can open. If this weekend is any indication, visitors and tourists are storming back. As such, I'm pretty sure our TOT for the first quarter of FY 2021 will be better than 10% of last year. Which is what the preliminary budget is using.

If you do continue to use this ultra conservative TOT for the first quarter and as it effects the remaining three quarters, I only ask that you take a very slow approach to cutting city staff wages. Seems we're all in the great unknown and it would be inappropriate to firmly adjust wages before we know what's what.

I request that this communication be read aloud at the next council meeting as I'm unavailable to join.

Be healthy, safe, and wear a mask in public.

Mark Smithers

Typed from an iPhone keyboard. Please excuse misspellings.

Mark Smithers | Senior Vice President, Finance
Trinchero Family Estates
Office: 1-707-302-3027 | Ext. 2612 | Mobile: 1-707-290-4508
msmithers@tfewines.com

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Cindy Tzafopoulos

From: matthew@demchuk.com
Sent: Tuesday, June 9, 2020 1:38 PM
To: Public Comment
Subject: [External] City Council Meeting June 9, 2020 - Agenda Item #10.2

Dear Mayor, Council Members, City Manager and Finance Director,

I would like to present my position against the use of Park Impact Fees Funds (Fund 734) for park maintenance. The proposed budget includes $75,000 of Park Impact Fees Funds to be included in the Parks Budget. Section 3.32.065(C) of the St. Helena Municipal Code states the following:

"There is hereby established and created a fund of the city entitled "park and recreation impact fund" and all revenues derived from and monies collected under this section, including accrued interest thereon, shall be deposited in such fund. The park and recreation improvement impact fund is established for the sole purpose of providing monies for the acquisition, construction, and reconstruction of playgrounds, community facilities, recreation facilities and equipment and other capital purposes needed for providing park and recreation services."

I have been on the Parks and Recreation Commission since July 2015 and for years attempted to utilize the funds in the Park Impact Fees Funds for capital improvements in our parks. Per the Fund Budget Summary on pages 18 & 19, there is an estimated $1,010,201 in the Park Impact Fees Fund. I was told over and over again that these funds could not be used for the "maintenance" of our parks. We have finally had several projects approved by the City Council to use these funds for some significant projects in our parks. These include the resurfacing of the tennis courts and the renovation of the skate park. The currently proposed budget includes $75,000 of Park Impact Fees Funds to be used for "Buildings and Grounds Maintenance" (See Page 161). It has been very confusing as a Commissioner as to exactly what our role is in determining how these funds are to be used, however, I do not believe that they should be used for the "maintenance" of our parks, but instead should be utilized for park improvements.

Additionally, I would like to know exactly what we, as citizens of St. Helena, are getting for over $800,000 in the Parks budget. Yes, there have been a couple of landscaping sprucing up projects at both the Skate Park and Meily Park, but the overall "maintenance" of our parks is a disgrace. It would seem to me that if we are actually dedicating an additional $170,000 to our Parks budget this year, we should see some significant improvements in the condition of our Parks.

Sincerely,

Matt Demchuk, Chairman
St. Helena Parks and Recreation Commission

FY 2020-21
Draft Budget

June 9, 2020

By:

Mark Prestwich, City Manager

April Mitts, Finance Director

Council Budget Priorities

- Support the City's Three-Year Goals and workplan tasks
- Ensure delivery of key capital improvement projects
- Protect service levels to extent feasible
- Invest in business recovery efforts
- Utilize General Fund Reserves to stabilize services and retain employees

General Fund

Expenditures – General Fund

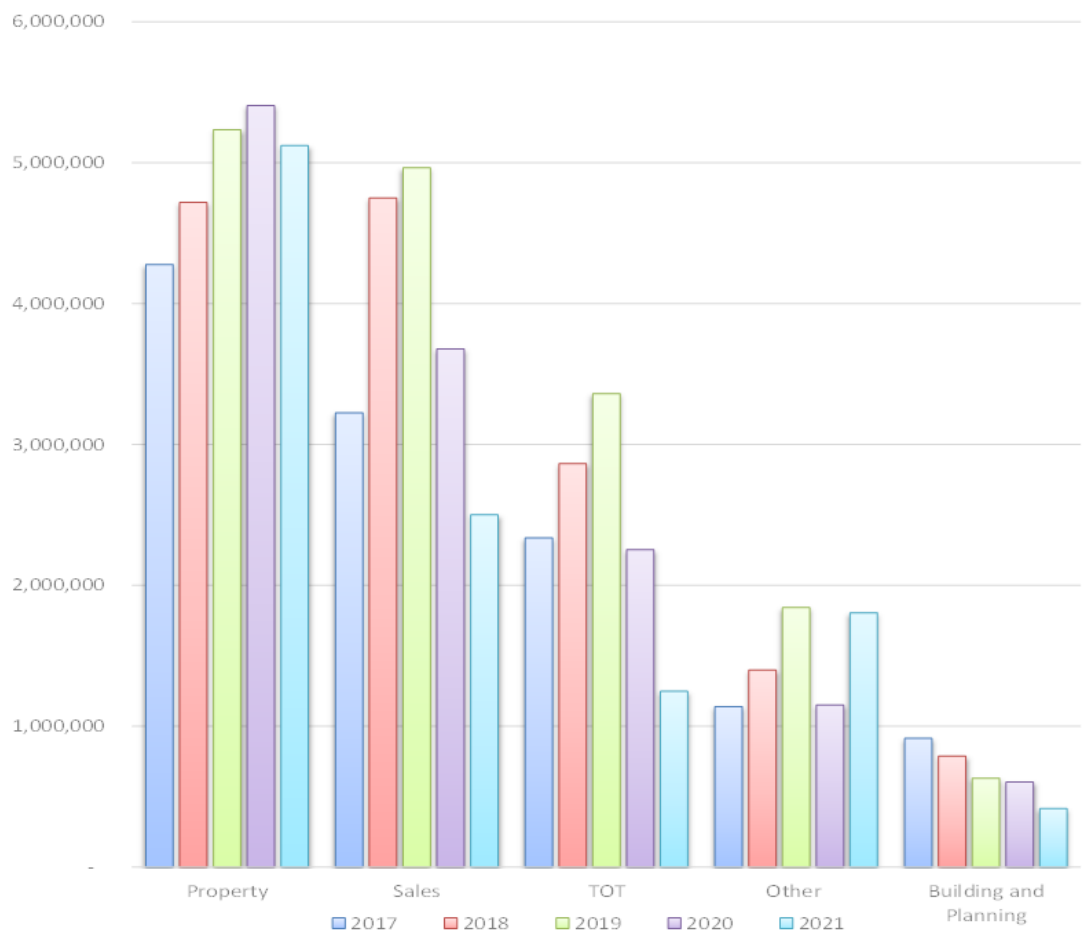
Expenditure Drivers

- Increase in Healthcare Premiums
- Increase in Workers Compensation
- Increase in Salaries

Cost Containment Measures

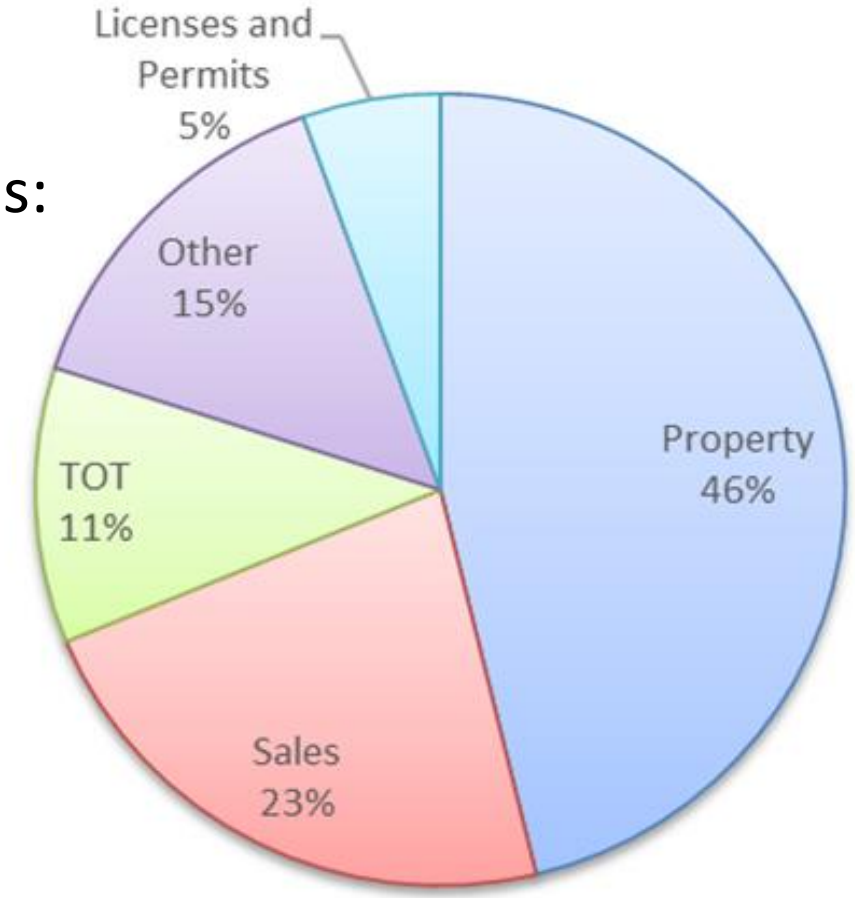
- Measure T MOE
- Decrease Transfer for Civic Projects
- Reduction in Contracts
- Reduction in Supplies
- Defer Computer Equipment Purchases
- Removal of non-essential Training, Travel, & Memberships

Historical Revenues – General Fund

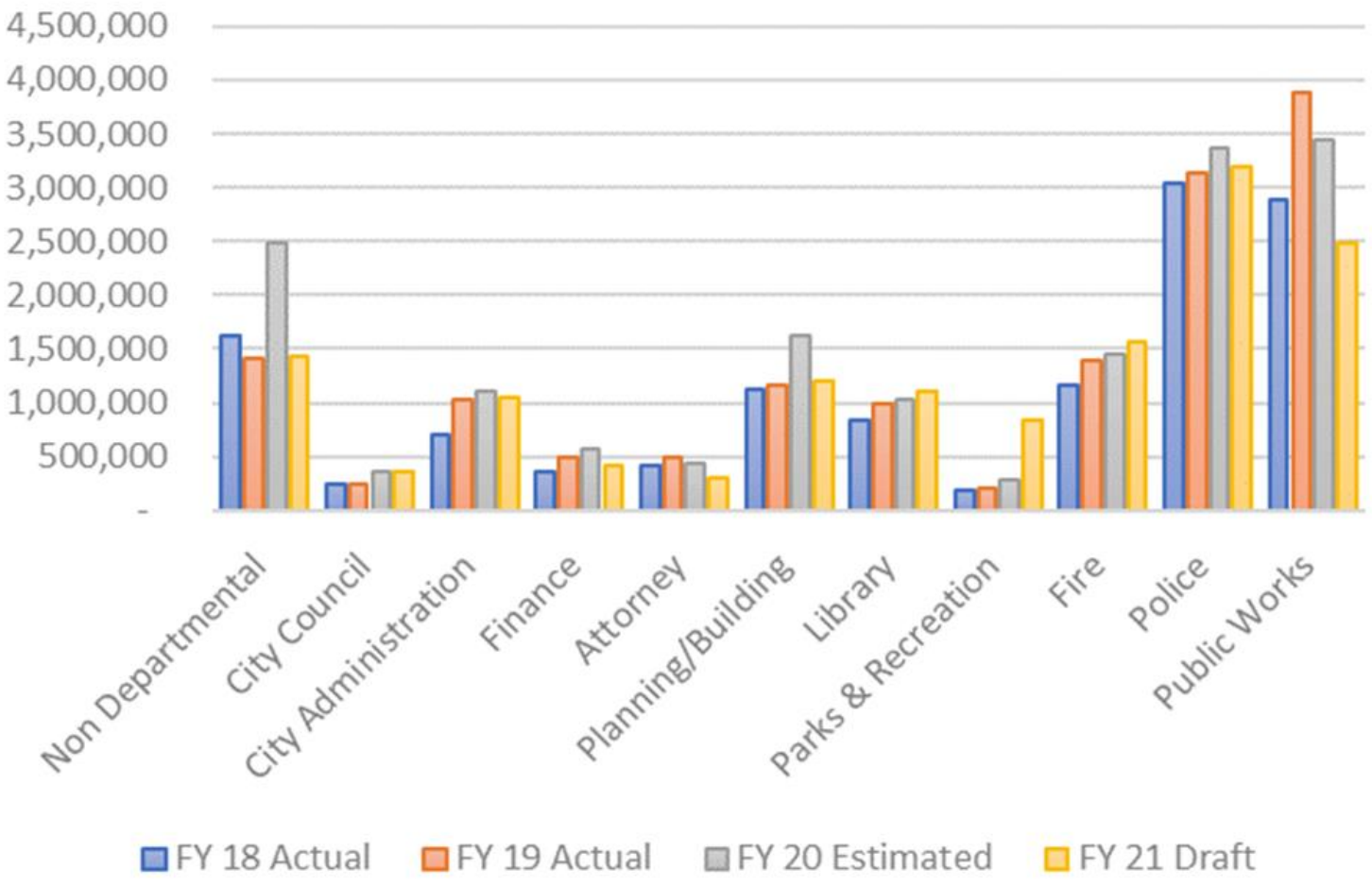


Revenues – General Fund

Projected Revenues:
$11,088,816

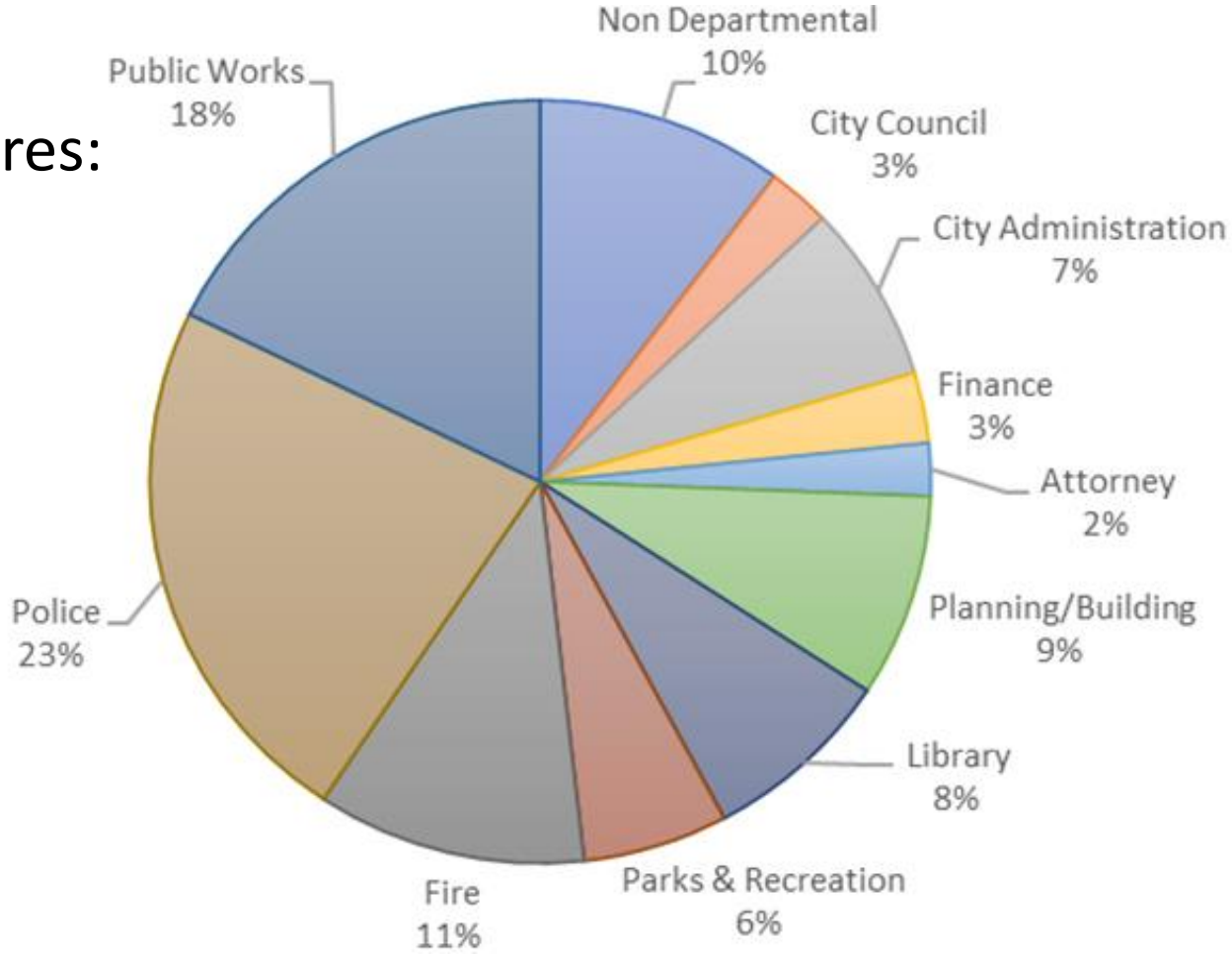


Historical Expenditures - General Fund



Expenditure by Dept. – General Fund

Projected Expenditures:
$13,960,257



Balanced Budget Framework

Framework	Goal %	Goal $
Budget Reductions	40%	$2,320,000
Use of GF Reserves	30%	$1,740,000
Labor Strategies	25%	$1,450,000
New Revenue	5%	$290,000
TOTAL	**100%**	**$5,800,000**

Net Position – General Fund

	In Springbrook	Additional Strategies to be Deployed	Estimated Final	Fund Balance
Estimated Fund Balance 6/30/20				6,134,681
Revenues	11,088,817	290,000	11,378,817	
Expenses	(13,960,257)	841,000	(13,119,257)	
Use of Reserves				(1,740,440)
Estimated Fund Balance 6/30/21				4,394,241
Percentage Fund Balance				33.5%

City Council Goals and Funding Commitments

City Council Goal	Item	General Fund	Other Funds
Goal 1 - Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship and Public Health			
	Programmable Logic Controller (PLC) Upgrades		200,000
	Response Plan for Water Security Preparedness/Emergency Response		100,000
	Equipment Replacement	50,000	
	Flood Control Capital Reserve	50,000	
	Video Bore Blast Well #2 (Water Distribution)		50,000
	Computer Upgrades to SCADA (Water Treatment)		25,000
	Climate Action Plan	15,00	
	Sidewalk Grinding	12,000	
	Continue Retrofitting Buildings to LED Fixtures	6,000	

City Council Goals and Funding Commitments

City Council Goal	Item	General Fund	Other Funds
Goal 2 - Stabilize, Maintain and Improve Access to Housing			
	Housing Element Update	65,000	
	Nexus Study for Inclusionary/Workforce Housing		60,000
	Non-Profit Funding (Our Town St. Helena)		20,000
Goal 3 - Enhance Organizational Performance and Commit to Full Public Participation, Ongoing Communication and Regional Collaboration			
	Non-Profit Funding (Community Enrichment and Programmatic Grants)	151,988	
	NVTA Annual JPA Membership Fee	9,966	
	Stormwater Phase II Trash Assessment (Countywide Stormwater Program)	15,000	

City Council Goals and Funding Commitments

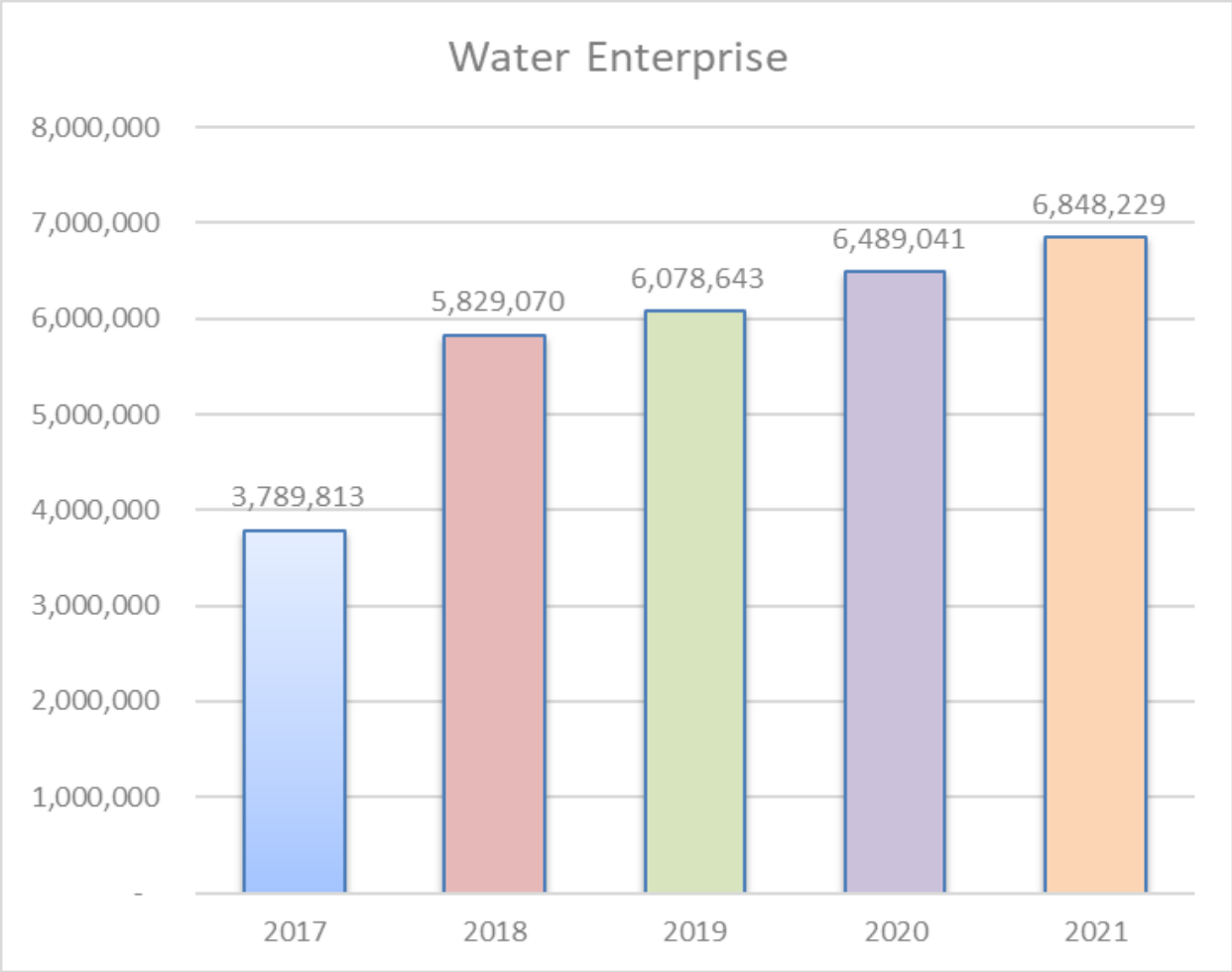
City Council Goal	Item	General Fund	Other Funds
Goal 4 – Ensure Long-Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life			
	Additional PERS Payment (15 year)	121,213	
	Prefund City Sick Leave Medical Benefit Conversion Liability	52,000	79,570
	Design Guidelines	90,000	
	Business Recovery Marketing	50,000	
	Budget for Fund Post-Employment Disbursements	25,000	50,000
	Jingle all the Way	25,000	

City Council Goals and Funding Commitments

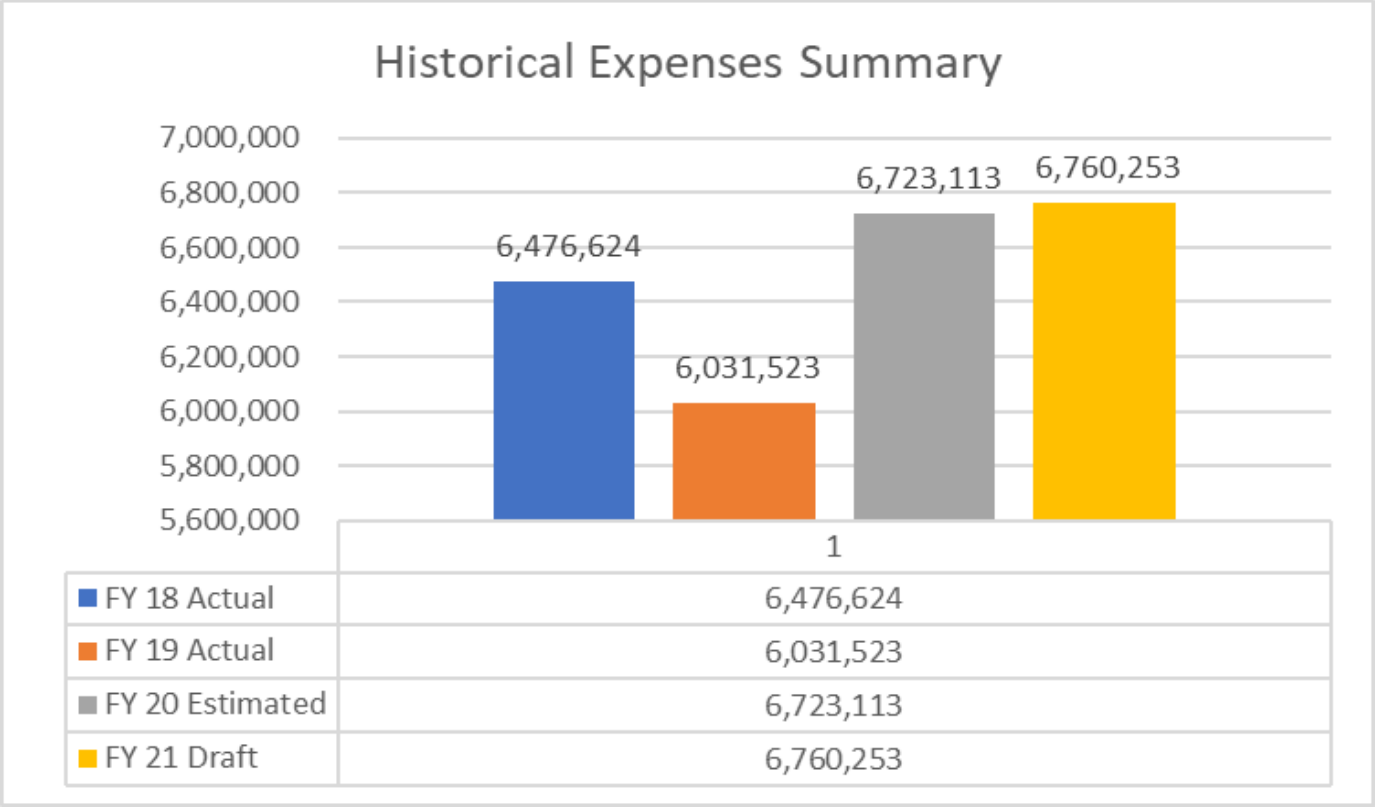
City Council Goal	Item	General Fund	Other Funds
Goal 4 – Ensure Long-Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life			
Jingle all the Way		25,000	
Harvest Festival		15,100	
Short Term Rental Enforcement		12,000	
Goal 5 – Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of our Youth			
Youth and Families Initiative		20,000	

Water Fund

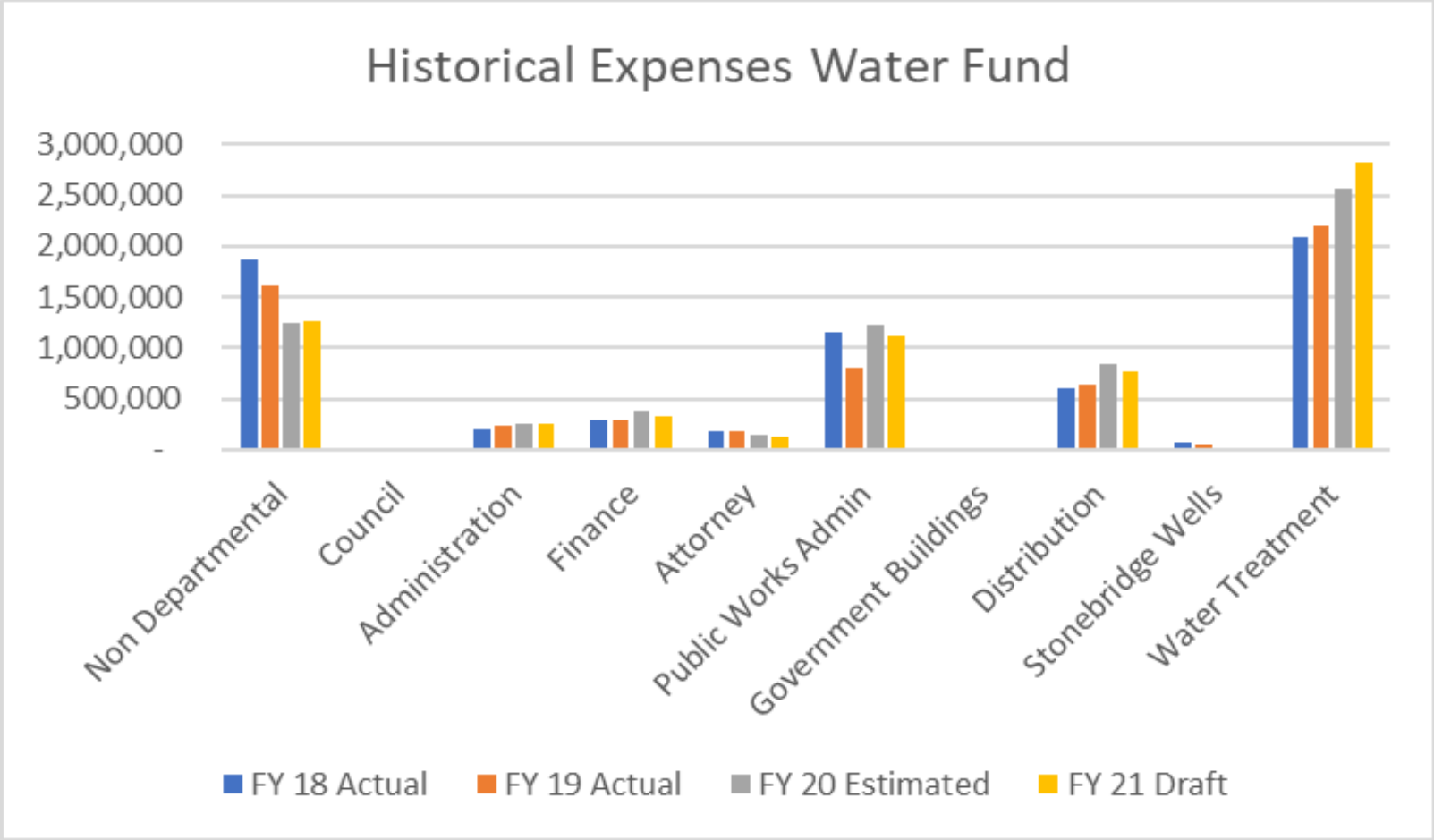
Historical Revenues – Water Fund



Historical Expenses – Water Fund

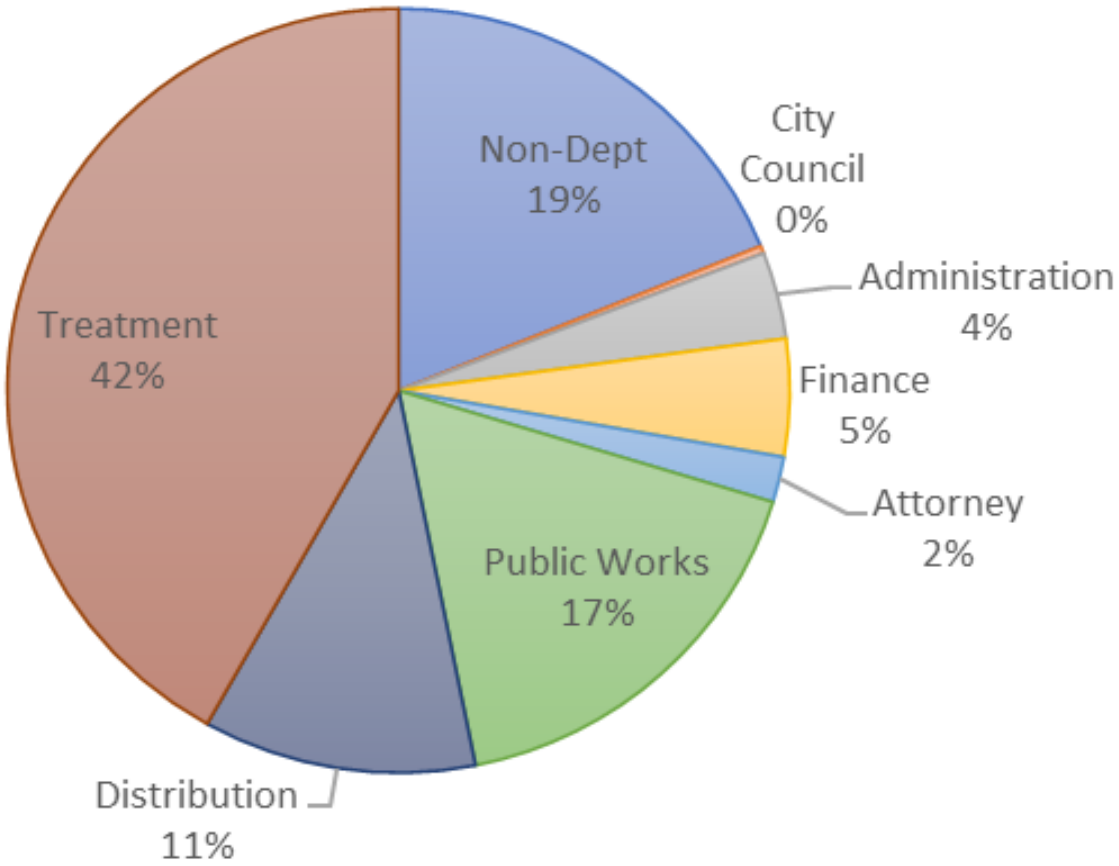


Historical Expenses – Water Fund



Expenses by Dept. – Water Fund

Projected Expenses:
$6,760,253



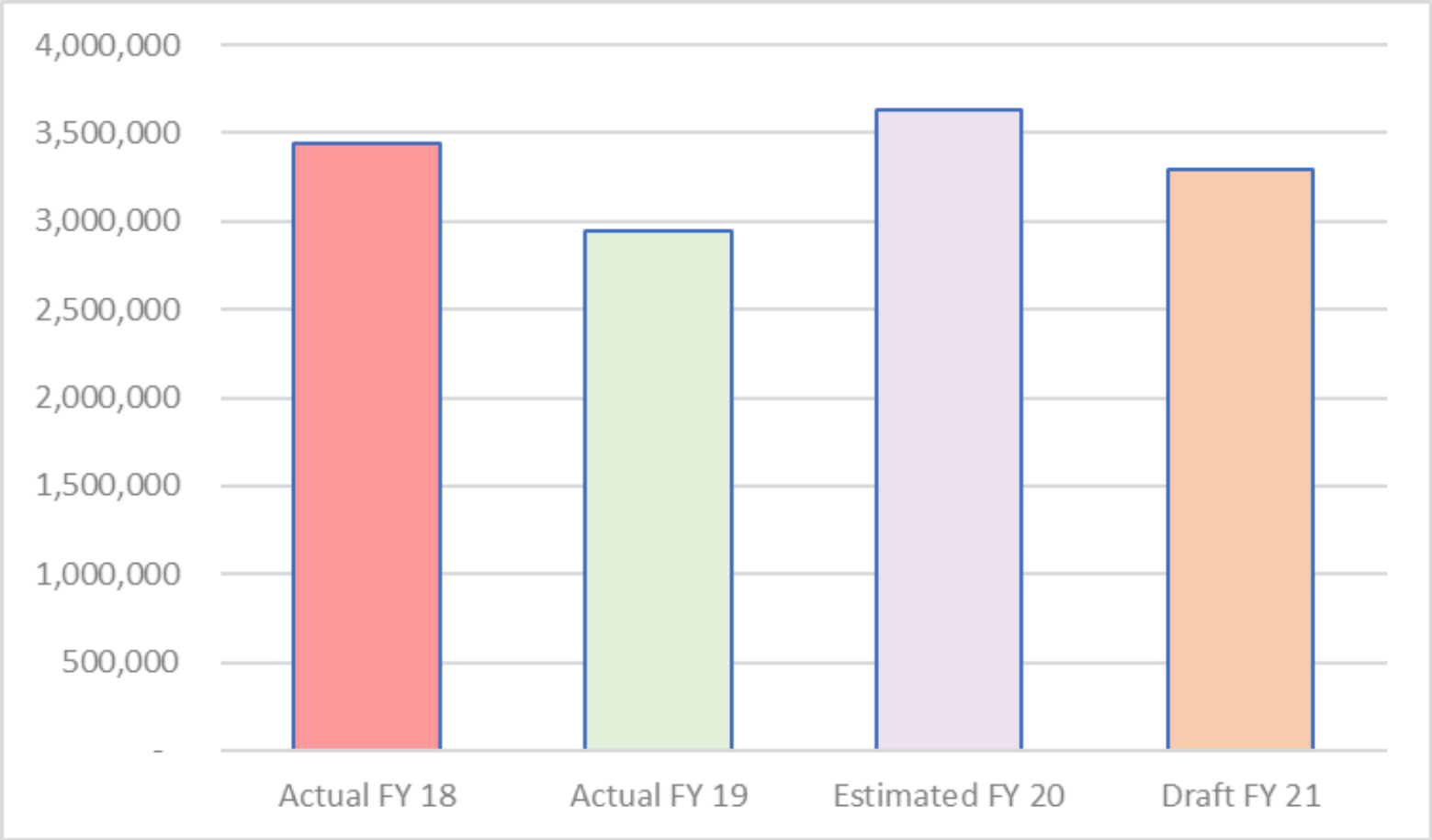
Net Position – Water Fund

WATER FUND ESTIMATED FUND BALANCE	561 ONLY
Estimated Ending Fund Balance @ 06/30/2020	**3,457,416**
Estimated Revenue @ 06/30/2021	6,848,229
Estimated Expenses @ 06/30/2021	6,220,253
Transfers Out to Capital	540,000
Revenue less Expenses	87,976
Use of Water Cash	-
Estimated Net Position	**3,545,392**
Percent of Expenses	**52%**

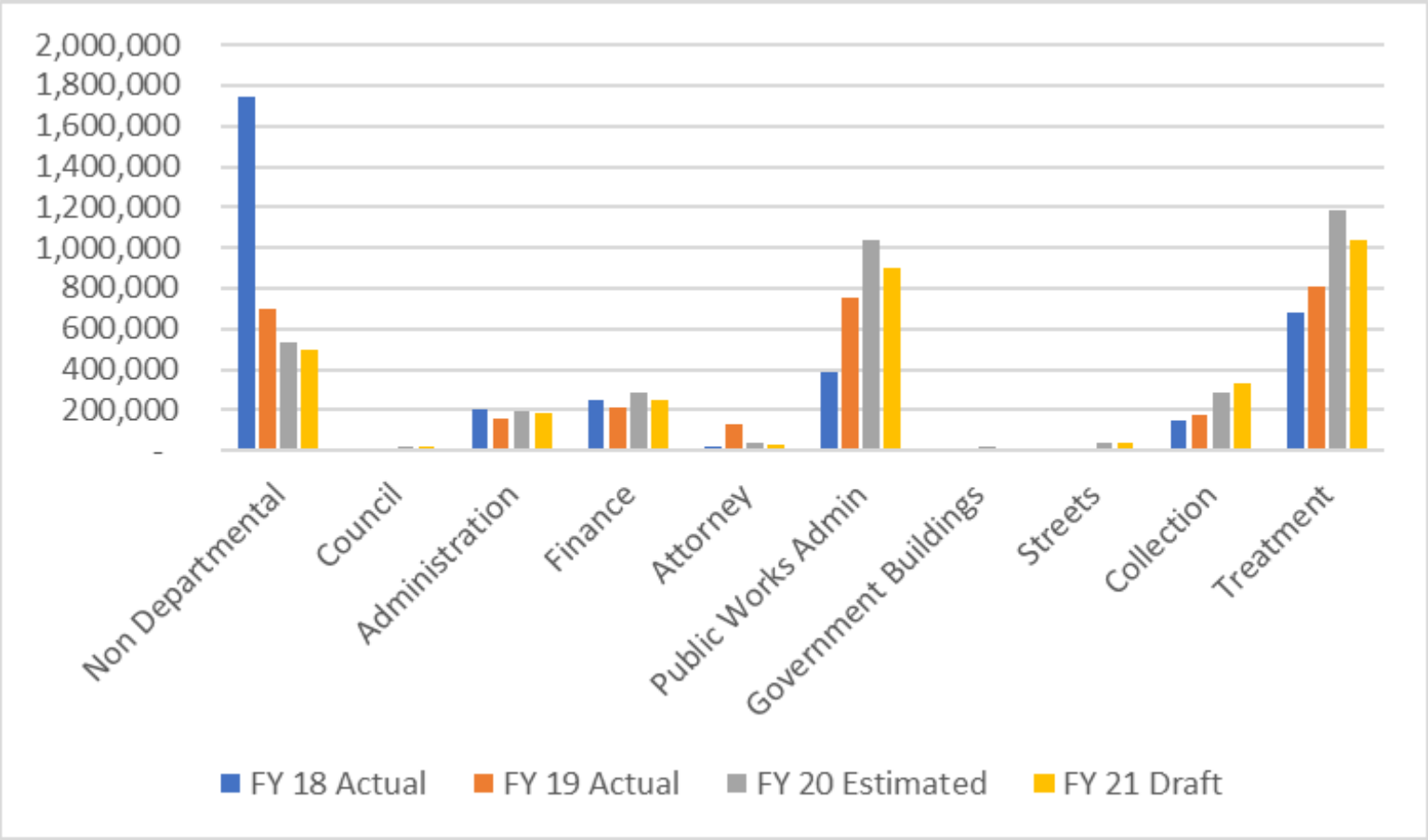
Wastewater Fund

Historical Revenues – Wastewater Fund

Historical Expenses – Wastewater Fund

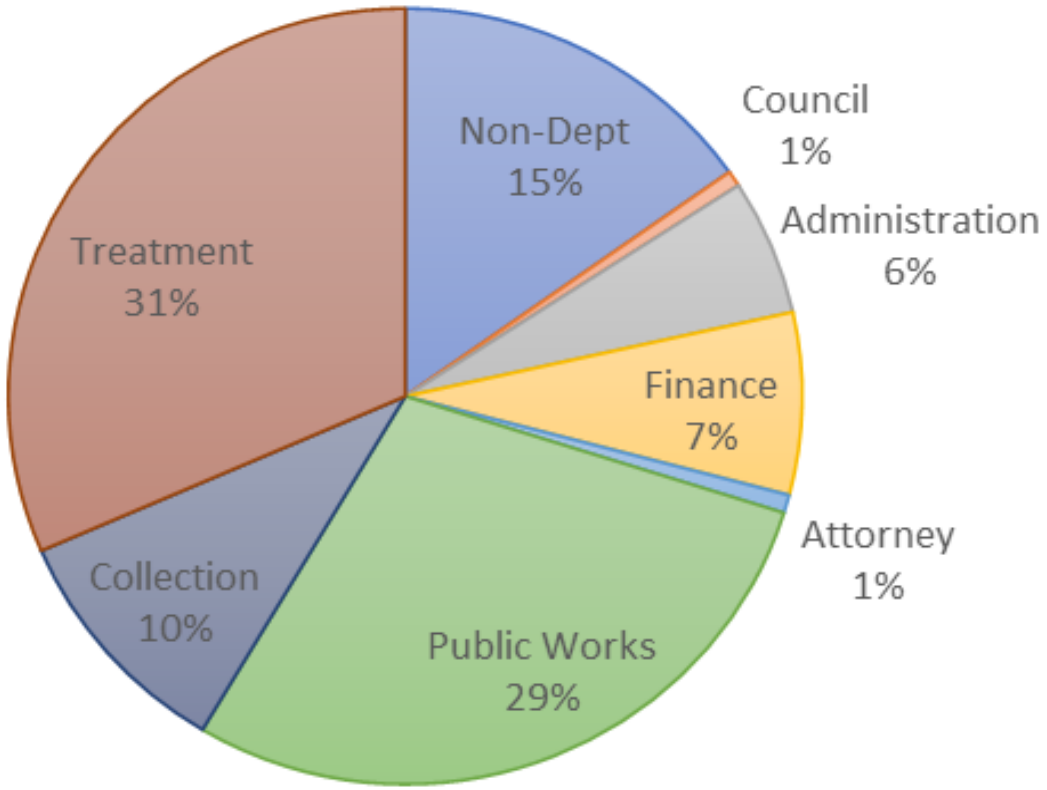


Historical Expenses – Wastewater Fund



Expenses – Wastewater Fund

Projected Expenses:
$3,294,949



Net Position – Wastewater Fund

WASTEWATER FUND ESTIMATED FUND BALANCE	571 ONLY
Estimated Ending Fund Balance @ 06/30/2020	**2,510,214**
Estimated Revenue @ 06/30/2021	3,376,372
Estimated Expenses @ 06/30/2021	2,774,949
Transfers Out to Capital	520,000
Revenue less Expenses	81,423
Use of Wastewater Cash	-
Estimated Net Position	**2,591,637**
Percent of Expenses	**79%**

Discussion and Direction

Report to the City Council
Regular City Council - 09 Jun 2020

Agenda Section: **OLD BUSINESS**

Subject: Consideration and Approval of a Resolution Authorizing (1) An Exception to Grant Policy for Friends of the Cameo for the FY 2019-20 Grant Programming Approving a Change in Scope Retroactively and (2) Re-directing $10,000 of FY 2019-20 Unused Non-Profit Grant Funds, if available, to the Cameo for a Drive-in Movie Theater.

CEQA Determination: **Not a CEQA project**

Prepared By: Mandy Kellogg, Finance Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

During the FY 2019-20 Budget adoption process City Council awarded a total of $219,400 of funds to support local non-profit agencies. The funds were distributed between Community Enrichment Grants and Programmatic Grants. Community Enrichment Grants support projects which promote or benefit the St. Helena community with arts, culture or education and Programmatic Grants support projects or programs which provide support services to the residents of the City of St. Helena.

When a grant is awarded, a Grant Agreement is executed with the individual non-profit agency. The grant agreement states the grant must be used for the identified project as described in the grantee's proposal and can not be expended for any other purposes without the City's prior written approval.

DISCUSSION

At the May 28, 2020 Budget Workshop, City Council expressed an interest in appropriating additional funding to Friends of the Cameo (Cameo) to support a drive-in

movie theater as a recovery effort due to COVID-19 restrictions. During the meeting staff commented the Cameo had not expended their current year funding (FY 2019-20) of $10,000 and the funds could be reallocated for the drive in theater through the mechanism in the terms of the current agreement where a change in programming is allowed through written approval by the City Manager. Cathy Buck from the Cameo commented they had redirected the funds for the original program which was supposed to take place in April/May 2020 to offer online streaming movies as a community benefit during COVID-19 shelter-at-home orders.

Per the City Council Grant Policy funds cannot be expended for any other purpose without the City's prior written approval. The authority granted to the City Manager through the Policy limits the ability to approve a change in scope prior to the funds being expended. For this particular grant, the formal request for redirecting funds was not done; however, due to the unique situation of COVID-19, staff is seeking City Council direction to retroactively approve a change in scope for the FY 2019-20 $10,000 non-profit grant awarded to the Cameo.

On June 4, 2020, the Cameo submitted a formal request for a revised project scope. This is included as Attachment 1. Additionally Attachment 2, the original funding application and Attachment 3, the signed agreement, has been included as supporting documentation. Staff is seeking City Council direction and possible approval of a resolution authorizing the retroactive change in scope for the Cameo FY 2019-20 non-profit grant application.

As mentioned above, City Council expressed interest in allocating additional resources to the Cameo to support a drive-in movie theater. As of May 20, 2020, six grantees have expended their full allocation in the total amount of $54,000. City staff contacted the remaining grantees to remind them of the June 30th deadline and allow them an opportunity to request a six-month extension if their project was delayed due to the COVID-19 pandemic. Staff received a response from seven of the remaining grantees that they had already used their allocation or would like to request an extension.

As of June 5, 2020, eight grantees have yet to respond and have a total allocation of $53,500. If these funds are not expended by June 30, 2020 they will be returned to the General Fund reserve. Staff is seeking City Council direction to re-direct $10,000 from the FY 2019-20 Unused Non-Profit Grant Funds to the Cameo to support the drive-in movie theater. These funds will only be available if at least $10,000 is returned.

FISCAL IMPACT

There is no fiscal impact associated with this recommended actions in this report.

RECOMMENDED ACTION

Provide direction to staff and, based on direction, consideration and approval of a Resolution Authorizing (1) An Exception to Grant Policy for Friends of the Cameo for

the FY 2019-20 Grant Programming Approving a Change in Scope Retroactively and (2) Re-directing $10,000 of FY 2019-20 Unused Non-Profit Grant Funds, if available, to the Cameo for a Drive-in Movie Theater.

ATTACHMENTS

Attachment 1 - Friends of the Cameo Revised Project Scope
Attachment 2 - FY 19.20 Non Profit Application Friends of the Cameo
Attachment 3 - Community Enrichment Grant Agreement - Executed
Attachment 4 - Friends of the Cameo Amendment #1 NonProfit Grant Program 060920
Attachment 5 - Non-Profit Resolution Change in Grant Scope Cameo
Attachment 6 - Redirecting $10,000 of FY 2019-20 Unused Non-Profit Grant Funds to the Cameo

Exhibit A

Friends of the Cameo/Cameo Cinema Foundation

Revised Program for Arts in April 2020

Explanation of Revised Program

The unexpected invasion of Covid-19 required Friends of the Cameo to pivot our plans for **Arts in April 2020**. When we were awarded the 2019-20 grant, we were planning a series of programs that included films, workshops and community involvement. We have met our goals, but the delivery was in a totally unanticipated manner.

When we were forced to close our theater for the safety of our community in mid-March, we knew we would need to find alternative ways to deliver quality films and programs to all of our wonderful patrons who count on us being there to entertain and inform them. Therefore, **Arts in April 2020** went virtual and became **Arts in Spring 2020 (Late March, April and May).**

Our first task was to find a way to bring curated programming to our users. Our technical consultant worked with us to create Cameo Cinema Online, our video-on-demand streaming system, to accomplish this.

Next, we needed to find the right content. Although access was limited because most film distributors, producers and booking agents were in turmoil, Cathy Buck and her team worked tirelessly to find the right films to meet our **Arts in Spring 2020** criteria; films that celebrated all aspects of the arts and were of the same high-quality standards we set for films shown at the Cameo.

The final piece was to create stimulating and interactive ways to engage our community. These included special video-on-demand screenings with live chats, interactive workshops such as "Paper Planes;" and "Zoomfari," our real-time, live-action, interactive adventure at Safari West. Our full **Arts in Spring 2020** program included a wide range of programs designed to appeal to every age group.

Our kick-off program took place on Thursday, March 26 with "Fantastic Fungi Day." The acclaimed documentary "Fatntastic Fungi" is a beautifully filmed time-lapse journey exploring the magical, mysterious and medicinal world of fungi and their power to heal, sustain and contribute to the regeneration of life on Earth that began 3.5 billion years ago. Our "day" featured three programs running throughout the day featuring conversations with film director Louis Schwartzburg and mycologist Paul Stamets.

Our next offering was the screening of the intriguing film "Mata Hari – The Naked Spy" which celebrates the power we have to re-invent our own lives. Our program included an interview

between Cathy Buck and film director Susan Wolf. This was available for streaming from April 22 – 28.

Our first real-time interactive program for kids-of-all-ages happened on April 23. We hosted a live chat and demonstration with John Collins, aka "The Paper Airplane Guy," whose World Record Setting paper airplane design is featured in the film “Paper Planes” which we had available for streaming. During John’s workshop, viewers were encouraged to submit questions and comments via email which John acknowledged in real time.

During the week of May 9, we offered two exciting free programs of award-winning animated short films from the New York International Children’s Film Festival. The first program, NYICFF One, was designed for the younger audience (ages 3 and up) and included 12 short films from throughout the world with run times of 2 to 5 minutes each. This collection included two delightful American entries - “Preschool Poets” and “Raccoon and the Light.” The second collection of NYICFF films was geared to an older audience (ages 8 and up). This program contained 8 films running from 5 to 20 minutes and included the charming Australian film “A Field Guide to Being a 12-Year-Old Girl.”

The culminating event was “Zoomfari” on May 23 which allowed our viewers to participate in a live-action, real-time safari at Safari West in Sonoma. Our guide, Cathy Buck, joined the highly entertaining and informed staff at Safari West for an up-close and personal visit with their resident giraffes. We had over 90 participants on Zoom who channeled their questions and comments through our guide directly to Safari West. Fortunately, it was a beautiful day and the giraffes were cooperative and allowed us to examine them in great detail. It was amazing. Augmenting our free “Zoomfari,” Cameo Cinema Online was offering the film “The Woman Who Loved Giraffes” for streaming.

Thanks to the 2019-20 grant from the city of St. Helena, we were able to create and deliver amazing programs on a platform that didn’t exist until late in March 2020. Most of our grant money was used to develop our streaming platform. The remainder went to programming and promotion.

We are grateful to the city for providing the funds to allow Friends of the Cameo to fulfill our mission and offer **Arts in Spring 2020** at a time when the need for entertainment and enlightenment was greatest.

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2019/20

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2019 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Friends of the Cameo
Organization Mailing Address:	1340 Main St., St. Helena
Organization Contact Person (Name/Title):	Cathy Buck/Owner of the Cameo Cinema
Organization Contact Email:	info@cameocinema.com
Organization Contact Telephone:	707-963-3946
Organization Website:	https://www.friendsofthecameo.org/
Federal Tax ID Number and Status:	#46-1415228 Active 501c3
How long has your organization been in operation?	6 years

Project Category:

- ☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.
- ■ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	Arts in April 2020
Address of Project:	1340 Main St., St. Helena
Requested Grant Amount:	$ 10,000.00
Matching Funds:	$
TOTAL Project Cost:	$ 10,000.00

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2020. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

Description	Amount
Total Grant Request	

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Paula Brooks

Signature Paula Brooks

Title President, Friends of the Cameo

Date 1/28/19

City of St. Helena
Non-Profit Grant Application
Fiscal Year 2019 – 2020

Submitted by: Friends of the Cameo

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement
   Three of St. Helena's stated Goals, Missions and Visions are to:
   Maintain a small-town atmosphere,
   Invigorate Main Street, and
   Expand the arts and cultural activities to enrich community life.

   Friends of the Cameo's **Arts in April 2020** program advances all of the above.

   When community members are asked what they find most appealing about St. Helena's small town atmosphere, several things always rise to the top of the list: the Harvest Festival (including the Pet Pawrade), our July 4th celebration, Homecoming, the Farmers' Market and the Cameo Cinema. All of these provide opportunities to come together and to appreciate the unique character of St. Helena. **Arts in April 2020** will be a celebration of the visual and performing arts and will include a combination of film screenings, workshops, live performances and student art displays that are all designed to bring community members together in celebration.

   One of **Arts in April 2020**'s featured programs will be the return and expansion of the student art competition originally presented several years ago. We envision this to be a display of students' expressions that will involve the entire Main Street corridor. From Nimbus Arts at the South end to Lyman Park at the North, artwork created by local students will be on display, drawing both the artists and their friends and family into stores and galleries that feature their works. A combination of juried competition and a vote for local favorites will encourage foot traffic and offer additional opportunities for local merchants to become involved.

   The visual and performing arts allow us to communicate and share our emotions and experiences. Whether it's a poem or a song, a photograph or a film, each of us can cite a moment that has changed our lives. From a lingering kiss in a café in Casablanca to the stirring opening notes of Beethoven's Fifth Symphony, the visual and performing arts help us express the range of emotions that make us human and elevate our appreciation of life. Friends of the Cameo's **Arts in April 2020** is designed to bring the community of St. Helena together in celebration of the human experience.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2020. Please provide a timeline for your project.

   Friends of the Cameo's **Arts in April 2020** encompasses a wide range of activities that will take place throughout the month. These include film screenings, workshops, and a citywide art display.

   Film Screenings. The Cameo will feature several films, both shorts and full-length, that celebrate many aspects of the visual and performing arts and will appeal to a wide range of age groups. The creative process itself has inspired some of the most moving and memorable films. From director Vincente Minelli's 1956 masterpiece about Vincent Van Gogh, "Lust for Life," to the acclaimed 2017 "Lilyana," which documents how orphaned children in Swaziland create an

original African tale; these beautiful films show how the process of painting and storytelling helps us cope with our internal demons.

The vocal arts have inspired such diverse films as "Maria by Callas" about the renowned opera star to "Sing," an animated family-friendly delight. And the art of dance is celebrated in many films from the classic "Singing in the Rain" to the inspiring "Step" and the family favorite "Happy Feet."

Workshops. Another aspect of **Arts in April 2020** combines film screenings with hands on workshops. The award-winning documentary "Landfill Harmonic" will inspire both youngsters and their parents to create musical instruments from everyday objects. The musical instruments made in the workshop might then be showcased in a live concert featuring a local St. Helena band.

Food arts are celebrated in such diverse films as Disney/Pixar's "Ratatouille" to the magnificent "Jiro Dreams of Sushi." Combining a film with a workshop led by a local chef or students from one of the many local culinary programs offered at the St. Helena High School, Montessori School, Napa Valley College or the Culinary Institute of America's Greystone campus is sure to draw an enthusiastic crowd.

Another possibility would be to reprise one of our most beloved programs bringing Luis Rodriquez, Poet Laureate of Los Angeles, noted author and community organizer, to speak in conjunction with the screening of the motivating documentary "Rushing Waters, Rising Dreams." A workshop with our own local budding poets could be highlighted by a reading onstage at the Cameo.

Our popular filmmaking workshops have produced a wide range of documentary and animated short films. **Arts in April 2020** will give us the opportunity to host another in this ongoing series of filmmaking workshops and will culminate in a red carpet event showcasing some of the best of these locally made films.

We hope to deliver at least two workshops as part of **Arts in April 2020**.

Student Art Display and Competition. One of the most visible aspects of Friends of the Cameo's **Arts in April 2020** program is a weekend-long, citywide art display. We will work with the schools and local arts organizations to invite students to submit their original artwork. Submissions will be evaluated by both a panel of local experts and opened to a popular vote. The original artwork will be displayed throughout St. Helena, bringing the artists and their entourages into local galleries, stores, restaurants and public buildings. A celebration and the awarding of prizes will be part of the culminating event at the Cameo Cinema.

TIMELINE

July 2019 – Award of City of St. Helena Non-Profit Grants
July – September 2019 - Complete detailed calendar and list of events for **Arts in April 2020**
August 2019 – Distribute a preliminary list of events to potential partner organizations and individuals
September – November 2019 – Establish partnerships for each of the events
December 2019 – January 2020 – Create final list of films, speakers, partners

January – March 2020 – Execute Promotion and Publicity Campaign
April 2020 – Deliver program
May 2020 – Review and evaluate program; create final accounting/budget

3. Describe the community support for your Project
    a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
    b. What roles are they playing and how collaborative is the Project?
    c. What other support exists for your project?

During her more than 10 years tenure as owner and creative director of the Cameo Cinema, Cathy Buck has established excellent relationships with local organizations, businesses and residents. We have collaborated on programs with several dozen local groups and businesses including the City of St. Helena, the Boys and Girls Club, St. Helena Farmers' Market, the Masons, the Odd Fellows, Girls on the Run, Soroptimists, Nimbus Arts, Pacific Union College, Napa Unified School District, Rianda House, Adventist Health St. Helena (St. Helena Hospital), Napa Valley College, The Culinary Institute of America, St. Helena Public Schools, St. Helena Montessori School, St. Helena Rotary, Food of Love, the Girl and Boy Scouts, UpValley Family Centers, Napa Valley Vintners, the St. Helena Public Library and almost every local winery, restaurant and hotel. We will invite all of these organizations to partner with us to make **Arts in April 2020** a success. Opportunities for collaboration will range from hosting events to providing speakers and artists to displaying student artwork.

We will also reach out to several organizations outside of St. Helena with whom we have had successful collaboration. These include Pixar Animation Studios, The Charles M. Schulz Museum and Research Center, the San Francisco Ballet, San Francisco Opera, and the Napa Valley Museum. But our most important partners are our patrons. Their support and dedication to the Cameo has allowed us to flourish despite the almost overwhelming challenges faced by independent single screen movie theaters. We are confident that the hundreds of women, men and children who come to the Cameo each year will share our excitement and make Friends of the Cameo's **Arts in April 2020** program a tremendous success.

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

Our **Arts in April 2020** program is designed to appeal to almost everyone in and around St. Helena. The wide range of films, workshops and exhibits will offer something for every group from preschoolers to seniors, Latinos, students, people with special needs, and their families. During April 2020 we have the potential to reach as many as 2000 people at the Cameo and in our workshops. Our citywide arts display can extend this number upward toward 5000 individuals since the vast majority of St. Helena's 6000+ residents and tourists are likely to be on Main Street in April.

Our goal is to reach everyone and to elevate their appreciation of, knowledge about, and desire for the performing and visual arts that enrich our lives. We truly believe that Friends of the Cameo's **Arts in April 2020** program has the potential to become another of the cherished annual events that celebrate the special hometown feeling of being part of the St. Helena community.

5. <u>If you have received funding from other Napa County government agencies in the past two years, provide the level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.</u>
In 2017 Friends of the Cameo received $2500 from the city of St. Helena for **Science Goes to the Movies**. This grant was matched by the Leslie Rudd Foundation to enable us to bring four very exciting science-oriented programs to our community. Additional funds from our Science on Screen® grant from the Coolidge Corner Cinema in partnership with the Alfred P. Sloan Foundation supplemented this program. More than 1000 local residents attended one or more of these programs which included film screenings, acclaimed guest speakers, workshops and interactive exhibits.

Our current 2018-2019 grant of $10,000 from the City of Helena is being used for our **Come to Your Senses** series of programs, most of which will occur in March and May. Once again these funds will be supplemented by our Science on Screen® grant from the Coolidge Corner Cinema in partnership with the Alfred P. Sloan Foundation. We expect to reach between 1200 and 1500 residents.

We have received no additional funding from other Napa County government agencies in the past two years.

Friends of the Cameo - City of St. Helena Grant Application	
Proposed budget for Arts in April 2020	
Description	**Amount**
Film Distributor Fee	$1,200.00
Digital Lobby Display	$150.00
Speaker Fees and Travel	$1,500.00
Filmmaking Supplies	$250.00
Filmmaking Instructor	$2,000.00
Online Promotion	$700.00
Print Promotion (Newspaper, Flyers, Posters, Rack Cards)	$1,200.00
Peachjar (digital flyers distributed to all Napa Valley Schools)	$800.00
Graphic Design for Online and Print Materials	$700.00
Cameo Staff	$1,500.00
Total Grant Request	**$10,000.00**

Attachment 3

RECEIVED

JUN 24 2019

BUILDING DEPARTMENT
CITY OF ST HELENA

CITY OF SAINT HELENA
NON-PROFIT GRANT PROGRAM AGREEMENT

This Non-Profit Grant Program Agreement ("Agreement") is made on June 14, 2019 between the City of Saint Helena ("City") and Friends of the Cameo ("Grantee").

Background

A. The City adopted the Non-Profit Grant Program ("Program") to the City's mission and goals and provide direct programs, projects or services to St. Helena residents.
B. Pursuant to City Council Resolution number 2018-150, Program grants may be awarded to nonprofit agencies that promote the City's mission and goals and provide direct programs, projects or services to St. Helena residents.
C. Grantee submitted an application for a Community Enrichment Program grant to assist in completing Arts in April 2020 ("Project").
D. On June 11, 2019, the City Council awarded a Program grant to Grantee as part of the annual budget process.
E. The parties would like to memorialize the terms of the grant.

Agreement

The parties agree as follows:

1. Nonprofit Status. Grantee confirms that it is an organization that is currently recognized by the Internal Revenue Service (the "IRS") as a public charity under sections 501(c)(3) of the Internal Revenue Code (the "Code"), and Grantee will inform the City immediately of any change in, or IRS proposed or actual revocation (whether or not appealed) of its tax status described above.
2. Grant. Subject to the terms and conditions in this Agreement, the City agrees to provide to Grantee a grant in an amount not exceeding $10,000 ("Grant").
3. Purpose of Grant. The Grant may be used by Grantee solely for the purpose(s) described in Attachment A hereto.
4. Project Completion/Grant Period. Grant Funds will be available for the Fiscal Year in which this Agreement is made. All funds must be expended between July 1, 2019 and June 30, 2020. One six-month extension to this deadline may be permitted upon the written approval by the City Manager or designee. Any unexpended grant funds remaining at the end of the Grant Period will be deobligated from the award amount.
5. General Provisions.
   a. The Grant is solely a monetary contribution and not a co-sponsorship of the Project or partnership with the City.
   b. Grantee shall comply with any applicable regulations and permit requirements for the Project.
   c. The Grant is not authorization of use of City property.
   d. Grant funding may not exceed the amount stated in Section 2, regardless of the cost of the Project.
   e. The Grant must be used for the project identified above, as described in the Grantee's

proposal and related correspondence, and may not be expended for any other purposes without the City's prior written approval.

f. Grantee shall not assign or transfer any portion of the Grant without the prior written consent of the City.

g. Grantee accepts responsibility for complying with this agreement's terms and conditions and will exercise full control over the grant and the expenditure of grant funds.

6. Revocation of Grant. The Grant may be revoked by City in the event Grantee breaches any provision of this Agreement, including the failure to properly document Project expenses or contributions or expend Grant funds for Project related expenses.

7. Publicity. The City encourages publicity of the Grant in all of Grantee's relevant published materials– brochures, programs, annual reports, etc. In materials specific to the Project, Grantee agrees that it will include the following language: *"Made possible in part by a grant from the City of Saint Helena"* and list the City and the Grant in all published lists of Project donors.

8. Reporting.

   a. Grantee will provide to the City an Annual Report at the end of Grantee's current fiscal year (by June 30).

   b. Please include several photographs of the completed Project with the final report (digital files preferred). Grantee agrees that the City may use and reproduce the photographs for any purpose the City deems appropriate.

   c. Completed reports and photographs should be sent U.S. mail to 1480 Main Street, Saint Helena CA 94574, Attention: Finance Department.

   d. Forms referenced in this Agreement are attached.

   e. Grantee will provide promptly such additional information, reports and documents as the City may request and will allow the City and its representatives to have reasonable access during regular business hours to files, records, accounts or personnel that are associated with this grant, for the purpose of making such financial reviews, verifications or program evaluations as may be deemed necessary by the City.

9. Insurance, Defense and Indemnity. Grantee shall maintain such insurance as will fully protect both Grantee and the City from any or all claims under any workers' compensation act or employer's liability laws, and from any and all claims of whatsoever kind or nature for the damage to property or for bodily injury, including death, made by anyone whomsoever which may arise from operations carried on under this Agreement, either by Grantee or by anyone directly or indirectly engaged or employed by Grantee. The City shall not be liable for, and Grantee shall defend and indemnify the City and its council members, officers, agents, employees and volunteers (collectively, "City Parties") against any and all claims, deductibles, self-insured retentions, federal, state or local taxes or contributions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs (collectively, "Claims"), which arise out of or are in any way connected to the City's provision of funds and/or Grantee's use of City funds under this Agreement arising either directly or indirectly from any act, error, omission, or negligence of Grantee or its officers, employees, agents, contractors, licensees or servants.

10. Governing Law. This Agreement shall be construed and interpreted according to the laws of the State of California.

11. Corporation Qualified to Do Business in California. If Grantee is a California corporation, Grantee warrants that it is a corporation in good standing and is currently authorized to do business in California.

12. Terms and Conditions Survive Expiration of Term of Agreement. Unless otherwise specified herein, all terms and conditions of this Agreement shall survive the expiration of the Term of Agreement specified in Paragraph 5 above.

Executed as of the day and year first above stated.

Paula J Brooks
Grantee Signature

Signature – City of Saint Helena

Paula J Brooks, President
Print Name and Title

Mark Prestwich, City Manager
Print Name and Title

ATTACHMENT A

Grant funds will be used for operation expenses related to the Arts in April Project as outlined in the grant application.

Attachment 1

AMENDMENT #1 TO AGREEMENT FOR NON-PROFIT GRANT PROGRAM IN CONNECTION WITH THE FRIENDS OF THE CAMEO FY 2019/20 COMMUNITY ENRICHMENT GRANT AWARD

A. Pursuant to the terms of the written Agreement between City of St. Helena and Grantee, approved on June 14, 2019, the City entered into a Non-Profit Program Agreement with Friends of the Cameo ("Grantee") to assist in completing the Arts in April 2020 ("Project"); and

B. The City approved a grant award of $10,000, which was to be used solely for the purpose(s) of the project identified in the grant application, and may not be expended for any other purposes without the City's prior written approval; and

C. The original proposal from the Grantee included a project scope to encompass a wide range of activities that would take place during the month of April, which included film screenings, workshops, and a citywide art display; and

D. As a result of the public health orders imposed in response to the COVID-19 pandemic the Cameo Cinema was closed beginning mid-March 2020 not allowing for the original project as intended; and

E. The Friends of the Cameo modified the project to Arts in Spring 2020 which took place during March, April, and May creating a virtual platform that delivered films and experiences through several programs; and

F. City and Grantee desire to amend the Agreement to modify the project scope to include the virtual project Arts in Spring 2020; and

G. Amendment No. 1 to modify the project scope to include the Arts in Spring 2020 as outlined in "Exhibit A", is hereby approved.

IN WITNESS WHEREOF, the parties hereto have accepted, made, and executed this Agreement upon the terms, conditions, and provisions above stated, the day and year first above written.

Date: June 9, 2020

Grantee:	City:
By: _____	By: _____
Name: _____	Name: Mark Prestwich
Title:_____	Title: City Manager

CITY OF ST. HELENA

RESOLUTION NO. 2020-

Approving an Exception to Grant Policy for Friends of the Cameo for the FY 2019-20 Grant Programming Approving a Change in Scope Retroactively

RECITALS

A. During the FY 2019-20 Budget adoption process, City Council awarded a total of $219,400 of funds to support local non-profit agencies: and

B. At the May 28, 2020 Budget Workshop, City Council expressed an interest in appropriating additional funding to Friends of the Cameo (Cameo) to support a drive-in movie theater as a recovery effort due to COVID-19 restrictions; and

C. During the meeting staff commented the Cameo had not expended their current year funding (FY 2019-20) of $10,000 and the funds could be reallocated for the drive in theater through the mechanism in the terms of the current agreement where a change in programming is allowed through written approval by the City Manager; and

D. The representative from the Cameo commented they had redirected the funds for the original program which was supposed to take place in April/May 2020 to offer online streaming movies as a community benefit during COVID-19 shelter-at-home orders; and

E. Per the City Council Grant Policy funds can not be expended for any other purpose without the City's prior written approval. The authority granted to the City Manager through the Policy, limits the ability to approve a change in scope prior to the funds being expended. For this particular grant, the formal request for redirecting funds was not done; and

F. On June 4, 2020, the Cameo submitted a formal request for a revised project scope; and

G. Due to the unique situation of COVID-19, the City Council is retroactively approving a change in scope for the FY 2019-20 $10,000 non-profit grant awarded to the Cameo.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

1. Retroactively approving a change in scope for the FY 2019-20 $10,000 non-profit grant awarded to the Cameo; and
2. Amendment #1 is included as an attachment to this Resolution.

Approved at a Regular Meeting of the St. Helena City Council on June 9, 2020 by the following vote:

Mayor Ellsworth: _____

Vice Mayor Dohring: _____

Councilmember Koberstein: _____

Councilmember Chouteau: _____

Councilmember Knudsen: _____

APPROVED:

_____
Geoff Ellsworth, Mayor

ATTEST:

_____
Cindy Tzafopoulous, City Clerk

CITY OF ST. HELENA

RESOLUTION NO. 2020-

Approving the Redirection of $10,000 of FY 2019-20 Unused Non-Profit Grant Funds, if available, to the Cameo for a Drive-in Movie Theater.

RECITALS

A. During the FY 2019-20 Budget adoption process, City Council awarded a total of $219,400 of funds to support local non-profit agencies: and

B. At the May 28, 2020 Budget Workshop, City Council expressed an interest in appropriating additional funding to Friends of the Cameo (Cameo) to support a drive-in movie theater as a recovery effort due to COVID-19 restrictions; and

C. As of May 20, 2020, six grantees have expended their full allocation in the total amount of $54,000; and

D. City staff contacted the remaining grantees to remind them of the June 30th deadline and allow them an opportunity to request a six-month extension if their project was delayed due to the COVID-19 pandemic; and

E. Staff received a response from seven of the remaining grantees that they had already used their allocation or would like to request an extension; and

F. As of June 5, 2020, eight grantees have yet to respond and have a total allocation of $53,500. If these funds are not expended by June 30, 2020 they will be returned to the General Fund reserve; and

G. If unused funds are available, City Council desires to re-direct $10,000 from the FY 2019-20 Unused Non-Profit Grant Funds to the Cameo to support the drive-in movie theater.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

1. Re-direct $10,000 from the FY 2019-20 to the Cameo to support the drive-in movie theater; and
2. Funds will only be re-directed if available.

Approved at a Regular Meeting of the St. Helena City Council on June 9, 2020 by the following vote:

Mayor Ellsworth: _____

Vice Mayor Dohring: _____

Councilmember Koberstein: _____

Councilmember Chouteau: _____

Councilmember Knudsen: _____

APPROVED:

_____
Geoff Ellsworth, Mayor

ATTEST:

_____
Cindy Tzafopoulous, City Clerk

Report to the City Council
Regular City Council - 09 Jun 2020

Agenda Section: **OLD BUSINESS**

Subject: **Discussion and Direction for the Small Business Sustainability Loan Program and Consideration and Approval of a Resolution Approving a Small Business Sustainability Loan Program for an initial investment of $200,000 from the FY 2019-20 budget.**

CEQA Determination: **Not a CEQA project**

Prepared By: April Mitts, Finance Director

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

At the May 23, 2020 City Council meeting, Council expressed an interest in establishing a Small Business Assistance Loan Program to help St. Helena businesses who have endured hardships due to COVID-19.

At the May 25, 2020, Budget Workshop, this item was brought back to City Council for further discussion. Following the discussion, direction was provided to staff to prepare a draft program for consideration at the June 9, 2020 City Council meeting.

DISCUSSION

City staff have prepared the attached draft Small Business Sustainability (SBS) Loan Program. Figure 1 provides a list of specific program elements that staff is recommending for City Council discussion and direction. Many of the elements below have been incorporated into the draft Loan Program and will be updated based on City Council feedback.

Figure 1: Recommended for Discussion

Loan Element	Discussion Point
Initial Funding	$200,000
Maximum Amount of Loan	1. $15,000 (or) 2. $20,000
Tiered Loan Approach	Tier 1 - loan amounts up to $5,000 Tier 2 - loan amounts up to the maximum
Tier 1	Businesses with 5 or less FTE loans up to $5,000
Tier 2	Businesses with 6-25 FTE loans up to the maximum
Designation of Percentage for Tier 1 Loan	Designated a minimum of 20% for Tier 1
Interest Rate	0%, but interest charged of the loan balance if not paid in full by the maturity date.
Payment Deferral	First Payment Due 5/1/21
Payment Terms	Tier 1 - three year Tier 2 - five years
Loan Processing and Approval	Options: 1. Establishment of a City Council sub-committee plus a City staff member who will review and approve applications. 2. Establishment of a City Council sub-committee who will review applications and make recommendations to the full City Council at a Special Meeting 3. Implementation of a lottery system for qualified applications

It is anticipated this program will allocate $200,000 of General Fund resources. If all funds are expended, and if additional funding is identified this program can be expanded through subsequent action of the City Council. Council recommendations for loan elements will be incorporated into the Draft program document and added as an attachment to the resolution, if approved.

In conjunction with the development of this Program, the City prepared and distributed an online survey to get an idea of the interest the local business community would have in such a program. As of June 5, 2020, 40 responses have been received (see Attachment 3).

FISCAL IMPACT

The initial fiscal impact is $200,000 from the General Fund. This amount can be allocated from budgeted, but unused, funds from the FY 2019-20 City Attorney and Election Expense budget. The funds identified as available for the SBS Loan Program are not part of the funds previously identified as cost savings at the April 14, 2020 City Council meeting during the COVID-19 fiscal impact report.

RECOMMENDED ACTION

Staff recommends City Council approve a Resolution Approving a Small Business Sustainability Loan Program for an initial investment of $200,000 from the FY 2019-20 budget.

ATTACHMENTS

Attachment 1 - DRAFT Business Assistance Loan Program 060920
Attachment 2 - Resolution - Small Business Sustainability Loan Program
Attachment 3 - Business Needs Survey Data

Draft Small Business Sustainability (SBS) Loan Program Information and Guidelines

DRAFT

Operated By

City of St. Helena

1.0 INTRODUCTION

To assist our small business community as we weather through this COVID-19 crisis, the City of St. Helena (COSH) has created a Small Business Sustainability (SBS) Loan Program and has allocated initial funding up to $200,000 to make loans up to $15,000 to eligible small businesses. The total amount may be increased incrementally as funds are identified.

2.0 SMALL BUSINESS SUSTAINABILITY LOAN PROGRAM OVERVIEW

2.1 Key Loan Features

- 0% interest rate
- No collateral is required
- No fees or points
- Payments are deferred until May 1, 2021
- The loan balance as of May 1, 2021 will be required to be repaid in equal installments with an automatic payment system based on the amount of your loan:
  - Tier 1 (loan amounts of up to $5,000): Repayment will be over the remaining three (3) years of the loan.
  - Tier 2 (loan amounts of up to $15,000): Repayment will be made over the remaining five (5) years of the loan.

2.2 Available Loan Amounts

- Preliminarily, the City will consider the following two loan tiers:
  - Tier 1: Businesses with 5 or less FTE* loans may be up to $5,000.
  - Tier 2: Businesses with 6 to 25 FTE* may receive up to $15,000.
- The above loan tiers and the number of loans the City is able to offer, will depend on how many applicants apply, given the limited funding allocation of $200,000.
- The Loan Program may allocate at least 20% of the Loan Program's Funding allocation (20% of $200,000 = $40,000) to businesses with 5 or less FTE.

*FTE – A full-time employee is typically one who works 40 hours/week. For example, one employee who works 40 hours/week equals one FTE. To determine the FET number for your staff, add the total number of hours worked in a week by all employees, then divide that number by 40. For example, if you have 4 part-time employees who work a total of 10 hours/week, those employees equal 1.0 FTS. **Your FTE should be calculated as of your March 1, 2020 payroll.**

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2.3 Funding Availability

- The SBS Loan Program will open on Thursday, June 11, 2020. At that time, applicants will be able to access the SBS Loan Program Application available on the City's website and submit a complete application package.
- Applications will be reviewed in weekly phases until the allocated SBS Loan Program funds are fully exhausted. The review phases are as follows:
  - The **1st Review** of completed applications will consider those applications received by 5:00 p.m. on Thursday, June 18, 2020 when the 1st Review window closes;
  - If funds are remaining after the 1st Review, the **2nd Review** period will consider those applications received after the 1st Review window closes but no later than 5:00 p.m. on Thursday, June 25, 2020; and
  - The process shall continue weekly until all funds are awarded.

3.0 <u>PROGRAM REQUIREMENTS</u>

3.1 Eligibility

- Applicants must be a for-profit, independently owned and operated business located within the City Limits of St. Helena, CA.
- Your business must have a storefront presence or office within the City Limits of St. Helena, CA.
- Eligible business types include restaurants, retail stores, tasting rooms, or a local service provider.
- Applicants must have 25 or less FTE to be eligible to apply.
- Business must have a current COSH Business License, in good standing, as of March 1, 2020.
- Business must have been in operation as of March 1, 2020.
- Business must have a demonstrated hardship due to the 2020 COVID-19 pandemic and its related Public Health Orders, such as a closure and resultant loss in review.
- Business must be in good standing with the COSH as of March 1, 2020 (e.g., current on utility bills, business license, no liens or judgments, etc.).
- Loan funs shall be used for daily operational needs such as lease/mortgage payments, payroll and benefit costs, utilities,

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materials, supplies and services associated with making the business compliant with additional social distancing requirements.

- Per the application, applicants must inform the COSH if the business has applied for a Paycheck Protection Program (PPP)/CARES Act loan, and whether your application was successful. The City may give a preference to businesses unable to receive a PPP loan if the business has attempted to apply but was denied because of lack of PPP funding or because the business was not able to process a loan application through area banks and the SBA.

4.0 SUBMITTING YOUR APPLICATION

4.1 Documentation - You will need to submit the following required documentation along with your signed application form. If selected, you may be required to provide additional documentation including most recent tax returns, 941s, etc.)

- A current IRS Form W-9 (showing your Taxpayer ID); and
- A payroll register, or similar documentation, including the number of employees and hours each employee worked to verify the number of FTE employees your business had as of March 1, 2020. Please do not show any Social Security Numbers (SSNs) on this documentation.

4.2 Please submit the application form and the supporting documentation via email to: mkellogg@cityofsthelena.org as soon as possible. Alternatively, you can drop off your application package in an envelope (please write, "SBS Loan Application" on the envelope) at St. Helena City Hall, 1572 Railroad Avenue in the Utility Billing drop-box located to the left of the main door.

- To be considered in the 1st Review of loan applications, your materials must be in by 5:00 p.m. on Thursday, June 18, 2020.
- An email will be sent to all applicants confirming receipt of the completed application. **You must receive a confirmation email from the City of St. Helena in order for your application to be considered received.** If you do not receive an email confirmation, please reach out to Mandy Kellogg at: 707-312-1260. A confirmation must be received by Thursday, June 18, 2020 for the 1st Review.
- Please know that the City's intent is to consider loans to as many businesses as possible who provide a complete packet before the 1st Review period. If funds remain after the 1st Review period, the

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2nd Review period shall be those applications received after the close of the 1st Review period but by 5:00 p.m. on Thursday, June 25, 2020.

5.0 LOAN PROCESSING AND APPROVAL

5.1 Additional Details

- If more than $200,000 in loans are requested, the City reserves the right to lower the maximum loan amounts to attempt to provide loans to as many qualifying applicants as possible.
- A list of each business receiving a loan as well as the loan amount will be posted on the City's website.
- Successful applications will be required to execute a Promissory Note, and other document deemed necessary.
- Given the limited resources, the COSH my not be able to award loans to everyone who applies, even to applicants who clearly comply with all application requirements.
- There may be interest charged at a rate of no lower than 5% if the loan balance is not paid in full by the maturity dates of May 2024 (for loans less than and up to $5,000) and May 2026 (for loans over $5,000).

5.2 Application Review

- As noted in Section 2.3, the **1st Review** of completed loan applications (completed = a complicated application form and supporting documentation) will be of the applications submitted on or before 5:00 p.m. on Thursday, June 18, 2020. There is a possibility that funds may be exhausted after the 1st Review.
- If funds remain available, **2nd Review** will occur for those completed loan applications that came in after 5:00 p.m. on Thursday, June 18, 2020 and by 5:00 p.m. on Thursday, June 25, 2020.
- If additional funds are identified (above the $200,000), all qualified but unfunded applications will be kept and reviewed if additional funds become available.
- **Please be sure your application is complete when submitted. Additionally, you must receive a confirmation email from the City of St. Helena in order for your application to be considered received. If you have not received a confirmation, it is your responsibility to reach out to the City utilizing the contract information in this document.**
- Applications will be reviewed by a loan committee consisting of COSH staff and a City Council Sub-committee.

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- A best effort attempt will be made to make loan approval decisions within seven (7) business days following each review period.
- The City anticipates that loan funding will occur within 1 week after the loan application has been approved.
- To provide transparency, the City of St. Helena will post a list on the COSH's website showing what businesses received a loan and in what amount. By signing and submitting a SBS Loan Program application with the City of St. Helena, you agree to have your company's name along with the loan amount listed on the COSH's website.

6.0 CONTACT INFORMATION

Contact the Mandy Kellogg at: mkellogg@cityofsthelena.org with any questions, or call 707-312-1260.

7.0 ATTACHMENTS

7.1 Loan Application

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June 9, 2020

Small Business Sustainability Loan Borrower Application

Please Check One:	☐	Sole Proprietorship	☐	Partnership	☐	C Corp	**DBA or Tradename, If applicable**
	☐	Independent Contractor	☐	Eligible Self-Employed Individual	☐	S Corp	
	☐	LLC	☐	Other			**City of St. Helena Business License No.:**

Business Legal Name	**Business TIN (EIN, SSN)**	**Phone #**

Business Address	**Name of Primary Contact**	**Contact's Email Address**

Number of Full-Time Equivalent (FTE) Employees (as of March 1, 2020):		**How do I calculate a Full-Time Equivalent #?** Divide the hours worked by an employee by the hours in a workweek. If you assume a 40 hour workweek, and an employee works 15 hours, then that is 15/40 or 0.375 FTE.

Purpose of the Loan (you may select more than one):	☐	Payroll & Benefits	☐	Lease/Mortgage
	☐	Utilities	☐	Other (explain) _____

Applicant Ownership

Please list all owners of 20% of more of the equity of the Applicant. Attach a separate sheet if necessary.

Owner Name	Title	Ownership %	TIN (EIN, SSN)	Address

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Please refer to the *St. Helena Small Business Sustainability (SBS) Information & Guidelines* for additional details.

Loan Amount. The St. Helena SBS Loan program will offer loans of between $5,000 (applicants with 5 FTE or less) and up to $15,000 (applicants with FTE of 6 to 25). Awarded loan amounts may depend on the number of applications received and the total loan amounts requested. **I am seeking a loan in the amount of** $_____.

Loan Term/Repayment. Installment or lump sum payments of the St. Helena SBS Loans are due starting May 1, 2021. The balance outstanding as of May 1, 2021 will be repaid over three (3) to five (5) years, depending on the size of the loan. A loan up to and including $5,000 will have a repayment period of three (3) years. A loan between $5,000 and up to $15,000 will have a repayment period of five (5) years. These are zero-interest loans for payments during the repayment period. For loan balances that are not paid in full by the end of the repayment period, interest will be charged at a rate no lower than 5% APR. Loan recipients will be required to make monthly loan payments in equal monthly installments to ensure the loan is paid in full by the end of the repayment period. The Finance Department of the City of St. Helena (COSH) will administer your loan once granted.

Certifications and Authorizations: Each owner with 20% or more ownership, as noted above, must certify in good faith to all of the below by initialing next to each one. By initialing, I certify that:

____I have read the statements included in this form, together with the document titled *St. Helena Small Business Sustainability (SBS) Loan Program Information & Guidelines*, and I understand them.

____My business is a for-profit business that is located within the St. Helena, CA city limits, and has a "brick and mortar" presence here.
____ My business has been in business in St. Helena, CA since at least March 1, 2020.
____ My business has been adversely impacted because of the COVID-19 crisis and related public health orders.
____ I will be using the SBS Loan funds for my business' personnel costs (wages, benefits), lease or mortgage payment utilities, or materials and supplies to help improve my business' ability to re-open with distancing orders.
____ I have attempted in good faith to apply for a Paycheck Protection Program (PPP) loan from the Small Business Administration (SBA) and did not receive a PPP Loan.
As related to the above certification on your PPP loan application, please elaborate on the below, as applicable:

- OR - Please explain why you did not apply for a PPP loan:_____
  _____
  _____
- OR - I applied for a PPP loan but do not know if I will receive a loan. The amount I applied for is $_____
- OR - I applied for and have secured funds for a PPP loan in the amount of $_____

Please note, if you have secured funds for and/or have received a PPP Loan, you may still apply for this SBS Loan, but preference may be given to those applicants who, despite a good faith effort, were unable to get a PPP Loan.

____ I acknowledge that the SBS Loan funding source is limited, and that I may not receive the loan amount I have requested or any loan amount at all if the program is oversubscribed.
____ I am not (and nor have any individuals owning 20% or more of the equity in my business been) subject to an indictment, criminal inforamtion, arraignment, or other means by which formal criminal charges are brought in any jurisdiction, or presentely incarcerated, or on probation or parole.
____ Within the last 5 years, for any felony, I have not, nor has any owner of my business: 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment).
____ I am eligible to receive a loan under the rules in effect at the time this application is submitted and as stated on this application.

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Documentation Necessary for a Complete Application. Please submit the following documentation along with your signed application (see additional instructions at the bottom of this application):

___ Form W-9 from the IRS (showing your Taxpayer ID number and business tax classification);

___ A payroll register, or similar documentation, including the number of employees and hours each employee worked to verify the number of FTE employees your business had as of March 1, 2020. Please do not show any social security numbers (SSNs) on this documentation.

If selected and awarded an SBS Loan:

- You may be required to provide additional documentation; and

- To provide transparency for the loan review and approval process, the COSH will be posting the names of the businesses that received a loan and the loan amount on its website.

By Signing Below, You Make the Following Representations:

I certify that:

- I have read the statements included in this form and in the Information & Guidelines, and I understand them.
- I am not engaged in any activity that is illegal under federal, state or local law.
- I further certify that the information provided in this application and the information provided in all supporting documents and forms is true and accurate in all material respects.

_____ _____

Name of Applicant (Print Name) Signature of Applicant

_____ _____

Title of Applicant Date Signed

Please submit the application form and the supporting documentation via email to: mkellogg@cityofsthelena.org as soon as possible. Alternatively, you can drop off your application packet in an envelope (please write "SBS Loan Application" on the envelope) at St. Helena City Hall, 1572 Railroad Avenue, St. Helena CA in the Utility Billing drop-box just to the left of the front door at the City Hall building. **To be considered in the 1st Review of loan applications, your completed materials must be in by 5:00 p.m. on Thursday, June 18, 2020. Additionally, you must receive a confirmation email from the City of St. Helena in order for your application to be considered received. If you have not received a confirmation, it is your responsibility to reach out to the City utilizing the contract information in this document.** Please know that the City's intent is to consider loans to as many businesses as possible who provided a complete packet before the 1st Review period. If funds remain after the 1st Review period, the **2nd Review** period shall be those applications received after the close of the 1st Review period but by **5:00 p.m. on Thursday, June 25, 2020.**

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Contact the City of St. Helena at mkellogg@cityofsthelena.org with any questions, or call 707-312-1260. **Please leave a message if we miss you and we will return your call promptly.**

Funding for the St. Helena Small Business Sustainability Loan Program was approved by the St. Helena City Council on June 9, 2020. The purpose of the SBS Loan Program is to help St. Helena-based businesses survive the economic downturn caused by COVID-19 and the related Shelter-in-Place orders.

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA APPROVING A SMALL BUSINESS SUSTAINABILITY LOAN PROGRAM FOR SMALL BUSINESSES WHO HAVE SUFFERED LOSSES AS A RESULT OF COVID-19 SHELTER-AT-HOME RESTRICTIONS

WHEREAS, the government at all levels has taken action to protect public health and limit the spread of COVID-19 in the United States; and

WHEREAS, the City of St. Helena, declared a local emergency, the County of Napa declared a local and a public health emergency, the Governor of the State of California has declared a state of emergency, and the President of the United States has declared a national emergency; and

WHEREAS, the County of Napa's Health Officer issued a shelter at home order on March 18, 2020, and the Governor issued a stay at home order on March 19, 2020; and

WHEREAS, the financial hardships experienced by St. Helena businesses due to the mandatory shut down is unprecedented; and

WHEREAS, the City Council further finds that providing a Small Business Sustainability Loan Program can help small businesses during this economic hardship by providing funds to reopen and promote the local economy.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of St. Helena as follows:

Section 1. The City Council hereby approves the Small Business Sustainability (SBS) Loan Program as attached; and

Section 2. The City Council hereby approves the use of up to $200,000 from General Fund for the administration of this program.

APPROVED at a special meeting of the St. Helena City Council on June 9, 2020, by the following votes:

Mayor Ellsworth: _____

Vice Mayor Dohring: _____

Council Member Chouteau: _____

Council Member Knudsen: _____

Council Member Koberstein: _____

APPROVED:

_____

Geoff Ellsworth, Mayor

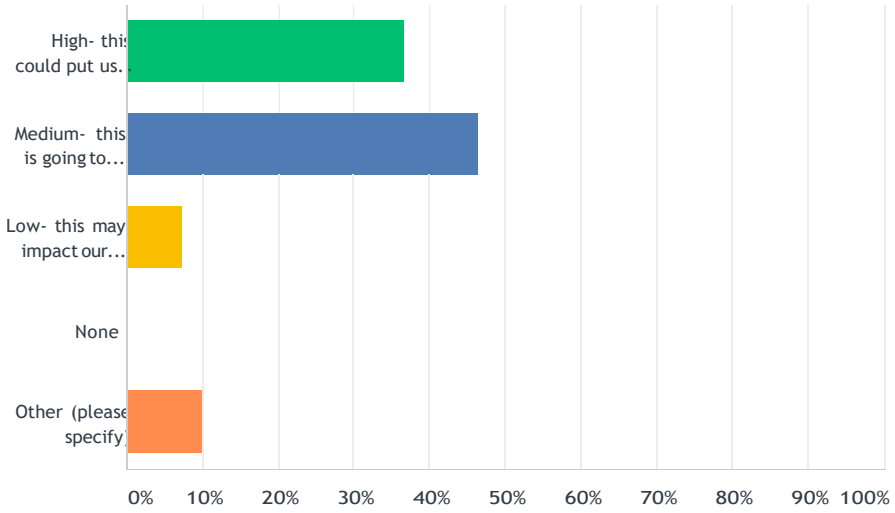
ATTEST:

_____

Cindy Tzafopoulos, City Clerk

Q1 How would you rank the risk that COVID-19 poses to your long-term business prospects?

Answered: 41 Skipped: 0

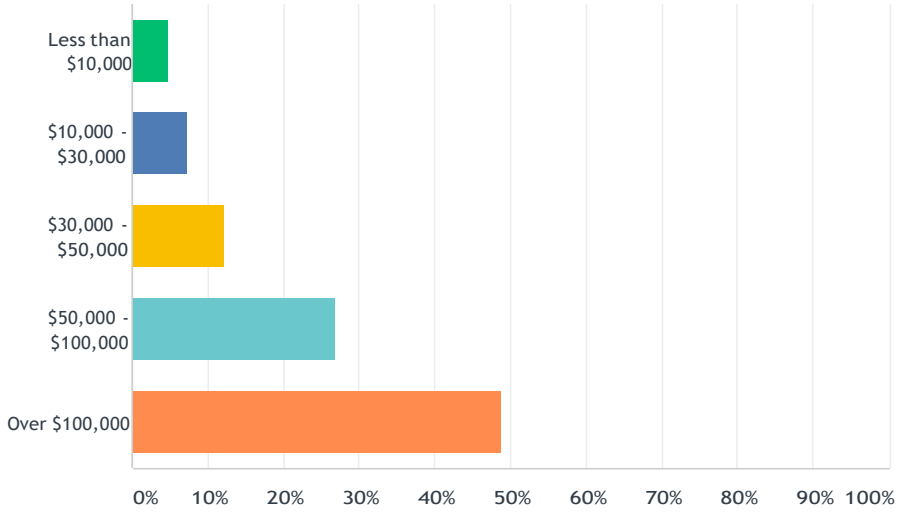


ANSWER CHOICES	RESPONSES	
High- this could put us out of business	36.59%	15
Medium- this is going to significantly impact our financials for months/years to come	46.34%	19
Low- this may impact our financials, but we will be able to weather the storm	7.32%	3
None	0.00%	0
Other (please specify)	9.76%	4
TOTAL		41

#	OTHER (PLEASE SPECIFY)	DATE
1	It's impossible to predict the risk to our long-term business at this time	6/1/2020 1:57 PM
2	Risk is medium to high depending on how long impacts continue and the severity of loss to our multiple revenue streams; members dues, spa , day use, and retail.	5/31/2020 3:07 PM
3	low-medium. ...unclear yet	5/30/2020 6:12 PM
4	Rianda House is a 501c3 non-profit. We rely on grants, fundraisers and private donations for annual funding. The economic strength of the community will directly impact the capacity of our typically very generous community.	5/30/2020 8:00 AM

Q2 Since the beginning of the COVID-19 crisis what do estimate your financial loss to be? (Napa County's First Official Shelter Order was March 20th)

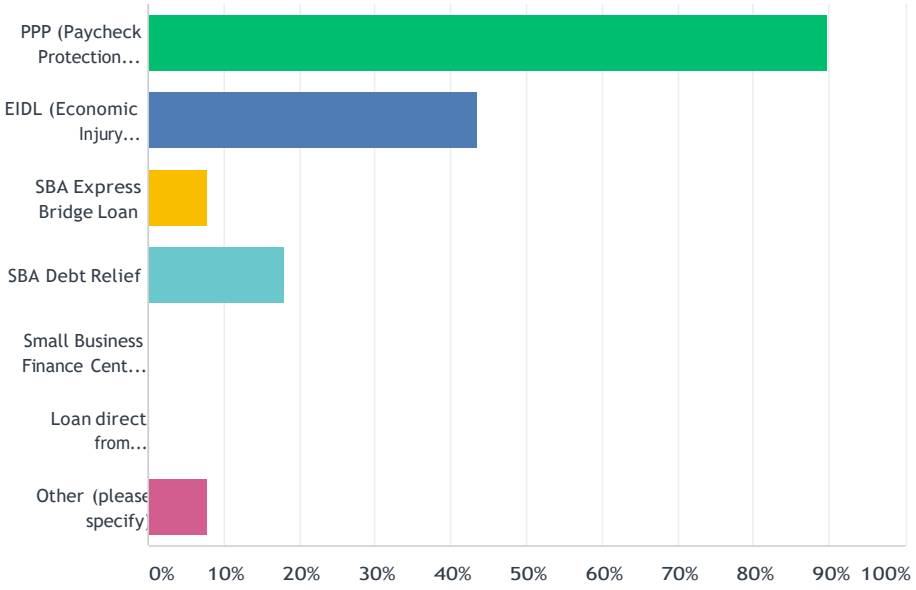
Answered: 41 Skipped: 0



ANSWER CHOICES	RESPONSES	
Less than $10,000	4.88%	2
$10,000 - $30,000	7.32%	3
$30,000 - $50,000	12.20%	5
$50,000 - $100,000	26.83%	11
Over $100,000	48.78%	20
TOTAL		41

Q3 Which of the following financial aid did you apply for? Select all that apply. If you did not apply for any financial aid, skip ahead to question # 5.

Answered: 39 Skipped: 2

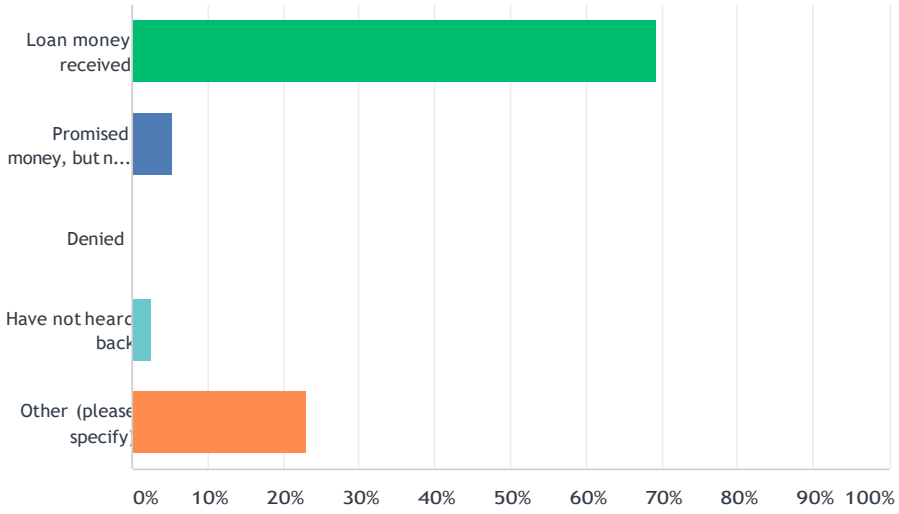


ANSWER CHOICES	RESPONSES	
PPP (Paycheck Protection Program)	89.74%	35
EIDL (Economic Injury Disiaster Loan)	43.59%	17
SBA Express Bridge Loan	7.69%	3
SBA Debt Relief	17.95%	7
Small Business Finance Center (SBFC) Relief Loan via iBank	0.00%	0
Loan direct from bank/lendor	0.00%	0
Other (please specify)	7.69%	3
Total Respondents: 39		

#	OTHER (PLEASE SPECIFY)	DATE
1	credit card with available $3,000. 0% finance charges for 20 months	5/31/2020 8:27 PM
2	None, I am the landlord of 5 tenants. Nothing available for landlords.	5/29/2020 4:52 PM
3	Did not apply for any assistance.	5/29/2020 1:02 PM

Q4 What is your current status for applied loans?

Answered: 39 Skipped: 2

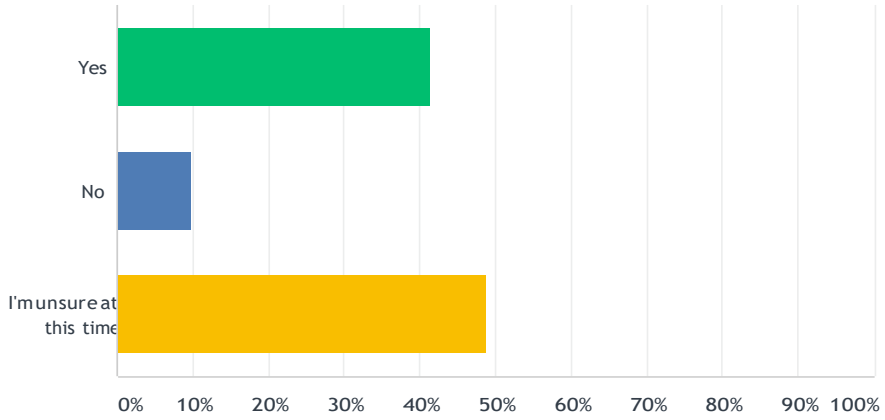


ANSWER CHOICES	RESPONSES	
Loan money received	69.23%	27
Promised money, but not yet received	5.13%	2
Denied	0.00%	0
Have not heard back	2.56%	1
Other (please specify)	23.08%	9
TOTAL		39

#	OTHER (PLEASE SPECIFY)	DATE
1	PPP funded, EIDL in process	6/1/2020 1:57 PM
2	rec'd minimal PPP & EIDL	5/31/2020 8:27 PM
3	We received PPP but have not received any funds from our EIDL application which we submitted in April 8	5/31/2020 8:23 AM
4	None	5/29/2020 4:52 PM
5	both loan money and promised	5/29/2020 1:34 PM
6	received PPP but will not be eligiable to keep much of it, due to the guidelines	5/29/2020 1:32 PM
7	We received PPP loan funding but applied for EIDL on April 8th and have not received any funding as of yet.	5/29/2020 1:27 PM
8	No loans applied for.	5/29/2020 1:02 PM
9	Received the PPP loan	5/29/2020 12:54 PM

Q5 If the City of St. Helena had loan opportunities, would you be interested in applying?

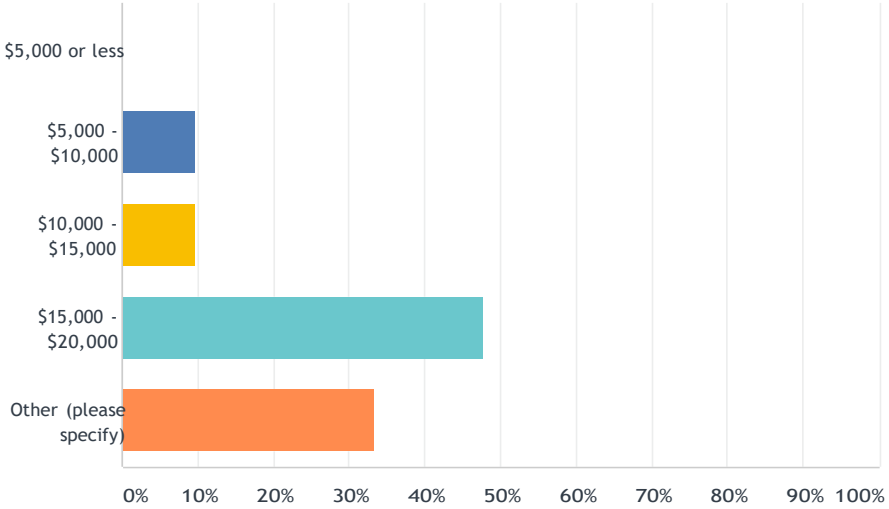
Answered: 41 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	41.46%	17
No	9.76%	4
I'm unsure at this time	48.78%	20
TOTAL		41

Q6 If you answered "yes" to the above question, how much financial aid are you seeking?

Answered: 21 Skipped: 20

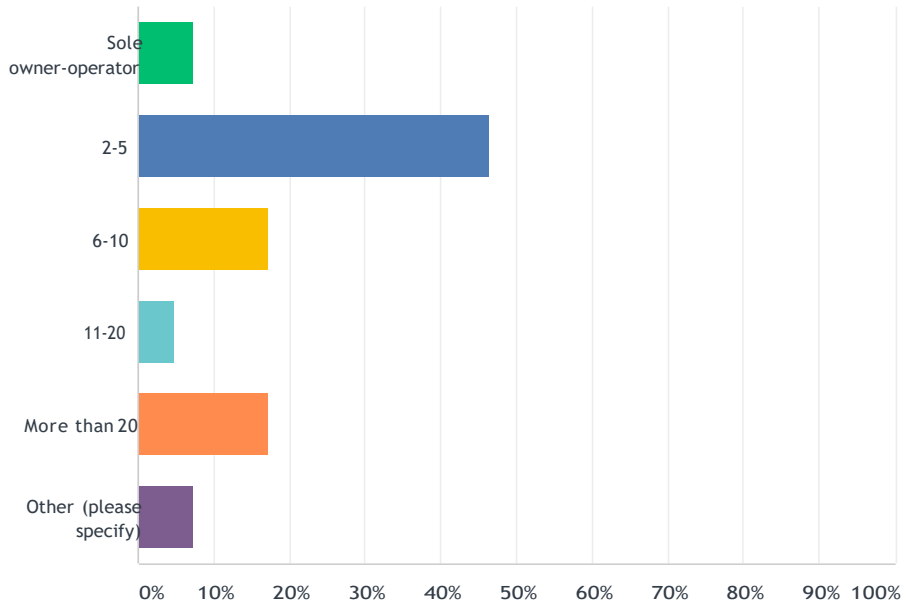


ANSWER CHOICES	RESPONSES	
$5,000 or less	0.00%	0
$5,000 - $10,000	9.52%	2
$10,000 - $15,000	9.52%	2
$15,000 - $20,000	47.62%	10
Other (please specify)	33.33%	7
TOTAL		21

#	OTHER (PLEASE SPECIFY)	DATE
1	Depends on terms	6/1/2020 2:10 PM
2	$150,000	6/1/2020 10:29 AM
3	I'm applying for more from SBA Disaster potential for $100K I lost this amount in revenue for the time frame closed & it doesn't look like sales will near normal any time soon...	5/31/2020 8:27 PM
4	Larger sum - $40 - 60 k.	5/31/2020 3:07 PM
5	would apply for assistance with additional equipment to help us be more open to the public	5/30/2020 6:12 PM
6	tbd	5/29/2020 3:39 PM
7	$250,000 + LOC as a reserve and cushion. I don't have an explicit need for the $ at this moment but my cash reserves have been wiped out and I need a cushion to manage the monthly/seasonal fluctuations.	5/29/2020 3:12 PM

Q7 Pre-COVID, how many total employees did your business employ?

Answered: 41 Skipped: 0

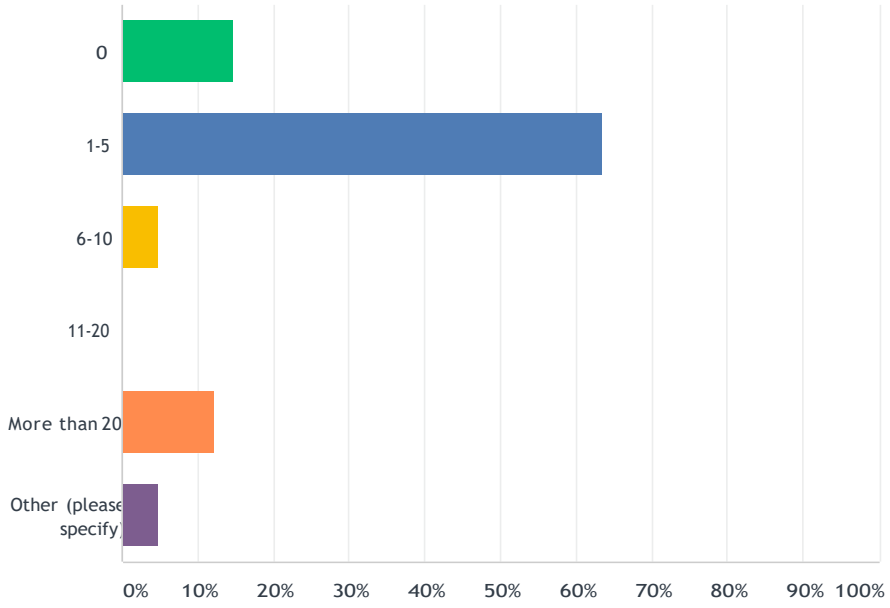


ANSWER CHOICES	RESPONSES	
Sole owner-operator	7.32%	3
2-5	46.34%	19
6-10	17.07%	7
11-20	4.88%	2
More than 20	17.07%	7
Other (please specify)	7.32%	3
TOTAL		41

#	OTHER (PLEASE SPECIFY)	DATE
1	42	6/1/2020 10:29 AM
2	50	5/31/2020 3:07 PM
3	93 people	5/29/2020 1:02 PM

Q8 How many of your employees are at risk of unemployment and/or layoffs as a result of the Coronavirus/COVID-19?

Answered: 41 Skipped: 0

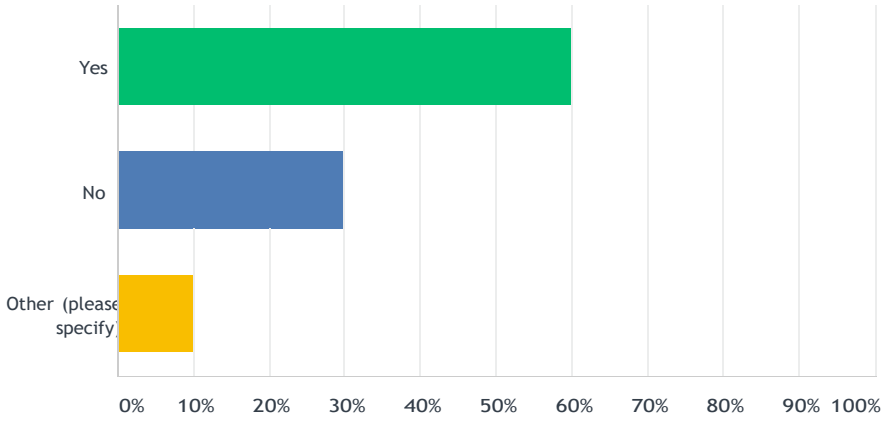


ANSWER CHOICES	RESPONSES	
0	14.63%	6
1-5	63.41%	26
6-10	4.88%	2
11-20	0.00%	0
More than 20	12.20%	5
Other (please specify)	4.88%	2
TOTAL		41

#	OTHER (PLEASE SPECIFY)	DATE
1	The only employees that have not returned have chosen to stay home for various reasons - broken hand, new baby, taking care of kids, moved, etc.	6/5/2020 10:43 AM
2	We did not lay off any employees but lost 3 due to having to move away because of Covid	5/29/2020 1:15 PM

Q9 The City of St. Helena will be pursuing a potential federal CDBG grant. This program, if authorized, is intended to aid in keeping low to median income individuals employed. Applicants would have to prove they've used funds to aid in keeping jobs for those individuals. For every $35,000 given, one job must be kept/saved.If the City was awarded the grant, it would create a loan program with low interest, and manageable payoff terms. If approved, it would take approximately 60 days to receive monies.With additional information, would you be interested in applying?

Answered: 40 Skipped: 1

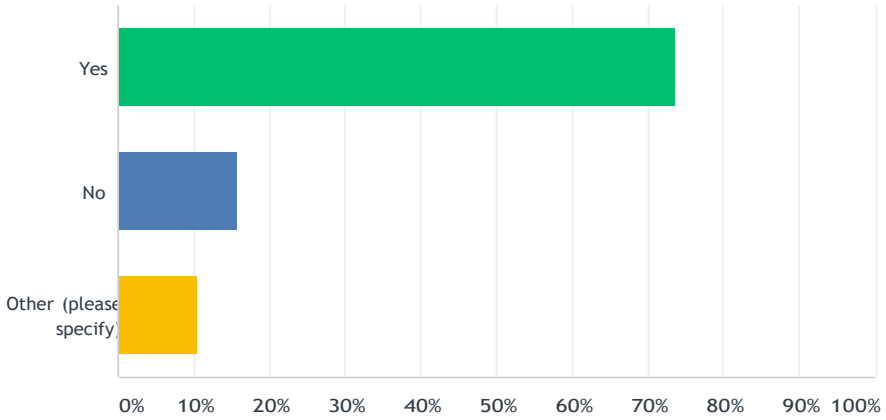


ANSWER CHOICES	RESPONSES	
Yes	60.00%	24
No	30.00%	12
Other (please specify)	10.00%	4
TOTAL		40

#	OTHER (PLEASE SPECIFY)	DATE
1	Unsure, company based in wyoming	6/1/2020 1:30 PM
2	not sure	5/29/2020 3:49 PM
3	I would have to see the terms before I give an answer	5/29/2020 1:53 PM
4	maybe	5/29/2020 12:26 PM

Q10 The City of St. Helena City Council will consider approval of a COVID-19 business assistance loan program on June 9th. It is intended that this loan be little to no interest or use restrictions, manageable payoff terms, and monies available within 30 days.Would you be interested in applying for this loan?

Answered: 38 Skipped: 3

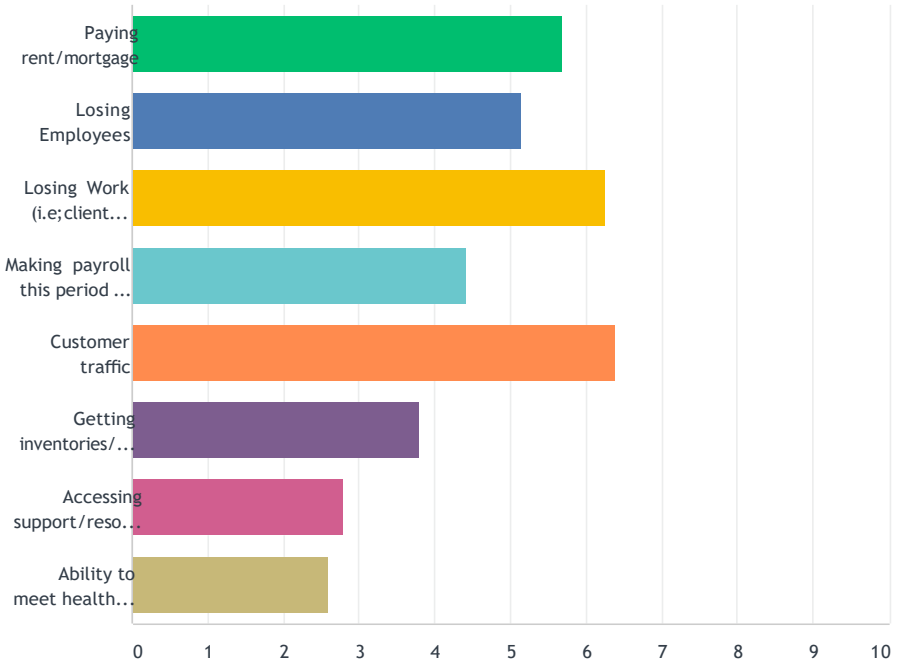


ANSWER CHOICES	RESPONSES	
Yes	73.68%	28
No	15.79%	6
Other (please specify)	10.53%	4
TOTAL		38

#	OTHER (PLEASE SPECIFY)	DATE
1	Unsure, company based in wyoming	6/1/2020 1:30 PM
2	Undecided at this point, but this could be a very valuable service for many others in town.	5/30/2020 3:40 PM
3	not sure	5/29/2020 3:49 PM
4	the funds as a loan will not work... we do not make a profit each month and rely on donations to keep the theater open. Only funds without a payback would be of interest to the Cameo	5/29/2020 1:15 PM

Q11 Please rank which of the following you are most concerned about, with 1 being your highest concern and 8 your lowest.

Answered: 40 Skipped: 1



	1	2	3	4	5	6	7	8	TOTAL	SCORE
Paying rent/mortgage	27.03% 10	18.92% 7	13.51% 5	13.51% 5	8.11% 3	8.11% 3	2.70% 1	8.11% 3	37	5.68
Losing Employees	8.57% 3	20.00% 7	25.71% 9	5.71% 2	17.14% 6	14.29% 5	2.86% 1	5.71% 2	35	5.14
Losing Work (i.e; clients, projects, sales)	27.78% 10	27.78% 10	11.11% 4	16.67% 6	13.89% 5	0.00% 0	0.00% 0	2.78% 1	36	6.25
Making payroll this period and beyond	0.00% 0	5.41% 2	16.22% 6	29.73% 11	21.62% 8	18.92% 7	5.41% 2	2.70% 1	37	4.41
Customer traffic	30.77% 12	17.95% 7	23.08% 9	17.95% 7	7.69% 3	2.56% 1	0.00% 0	0.00% 0	39	6.38
Getting inventories/supplies	5.26% 2	0.00% 0	10.53% 4	13.16% 5	21.05% 8	31.58% 12	10.53% 4	7.89% 3	38	3.79
Accessing support/resources to adhere to health guidelines	2.70% 1	5.41% 2	2.70% 1	5.41% 2	2.70% 1	13.51% 5	56.76% 21	10.81% 4	37	2.78
Ability to meet health guidelines	5.41% 2	10.81% 4	2.70% 1	0.00% 0	5.41% 2	5.41% 2	16.22% 6	54.05% 20	37	2.59

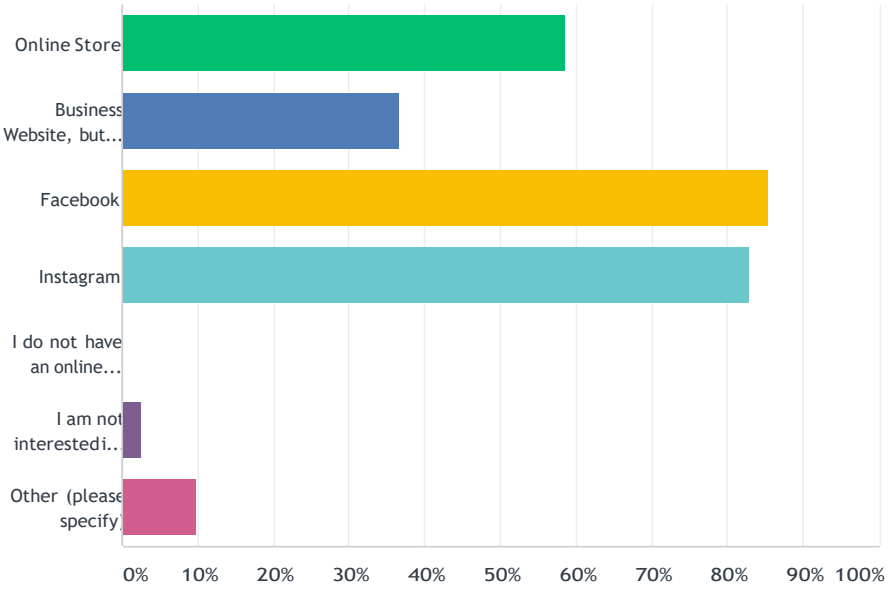
Q12 Are there any other major concerns your business has not listed in question 9? If so, please specify.

Answered: 9 Skipped: 32

#	RESPONSES	DATE
1	We are concerned over our accounts going out of business. Wineries, airports, retail stores are our customers.	6/2/2020 11:42 AM
2	Opening more wineries to allow weddings My friend is a "Wedding Detailor" and her jam packed calendar was canceled due to Covid-19. She has many couples ready to jump on the possibility of having their dream wedding after all. It could be a temporary permit & would draw some quality business to our towns	5/31/2020 8:27 PM
3	We are a public space (church) and would like assistance/guidance on how to be safely available to the general public	5/30/2020 6:12 PM
4	Rent Abatement	5/29/2020 3:39 PM
5	No, This to shall pass but as a small business we need to be bale to get through the next 12 months where we can hope to return to normal by the start of next season. 2021.	5/29/2020 3:12 PM
6	What business will look like 6, 12, 18, 24, 36 months from now.	5/29/2020 1:53 PM
7	Street project clarity	5/29/2020 1:34 PM
8	Next year's Sidewalk replacement project and it's effect on traffic coming to St. Helena	5/29/2020 1:32 PM
9	We will be one of the last businesses to open. ..my concern is all of the above in #11	5/29/2020 1:15 PM

Q13 What is your online presence? Select all the apply.

Answered: 41 Skipped: 0

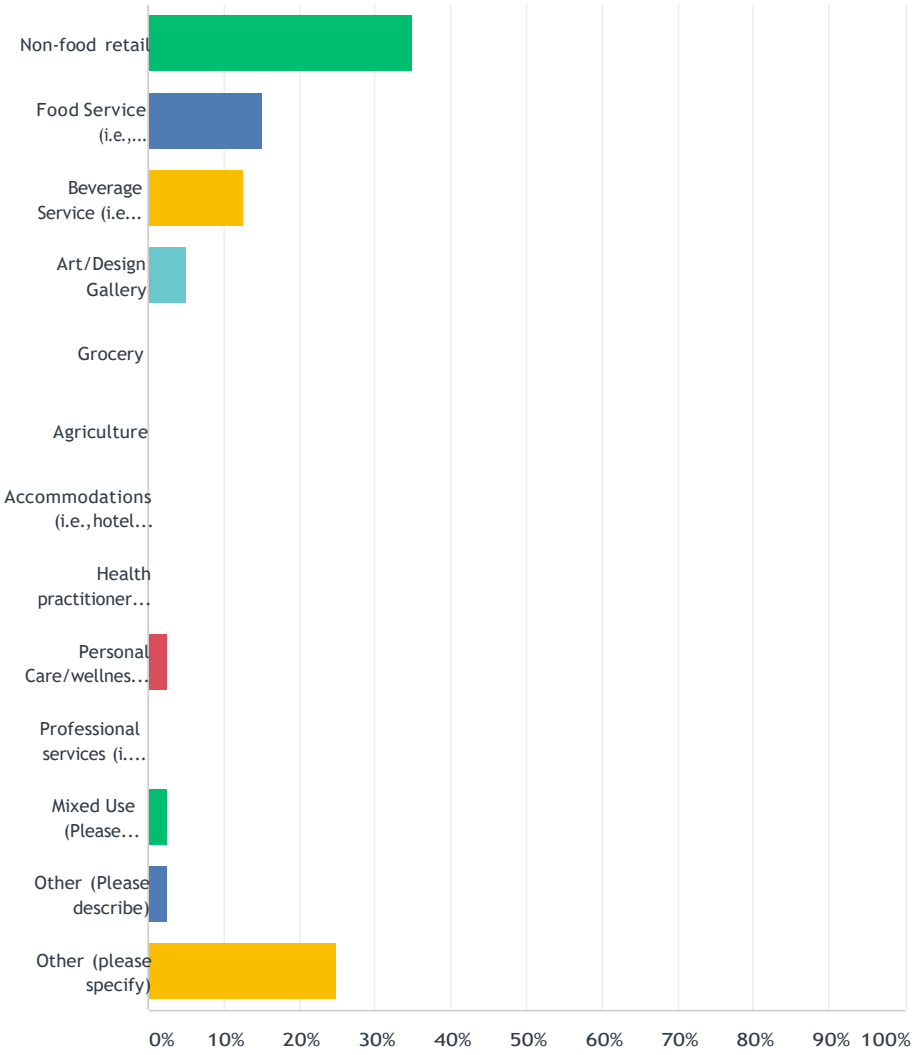


ANSWER CHOICES	RESPONSES	
Online Store	58.54%	24
Business Website, but no products/services listed	36.59%	15
Facebook	85.37%	35
Instagram	82.93%	34
I do not have an online presence, but am interested in assistance to develop one	0.00%	0
I am not interested in having an online presence	2.44%	1
Other (please specify)	9.76%	4
Total Respondents: 41		

#	OTHER (PLEASE SPECIFY)	DATE
1	UPGRADE Instagram & Facebook presence & relevance	5/31/2020 8:27 PM
2	online worship services and spiritual formation programs	5/30/2020 6:12 PM
3	our website lists or programs and resources. We amplify updates on emergency resources and activities by pushing out a weekly online newsletter "The Weekly Wrinkle"	5/30/2020 8:00 AM
4	on line reservations	5/29/2020 3:49 PM

Q14 What is your type of business?

Answered: 40 Skipped: 1



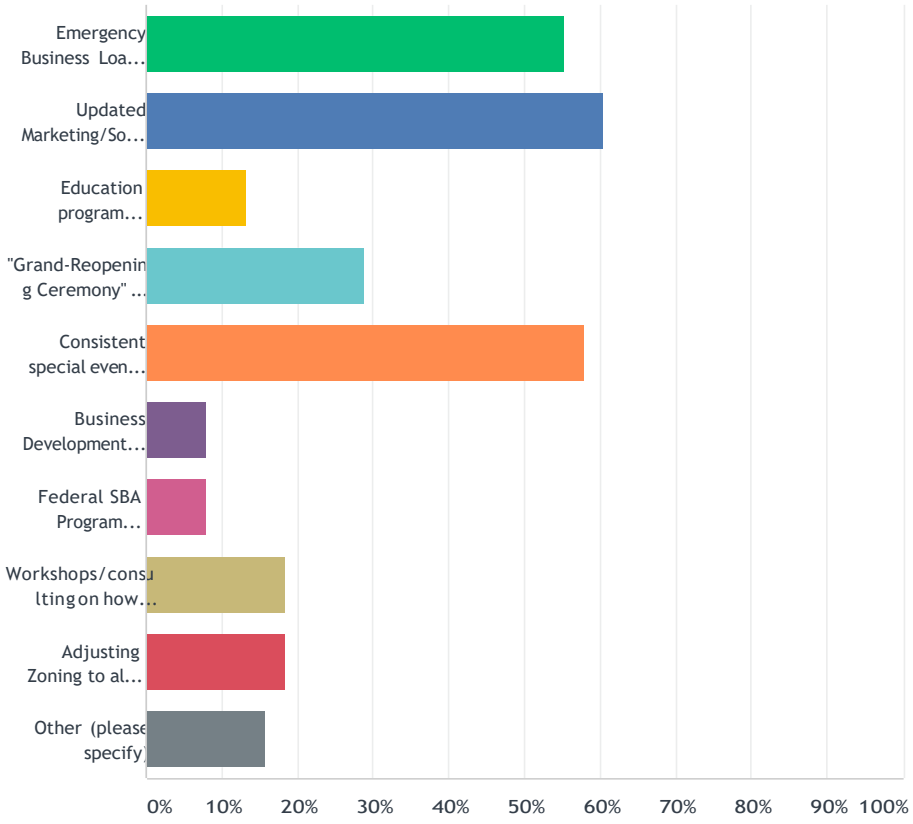
St. Helena Business Needs Assessment

ANSWER CHOICES	RESPONSES	
Non-food retail	35.00%	14
Food Service (i.e., restaurant, bar, cafe)	15.00%	6
Beverage Service (i.e., tasting room, wine bar, bar with no food)	12.50%	5
Art/Design Gallery	5.00%	2
Grocery	0.00%	0
Agriculture	0.00%	0
Accommodations (i.e., hotel, motel, inn, bed and breakfast)	0.00%	0
Health practitioner/ healthcare	0.00%	0
Personal Care/wellness (i.e., salon, spa, fitness)	2.50%	1
Professional services (i.e., banking, legal, design, real estate)	0.00%	0
Mixed Use (Please describe)	2.50%	1
Other (Please describe)	2.50%	1
Other (please specify)	25.00%	10
TOTAL		40

#	OTHER (PLEASE SPECIFY)	DATE
1	we are a manufacturer, wholesaler and retailer	6/2/2020 11:42 AM
2	Food Retail	6/1/2020 1:31 PM
3	Health Club and Day Spa	5/31/2020 3:07 PM
4	Retail jewelry	5/31/2020 8:23 AM
5	church	5/30/2020 6:12 PM
6	Rianda House is a Senior Activity Center, and a 501 c3 non-profit organization	5/30/2020 8:00 AM
7	Motel	5/29/2020 3:49 PM
8	Retail jewelry store	5/29/2020 1:27 PM
9	movie theater	5/29/2020 1:15 PM
10	Winery	5/29/2020 12:05 PM

Q15 What resources would be necessary for your business in order to recover from the economic impact of COVID-19? Select all that apply.

Answered: 38 Skipped: 3



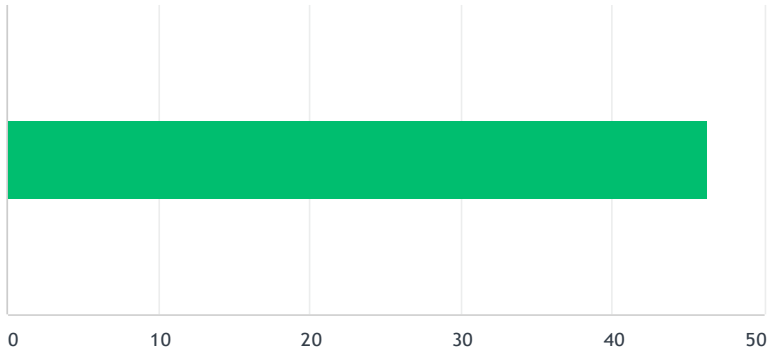
St. Helena Business Needs Assessment

ANSWER CHOICES	RESPONSES	
Emergency Business Loan Program (low to 0% interest)	55.26%	21
Updated Marketing/Social Media campaign promoting your business	60.53%	23
Education program focusing on Business Strategy	13.16%	5
"Grand-Reopening Ceremony" or similar event assistance	28.95%	11
Consistent special events to encourage foot traffic	57.89%	22
Business Development advisement and direction on accessing resources	7.89%	3
Federal SBA Program Education	7.89%	3
Workshops/consulting on how to utilize technology	18.42%	7
Adjusting Zoning to allow for expanded commercial use in outside spaces	18.42%	7
Other (please specify)	15.79%	6
Total Respondents: 38		

#	OTHER (PLEASE SPECIFY)	DATE
1	If you are going to do special events - PLEASE do not bring in food trucks - foot traffic does nothing for restaurants unless people are encouraged to GO to the restaurants. A booth at an event is not easy either because then you need to come up with the staff to send to the booth.	6/5/2020 10:43 AM
2	We need to drive tourism as soon as possible. While locals are very supportive, they are only a portion of our business.	6/1/2020 1:31 PM
3	variance on outdoor noise ordinances since we will have to conduct worship services outdoors	5/30/2020 6:12 PM
4	Do not add more competition to an already vulnerable marketplace. No more redundant business models permitted (wineries, tasting rooms, jewelry stores, art galleries)	5/29/2020 3:39 PM
5	Help with landlords. Our rents are crazy high and it used to be some what doable, but we dont see being back on that level anytime soon and rent is an issue. We have so many open fronts downtown already, Im scared our restaurant will become one of them	5/29/2020 1:19 PM
6	We are a non-profit music festival that presents small concerts indoors at wineries. We will need to look at presenting concerts outdoors to allow social distancing which will require higher expenditure on staging equipment to direct the sound and make the quality acceptable. It is a difficult time!	5/29/2020 12:55 PM

Q16 Please rate the level of support/relief you are receiving from your landlord.

Answered: 37 Skipped: 4



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	46	1,709	37
Total Respondents: 37			

St. Helena Business Needs Assessment

#		DATE
1	65	6/5/2020 10:43 AM
2	100	6/3/2020 3:06 PM
3	100	6/2/2020 11:42 AM
4	29	6/1/2020 2:10 PM
5	1	6/1/2020 1:57 PM
6	0	6/1/2020 1:31 PM
7	23	6/1/2020 1:30 PM
8	13	6/1/2020 12:47 PM
9	7	6/1/2020 10:29 AM
10	25	5/31/2020 8:27 PM
11	99	5/31/2020 3:07 PM
12	0	5/31/2020 8:23 AM
13	0	5/30/2020 6:12 PM
14	29	5/30/2020 3:40 PM
15	100	5/30/2020 8:00 AM
16	50	5/29/2020 8:06 PM
17	100	5/29/2020 4:52 PM
18	100	5/29/2020 3:49 PM
19	100	5/29/2020 3:39 PM
20	68	5/29/2020 3:12 PM
21	41	5/29/2020 3:02 PM
22	9	5/29/2020 2:27 PM
23	41	5/29/2020 1:52 PM
24	50	5/29/2020 1:34 PM
25	100	5/29/2020 1:32 PM
26	0	5/29/2020 1:27 PM
27	51	5/29/2020 1:19 PM
28	17	5/29/2020 1:15 PM
29	3	5/29/2020 1:14 PM
30	100	5/29/2020 1:02 PM
31	11	5/29/2020 12:55 PM
32	50	5/29/2020 12:54 PM
33	0	5/29/2020 12:31 PM
34	22	5/29/2020 12:26 PM
35	12	5/29/2020 12:20 PM
36	94	5/29/2020 12:02 PM
37	99	5/29/2020 11:58 AM

Q17 What additional needs or barriers is your business experiencing?

Answered: 16 Skipped: 25

#	RESPONSES	DATE
1	people are not coming to the napa valley as wineries are still closed. until things are open again, traffic will be down. We are also trying to navigate the fact that people love to smell and sample our products and we can no longer do that with covid precautions.	6/2/2020 11:42 AM
2	Overcoming consumer fears of returning to dine-in establishments.	6/1/2020 2:10 PM
3	Built-in annual rent increases regardless of annual revenue and expenses	6/1/2020 1:57 PM
4	Lack of customers.	6/1/2020 1:31 PM
5	We need the City support and ordination with business owners.	6/1/2020 10:29 AM
6	More foot traffic	5/31/2020 8:27 PM
7	Waiting for Phase 3 of Governor Newsom's plan.	5/31/2020 3:07 PM
8	Rehiring employees when unemployment is paying them more!	5/30/2020 3:40 PM
9	Our business product is educating, inspiring, and connecting older adults and their loved ones though our delivery of weekly programs and activities, and resource referrals. We are currently now doing that virtually, it's not the same, but we are doing it. A challenge we face is wrangling with the digital divide between those with, and without technological capacity (training, WiFi, and gear). To ensure ample coverage and connections, our messaging must be delivered through the mail, handouts, radio as well as online blasts. An emerging barrier will be addressing public (especially older adults) fear and concern about when will it truly be safe to visit stores, restaurants etc., and what guidelines are being enforced to ensure public safety, now in for months to come.	5/30/2020 8:00 AM
10	Outdated merchandise due to being closed for 2 months. Employee has moved out of area.	5/29/2020 1:32 PM
11	Lack of local housing to get a for employees, trying to convince them all to continue to drive here from as far as Cordeilla	5/29/2020 1:19 PM
12	limited attendance restrictions.	5/29/2020 1:15 PM
13	We will have no income in 2020 other than donations. We have a small reserve which will keep us going through this year. We provide outreach activities for all ages in St. Helena which have had to be cut but we have turned them into virtual concerts.	5/29/2020 12:55 PM
14	Resources for web-based sales development; photographers, website builders, social media consultants, copy writers, etc.	5/29/2020 12:26 PM
15	We are now two months behind in rent. We have had some sales but not enough to pay bills and bring on any employees.	5/29/2020 12:02 PM
16	no foot traffci	5/29/2020 11:58 AM

Q18 In what other ways could the City of St. Helena support your business recovery?

Answered: 21 Skipped: 20

#	RESPONSES	DATE
1	Promote this City as OPEN for business and look for ways to bring back business. This Main St is going to look deserted, so look for ways to bring businesses into our City.	6/3/2020 3:06 PM
2	include lower main street where we are in the Saint Helena shopping district	6/2/2020 11:42 AM
3	Get tourist here. Locals are not enough.	6/1/2020 2:10 PM
4	Make it more affordable for new and existing businesses to operate on Main Street before there is nobody left	6/1/2020 1:57 PM
5	Progressive ways and thinking, LEADERSHIP. BUILD THAT HOTEL ON ADAMS STREET!!! WHY ARE WE SO AFRAID OF THAT?	6/1/2020 12:47 PM
6	Financial support, Parking availability, Utilities discounts etc.	6/1/2020 10:29 AM
7	Ask all shops to stay open until 8:pm one night a week in the month of August ...Have raffle prize ticket given for each purchase made during "after-hours" each night	5/31/2020 8:27 PM
8	Clear strategy balancing safety risks and need for tourism to support the local economy.	5/31/2020 3:07 PM
9	Let's have a big Sidewalk SALE!!! when it is safe and appropriate of course.	5/30/2020 3:40 PM
10	Ensure business provide best practice safety precautions by ensuring guidelines are being met, gatherings are minimized, adhere to strict safety codes and PPE equipment is easily available.	5/30/2020 8:00 AM
11	a no interest loan to get business back on its feet. i received no unemployment and have had zero income for 2.5 months. i have not been allowed to go back to work yet.	5/29/2020 8:06 PM
12	Postpone the landscape project on Main st. Businesses can not afford more shutdowns this year.	5/29/2020 4:52 PM
13	Pass a resolution sheltering tenants from landlords or providing rent assistance in some form.	5/29/2020 3:39 PM
14	Make sure that everyone knows who is open now... and when we all open, shout it from the rooftops!!!	5/29/2020 1:34 PM
15	Drive traffic to St. Helena	5/29/2020 1:32 PM
16	The city could actively engage in trying to materially help existing Main Street businesses survive by instituting programs such as the zero interest loans, grants, and other actual financial assistance to help weather not only the immediate storm of trying to reopen but the larger and longer issue of maintaining through what will undoubtedly be a slow recovery.	5/29/2020 1:27 PM
17	working together on some community events	5/29/2020 1:15 PM
18	Encourage tourist and local traffic	5/29/2020 1:14 PM
19	Keep marketing campaign promoting that businesses are open	5/29/2020 12:26 PM
20	I think this is a great start. We need to all come together and help each store make it.	5/29/2020 12:02 PM

Report to the City Council
Regular City Council - 09 Jun 2020

Agenda Section: **NEW BUSINESS**

Subject: **Consideration of Initiative Measure Prohibiting Hotel/Motel Development on Public Land Located at the Corner of Library Lane and Adams Street**

CEQA Determination: **Not a CEQA project. Environmental review of a voter petition-initiated measure is not required. Tuolumne Jobs & Small Business Alliance v. Superior Court (City of Sonora), (2014) 59 Cal. 4th 1029**

Prepared By: Kara Ueda, City Attorney

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On January 6, 2020, a proponent of the self-titled "Public Property Protection Act" submitted a notice of intent to circulate a petition to qualify it as a local initiative measure. The Elections Code requires the City Attorney to prepare a title and summary of the measure within 15 days from the date of submission. Upon receipt of the title and summary from the City Clerk, the initiative proponent must publish the notice of intent, title and summary and may then begin circulating the initiative measure petition for signatures by the City's registered voters. An initiative proponent has 180 days from the date of receipt of the title and summary to file a signed petition with the elections official (the City Clerk) in proper format and containing sufficient verified signatures to qualify the measure (10% of the City's registered voters).

The City Clerk transmitted the City Attorney's title and summary for the proposed measure to the initiative proponent on January 21, 2020. The impartial title of the proposed initiative measure provided by the City Attorney is an "Initiative Measure Prohibiting Hotel/Motel Development on Public Land Located at the Corner of Library Lane and Adams Street." After receiving the title and summary, the initiative proponent provided proof of publication to the City Clerk.

On May 6, 2020, the initiative proponent timely filed with the City Clerk's office a petition containing 523 signatures. After accepting the signed petition for filing, the City Clerk reviewed it for technical compliance with the Elections Code, as is her duty. Her review found three instances where the petition did not comply with all technical requirements of the Elections Code. Specifically, the blank box on the right side of the signatures appears to be between 3/4 and 7/8 of an inch wide, but Elections Code Section 100 requires it to be 1 inch in width. The petition lacked the disclosure of a "top funders" list, a new requirement under Elections Code sections 101 and 107 which applies to major donors (contributors of $50,000 or more) that were not involved in this effort. Lastly, the word "public" is misspelled "pu**c**lic". However, the City Clerk, in consultation with the City Attorney, determined that these technical errors would not render the petition fatally defective. Rather, the petition would likely be deemed to be in "substantial compliance" with the Elections Code and therefore legally sufficient as to form.

The "substantial compliance" doctrine provides that technical defects in an initiative petition do not invalidate the petitions provided that the petitions are in "substantial compliance" with statutory or constitutional requirements. The court's main concern in evaluating an initiative petition with a purported defect is determining whether "the purpose of the technical requirement is frustrated by the defective form of the petition." *Nelson v. Carlson* (1993) 17 Cal.App.4th 732, 737.

After completing the technical review, the City Clerk on May 15, 2020 transmitted the signed petition to the Napa County Registrar of Voters to verify the number of valid signatures in the petition. The Registrar of Voters provided a verification certificate to the City Clerk on May 26, 2020. The Registrar of Voters reviewed all 523 signatures, determined that 189 were sufficient, 334 were insufficient, and 34 were duplicates. In order to qualify for the ballot, the petition must be signed by 10% of the City's registered voters, or not less than 344 registered voters. Therefore, the County Registrar of Voters recommended that the petition did not qualify for the ballot.

However, the City Clerk learned through further discussion that the Registrar of Voters had determined 229 signatures to be invalid because the person signing the petition did not include the name of the City. This is a technical violation of Elections Code section 9020, which requires the printed name, signature, street address *and city or unincorporated community* of the voter singing the petition. However, despite the lack of a "City" reference in these 229 signature blocks, the Registrar of Voters was nonetheless able to verify each of them against voter records and confirm that these 229 signers were, in fact, registered voters in the City of St. Helena. Therefore, upon the advice of the City Attorney, the City Clerk has determined that these 229 signatures were valid under the doctrine of "substantial compliance" because none of these technical errors in the petition frustrated the purpose of the Elections Code requirements to which they related. As a result, the City Clerk has determined that the petition contained 418 valid signatures of St. Helena voters (the 189 originally confirmed signatures combined with the 229 additional signatures). This means that the initiative petition has qualified for the ballot.

After making this determination, the City Clerk sent a letter to the initiative proponent on May 28, 2020, setting forth information concerning the Registrar of Voters' recommendation and the City Clerk's determination.

DISCUSSION

A. The Proposed Initiative Measure

The proposed initiative measure, if adopted by a majority of the voters voting on the measure in St. Helena, would protect in perpetuity from any hotel or motel development the 5.6 acres of land owned by the City at the corner of Library Lane and Adams Street, adjacent to the library and commonly referred to as the "Adams Street property."

The purpose of an initiative measure is to enact a law that could, if the City Council desires, be enacted outright rather than placed on the ballot. This proposed initiative measure would not amend the City's General Plan or the Zoning Code. Neither does it give the City Council the authority to implement it by enacting any necessary ordinances or policies. Thus, it is unclear how specifically the measure's intent would be effectuated. If adopted by the voters, the City Council would not be permitted to amend the language as any subsequent amendment to the measure would require a further vote of the people.

B. City Council's Options

Elections Code section 9215 provides that the City Council has three options when a proposed initiative measure has qualified for the ballot, as follows:

1. Adopt the proposed initiative measure, as written, at this regular city council meeting, or no later than 10 days after this meeting.

2. Submit the proposed initiative measure, as written, to the voters at the next regular municipal election occurring at least 88 days after submission. The City's next regular municipal election (when Council members are up for election) occurring at least 88 days later is November 3, 2020.

3. Direct City staff to prepare an impartial and informational report analyzing the impact of the proposed initiative measure. Under Elections Code section 9212, the report may include any or all of the following:

   1. Its fiscal impact.
   2. It's effect on the internal consistency of the City's general and specific plans, including the housing element, the consistency between planning and zoning, and the limitations on City actions under Government Code section 65008 and Government Code sections 65913 and 65915 et seq.

3. Its effect on the use of land, the impact on the availability and location of housing, and the ability of the City to meet its regional housing needs.
4. Its impact on funding for infrastructure of all types, including, but not limited to, transportation, schools, parks, and open space. The report may also discuss whether the measure would be likely to result in increased infrastructure costs or savings, including the costs of infrastructure maintenance, to current residents and businesses.
5. Its impact on the community's ability to attract and retain business and employment.
6. Its impact on the uses of vacant parcels of land.
7. Its impact on agricultural lands, open space, traffic congestion, existing business districts, and developed areas designated for revitalization.
8. Any other matters the City Council requests to be in the report.

If the City Council directs staff to prepare an impact report under 3. above, City staff must present the report not later than thirty (30) days after the City Council orders it. If the City Council chooses this option, Elections Code section 9215 provides that at the time the report is presented to the City Council, the City Council would then be presented with the first two options: either adopt the proposed initiative measure as written or place the proposed initiative measure on the ballot within 10 days.

FISCAL IMPACT

There would be no immediate fiscal impact related to adopting the initiative measure as written or by directing staff to return within 10 days with a resolution calling the election. If the City Council places the measure on the November ballot, the City would incur an additional cost of holding an additional election. However, this cost would presumably be less than if the item were to appear at a separate special election called solely for this measure. If the City Council directs City staff to prepare an impact report, the City would incur additional time on the part of City staff and the City Attorney to complete that report.

RECOMMENDED ACTION

Direct staff to prepare a report on the proposed initiative measure's impacts pursuant to Elections Code section 9215.

ATTACHMENTS

Initiative Measure to be Submitted to Voters
County Registrar of Voters Clerk's Certificate to Initiative Petition
CITY CLERK CERTIFICATE OF SUFFICIENCY OF PETITION

PUBLIC PROPERTY PROTECTION ACT

The People of the City of Saint Helena do ordain as follows:

The 5.6 acres of public land at the corner of Library Lane and Adams Street (parcel #009-150-006, adjacent to the library and commonly referred to as the Adams Street property) shall be protected in perpetuity from hotel/motel development of any kind.

This is a simple YES vote if you want to protect the Adams Street property from hotel/motel development or a NO vote if you do not want to protect the property from hotel/motel development. This initiative will have no measurable fiscal impact on either the citizens or the City of Saint Helena.

CLERKS CERTIFICATE TO INITIATIVE PETITION

I John Tuteur, Registrar of Voters of the County of Napa, State of California, hereby certify:

that the Initiative Measure Prohibiting Hotel/Motel Development On Public Land Located At The Corner Of Library Lane And Adams Street was filed with this office on May 15, 2020.

That each section contains signatures purporting to be the signatures of qualified electors of the City of Saint Helena.

That attached to each section of this petition at the time it was filed was an affidavit of the person who solicited the signatures, and also containing the dates between which the purported qualified electors signed this petition;

That the affiant stated his or her own qualifications, that he or she had solicited the signatures upon that section, that all of the signatures were made in his or her presence and that to the best of his or her knowledge and belief each signature to that section was the genuine signature of the person;

That upon the request of the City Clerk of the City of Saint Helena, with whom the proponent filed this petition, we tabulated the number of valid signatures by examining the records of registration in the City of Saint Helena, current and in effect at the respective dates of such signing, to determine what number of qualified electors signed the petition, and from that examination it has been determined;

1.	Number of sections	177
2.	Number of unverified signatures filed (raw count)	523
3.	Number of signatures verified	523
	a. Number of signatures found **sufficient**	189
	b. Number of signatures found **not sufficient**	334
	c. Number of duplicate signatures	34

Because 344 valid signatures were required for the petition to qualify, it is our recommendation that the petition does not qualify for placement before the voters.

In witness whereof, I have hereunto set my hand and affixed by official seal this 26 day of May, 2020.

(seal)

SEAL AFFIXED

John Tuteur
County Clerk and ex-officio Registrar of Voters

CERTIFICATE OF SUFFICIENCY OF PETITION

I, Cindy Tzafopoulos, City Clerk of the City of St. Helena, County of Napa, State of California, hereby certify that:

The petition entitled "Initiative Measure Prohibiting Hotel/Motel Development on Public Land Located at the Corner of Library Lane and Adams Street" was filed with the City Clerk Department on January 6, 2020.

That said petition consists of 177 sections;

That each section contains signatures purporting to be signatures of qualified electors of the City of St. Helena, California;

That attached to this petition at the time it was filed, was an affidavit purporting to be the affidavit of the person who solicited the signatures, and containing the dates between which the purported qualified electors signed this petition;

That the affiant stated his or her own qualification, that he or she had solicited the signatures upon that Section, that all of the signatures were made in his or her presence, and that to the best of his or her own information and belief, each signature to that section was the genuine signature of the person whose name it purports to be;

That after the proponents filed this petition and based on the County of Napa Registrar of Voters' Signature Verification Certificate I have determined the following facts regarding this petition:

1. Total number of signatures filed by proponent raw count:	523
2. Total number of signatures verified:	523
3. Number of signatures found sufficient:	418
4. Number of signatures found insufficient:	105
5. Number of signatures insufficient because of Duplication:	34
6. Total number of signatures required:	344

Based on the above, the petition is deemed to be sufficient.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of St. Helena this 2nd day of June, 2020.

Cindy Tzafopoulos

Cindy Tzafopoulos, City Clerk
City of St. Helena

CITY OF ST. HELENA
Incorporated March 24, 1878
Re-Incorporated May 14, 1889
STATE OF CALIFORNIA

Cindy Tzafopoulos

From: Joan Smith <jasmith342@gmail.com>
Sent: Thursday, June 4, 2020 4:35 PM
To: Public Comment
Subject: [External] Option 2

As a citizen of St Helena I want OPTION 2 placed on the ballot.
Joan Smith
1430 Stockton Street
SH

Sent from my iPhone
Enjoy your gift of today!
Joan

Cindy Tzafopoulos

From: Linda Rose <linda@mgrose.com>
Sent: Thursday, June 4, 2020 2:23 PM
To: Public Comment
Subject: [External] Adams Street

Dear Mayor and City Council,

I really urge you to put the Adams Street initiative forward for a vote in November. And please choose Option 2, to submit the initiative, as written, to the voters.

I feel this is extremely important and the voters need to have their voices heard.

Thank you,
Linda Rose

Cindy Tzafopoulos

From: Lorraine Ruston <rustfamvin@aol.com>
Sent: Thursday, June 4, 2020 3:24 PM
To: Public Comment
Subject: [External] Adams Street initiative

I recommend that the City Council vote to pursue option two as stated below:

2. Submit the proposed initiative measure, as written, to the voters at the next regular municipal election occurring at least 88 days after submission. The City's next regular municipal election (when Council members are up for election) occurring at least 88 days later is November 3, 2020.

thank you,
Lorraine Ruston
2798 Spring St., St. Helena

Cindy Tzafopoulos

From: Lowell Young <young.lowell@gmail.com>
Sent: Thursday, June 4, 2020 4:11 PM
To: TOM BELT
Cc: Public Comment
Subject: Re: [External] June 9, 2020 City Council Agenda Item 11.1

Tom,

Very well articulated.
I notice that you did not mention the sustainable water issue, but that should come up during the discovery phase of the November election.
As you know, The City of St.Helena has already paid over $100.000 to professional water consulting firms that both indicated that St.Helena
is currently overtaxing its water supply. Where will the water come from to serve the Farmstead project and or the new proposed hotel?

Good work,

LOwell Young

On Thu, Jun 4, 2020 at 3:23 PM TOM BELT <tmbelt@comcast.net> wrote:

Dear St. Helena City Council Members,

I'm writing to express my support for city council to vote for option number 2 during the June 9th meeting regarding the Adams Street Hotel Initiative.

The topic of selling all, or a part, of Adams Street for another hotel has been a controversial issue among residents in St. Helena for many years. In the past, each time the city has considered selling Adams St. for a hotel, there has been a large showing of St. Helena residents at city council meetings expressing their opposition to the issue. While at these same meetings no, or very little, public support has been voiced by residents in favor of building a hotel on Adams Street.

Finally, after all the controversial energy has been spent on this issue, one St. Helena resident, through her own effort and expense, gathered enough petition signatures to qualify this matter for an initiative to allow residents to decide. (Consideration should be given to the fact that the petition signatures were successfully obtained during a period of mandatory social distancing due to the Corona-virus.)

Our city now has the opportunity to place this matter on the November 2020 ballot. There is no question about our city needing more revenue, but with current plans for hotels on the Charles Krug and Farmsted properties, does the city really need a third hotel? Add to this, the issue of what to do with the city hall property on Main Street and the issue becomes even more complex.

In conclusion, I'm writing in behalf of my wife and myself to ask our city council to allow the initiative go forward and be placed on the November ballot. Providing St. Helena residents with a choice on this matter is the wisest course of action. To approve the initiative or to

to prepare an "impartial" and informational report to analyze the impact of the proposal will conclude with misgivings and distrust among residents in opposition to city council's final decision.

Respectfully submitted,

Tom and Margot Belt
1520 Hillview Place,
St. Helena, CA

.

Cindy Tzafopoulos

From: Mariam Hansen <wartuhi@comcast.net>
Sent: Thursday, June 4, 2020 3:33 PM
To: Public Comment
Subject: [External] June 9 public comment

Honored Council Members,
This is in regard to the proposed ballot action to allow citizens to vote on whether to build a hotel on the city's Adams Street parcel. This town has been discussing, debating, studying, consulting etc. etc. about this city owned piece of land for 20 years!! I went to the workshops where we put colored dots on images of designs. I went to toomany meetings. Enough already!!! Put it to a vote and be done with it!!

Mariam Hansen

5 San Lucas Court
St. Helena, CA
963-5748

Cindy Tzafopoulos

From: shari harmon <shari.c.harmon@gmail.com>
Sent: Thursday, June 4, 2020 3:24 PM
To: Public Comment
Subject: [External] Adams Street Property

Dear Mayor Ellsworth and City Council Members,

I ask you as one of your constituents to please not deprive me of the opportunity to vote regarding the Adams Street Initiative.

I urge you to select option 2: Submit the proposed initiative measure, as written, to the voters at the next regular municipal election occurring at least 88 days after submission. The City's next regular municipal election (when Council members are up for election) occurring at least 88 days later is November 3, 2020.

It is rather upsetting to me that you would consider doing anything different as that is not true representation if the community.

Thank you for representing me in this matter.

Sincerely,

Shar C. Harmon

1103 Pope St

St. Helena, CA 94574

Cindy Tzafopoulos

From: sharon dellamonica <sharondellamonica@gmail.com>
Sent: Friday, June 5, 2020 10:10 AM
To: Public Comment
Subject: [External] Adams Street Hotel Initiative

Dear St. Helena City Council Members:

I am writing to encourage you to vote for Option #2 during the June 9 meeting regarding the Adams Street Hotel Initiative.

Kind regards,
Sharon Dellamonica
PO Box 653
St. Helena, CA 94574

Cindy Tzafopoulos

From: TOM BELT <tmbelt@comcast.net>
Sent: Thursday, June 4, 2020 3:23 PM
To: Public Comment
Subject: [External] June 9, 2020 City Council Agenda Item 11.1

Dear St. Helena City Council Members,

I'm writing to express my support for city council to vote for option number 2 during the June 9th meeting regarding the Adams Street Hotel Initiative.

The topic of selling all, or a part, of Adams Street for another hotel has been a controversial issue among residents in St. Helena for many years. In the past, each time the city has considered selling Adams St. for a hotel, there has been a large showing of St. Helena residents at city council meetings expressing their opposition to the issue. While at these same meetings no, or very little, public support has been voiced by residents in favor of building a hotel on Adams Street.

Finally, after all the controversial energy has been spent on this issue, one St. Helena resident, through her own effort and expense, gathered enough petition signatures to qualify this matter for an initiative to allow residents to decide. (Consideration should be given to the fact that the petition signatures were successfully obtained during a period of mandatory social distancing due to the Corona-virus.)

Our city now has the opportunity to place this matter on the November 2020 ballot. There is no question about our city needing more revenue, but with current plans for hotels on the Charles Krug and Farmsted properties, does the city really need a third hotel? Add to this, the issue of what to do with the city hall property on Main Street and the issue becomes even more complex.

In conclusion, I'm writing in behalf of my wife and myself to ask our city council to allow the initiative go forward and be placed on the November ballot. Providing St. Helena residents with a choice on this matter is the wisest course of action. To approve the initiative or to
to prepare an "impartial" and informational report to analyze the impact of the proposal will conclude with misgivings and distrust among residents in opposition to city council's final decision.

Respectfully submitted,

Tom and Margot Belt
1520 Hillview Place,
St. Helena, CA

.

Cindy Tzafopoulos

From: Beth Milliken <beth@spottswoode.com>
Sent: Thursday, June 4, 2020 3:40 PM
To: Public Comment
Subject: [External] Adams Street Initiative

To Members of our City Council,

Regarding the Adams Street Initiative, I encourage you to choose Option Two at your June 9th City Council meeting, which reads as follows:

2. Submit the proposed initiative measure, as written, to the voters at the next regular municipal election occurring at least 88 days after submission. The City's next regular municipal election (when Council members are up for election) occurring at least 88 days later is November 3, 2020.

Thank you for your consideration of this request. I believe that it is very important that voters have the time to study the proposed initiative measure in detail.

Very sincerely,

Beth

Beth Novak Milliken
President & CEO
SPOTTSWOODE
SPOTTSWOODE ESTATE VINEYARD & WINERY
1902 Madrona Avenue • St. Helena CA 94574
707/963-0134, x116 • spottswoode.com

Please paws before printing. – Riley

Cindy Tzafopoulos

From: celestenavone@gmail.com
Sent: Thursday, June 4, 2020 2:12 PM
To: Public Comment
Subject: [External] Adams Street

Please choose option 2 to add the initiative to the ballot regarding the Adams Street property. Thank you Celeste Navone

Sent from my iPhone

Cindy Tzafopoulos

From: Christopher Cole <ckcole@comcast.net>
Sent: Friday, June 5, 2020 11:27 AM
To: Public Comment
Subject: [External] Initiative prohibiting hotel development on Adams Street parcel - Choose Option 2

Public Comment for the June 9, 2020, City Council Meeting

RE: Agenda Item 11.1 Initiative Measure Prohibiting Hotel Development at the Adams Street Parcel

Dear Council Members:

This issue has been hotly contested and widely discussed for years. In fact, it may be a decision that you are reluctant to make.

I strongly recommend that you choose Option 2 from the Staff Report and put the initiative measure before the voters at the next regular election.

Let the people of St. Helena decide.

Thank you,

-Christopher Cole
140 Rose Lane
St. Helena CA 94574

ckcole@comcast.net

Cindy Tzafopoulos

From: Elizabeth Green <green05@sbcglobal.net>
Sent: Thursday, June 4, 2020 3:47 PM
To: Public Comment
Subject: [External] Adams Street Initiative

Dear Council Members:

PLEASE:

Submit the proposed initiative measure, as written, to the voters at the next regular municipal election occurring at least 88 days after submission. The City's next regular municipal election (when Council members are up for election) occurring at least 88 days later is November 3, 2020.

Thank you.
Elizabeth Green
St. Helena resident

Cindy Tzafopoulos

From: Charlotte Leighton <charsweb44@gmail.com>
Sent: Saturday, June 6, 2020 3:02 PM
To: Public Comment
Subject: [External] Proposed Initiative Measure - Adam Street Property

I am writing concerning the Adams Street Initiative Measure that will be discussed at the St. Helena City Counsel June 9th meeting.
I urge the Council members to select option TWO out of the three options you will be considering.
Thank you .

Charlotte Leighton
1390 Hasty Court
St. Helena, CA
707-963-4442

Sent from my iPad

Cindy Tzafopoulos

From: Mary Koberstein
Sent: Monday, June 8, 2020 7:40 AM
To: Cindy Tzafopoulos
Subject: Fwd: [External] Adams Street initiative

Another one

Mary Koberstein
St Helena City Council
MKoberstein@cityofsthelena.org
207-542-5035

Begin forwarded message:

From: Debbi Janeck <smithdebbi@icloud.com>
Subject: Fwd: [External] Adams Street initiative
Date: June 7, 2020 at 9:16:02 PM PDT
To: pdohring@cityofsthelena.org, achouteau@cityofsthelena.org, mkoberstein@cityofsthelena.org, dknudsen@cityofsthelena.org

Sent from my iPhone

Begin forwarded message:

From: Debbi Janeck <smithdebbi@icloud.com>
Date: June 7, 2020 at 9:05:48 PM PDT
To: gellsworth@cityofsthelena.org
Subject: Adams Street initiative

Dear Mayor and City Council,

This letter is in reference to the initiative in Adams Street being discussed at the meeting on Tuesday, June 9. On page 3 of the Staff Report under Discussion A where the city attorney states,
"Thus, it is unclear how specifically the measure's intent would be effectuated"
He seems to be raising a question about the initiative.

Steve and I feel strongly that ballot initiatives should not be undertaken or granted lightly. Especially when they effect potential changes in zoning. We think the Council should choose Option 3 and ask for a report before proceeding to put it on the ballot.

Sincerely,

Debbi and Steve Janeck
1378 Inglewood Ave.
St. Helena, CA. 94574

Sent from my iPhone

Cindy Tzafopoulos

From: Ester Akersloot <heliosascarta@gmail.com>
Sent: Friday, June 5, 2020 10:05 PM
To: Public Comment
Subject: [External] Adams Street Initiative

City Council Members meeting June 9th,

Please choose Option 2 of the three options you have for the Adams Street Initiative, which reads as follows: 2. Submit the proposed initiative measure, as written, to the voters at the next regular municipal election occuring at least 88 days after submission. The City's next regular municipal election (when Council members are up for election) occurring at least 88 days later is November 3, 2020.

Thank you.

Sincerely,

Ester Akersloot

Cindy Tzafopoulos

From: Mary Koberstein
Sent: Sunday, June 7, 2020 10:10 AM
To: Cindy Tzafopoulos
Subject: Fwd: [External] Item #11.1 on Tuesday's CC Meeting Agenda-Discussion on Adams Measure

Per previous instruction from Mark, I'm attaching an email to Council that did not copy you.

Mary Koberstein
St Helena City Council
MKoberstein@cityofsthelena.org
207-542-5035

Begin forwarded message:

From: Glenn Goelz <glenngoelz@gmail.com>
Subject: [External] Item #11.1 on Tuesday's CC Meeting Agenda-Discussion on Adams Measure
Date: June 6, 2020 at 11:47:09 AM PDT
To: gellsworth@cityofsthelena.org, Paul Dohring <pdohring@cityofsthelena.org>, achouteau@cityofsthelena.org, Mary Koberstein <mkoberstein@cityofsthelena.org>, David Knudsen <dknudsen@cityofsthelena.org>

City Council Members,

In regards to Item 11.1 on Tuesday's agenda, I support the "Recommended Action" of pursuing Option #3. However, I have the following concerns I would like to raise to you for discussion.

Both Options #1 and #2 relate to the "proposed initiative as written" which I believe is materially deficient. It is completely silent on any potential fiscal impact. On the State propositions I see each year on the ballot, I always see a "Fiscal Impact' statement where the approximate loss of potential revenues or estimated incremental costs are presented to voters. I am not a lawyer, but was under the impression that this was legally required by the State? However, whether it is a legal requirement or not, this ballot measure as written does not give voters a complete understanding of the significant loss of revenues that this could cost the City (one-time revenues of $20M, approx. $3.7M of annual TOT, property and sales taxes, and approx $8M of annual revenues to city merchants).This estimated "lost" revenue is 2x the Farmstead project, and 50% more revenues than the Vineyard Station or Vine Resort projects, with only slightly larger number of rooms and footrprint.

Even under Option #3, if a long thorough staff report is completed, it is unlikely that more than a small number of voting residents will read this report and understand the potential impact of an Adams Street project; hence making the ballot measure itself more complete is even more important. For the record, I highlighted in an article in the online version of The Star that signatures to even put this on the November Ballot were raised based on an inaccurate and misleading statement that there would be no "measurable fiscal impact" to passing this measure, which is patently false. While an exact down to the penny impact cannot be known, the estimates provided by the Task Force are fairly solid.

In addition, in the report it says "Thus, it is unclear how specifically the measure's intent would be effectuated." This makes me concerned as to the exact language that would have to be written into law and what this might look like?

Beyond the points above about this proposed measure, and for the record, this project is key to the Citys' future, not just because of the ability of this project itself to finally put the City on strong financial footing (financed largely by tourists), but also for all the other reasons Geerge David (the Task Force Co-Chair) articulated at last Tuesday evening's meeting.

At a minimum, moving forward on an RFP on Adams would provide more information that would be useful to voters in making their decision on the measure. And if this measure is not approved, we can't afford to lose another five months in moving forward on at least the RFP.

I hope that you will consider the points above.

Respectfully,

Glenn Goelz
McCorkle Avenue

Cindy Tzafopoulos

From: Hollys Horizons <holihshorizons@outlook.com>
Sent: Friday, June 5, 2020 7:06 PM
To: Public Comment
Subject: [External] Request for June 9 Council Meeting

Dear Mayor Ellsworth and City Council Members,

Hoping you and our city staff are staying well, I want to thank you for your ongoing efforts in keeping our great city running as smoothly as possible during this trying time of the ravaging global virus, along with national civil unrest and protesting. Your perceptive and appropriate direction is so important for the health and wellbeing of St Helena and the Valley, and your help in progressing onward is much appreciated.

The purpose of this letter is my urgent concern about the Adams Street Initiative agenda item at Tuesday's June 9th City Council Meeting. I respectfully request the council to choose option 2 of the three options. It reads as follows:

2. Submit the proposed initiative measure, as written, to the voters at the next regular municipal election occurring at least 88 days after submission. The City's next regular municipal election (when Council members are up for election) occurring at least 88 days later is November 3, 2020.

Thank you for your understanding of the importance of St Helenans having a say in the use of this core downtown property with so much personal history to so many.

Respectfully submitted,

Holly Rogers
St Helenan since 1992

Sent from Windows Mail

Cindy Tzafopoulos

From: Leslie Stanton <lesliestan@gmail.com>
Sent: Monday, June 8, 2020 9:10 AM
To: Public Comment
Subject: [External] Please....

.....the Citizens of Saint Helena must be able to vote on such a big issue as selling the Adams Street property. It belongs to the people of Saint Helena. We should be the ones to decide if/how to develop it. A hotel in that location would severely impact a way of life that we revere. There is a reason we choose to live in Saint Helena instead of overly touristed Yountville and Calistoga. They want what we still have, a small town that is community oriented.
Please choose **Option 2** so we can continue to be a liveable town, not a tourist destination.
Thank you, Leslie Stanton

June 9, 2020 Public Comment

Dear City Council,

In reading the list of potential items for analysis should option 3 be selected it becomes clear the only reason you would go down that road is to, yet again, compile information that ***guesstimates*** potential monetary benefits of selling the Adams Street property. If we are going to guess at potential benefits, should we not offset such guesses by also guessing how much property values will decrease for homeowners near the hotel development, what the increase to our public works department will be over time, impact on our water resources and so much more?

The point of the initiative is there are a lot of people who believe NO AMOUNT OF MONEY can justify the sale and exploitation of this property for hotel development. With at least five alternative hotel sites identified within city limits, two of which have already submitted proposals or plans to the City, the TOT argument for selling out Adams Street is a moot point.

One suggestion is to have the City address problems which make it so difficult for people to get projects built here and help get the hotels proposed by Farmstead and Krug/Wine Train done, providing they pass EIRs and demonstrate there's sufficient water to support their projects.

Also, if the City is in such dire financial straights that selling property is absolutely necessary why not look to other assets, particularly those that incur ongoing building maintenance and/or use management, and that don't eliminate irreplaceable open land perfectly situated for community use?

As for effectuation of the initiative, when I met with our city manager Mark Prestwhich to discuss possible ramifications that some people thought the initiative would create he confirmed what my legal council had already determined: It does not require any zoning changes or anything else. It will be effectuated simply by City Council directing Mr. Prestwich to record a restriction on the deed.

I urge you to choose option 2. "There would be no immediate fiscal impact related to adopting the initiative measure as written or by directing staff to return within 10 days with a resolution calling the election."

In the off chance you may have forgotten some of the content of our General Plan, and for those citizens who may never have read the 404 page plan, I have provided sections for review at the end of this letter.

Sincerely,
Nancy Dervin

FINAL- St. Helena 2040 General Plan

chapter one introduction

OUR SUSTAINABLE COMMUNITY

St. Helena will preserve its history while managing change. Its traditions of diversity, citizen involvement, and responsive government will help the City plan for a sustainable future.

- More people who work in town will be able to afford to live in St. Helena in a wide range of innovative, well-designed housing, available for residents of all ages and income levels.
- St. Helena's historic and agricultural character will be honored and protected.
- Expanded arts and cultural activities will continue to enrich community life.
- High-quality schools and education for all ages will continue to be a focus of the community.
- St. Helena's character will be strengthened through innovative design that maintains the scale and character of its existing neighborhoods.
- Public spaces and civic facilities will be available for community gatherings, meeting the social and recreational needs of all ages and interests.

1-14 | ST. HELENA GENERAL PLAN UPDATE 2040

chapter two land use and growth management

2.2 Community Development Framework

Famous for its scenic Napa Valley location, fine wineries, and historic Main Street, St. Helena seeks to protect its small-town, agricultural character through a coordinated approach to growth management and land use planning. The City has developed an Urban Limit Line to control and limit development in order to ensure that prized agricultural and open space lands remain for future generations. In addition, it has crafted a land use designation system that works in tandem with its growth management goals, while allowing for targeted development in key areas and maintaining the character of its existing neighborhoods and central commercial areas. Following are detailed descriptions of the City's land use designations, growth management system, and development capacity.

The increasing pressures to grow caused serious concern in the community during the 1970s and resulted in the creation of a Growth Management System in the late 1970s. Public workshops and a phone survey conducted for the 1993 General Plan Update indicated that the principal land use concern was the rate of growth in the city. The community was generally concerned that there would be a loss of charm and beauty, increased traffic conditions, and an inadequate water supply. For the 2040 General Plan Update, a phone survey, Town Hall meetings, and mail-in survey were conducted and found that the same issues still resonate in the community and addressing concerns regarding traffic congestion, inadequate water supply, and preservation of small-town character remain priorities in St. Helena. Therefore, the City should follow the longstanding philosophy that growth in St. Helena needs to be carefully managed to ensure that

each of these decades-long public concerns are adequately addressed in future land use determinations.
ST. HELENA GENERAL PLAN UPDATE 2040 | 2-3

Chapter seven community design

Adams Street Property Visioning Project

In conjunction with the City of St. Helena's General Plan Update planning process, the City initiated the Adams Street Property Visioning project in October of 2008. The process included several stakeholder interview sessions, consultation with the General Plan Update Steering Committee, and two community workshops. The Adams Street property is a catalytic site with the potential to meet a range of the community's needs, including open space, housing and retail. Building on the community vision and informed by economic feasibility analysis, the Adams Street Property Visioning exercise provided overall vision and specific design direction, establishing a framework for guiding future public and private developments on the site, as well as public improvements, such as community open spaces and streetscape enhancements. Design characteristics outlined in the project exemplify many of the Community Design Element's policies and implementing actions, including new community gathering spaces, preserving important views, green buildings and infrastructure, and an emphasis on bicycle and pedestrian connections. Detailed site master planning will occur when a specific development proposal comes forth for the Adams Street Property.
ST. HELENA GENERAL PLAN UPDATE 2040 | 7-11

Chapter eight open space and conservation

OPEN SPACE FOR OUTDOOR RECREATION

St. Helena seeks to make full use of its open space resources to support public recreation while protecting the integrity of its natural habitats. The City envisions developing a comprehensive, integrated open space system that includes parks, trails and open spaces to serve the needs of residents and visitors. In particular, it also seeks to improve circulation and create opportunities for residents to walk and bicycle safely throughout the City by locating multi-modal trails along river, stream and other water corridors. These corridors are important open space amenities that can provide additional opportunities for public access and recreation.

Developing a multi-modal trail network along stream corridors can enable the City to increase the amount of open space acreage available to residents for outdoor recreation use. It can also provide opportunities to draw attention to the important role that the Napa River and its tributaries play in maintaining a high quality of life in the City. However, ensuring that these are designed and developed to protect critical riparian habitats and species is essential for the City to meet its long-term conservation goals.

The Open Space and Conservation Element contains goals, policies and implementing actions that seek to balance the City's commitment to protecting its natural resources with its desire to expand residents' access to open space amenities. As a complement to the City's open space and conservation policy framework, the Parks and Recreation Element includes detailed descriptions of existing parks and recreational facilities, as well as policies and implementing actions related to their enhancement moving forward.

Cindy Tzafopoulos

From: Nancy Morrell <morrellnancy@gmail.com>
Sent: Friday, June 5, 2020 5:25 PM
To: Public Comment
Subject: [External] Adams St. Hotel Initiative

I am writing to encourage the City Council to vote for Option 2 at the June Mt'g. concerning the Adams St. Hotel Initiative.

I have written letters in the past to the St. Helena Star urging the city to seize a once in a lifetime opportunity to redesign St. Helena around the Adams St. property.
Imagine our town with a center, a town square, a Green, a park/piazza as in Healdsburg and Paso Robles, as in many beautiful towns in the northeast and cities in Europe.

We need a center. Our Main St. is lovely due to its trees, historic design and small scale but it is bisected by a highway that becomes a Main St. for a few blocks. Our park is to the side, almost an afterthought.

Dedicate Main St. mainly to the visitor/tourist. A town center/park will be mainly for the locals but will be so inviting that visitors will gravitate to it.
With two hotels planned for south and north of town perhaps a SMALL Inn would fit into a town square design.

A dedicated local citizen has worked diligently to gather enough signatures to qualify this important matter for an initiative. Please allow this initiative to be placed on the ballot in November so that the community can vote. It is so important for the health and future of our beloved town and those of us who care so deeply about it.

Thank you for your consideration, Nancy Morrell
753 Granada Ct.
963-1442

June 7, 2020

Mayor Geoff Ellsworth, Vice-Mayor Paul Dohring, Council members Koberstein, Chouteau, and Knudsen

We are writing this letter with our comments about item 11.1 on your agenda for the upcoming meeting on June 9th.

We are writing in support of option #3 on this matter. Our reasons for supporting #3 are:

1. The use of the word "perpetuity" in the text of the initiative is a word that in this context has ominous overtones and meaning. The consequences of such a binding or handcuffing of our City government are unknown to any of us.
2. We paid attention to the statement by the City Attorney that it is unclear how the intent of the initiative would be effectuated. This sounds like there would be the possibility of a lot of litigation which is always expensive and divisive.
3. What is being asked in option 3 is to be cautious. To take some to study all the effects this could have on our City. There is a limit of 30 days on that time and this seems entirely fair since if no negative effects are seen the City Council could move forward with option 2.

So, we are asking you to take the cautious option. Please don't bind our City to anything in "perpetuity" that has not been exhaustively investigated.

Pat Dell and Grace Kistner – St. Helena

Cindy Tzafopoulos

From: Richard Seiferheld <seiferheld@me.com>
Sent: Monday, June 8, 2020 9:44 AM
To: Cindy Tzafopoulos
Subject: [External] Public Comment Agenda item 11.1 - Adams St. ballot initiative

Hi Cindy,

Please add my following remarks to the public comment section:

I have previously emailed each City Council member to express my opinion on the three options the Council will be considering with regard to referendum on whether hotel development should be precluded as a development option for the City owned Adams Street parcel. In my email I urged the Council to choose Option 2.

I wish to add some additional thoughts about what I fear will be the Council's likelihood of choosing Option 3. It has been my experience over the years as both a now retired Realtor and an observer of governmental approval processes as relates to development projects within their jurisdiction. Typically the overriding considerations to approve development are the approving body's fiduciary responsibility to its community and "the highest and best use" of the property under consideration. Highest and Best Use is generally defined as: "the reasonably probable and legal **use** of vacant land or an improved property that is legally permissible, physically possible, appropriately supported, financially feasible, and that results in the **highest** value".

In the case of Adams Street, a community owned asset, I do not believe that criteria can be met nor should it be the exclusive basis for development approval. While, the highest monetary value might well be a sale to a private, for profit developer, the question of whether it can be "appropriately supported" rests with the Citizens of St. Helena. The ballot initiative offers the voters of St. Helena an opportunity to express whether or not they support such use. Without that support, the "highest and best use" argument fails to meet one of its essential tenets.

Again, I urge the Council to adopt Option 2 and find out how the majority of their constituents view this question.

Richard Seiferheld
seiferheld@me.com
707 695 0915

June 7th, 2020

To: St. Helena City Council

Concerning Petition Regarding Initiative Measure Prohibiting Hotel/ Motel Development on Public Land Located at the Corner of Library Lane and Adams Street—

The City Attorney opined concern in the staff report that it is very unclear how specifically the measure's intent would then be effectuated.

This is not well thought out; we should direct the City staff to (no.3) prepare an impartial and informational report analyzing the impact of the proposed initiative measure.

Thank you for your consideration,
Susan Kenward
1713 Adams Street, St. Helena, CA 94574

Cindy Tzafopoulos

From: Wayne Armstrong <mrwaynearm@gmail.com>
Sent: Sunday, June 7, 2020 4:03 PM
To: gellsworth@cityofsthena.org; Anna Chouteau; Mary Koberstein; David Knudsen; Paul Dohring; Cindy Tzafopoulos
Subject: [External] Adams Street initiative

Dear Mayor and City Council,
Marcus and I have read page 3 of the Staff Report regarding the potential Adams Street initiative being discussed at the Tuesday, June 9th meeting and referencing the City Attorney's comment stating "Thus, it is unclear how specifically the measure's intent would be effectuated" and the question he seems to be raising about the initiative itself the Council should choose option 3 and ask for a report to clarify before considering putting it on the ballot.
Ballot initiatives in general and this one in particular should be considered carefully and thoroughly given their far reaching effects and repercussions on zoning and policy.
Thank you,
Wayne Armstrong and Marcus Robbins

Sent from my iPhone

Cindy Tzafopoulos

From: Anthony Micheli <anthonymmicheli@yahoo.com>
Sent: Monday, June 8, 2020 1:28 PM
To: Public Comment
Subject: [External] Hotel Adams St.

I support putting "No" hotel on adams street initiative on the Nov. Ballot

Cindy Tzafopoulos

From: Cristine Salzner <cristine@pearlwonderfulclothing.com>
Sent: Monday, June 8, 2020 4:32 PM
To: Cindy Tzafopoulos; Geoff Ellsworth; Paul Dohring; Mary Koberstein; Anna Chouteau; David Knudsen
Subject: [External] Adams St. Initiative

Dear Mayor and City Council,
Referencing the initiative on Adams being discussed at the meeting on Tuesday, June 9th, after reading page 3 of the Staff Report under Discussion A where the City Attorney states "Thus, it is unclear how specifically the measure's intent would be effectuated" he seems to be raising a question about the initiative.
Ballot initiatives should not be undertaken or granted lightly, especially when they affect potential changes in zoning and as such the Council should choose option 3 and ask for a report before proceeding to put it on the ballot.
Thank you.

Sincerely,
Cristine Salzner
Cristine Salzner
Proprietor
Pearl Wonderful Clothing
707-963-3236

www.instagram.com/pearlwonderfulclothing/
www.pearlwonderfulclothing.com

Cindy Tzafopoulos

From: Jack Stuart <jstuartwine@gmail.com>
Sent: Monday, June 8, 2020 11:36 AM
To: Public Comment
Cc: Mary Koberstein; Anna Chouteau; Paul Dohring; Geoff Ellsworth; David Knudsen; Cindy Tzafopoulos
Subject: [External] Public Comment Re Item 11.1 June 9, 2020

Public Comment, June 9, 2020
Agenda Item 11.1

Members of the Saint Helena City Council:

I urge you to select Option 3 for action on the proposed Adams Street initiative.

The measure is defective in both wording and content. Even if it were to pass, the initiative would not enact any law or amend the general plan or zoning code, nor would it give the city council authority to implement it by ordinance or policy.

The measure's statement that it would have "no measurable fiscal impact" on the city is misleading. While the drafters are likely referring only to administrative costs connected to the ballot itself, the real fiscal impact of the initiative would be to foreclose forever the possibility of significant annual revenue (as much as $3.8 million a year in taxes alone, according to the Financing Civic Infrastructure Task Force). What's more, a sale of part of the Adams parcel could add tens of millions of dollars to the city's funds.

Why risk handcuffing present and future councils by enabling this ill-conceived initiative? Please direct staff to prepare the informational report described in Option 3. The community deserves the facts before any vote is taken to limit the city's choices.

Thank you for your commitment to our town.

Jack Stuart
22 Crane Avenue

Cindy Tzafopoulos

From: tallen@northbaymgt.com
Sent: Monday, June 8, 2020 11:18 AM
To: Public Comment
Subject: [External] Comment on Upcoming Council Discussion on Proposed Ballot Initiative

Dear City Council -

With respect to Item 11.1 on Tuesday's agenda, I support the "Recommended Action" of pursuing Option #3 which is to direct the Council to analyze the impact of the proposed initiative that would preclude any consideration of the development of a hotel on the Adams Street parcel.

The proposed initiative as written is confusing, technically flawed, and hugely detrimental to the financial health of the town. It should not be either adopted as written or placed on the ballot as written.

The argument “let the voters decide” -- while conceptually valid and a fundamental principle of our democracy -- does NOT apply here in this specific case. Our town cannot “let the voters” decide an issue of this monumental importance without Council analysis or direction, with a flawed ballot measure, and without constructive dialogue within our community regarding the consequences of this measure -- as well as a constructive dialogue about the pros and cons of responsible development of the Adams parcel.

In reality, the Council has no choice but to vote on Option 3. Any other choice would be an abdication of its responsibility and would be malfeasance in office.

Respectfully submitted,

Tom

Thomas W. Allen
1703 Madrona Avenue
St. Helena, CA 94574
Mobile 415-990-0240
tallen@northbaymgt.com

Dear Council,

Thank you for including this public comment for the June 9, 2020 city council meeting, Agenda Item 11.1

As has been repeatedly stated by council, it is your intent and preference to hear from St Helena residents to inform and guide your decisions. You have thanked the public for participation as well as expressed some disappointment when input is lacking. I genuinely congratulate your effort to value St Helenans' voices about things that directly affect us.

To that point, hundreds of residents have expressed their preference in writing to have a clear voice in November regarding the public property that belongs to all of us. In addition, council meetings on the Adams Lot have consistently drawn significant public attendance for decades, including a widespread community effort decades ago. This public property is undeniably important to residents.

It is not often that the council has such clear input from the public, and I encourage you to accept it by choosing Option 2.

To clarify, this is not a comment opposing hotels in St Helena, nor the existing hotel proposals presently being considered that are not on public open space.

Thank you for your time and service to our community,

Ann Nevero

Additional Comment on Option 3: As stated in the newly adopted General Plan, St Helena has not come close to meeting the city's "ultimate goal to attempt to achieve the nationally recommended standard of 10.5 acres of park land per 1,000 residents." The city presently has less than 5 acres/1000 residents, which is not even at the lowest end of the US Dept of Parks and Rec guidelines.

Selling off the Adams St public property which is used daily as a park now, must also evaluate the City's ability to purchase additional park land within St Helena to meet the City's stated goal. This becomes increasingly important with the ongoing efforts to increase densities and population.

The Adams Lot has served for years as a popular gathering place and location for St Helenans to enjoy the uniquely agricultural and natural environment within the city of St Helena.

During the Covid shutdown, the Adams lot and adjacent public trail has offered an irreplaceable setting for residents to enjoy essential time outdoors while providing human connections through safely greeting friends and neighbors.

If it is sold, it becomes unavailable to residents, making the ability of the city to purchase more parkland to meet the City's goal a necessary component of Option 3.

Cindy Tzafopoulos

From: Dione Carston <DCarston@castellodiamorosa.com>
Sent: Tuesday, June 9, 2020 1:25 PM
To: Cindy Tzafopoulos
Subject: [External] hotel on adams

Dear Mayor and Council,

I have read Page 3 of the Staff Report for the meeting on Tuesday, June 9th, regarding a potential ballot initiative for Adams Street where the City Attorney states "Thus, it is unclear how specifically the measure's intent would be effectuated". He seems to be raising a question about the initiative itself and as such the Council should choose option 3 and ask for a report to gain clarity before considering it for the November ballot.

Initiatives such as this must be considered carefully and have no ambiguity about their meaning or intent because they deal with far reaching "in perpetuity" consequences for zoning and policy affecting the entire community.

Thank you,
Dione Carston
St. Helena business owner

Dione Carston
Director of Retail
Castello Di Amorosa
4045 St. Helena Highway
Calistoga, CA 94515
707.403.7015
dcarston@castellodiamorosa.com

94 pts Wine Spectator 2015 Retrospective Tasting
2005 Il Barone Reserve Cabernet

94 pts Robert Parker Wine Advocate
2013 Sinalunga Cabernet Sauvignon

93 pts Wine Enthusiast
2009 Napa Valley Cabernet Sauvignon

Cindy Tzafopoulos

From: Oliver Caldwell <oliver@caldwellsnyder.com>
Sent: Tuesday, June 9, 2020 8:06 AM
To: Anna Chouteau; Mary Koberstein; Paul Dohring; Geoff Ellsworth; David Knudsen
Cc: Cindy Tzafopoulos; Mark Prestwich
Subject: [External] Public Comment June 9, 2020 Council Hearing / Agenda item 11.1

St. Helena City Council Hearing
Public Comment / June 9,2020
Agenda Item 11.1

Members of the Saint Helena City Council:

If this Adams Street initiative is to be decided by the voters, then please let them have the City's impartial and informational Report analyzing the impact of such proposed initiative . . . its impact on funding for infrastructure of all types, Its impact on the community's ability to attract and retain business and employment, Its impact on existing business districts, and developed areas designated for revitalization, etc. etc.

For all those silent voters who are not aware of all the serious financial issues that burden our City, I ask the Council on their behalf to adopt Option #3. Let the community have the Report!

Respectfully,

Oliver Caldwell

Cindy Tzafopoulos

From: Tishna Pastrama <pastrama@sbcglobal.net>
Sent: Tuesday, June 9, 2020 3:23 PM
To: Public Comment
Subject: [External] Comment for tonight's Public Meeting

Dear City of St. Helena Clerk,

I am submitting this public comment for Agenda item 11.1 June 9, 2020 City council meeting.

The people of St Helena should be able to vote on the sale of our public property. Please choose option 2.

Thank you,

Tishna Pastrama

Cindy Tzafopoulos

From: Patty <pattysimons@comcast.net>
Sent: Tuesday, June 9, 2020 3:14 PM
To: Public Comment
Subject: [External] Public comment - tonight's meeting 11.1

Dear City Council Members,
Please choose option 2 and allow us to vote!
We do not need another costly financial analysis.
Thank you,
Patty and Don Simons
831 Signorelli Circle
St. Helena

Cindy Tzafopoulos

From: tim@nieman.org
Sent: Tuesday, June 9, 2020 3:36 PM
To: Cindy Tzafopoulos
Subject: [External] June 9 Public Comment

Dear Council Members,

Regarding the proposed ballot action to allow citizens to vote on whether to allow a hotel on the city's Adams Street property, I urge you to select Option #2. This is a public asset. Let's let the public owners of the asset vote on it. Multiple financial analyses have already been done with a variety of assumptions and conclusions. One more is not going to make a difference – let's vote and see what the citizens want.

Tim Nieman
St. Helena

Cindy Tzafopoulos

From: TOM BELT <tmbelt@comcast.net>
Sent: Tuesday, June 9, 2020 4:44 PM
To: Public Comment
Subject: Fwd: Re: [External] June 9, 2020 City Council Agenda Item 11.1

Please include Mr. Murphy's interest in city council voting for option 2 during the CC meeting.

Tom Belt

---------- Original Message ----------
From: Philip Murphy <philipjmurphy@sbcglobal.net>
To: TOM BELT <tmbelt@comcast.net>
Date: June 9, 2020 at 12:34 PM
Subject: Re: June 9, 2020 City Council Agenda Item 11.1

Right on ! Phil Murphy

On Thursday, June 4, 2020, 3:23:21 PM PDT, TOM BELT <tmbelt@comcast.net> wrote:

Dear St. Helena City Council Members,

I'm writing to express my support for city council to vote for option number 2 during the June 9th meeting regarding the Adams Street Hotel Initiative.

The topic of selling all, or a part, of Adams Street for another hotel has been a controversial issue among residents in St. Helena for many years. In the past, each time the city has considered selling Adams St. for a hotel, there has been a large showing of St. Helena residents at city council meetings expressing their opposition to the issue. While at these same meetings no, or very little, public support has been voiced by residents in favor of building a hotel on Adams Street.

Finally, after all the controversial energy has been spent on this issue, one St. Helena resident, through her own effort and expense, gathered enough petition signatures to qualify this matter for an initiative to allow residents to decide. (Consideration should be given to the fact that the petition signatures were successfully obtained during a period of mandatory social distancing due to the Corona-virus.)

Our city now has the opportunity to place this matter on the November 2020 ballot. There is no question about our city needing more revenue, but with current plans for hotels on the Charles Krug and Farmsted properties, does the city really need a third hotel? Add to this, the issue of what to do with the city hall property on Main Street and the issue becomes even more complex.

In conclusion, I'm writing in behalf of my wife and myself to ask our city council to allow the initiative go forward and be placed on the November ballot. Providing St. Helena

residents with a choice on this matter is the wisest course of action. To approve the initiative or to
to prepare an "impartial" and informational report to analyze the impact of the proposal will conclude with misgivings and distrust among residents in opposition to city council's final decision.

Respectfully submitted,

Tom and Margot Belt
1520 Hillview Place,
St. Helena, CA

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Report to the City Council
Regular City Council - 09 Jun 2020

Agenda Section: **NEW BUSINESS**

Subject: **Review and Discussion of City Council Three Year Goals and 2020 Workplan**

CEQA Determination: **Not a CEQA project**

Prepared By: Mark T. Prestwich, City Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

n February 4, 2019, the City Council held a Priority Setting Workshop to discuss three-year citywide organizational goals, establish priorities for the coming year, and discuss how the priorities fit with the organization's capacity.

On February 26, 2019, the City Council approved five updated three-year organizational goals. Additionally, the Council held a discussion of various 2019 work plan objective/tasks to assist in the accomplishment of organizational goals and directed staff to prioritize and prepare a summary of staffing and assignments.

On April 9, 2019, the City Council confirmed the 2019 Work Plan staffing and assignments to guide the organization's work. A previous Work Plan update was held at a Special Meeting on July 22, 2019.

DISCUSSION

The planned review of the City Council's three-year goals and discussion of the 2020 workplan was postponed from early 2020 to June due to COVID-19 pandemic and state of emergency impacts. As a result, some initiatives have experienced delays that otherwise would have been anticipated to be completed earlier. The attached draft 2020 workplan prioritizes tasks, assigns responsibility to various initiatives, and provides a means of providing periodic status reports on progress.

City staff is seeking Council feedback on the City's three-year goals as well as the draft 2020 workplan.

FISCAL IMPACT
Not applicable.

RECOMMENDED ACTION
Discuss and provide direction to the City Manager.

ATTACHMENTS
RevPN DRAFT 2020 Workplan v3

COUNCIL APPROVED THREE-YEAR GOALS & DRAFT 2020 WORK PLAN

LEGEND

GREEN	Higher priority work plan items in motion or directed by City Council
YELLOW	Work plan items may not be completed in 2020 due to focus on higher priorities
RED	Work plan items that are important but are recommended for consideration for 2021 work plan due to competing priorities

GOAL DATE		WHO	WHAT	STATUS				NOTES
				Complete	On Schedule	On Hold	Revised Date	
GOAL 1		**Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship & Public Health**						
A	31-May-20	City Manager + Assistant to the City Manager + Consulting CPA	Support Financing Revenue Task Force Meetings to advance recommendations for replacement of City Hall, improving the Library, streetscape, and storm drain infrastructure.	X				
B	30-Sep-20	City Engineer + Mayor Ellsworth +Vice Mayor Dohring + Engineering Firm GHD	Prepare Pratt/Main intersection realignment design & study, including review with Caltrans to reevaluate intersection safety improvements. Sequencing of review will include ATSC followed by City Council.				X	Adjusted due to COVID-19
C	30-Jun-20	City Engineer + Council Member Knudsen	Secure necessary permits and initiate construction of the Upper York Creek Dam removal project.	X				Bids due May 18
D	31-Jul-20	Public Works Operations Manager + Council Member Kundsen	Council Presentation of Integrated Utility Master Plan Findings/Recommendations.		X			
E	15-Nov-20	City Engineer + Vice Mayor Dohring + Council Member Koberstein	Complete Caltrans permitting for Phase 1 Downtown Streetscape Project and complete RFP to advance project to construction in January 2020.		X			
F	31-Aug-20	City Engineer	Complete 2020 paving and ADA facilities/curb ramp projects.				X	Likely need to revise project based on Measure T projections with COVID

GOAL DATE		WHO	WHAT	STATUS				NOTES
				Complete	On Schedule	On Hold	Revised Date	
G	15-Oct-20	Assistant to the City Manager + Planning Director + City Manager + Chamber/business reps	Prepare and implement Business Continuity Plan for 2021 Sidewalk Project including parking/signage, business license fee waiver consideration, possible façade improvement program.		X			
H	30-Jun-20	City Engineer	Complete C-82 Downtown Bathroom project on Money Way.		X			Construction has commenced
I	31-Jul-20	City Engineer	Complete C20-03 St. Helena Park Fence Replacement, landscaping improvements and year 2020 Skate Park crack sealing.		X			Fence and landscaping omplete; crack sealing to follow in summer
J	30-Sep-20	City Engineer	Complete S-52 WWTP Design and advance project to bid.		X			
K	31-Mar-20	City Engineer	Complete C20-01 Library flat roof replacement project.	X				
L	31-Jul-20	City Engineer	Complete R19-07 guardrail design for Silverado Trail improvements.		X		X	Adjusted due to COVID-19
M	31-Jul-20	City Engineer	Complete C19-02 tennis court resurfacing project.		X			Approval of contract scheduled for May 12
N	31-Aug-20	City Engineer	Advance W-27 replacement of Meadowood water tanks to design.		X			
O	15-Mar-20	Police Chief	Complete PG&E Public Safety Power Shutoff After Action Report.	X				
P	31-Aug-20	City Engineer	Complete design of S18-71 Crinella Pump Station.				X	Adjusted due to COVID-19
Q	31-Aug-20	City Engineer	Complete installation of emergency fuel tank at Public Works Corporation Yard.				X	Adjusted due to COVID-19
R	31-Dec-20	City Engineer	Secure Mills Lane right-of-way for R20-02 storm drain project.				X	Adjusted due to COVID-19
S	30-Sep-20	City Engineer	Complete analysis of St. Helena Vine Trail route options and facilitate Council decision making on preferred route.				X	Adjusted due to COVID-19
T	31-Dec-20	City Engineer	Advance C20-06 generator purchase/installation, replacement and acquisition for HMGP and PSPS Resiliency funded grants.		X			
U	30-Sep-20	City Engineer + City Attorney - Councilmember Koberstein	Complete conservation easement for Flood Control Project		X			
V	31-Oct-20	City Engineer	Complete design of W-101 Tank 2 Rehabilitation.				X	Adjusted due to COVID-19
W	30-Sep-20	City Engineer + DSOD review	Submit design of W-109 Bell Canyon Intake Tower to State.		X			
X	30-Sep-20	City Engineer + DSOD review	Submit design of W-85 Bell House Valve Replacement to State.		X			
Y	31-Aug-20	City Engineer	Complete design of R19-03 Sulphur Creek Erosion Repair and permitting.				X	Adjusted due to COVID-19
Z	31-Dec-20	City Engineer	Complete design of R19-04 Sulphur Creek Sediment Removal and permitting.				X	Adjusted due to COVID-19
AA	30-Nov-20	City Engineer	Complete design of W-106 Crystal Springs Booster Station Upgrades (generator power).				X	Adjusted due to COVID-19
BB	31-Aug-20	City Engineer + Operations	Complete Public Works Standards Update.				X	Adjusted due to COVID-19
CC	31-Aug-20	City Attorney + City Engineer	Complete Water Will Serve Policy Draft for City Council Review.				X	Adjusted due to COVID-19

GOAL DATE		WHO	WHAT	STATUS				NOTES
				Complete	On Schedule	On Hold	Revised Date	
DD	30-Sep-20	City Engineer	Complete design and implement Spring Street Bike Lanes.				X	Adjusted due to COVID-19
EE	30-Nov-20	City Engineer	Complete design of W-110 Rutherford Pump Station Upgrades.				X	Adjusted due to COVID-19
FF	15-Oct-20	City Engineer + Operations	Complete assessment and implement W20-01 Bell Canyon Spillway Repairs.				X	Adjusted due to COVID-19
GG	31-Oct-20	City Attorney + City Engineer + Mayor Ellsworth + Vice Mayor Dohring	Evaluate feasibility of modifications to existing agreements with large water users to establish firm caps in order to safeguard water supply.			X		
HH	30-Nov-20	City Engineer + Operations	Complete W18-115 Remove Rutherford Pipe Restrictions				X	Adjusted due to COVID-19
II	30-Sep-20	City Engineer + Fire Chief	Repaint C20-02 Fire Station No.1 (budget permitting).			X		Paused due to budget evaluation
JJ	30-Jun-21	City Engineer	Complete design of next two years of citywide paving projects			X		Maybe delayed with reduction of Measure T Revenues with Covid
KK	31-Aug-20	City Engineer	Complete Dam Inundation Mapping & Emergency Action Plan			X		
LL	30-Apr-21	City Engineer	Complete design of R19-05 Grayson and South Crane Avenues Reconstruction Project		X			
MM	TBD	Planning Director (Lead) + City Engineer + Mayor & Vice Mayor + 2 Recreation Commissions + Landscape architect	Develop a community supported plan and funding strategy to renovate Lyman Park.					
NN	TBD	City Engineer (Lead)	Install wastewater meters for wineries and other users with unique characteristics to improve cost of service/fee nexus (Ad hoc Utility Rate Committee recommendation).					
OO	31-May-20	City Manager + Assistant to the City Manager + Consulting CPA	Assess baseline condition of sidewalks and develop approved program for long erm maintenance and repair of City sidewalks.					

GOAL DATE		WHO	WHAT	STATUS				NOTES
				Complete	On Schedule	On Hold	Revised Date	
GOAL 2		**Stabilize, Maintain and Improve Access to Housing**						
A	Mid-2021	Planning Director (Lead)	Facilitate update to Zoning Code		X			Under development; Project will continue into mid-2021
B	30-Sep-20	Planning Director (Lead) + Assistant to the City Manager + Council Members Knudsen & Koberstein + OTSA	Prioritize Housing White Paper and Housing Element recommendations into short (1-2 years) and long term (3-5 year) actionable implementation actions, and advance short-term actions.				X	Adjusted due to COVID-19
C	31-Dec-20	Planning Director (Lead) + Finance Director + Council Members Knudsen + Koberstein	Update Housing Impact Fees for workforce housing and consider updates to inclusionary housing ordinance.				X	Adjusted due to COVID-19
D	31-Oct-20	Planning Director (Lead) + Council Members Knudsen + Koberstein	Advance to Planning Commission short-term housing regulatory options for consideration.				X	Adjusted due to COVID-19
E	31-Aug-20	Planning Director	Prepare RFP for Housing Element Update				X	Adjusted due to COVID-19
F	1-Jul-20	Planning Director + Finance Manager	Facilitate submittal of CDBG grant		X			
G	1-Jul-20	Planning Director + Finance Manager	Facilitate submittal of Early Action Planning Grant		X			
H	31-Jul-20	Planning Director + City Attorney	Align City Accessory Dwelling Unit (ADU) ordinance with new State law.		X			

GOAL DATE		WHO	WHAT	STATUS				NOTES
				Complete	On Schedule	On Hold	Revised Date	
GOAL 3		**Enhance Organizational Performance and Commit to Full Public Participation, Ongoing Communication and Regional Collaboration**						
A	30-Nov-20	Planning Director (Lead) + ATSC + Planning Commission	Prioritize General Plan "Climate Action" Chapter action items with appropriate staff and Planning Commission/ATSC Committee feedback into short (1-2 years) and long-term (3-5 year) actionable tasks.				X	Adjusted due to COVID-19
B	31-Oct-20	Recreation Director (Lead) + Parks & Recreation Commission	Prioritize General Plan "Parks & Recreation" Chapter action items with appropriate staff and Parks & Recreation Commission feedback into short (1-2 years) and long-term (3-5 year) actionable tasks; advance short-term tasks.		X			
C	30-Nov-20	Planning Director (Lead) + Vice Mayor Dohring + Council Member Knudsen	Draft and present citywide design guidelines to the Planning Commission for adoption.		X			
D	30-Nov-20	HR/IT Director + City Attorney	Complete comprehensive update to Employee Handbook in partnership with City bargaining units and present to the City Council for adoption.				X	Adjusted due to COVID-19
E	30-Sep-20	HR/IT Director + Assistant to the City Manager	Prepare/present to the City Council an employee succession plan and/or strategy to help retain employees and minimize turnover costs.		X			
F	31-Aug-20	Planning Director + Planning Commission + City Manager	Conduct annual Governance Meeting with Planning Commission.				X	Adjusted due to COVID-19
G	31-Aug-20	City Manager	Coordinate Council Workshop on review of Parks & Recreation Commission and ATSC responsibilities.				X	Adjusted due to COVID-19
H	31-Aug-20	Police Chief (Lead) + City Manager	Evaluate potential for shared Police Department services with City of Calistoga.		X			
I	30-Nov-20	City Attorney	Complete review of City Legal Services Policy		X			
J	30-Nov-20	City Attorney	Review and recommend to the City Council updates to the Council Rules of Procedure.		X			
K	30-Sep-20	Planning Director (Lead) + Mayor Ellsworth + Council Member Koberstein	Coordinate Council Study Session to analyze options related to developing a robust Code Enforcement Program that is efficient, readily understandable, and predictable.			X		May require postponing
L	31-Dec-20	Planning Director + City Attorney	Review and document status and scale of two large existing non-conforming businesses.			X		May require postponing
M	30-Jun-20	Planning Director (Lead) + City Manager	Complete Management Study of City development process to identify recommended improvements for consideration.			X		Suspended due to budget; recommend peer review alternative

GOAL DATE		WHO	WHAT	STATUS				NOTES
				Complete	On Schedule	On Hold	Revised Date	
N	31-Dec-20	City Engineer + Police Chief	Conduct public workshop to solicit community feedback on comprehensive approaches to traffic and pedestrian safety.		X			

GOAL DATE		WHO	WHAT	STATUS				NOTES
				Complete	On Schedule	On Hold	Revised Date	
GOAL 4		**Ensure Long-Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life**						
A	30-Sep-20	Finance Director	Complete Impact Fee Study and Cost Allocation Plan (including inclusionary fees and housing fees) for City Council adoption.				X	Adjusted due to COVID-19
B	30-Nov-20	Finance Director (Lead) + City Attorney + Council Member Knudsen	Present for City Council consideration a policy and procedure to receive charitable gifts and endowments on behalf of the City.				X	Adjusted due to COVID-19
C	30-Sep-20	Assistant to the City Manager (Lead) + Mayor Ellsworth + Council Member Chouteau + Chamber of Commerce	Intervene to assist in securing tenants for vacant buildings.		X			May require additional time
D	31-May-20	Assistant to the City Manager (Lead) + Mayor Ellsworth + Council Member Chouteau	Survey downtown businesses regarding their interest in Façade and Tenant Iprovement Program				X	Adjusted due to COVID-19
E	31-Aug-20	Finance Director (Lead) + City Manager + Council Member Knudsen	Evaluate and present options to increase City revenue for City Council consideration.					Duplicates Financing Infrastructure Task Force & FY 2021-22 Budget Development Discussions. Delete?
F	30-Nov-20	City Manager + Planning Director + Council Member Knudsen	Initiate conversation with existing hotels to discuss opportunities to grow/improve their businesses (e.g. hotel incentive program).		X			
G	TBD	Planning Director	Develop and recommend Parklet's Program and Policy.					

GOAL DATE		WHO	WHAT	STATUS				NOTES
				Complete	On Schedule	On Hold	Revised Date	
GOAL 5		**Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of our Youth**						
A	31-Aug-20	Assistant to the City Manager	Inventory current community-wide youth and family initiatives.				X	Adjusted due to COVID-19
B	31-Aug-20	Assistant to the City Manager	Convene stakeholders group to prioritize short-term actions that compliment existing youth and family initiatives.				X	Adjusted due to COVID-19
C	1-Oct-20	Assistant to the City Manager	Based on stakeholder group, determine and priotizie long term actions that compliment exisiting youth and family initaitves.				X	Adjusted due to COVID-19

OTHER								
A	TBD	Planning	Follow-up to October 22, 2019 Generator Noise Ordinance discussion					
B	TBD	Planning	5G Ordinance					Recommended best practice
C	TBD	Public Works	Money Way garbage/recycling consolidation					
D	TBD	NVTA/Planning	VMT thresholds					
F	TBD							

Report to the City Council
Regular City Council - 09 Jun 2020

Agenda Section: **NEW BUSINESS**

Subject: **Urgency Ordinance to Grant Emergency Temporary Use Permits that will Allow Commercial Business to Use Outdoor Space to Meet Physical Distancing Requirements**

CEQA Determination: **Class I Categorical Exemption under Section 15301 of CEQA**

Prepared By: Maya DeRosa, Planning & Building Director

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

As the City Council discussed during its May 26, 2020 City Council meeting, various efforts are underway to provide assistance to local businesses as they begin to reopen. Retail businesses and restaurants are facing challenging times as they must not only reopen after being either completely shut or, for restaurants, only allowed to provide take-out or delivery services, but they also must comply with State and County public health orders. Those public health orders, among other things, require physical distancing, address face coverings and sanitation procedures, and recommend that restaurants prioritize outdoor dining, all in an effort to reduce or prevent community transmission of COVID-19. Restaurants and non-essential retail businesses began reopening on May 19, 2020 after being granted permission from the State to begin reopening.

City staff sent out a survey to local businesses and restaurants asking if they had available outdoor space that they would be interested in expanding. The survey results are included as an attachment to this report, and additional efforts to gain input from more businesses continues. What is clear as a result of the survey is that businesses in the City are interested in expanding, either out into the sidewalk or into adjacent space behind an existing business or restaurant.

DISCUSSION

In an effort to quickly and nimbly assist businesses and restaurants in expanding their operations to outdoor space, the proposed urgency ordinance would allow for such expansion through one streamlined, limited duration permit process. The proposed urgency ordinance, if adopted by the City Council by a four-fifths vote, would allow restaurants and retail businesses to apply for an emergency temporary use permit that will allow them greater flexibility to expand into outdoor areas, whether privately or publicly owned. The goal of the ordinance is to help existing businesses and restaurants expand their physical space so they can be compliant with State and County public health orders requiring physical distancing while also ensuring that the restaurants and businesses operate in a manner that is not injurious to the public health, safety, and welfare. No temporary encroachment permits would be required to utilize a sidewalk area. The provisions of this Emergency Temporary Use Permit do not apply to the use of public streets or public parking areas.

The proposed urgency ordinance proposes a streamlined permitting process that requires approval of an emergency temporary use permit by the Planning and Building Director. The Director would have the authority to grant emergency temporary use permits provided that the restaurant or business operates in compliance with all applicable State and County public health orders, does not violate the Americans with Disabilities Act, and does not operate in a manner hazardous to the public health. The ordinance also allows the permit to be issued with conditions. The emergency temporary use permit would be the only permit required for a business or restaurant to expand. The ordinance provides that no fee would be associated with the emergency temporary use permit application. Nothing in the ordinance would allow for the waiver of any federal, state, or local law that regulates, among other things, alcoholic beverage consumption, noise, or amplified sound. Additionally, any permittee would be expected to maintain the outdoor premises in a clean, sanitary, and safe condition.

Once issued, the Planning and Building Director could revoke the permit if the permittee violates any of the conditions. An emergency temporary use permit granted by the Planning and Building Director pursuant to this Ordinance would expire on the earlier of December 31, 2020 or upon the expiration of this Ordinance. Prior to permit expiration any permittee may apply for a renewal. The City will not charge a fee for requested renewals and any renewed permit would have a term of 180 days from issuance of the renewed permit. Renewals for businesses along Main Street will be reviewed on a case by case basis in order to ensure that the Main Street Improvement project has the ability to make the needed public improvements starting in 2021.

The proposed ordinance also allows the Planning and Building Director to, for the duration of the Ordinance, waive any provision in the Zoning Code that is inconsistent with the proposed outdoor use. The ordinance also permits the Planning and Building Director to waive or modify any condition in an existing discretionary permit (such as a conditional use permit) that would prohibit or otherwise restrict the outdoor expansion. However, the ordinance would not excuse the holder of an existing conditional use permit from its past or future non-compliance with a term or condition of the use permit.

An applicant/permittee could appeal the Planning and Building Director's decision on an emergency temporary use permit to the City Manager. The decision of the City Manager would be final.

The Ordinance would terminate upon the termination of both the State and the City's declaration of emergency, unless the City Council terminated it sooner.

FISCAL IMPACT
There would be no fiscal impact other than staff time spent processing the permit applications.

RECOMMENDED ACTION
Adopt the urgency ordinance by a 4/5 vote.

ATTACHMENTS
COSH Urgency Ordinance Temporary CUP for Expanded Outdoor Use In Light of COVID-19-c1
Business Survey Outdoor Needs Results 6-3-2020
EMERGENCY TEMP USE PERMIT APPLICATION 06032020

ORDINANCE NO. ___

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ST. HELENA AUTHORIZING THE PLANNING AND BUILDING DIRECTOR TO GRANT EMERGENCY TEMPORARY USE PERMITS THAT WILL ALLOW RESTAURANTS AND OTHER BUSINESSES TO USE AVAILABLE PUBLIC AND PRIVATE OUTDOOR SPACE TO MEET PHYSICAL DISTANCING REQUIREMENTS AND WAIVING ANY APPLICANT FEES ASSOCIATED WITH THE CITY'S REVIEW PROCESS

WHEREAS, in response to the COVID-19 pandemic and global health crisis, the City of St. Helena, the County of Napa, the Governor of the State of California, and the President of the United States have all proclaimed a state of emergency; and

WHEREAS, on March 19, 2020, the Governor issued Executive Order N-33-20 (the "Stay-at-Home Order"), ordering all State of California residents to shelter at home or at their place of residence, except as needed to ensure continuity of operations in essential critical infrastructure sectors and additional sectors as directed by the State Public Health Officer; and

WHEREAS, as the result of the Stay-at-Home Order and the County Health Officer's orders, businesses that serve food were only permitted to provide food and beverages by take-out or delivery; and

WHEREAS, on May 4, 2020, the Governor issued Executive Order N-60-20, announcing that the State would move to a "Stage 2" modification of the Stay-at-Home Order, allowing for businesses identified as having a lower risk of COVID-19 transmission to reopen in accordance with State Public Health Officer guidelines; and

WHEREAS, the State Public Health Officer issued an order on May 7, 2020, pursuant to Executive Order N-60-20, relaxing the prior statewide shelter-in-place orders and allowing lower-risk businesses to reopen gradually and enter Stage 2 of the Governor's "Roadmap to Resilience" plan (the "Roadmap") while also providing a process for counties to open at an accelerated pace if they meet certain criteria and are approved by the State; and

WHEREAS, the Governor, on May 18, 2020, further loosened criteria counties must satisfy to move further ahead into Stage 2 of the Roadmap and added more businesses that can reopen during Stage 2; and

WHEREAS, on May 19, 2020, the County of Napa received a variance from the Governor's Roadmap, to permit dine-in restaurants and retail stores to reopen in accordance with State guidelines intended to reduce virus transmission; and

WHEREAS, on May 19, 2020, dine-in restaurants and retail businesses in Napa County were permitted to reopen in the County as part of Stage 2 of the Roadmap if businesses comply with the State's industry-specific guidelines; and

WHEREAS, the City understands that local businesses and restaurants would like to expand into adjacent outdoor areas in order to maximize their available business space while also being in compliance with all applicable public health guidelines; and

WHEREAS, COVID-19 is easily transmitted, especially amongst people in tight quarters or group settings, and it is essential that the spread of the virus be slowed to both protect the public and healthcare providers and to safeguard public health and safety; and

WHEREAS, the City of St. Helena has various Zoning Code provisions that restrict outdoor use, in particular outdoor dining, and strict compliance with the Municipal Code will either hinder or completely prevent businesses from being able to expand their operations outside; and

WHEREAS, to help existing businesses in the City operate in a safe manner where physical distancing is maintained in accordance with all applicable public health orders, it is necessary to temporarily allow commercial businesses to expand their businesses to operate outdoors; and

WHEREAS, Government Code section 8634 authorizes the City Council during a local emergency to promulgate orders and regulations necessary to provide for the protection of life and property; and

WHEREAS, the City, pursuant to the police powers delegated to it by the State Constitution, has the authority to enact laws that promote the public health, safety, and general welfare of its residents; and

WHEREAS, pursuant to California Government Code section 36937, the City may adopt an urgency ordinance if it is for the immediate preservation of the public peace, health or safety.

NOW, THEREFORE, the City Council of the City of St. Helena does hereby ordain as follows:

Section 1. **Findings and Need for Ordinance.**

The City Council of the City of St. Helena hereby finds and declares that this Urgency Ordinance is necessary to help limit the spread of COVID-19 and to protect the health, safety, and welfare of the public as it is essential that contact between and among people, which could lead to the spread of COVID-19, be limited, and the use of additional outdoor areas, whether public or private, is necessary to allow existing businesses to operate in a safe manner and in compliance with physical distancing and other requirements of State and County public health orders and guidelines. The recitals above are each incorporated by reference and adopted as findings by the City Council.

Section 2. **Applicability to Businesses Allowed to Operate in Compliance with State and County Public Health Orders.**

Nothing in this Ordinance authorizes a particular retail business, restaurant, or winery tasting room/bar to operate under applicable State and County orders, and the City shall not issue an emergency temporary use permit to a particular retail business, restaurant, winery tasting room/bar unless and until that business is authorized to operate under State and County Orders. All retail businesses, restaurants, winery tasting rooms/bars authorized to reopen must be in compliance with State and County orders regarding reopening. A retail business, restaurant, winery tasting room/bar must be able to present proof of compliance with the applicable State and County orders upon request by City staff.

Section 3. **Definitions**.

For purposes of this Ordinance, the following words and phrases shall have the meanings respectively ascribed to them:

"Planning and Building Director" or "Director" shall refer to the City's Director of the Planning and Building Department or designee.

"Emergency temporary use permit" means a permit issued by the City and obtained by a qualifying business to operate within the City in accordance with the provisions of this Ordinance.

"Qualifying business" means any retail business or restaurant that demonstrates it will operate in compliance with reopening protocols of the State of California and the County of Napa.

"Restaurant" for purposes of this Ordinance includes a winery tasting room/bar.

Section 4. **Emergency Temporary Use Permit Required.**

Unless otherwise expressly permitted by an existing use permit, encroachment permit, or other written authorization previously lawfully issued by the City, any qualifying business within the City shall obtain an emergency temporary use permit prior to expanding its use, for the purpose of adhering to physical distancing requirements, to adjacent publicly or private-owned outdoor areas. No other City approval or permit, such as an encroachment permit, shall be needed to permit a qualifying business to expand its outdoor use for the purpose of adhering to physical distancing requirements; except if the applicant desires to expand into a public alley or public street, the applicant will be required to submit an application for a temporary encroachment permit.

Section 5. **Application for Emergency Temporary Use Permit.**

A. An application for an emergency temporary use permit must be filed with the Planning and Building Director, on a form approved by the City. The application shall be accompanied by any additional materials or information required by the form or by the Planning and Building Director.

B. Any applicant for an emergency temporary use permit may, in connection with its application for such permit, be exempted by the Planning and Building Director from any applicable Zoning Code (Title 17 of the St. Helena Municipal Code) requirements that would otherwise affect or impede a qualifying business's ability to expand its business outdoors or from other requirements not specified in the Zoning Code that regulate outdoor use. Specifically, the City Council temporarily allows, for the duration of this Ordinance, the Director to suspend Municipal Code Sections 17.48.080(A)(3) and 17.52.080(A)(6) that only permit restaurant outdoor dining with a use permit, Sections 17.48.080, 17.52.080, and 17.136.040 related to outdoor display of merchandise, Section 17.124.030 related to onsite parking requirements, and Section 17.112.070(B) related to design review for certain projections over easements and sidewalks.

C. The Director shall consider any application submitted for an emergency temporary use permit. In the Director's discretion, the application for an emergency temporary use permit may be approved or denied. The Director may approve or conditionally approve an application for an emergency temporary use permit only if the Director finds that the temporary use would not create a hazard to the health, safety or welfare of the public and if the Director determines that operation of the qualifying business will be in compliance with the reopening protocol of the State of California and the County of Napa. The Director may impose any conditions deemed necessary to ensure that the temporary use does not create a hazard to the public health, safety, or welfare of the public. In no event shall the holder of an emergency temporary use permit be allowed to operate in a manner that is not in compliance with the Americans with Disabilities Act. In no event shall the emergency temporary use permit waive, alter, or amend any existing federal or state law or City ordinance or policy concerning, among other things, alcoholic beverage possession or consumption, noise, or amplified sound.

D. If the application for an emergency temporary use permit is approved, the Director shall issue an emergency temporary use permit. All qualifying businesses issued an emergency temporary use permit shall comply with all terms and conditions of the permit and shall be expected to maintain the outdoor premises in a clean, sanitary, and safe condition. The granting of an emergency temporary use permit does not confer any additional property rights on the holder of such a permit; it only allows for a limited duration specified outdoor space to be used in direct response to impacts related to COVID-19. The Director may immediately revoke any emergency temporary use permit if the Director determines that there has been a violation of any condition of approval. Any revocation of an emergency temporary use permit will be deemed effective upon the posting of a notice of revocation at the site of the business granted the special temporary use permit.

E. Any decision made by the Director, pursuant to the authority granted by this Ordinance, may be appealed by the applicant/permittee to the City Manager by notifying the City Manager within five (5) calendar days of the decision. The City Manager shall have the power to sustain, reverse, or modify the decision of the Director. The City Manager's decision shall be final.

F. The emergency temporary use permit issued pursuant to this Ordinance is nontransferable. Only the qualifying business for which the emergency temporary use permit was issued shall be permitted to operate under the prescribed terms of the permit.

G. An applicant for an emergency temporary use permit shall not be charged application fees.

H. As long as an emergency temporary use permit is in effect, all applicable Municipal Code provisions and restrictions set forth in a discretionary permit, such as a conditional use permit, that regulate uses, nonconforming uses, development standards, parking, signage, permit procedures or other regulations or conditions specifically addressed in the emergency temporary use permit that would otherwise and normally regulate the use and development of the property are hereby suspended for those uses and properties subject to an emergency temporary use permit, to the extent that the St. Helena Municipal Code provisions or restrictions set forth in a discretionary permit conflict with the terms of the emergency temporary use permit. However, nothing in this Ordinance shall be interpreted to excuse any conditional use permit holder's past failure to comply with the terms and conditions of a use permit or to excuse any non-compliance with a term or condition upon the termination of this Ordinance.

I. As a condition of receiving an emergency temporary use permit, the permittee shall agree to defend, indemnify, and hold the City and its officers and employees harmless from and against any claims, demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities costs and expenses (including without limitation, attorney's fees, disbursements, and court costs) of every kind and nature whatsoever that may arise from or in any manner related to the issuance of the emergency temporary use permit. The permittee shall also agree to obtain and maintain insurance in amounts set by the City.

J. An emergency temporary use permit granted by the Planning and Building Director pursuant to this Ordinance shall expire on the earlier of December 31, 2020 or upon the expiration of this Ordinance. Prior to permit expiration any permittee may apply for a renewal. The City will not charge a fee for such renewal. Any renewed permit shall have a term of 180 days from issuance of the renewed permit.

Section 6. **Enforcement.**

A violation of this Ordinance or an emergency temporary outdoor operations permit constitutes an imminent threat to the public health and is hereby declared to be a public nuisance and shall be subject to the nuisance abatement procedures set forth in the Municipal Code.

Section 7. **Term.**

This Ordinance shall go into effect immediately upon adoption by the City Council and shall remain in full force and effect until both the Governor and the City of St. Helena terminate the state of emergency in response to the COVID-19 outbreak, or until

this Ordinance is rescinded by the City Council, whichever occurs first. Any emergency temporary use permit that has been issued pursuant to this Ordinance shall expire seven (7) days after its termination, or termination of this Ordinance, to allow permittees to adjust their spaces back to the conditions they were in prior to issuance of the emergency temporary use permit.

Section 8. **Urgency Finding.**

The City hereby finds, determines, and declares that this Ordinance is necessary to the immediate preservation of the public peace, health, or safety, because there is an urgent need to slow COVID-19 transmission as much as possible to protect the most vulnerable and to prevent the healthcare system from being overwhelmed. Therefore, the City further finds, determines, and declares that this Ordinance takes effect immediately upon adoption by a four-fifths vote of the City Council pursuant to the authority conferred upon it by California Government Code section 36937.

Section 9. **City Clerk.**

The City Clerk shall certify as to the adoption of this Ordinance and shall cause it to be published in a newspaper of general circulation within fifteen (15) days of the adoption and shall post a certified copy of this Ordinance, including the vote for and against the same, in the Office of the City Clerk, in accordance with California Government Code Section 36933.

Section 10. **Severability.**

If any provision of this Ordinance or its application to any person or circumstance is held to be invalid, such invalidity has no effect on the other provisions or applications of the Ordinance that can be given effect without the invalid provision or application, and to this extent, the provisions of this Ordinance are severable. The City Council declares that it would have adopted this Ordinance irrespective of the invalidity of any portion thereof.

Section 11. **CEQA.**

This Ordinance qualifies for a categorical exemption from the California Environmental Quality Act (CEQA) under Section 15301, Class 1 (Existing Facilities), of the CEQA Guidelines. This exemption applies to a class of projects that are considered not to have a significant effect on the environment. This includes projects that consist of the operation, repair, maintenance, permitting, leasing, licensing or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. The proposed project consists of allowing minor site alterations to create temporary ancillary outdoor dining areas or curbside/storefront pick-up areas for existing retail businesses and restaurants. The project would not have a significant effect on the environment. The City Council, therefore, directs that a Notice of Exemption be filed with the County Clerk of the County of Napa in accordance with CEQA Guidelines.

THE FOREGOING ORDINANCE was adopted as an urgency ordinance by a four-fifths vote at a regular meeting of the St. Helena City Council on the 9th day of June, 2020, by the following vote:

Mayor Ellsworth: _____
Vice Mayor Dohring: _____
Councilmember Koberstein: _____
Councilmember Chouteau: _____
Councilmember Knudsen: _____

APPROVED:

_____
Geoff Ellsworth, Mayor

ATTEST:

CITY OF ST. HELENA

_____
Cindy Tzafopoulos, City Clerk

I, CINDY TZAFOPOULOS, CITY CLERK of the City of St. Helena, California, do hereby certify that the foregoing Urgency Ordinance was approved by a four-fifths vote at a regular meeting of the City Council on the 9th day of June, 2020, by the following vote:

Mayor Ellsworth: _____
Vice Mayor Dohring: _____
Councilmember Koberstein: _____
Councilmember Chouteau: _____
Councilmember Knudsen: _____

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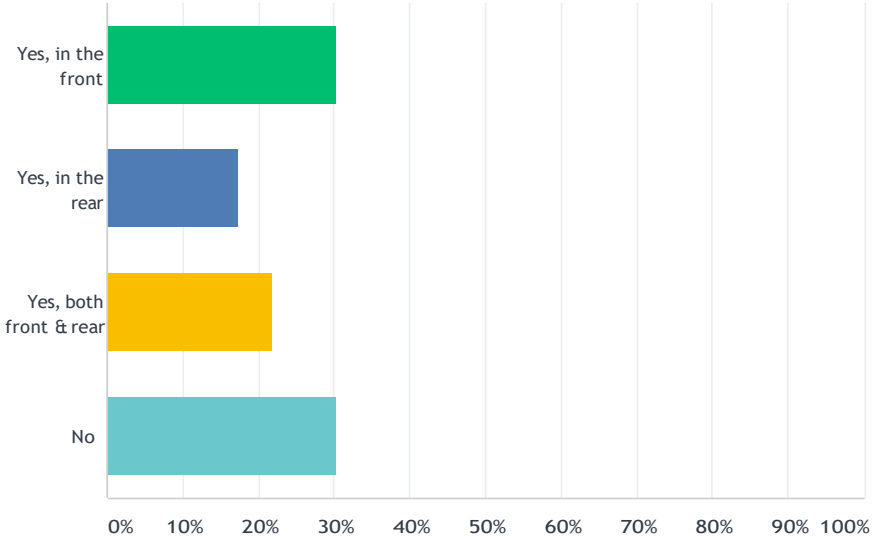
St. Helena Business Survey

Q1 Does your business have room to expand outside? (If no, skip to question #5)

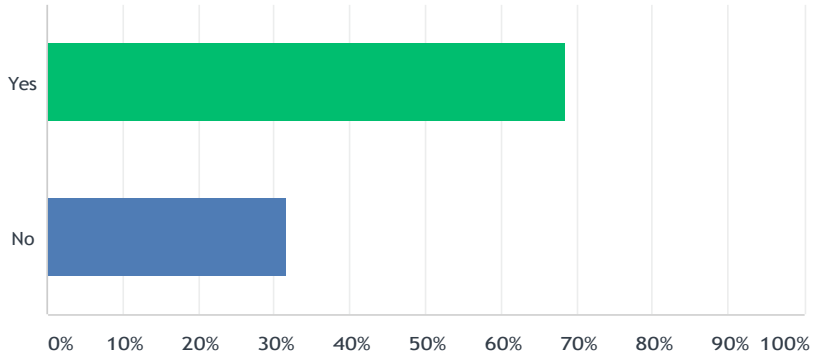
Answered: 23 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes, in the front	30.43%	7
Yes, in the rear	17.39%	4
Yes, both front & rear	21.74%	5
No	30.43%	7
TOTAL		23

Q2 Do you desire to utilize any of the exterior areas to operate your business? (If no, skip to question #5)

Answered: 19 Skipped: 4



ANSWER CHOICES	RESPONSES	
Yes	68.42%	13
No	31.58%	6
TOTAL		19

Q3 Describe the place you desire to expand your business (sidewalk, patio, rear parking area, etc.)

Answered: 13 Skipped: 10

#	RESPONSES	DATE
1	Sidewalk	6/1/2020 5:24 PM
2	Sidewalk	6/1/2020 1:46 PM
3	Would like to be able to put a roaming rack or display out front on nice days.	6/1/2020 1:38 PM
4	Rear Parking Area	6/1/2020 1:08 PM
5	Parking area	6/1/2020 12:41 PM
6	Sidewalk in front and possibly parking space in front on Main Street	6/1/2020 10:20 AM
7	Front sidewalk	5/30/2020 2:21 PM
8	Behind my building.	5/29/2020 4:55 PM
9	We like to have an end of month sale in our parking lot.	5/29/2020 3:09 PM
10	Sidewalk	5/29/2020 2:57 PM
11	Front awning and sidewalk	5/29/2020 1:12 PM
12	sidewalk and rear parking area	5/29/2020 1:03 PM
13	We have space out front for two 2 top tables without taking sidewalk space. We also have a back patio that has space for seating.	5/29/2020 12:46 PM

Q4 To better understand how expanded space could be used, describe how you would utilize the place you described in Question 3.

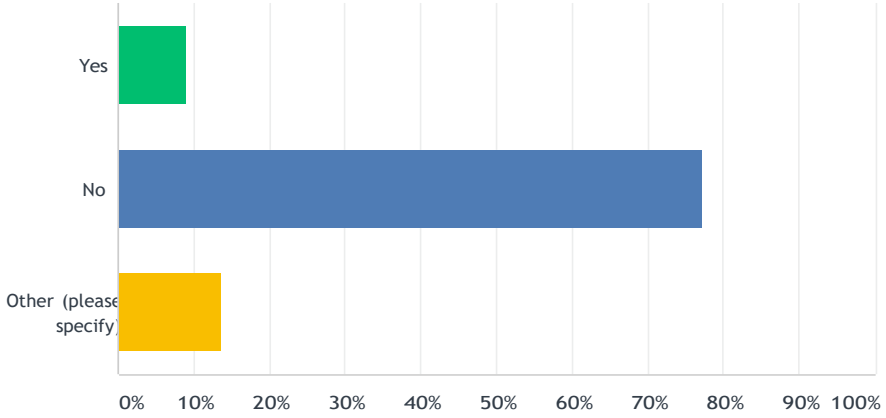
Answered: 12 Skipped: 11

#	RESPONSES	DATE
1	Table by the outside window	6/1/2020 5:24 PM
2	We would only be able to seat out front if the bench and empty newspaper stands are removed. Right now, we may be able to place one table for two out front. Without them, we can probably fit 3-4 tables for two.	6/1/2020 1:46 PM
3	We are looking at the possibility of setting up tables for seating guests in our back parking spots	6/1/2020 1:08 PM
4	Add additional building and outdoor seating area	6/1/2020 12:41 PM
5	Reserve parking space for Curbside pickup; additional outdoor dining	6/1/2020 10:20 AM
6	Tables out in front like we do for the Sidewalk Sale	5/30/2020 2:21 PM
7	Don’t want to expand my office building but would like to be able to utilize my beautiful back yard as a designated COVID19 area to meet clients since it’s outdoors and larger than my office interior.	5/29/2020 4:55 PM
8	We have been doing this for a while. We just use the handicapped spaces with roll away racks and a pop up tent.	5/29/2020 3:09 PM
9	I would bring retail to the sidewalk with displays etc. No a big help for a gift shop but I will try anything to try to stay afloat. I had 2 customers in the store yesterday, so as it is, we won’t be here long.	5/29/2020 2:57 PM
10	Tables with seating and product display	5/29/2020 1:12 PM
11	Put outdoor seating in place	5/29/2020 1:03 PM
12	We would like to be able to have the seating out front for people to enjoy a glass of wine or beer. Out back we would like to enjoy for the same.	5/29/2020 12:46 PM

St. Helena Business Survey

Q5 Do you desire to utilize the on street parking space in front of your place of business for locating additional table seating (parklet concept)?

Answered: 22 Skipped: 1

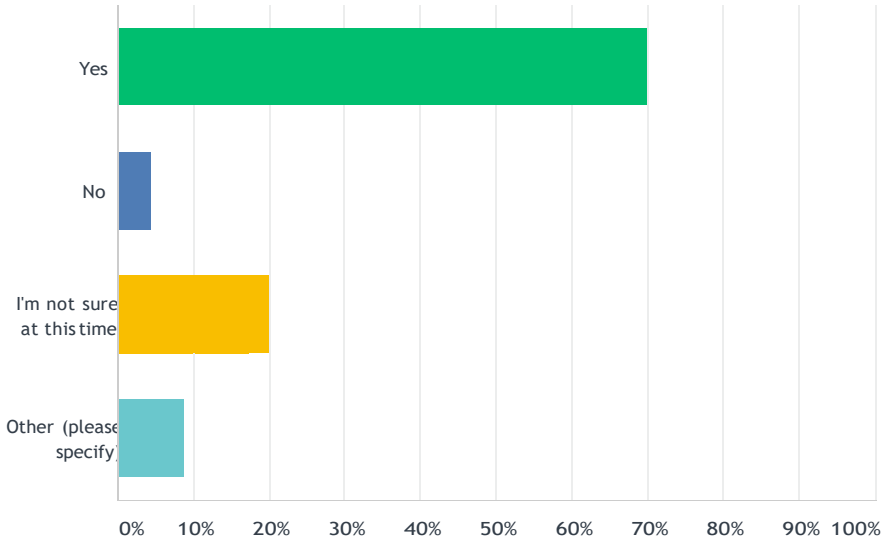


ANSWER CHOICES	RESPONSES	
Yes	9.09%	2
No	77.27%	17
Other (please specify)	13.64%	3
TOTAL		22

#	OTHER (PLEASE SPECIFY)	DATE
1	Im not sure, we do need any possibly seating but I dont know how that would work on main street	6/1/2020 1:08 PM
2	It would be nice to have a couple of chairs for clients waiting to come it.	5/29/2020 4:55 PM
3	O	5/29/2020 12:46 PM

Q6 If the City closed a nearby street, such as Hunt Street, for a food street festival this summer, or similar events, following social distance criteria (with possibly live entertainment), would your business be interested in participating?

Answered: 23 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	69.57%	16
No	4.35%	1
I'm not sure at this time	17.39%	4
Other (please specify)	8.70%	2
TOTAL		23

#	OTHER (PLEASE SPECIFY)	DATE
1	Would need more info on participation	5/30/2020 2:21 PM
2	Possible, need more details	5/29/2020 1:12 PM

EMERGENCY TEMPORARY USE PERMIT APPLICATION

(TO SUPPORT RESTAURANTS, WINE TASTING ROOMS AND RETAIL BUSINESSES)

Planning Department
1572 Railroad Ave.
St. Helena, CA 94574

FILE NUMBER_____

For additional information, zoning, forms & documents please visit us on the web at: http://www.cityofsthelena.org/content/planning

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PLEASE TYPE OR PRINT

Business Name_____

Business Address_____

APN_____—_____—_____ **Additional APN**_____—_____—_____

Business Type: **Restaurant** ☐ **Tasting Room/ Bar** ☐ **Retail** ☐ **Other** ☐ _____

APPLICANT INFORMATION

Name_____

Address_____

City_____

State_____**Zip**_____

Phone_____

Email_____

PROPERTY OWNER INFORMATION

Name_____

Address_____

City_____

State_____**Zip**_____

Phone_____

Email_____

NOTE: Additional property owner(s) and/or applicant(s) information (name, address, phone number, email, and signature) shall be attached to the application. In the case of partnership, all general and limited partners shall be identified. In the case of a corporation, all shareholders owning 10% or more of the stock and all officers and directors shall be identified.

INFORMATION AND QUALIFICATIONS

The Emergency Temporary Use Permit (pursuant to Urgency Ordinance adopted by the City Council on June 9, 2020) is intended to offer businesses flexibility with their seating and retail arrangements to cope with the new demands caused by COVID-19. It allows businesses limited additional seating or displays on patios or walk-ways, and/or to be placed on adjacent lawn, up to the maximum approved seat count identified in the business' use permit as applicable.

IN ORDER TO BE ELIGIBLE,EACH BUSINESS MUST COMPLY WITH THE FOLLOWING:

- COVID-19 industry-specific requirements established by County of Napa, in coordination with rules set by the State of California.
- ADA accessibility requirements for use of the additional identified seating / display area.
- Any applicable ABC licensing requirements use of space may require.
- Approval of landlord (if different than owner of business) to participate in the program.
- Written authorization from land owner (if different than owner of business) to utilize private parking spaces for outdoor tables or merchandise.
- Social distancing and industry sector requirements.
- Any other federal, state, or local laws or regulations applicable to the use.

DESCRIPTION: Please describe the proposed outdoor seating (or other arrangements) for your business below.

_____

_____

_____

_____

_____

_____

THESE ADDITIONAL TERMS APPLY FOR PERMITTEES:

- The City may deny the permit for failure to comply with the requirements of federal, state, or local laws or regulations.
- For liability and ABC considerations, adjacent or additional space use must be on the same parcel or an adjacent parcel owned by the same party or a parent or subsidiary of the party.
- Emergency temporary use permits will expire upon the termination of the declaration of local emergency or by December 31, 2020, which ever date occurs earlier.
- The Planning and Building Director reserves right to revoke the emergency temporary use permit for non-compliance with urgency ordinance adopted by City Council on June 9, 2020.

I, _____, hereby file this Emergency Temporary Use Permit application and agree to comply with minimum requirements noted on page 1 of this application.. **I will not make any changes affecting the outdoor operation of my business until I have received approval from the City of this application.**

In the event the property owner is different from the applicant, the property owner must sign to indicate her/his/its consent to the filing and agreement to be liable with the applicant for the payment of processing fees.

In the event the City is required to take or is subject to legal action to enforce any of the terms and conditions of this application, applicant and property owners agree to pay to City reasonable attorney fees and costs incurred in such action.

We, the owner and the applicant, agree to defend, indemnify, and hold the City, and its officers, and employees harmless from any claims, demands, obligations, actions, causes of action, suits, losses, judgements, fines, penalties, liabilities costs and expenses (including without limitation, attorney's fees, disbursements and court costs) of every kind and nature whatsoever that may arise from or in any manner related to the issuance of the emergency temporary use permit.

Date:_____ Applicant's Signature:_____

Date:_____ Property Owner's Signature:_____

Date:_____ Property Owner's Signature:_____

REQUIREMENTS FOR A COMPLETE APPLICATION:

The following list is not exhaustive, some applications may require additional information. Consult with a planning staff member to determine whether additional materials are required for your project. ***Incomplete applications will not be accepted.***

☐ **APPLICATION FORM -** with all property owner's signatures, including all parties holding a title interest.

☐ **DESCRIPTION-** please describe the proposed additional seating or other arrangements for your business. (Refer to top of page 2)

☐ **SITE PLAN** - please attach a sketch of additional seating/display areas identified (if applicable). Also show, at a minimum, parcel boundaries, location of structure(s), setbacks, sidewalk dimensions and minimum 48" ADA clearance, location of driveway (if applicable); and the location and names of adjacent and abutting streets.

For questions related to this application please contact:

Aaron Hecock Senior Planner at AHecock@cityofsthelena.org or 707-968-2747

To submit an application please contact or email items to:

Xinia Gamero Permit Technician II at XGamero@cityofsthelena.org or 707-968-2659

OFFICE USE ONLY

Approved By:_____ **Date:** _____

Denied By:_____ **Date:** _____

Planning Staff Signature: _____

Conditions :_____

_____

_____

Report to the City Council
Regular City Council - 09 Jun 2020

Agenda Section: **NEW BUSINESS**

Subject: **Review and Discuss July 4th Community Celebration Activities**

CEQA Determination: **Not a CEQA project**

Prepared By: Andre Pichly, Parks & Recreation Director

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

Since 2015, the Parks & Recreation Department has hosted the 4th of July Fireworks at Crane Park. Citing safety concerns resulting from the COVID-19 pandemic, the City Council made the decision during its May 28, 2020, Budget Workshop to cancel the 2020 fireworks show, and asked that Parks & Recreation staff develop an alternative activity that would allow City residents to participate in celebrating our country's independence as a community while continuing to practice safe physical/social distancing.

In 2018, the Parks & Recreation hosted its first Bike Parade, which begins at Starr Avenue and Harvest Lane, and ended at Lyman Park just before the start of a free concert featuring the St Helena Community Band. While this year's concert in the park has been cancelled, staff believes it can host the annual Bike Parade with physical/social distancing and mask-wearing protocols in place.

DISCUSSION

Annual Fourth of July Bike Parade: Participation in the annual bike parade will be free. The parade would start at 10 am with an approximate 1-mile course. The start and end of the Bike Parade is the main area where staff need plan for proper physical/social distancing during the parade. This can be done by (1) encouraging participants to pre-

register for the parade (with the incentive for pre-registering being a frozen treat before or after the event); and (2) by setting up a queue for groups from within the same household to gather for the start of the parade. Staff would do this by marking an orderly row of starting areas, with chalk and/or traffic cones, along the side of Starr Avenue where there is space for cars to parallel park. Staff would provide one frozen treat per participant and would manage the start of the parade by letting each group know when they can begin. Participants would be required to wear a face covering and observe physical distancing. As participants arrive at the east side of Lyman Park (Railroad Ave) other staff would greet and thank them for their participation. Any leftover frozen treats could be made available to participants.

Front Yard Fourth: The second idea is what staff is calling Front Yard Fourth. This campaign is intended to encourage St. Helena residents to move their July 4th family gatherings to their front yards. The concept includes reaching out to local food service businesses and asking them to put together special July 4th meal packs, if they have not already done so. The department could share a list of those businesses to help promote their services to the community. In addition, the department could put together some Fun Fourth Party Packs that would include, but not be limited to, glowsticks, party favors, sidewalk chalk, to name just a few, in a easy-to-carry sling bag. The department would assemble 300 of these Fun Fourth Party Packs and make them available for pick-up from the Parks & Recreation office or Front Yard Fourth participating businesses at no charge and while supplies last.

FISCAL IMPACT

The draft FY2020-21 budget for Fourth of July includes $5,000 for special department expenses. Staff estimates it could provide an adequate number frozen treats based on pre-registration for the Bike Parade and 300 Fun Fourth Party Packs for the Front Yard Fourth, for approximately $2,500.

RECOMMENDED ACTION

Staff recommends the City Council review and discuss the concept for Front Yard Fourth, provide feedback on the plan for implementing a safe annual Bike Parade, and provide final direction for the 2020 Fourth of July programming which would include authorization to spend funds prior to the adoption of the FY 2020-21 budget.